

11 July, 2018

Constitution of  
**COMPUTER MAINTANCE COMMITTEE**

**Chairman**  
Principal

**Coordinator**  
Dr. S. Shankar

**Members**

1. Mr. M. Sankaralingam
2. Mr. H. Mohammed Ali Jinna
3. Mr. P. Mani
4. Mr. S. Senthil Kumar
5. Mr. S. Marimuthu
6. Mr. P. Pugalmani
7. Mr. M. Ramesh Kumar
8. Mr. A. Ganeshan
9. Mr. D. Ashok Kumar
10. Mr. S. Varadarajan
11. Mr. S. Dinesh
12. Mr. D. Premkumar

**Functions**

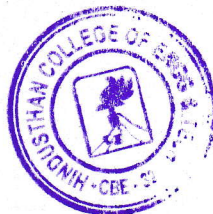
1. To ensure regular maintenance of the Computer Laboratory equipment's of the Institute.
2. The committee's objective is to coordinate with the people responsible for the maintenance and monitor the quality and given time frame of the job.
3. To monitor routine maintenance in the Institute on daily basis.
4. To monitor routine annual maintenance of the Institute and related Computer Laboratory equipment's thereof.
5. To monitor and arrange major and minor repairs of lab equipment's and office accessories.

**Activities**

1. To assess the quantum of annual maintenance every year and get approval of the same for execution of the work.
2. To arrange staff for daily and routine maintenance and their work is monitored on daily basis through supervisors.
3. For complaint related maintenance, a complaint register is kept at Individual computer laboratory in which complainant enters the complaint and the complaint is resolved on daily basis and its stock is taken daily.
4. Those complaints which don't come under the preview of normal maintenance are reported through the committee to higher management by means of meetings every month to get budget allocated.

**Meeting**  
Once in a Semester

  
Coordinator



  
PRINCIPAL