



# SHADAN COLLEGE OF ENGINEERING AND TECHNOLOGY

Affiliated to JNTUH | Approved by AICTE, New Delhi | Permitted by TS Govt.

HimayatSagar Road, Peerancheru, Hyderabad, Telangana State

Date: 14-05-2015

## MAINTENANCE COMMITTEE: 2015-16

### COMPUTER MAINTENANCE COMMITTEE

Different Committees are framed in the college for the smooth and effective administration of different exercises. The Computer Maintenance Committee is established in discussion with HOD IT for one scholastic year or until new panels are comprised. The Committee is comprised with the accompanying employees and framework chairmen:

S.no.	Name of the Staff	Dept.	Role
1	Zameer Shaikh	IT	Convener
2	M.A.Shahbaz	IT	Member
3	Syed Basith Pasha	IT	Member
4	Mohammed Moheed	IT	Member
5	Mir Siadath Ali	IT	Member
6	N Srinu	IT	Member

**Frequency of Meeting:** As and when required.

**Functionalities:** The Computer Maintenance Committee looks after the following:

- 1) To record the complaints of various departments and resolve the issue.
- 2) To maintain the Servers, Desktops, Network, Printers, Scanners, UPS etc.
- 3) Provide Internet Facilities and rectify their problems.
- 4) To install and update various: software in the labs.
- 5) Upgradation of the systems.
- 6) To assist in purchasing of Computers, Printers and IT related equipments.
- 7) To monitor and maintain Surveillance Cameras in the college.

Cc to: 1) The Chairman- For kind information  
2) The Executive Director - For kind information  
3) All HODs

Civil	CSE	ECE	EEE	IT	MECH	S&H	MBA
<b>Dean (Academics)</b>	Dean (R&D)	T&P	AO	Accounts	PD	Ex.Br.	Librarian



*Md. Haseem*  
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