



St. MARTIN'S ENGINEERING COLLEGE
An Autonomous Institute
Dhulapally, Secunderabad-500 100
NBA & NAAC A+ Accredited



Computer Maintenance Strategy:

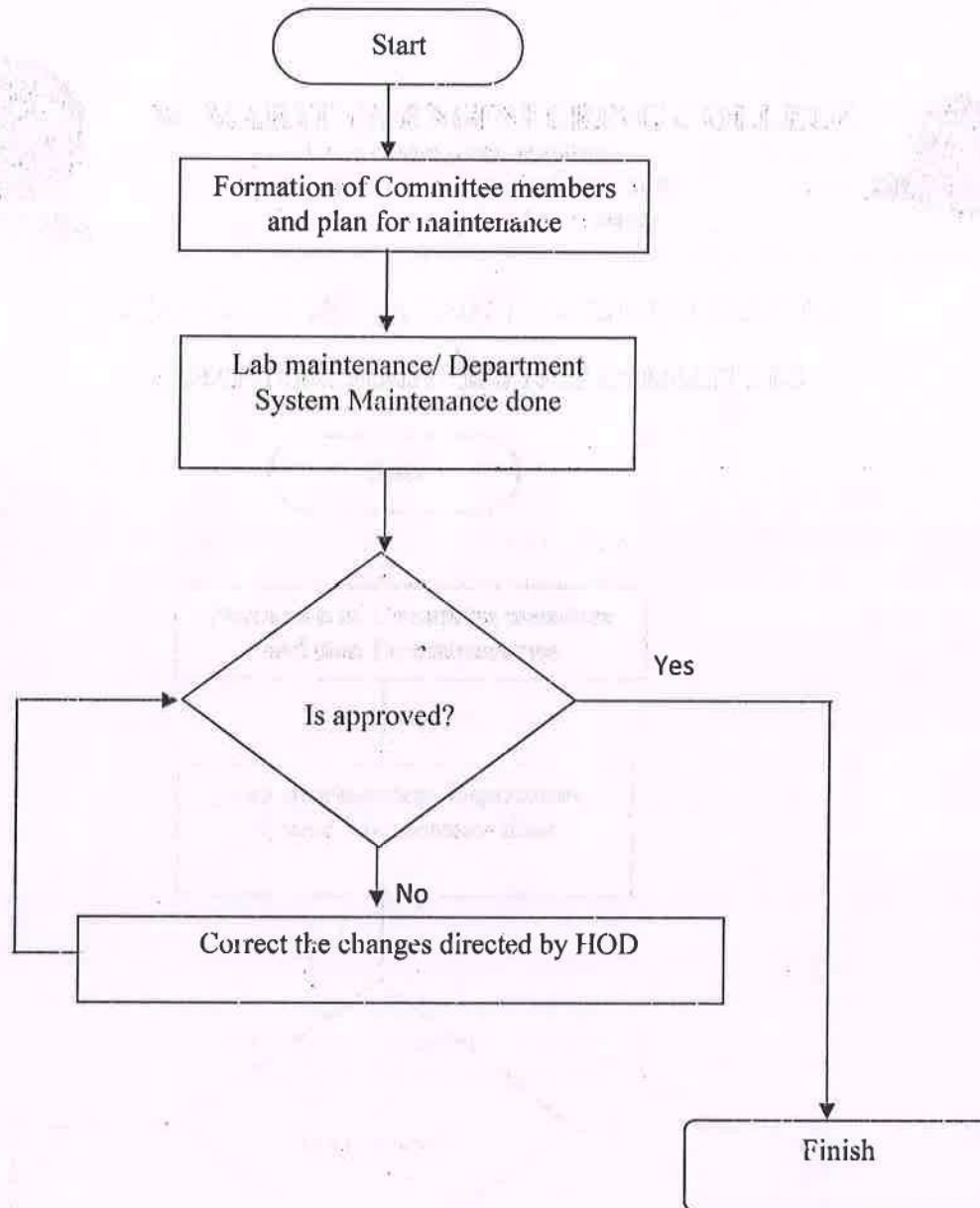
1. Computer Maintenance Committee is conducted at the beginning of each semester.
2. The Committee communicates with Head of all the Departments to inform their problems associated with different laboratories.
3. The concerned Lab Assistants have to submit the reports to concerned HoDs.
4. HoDs will intimate the problems to the System Administrators/HoD-IT for rectification.
5. System Administrators will check and resolve the issues.
6. The same thing will be intimated to the concerned Lab In-charges as well as HoD.

Flow chart for the above SOP is enclosed:


Convener



**STANDARD OPERATION PROCEDURE (SOP) for
COMPUTER MAINTENANCE COMMITTEE**



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