Hindusthan
College of Engineering and Technology

HICET
EDUCATIONAL AND CHARITABLE TRUST

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. N. Nagaraj
12. Mr. D. Premkumar
13. Mr. D. Dineshkumar

Functions
1. To make sure that the Institute's computer lab equipment is regularly maintained.
2. The committee's goal is to communicate with those in charge of maintenance, keep an eye on the job's quality, and complete it within the allotted time limit.
3. To regularly check on the Institute's routine maintenance.
4. To keep an eye on the Institute's yearly routine maintenance and the associated computer lab equipment.
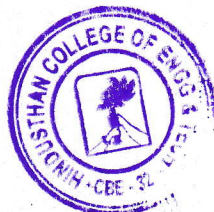5. To coordinate both major and minor repairs for office supplies and lab equipment.

Activities
1. To determine the amount of yearly maintenance and obtain approval for the same before work can be done.
2. To assign personnel to daily and routine maintenance, and have supervisors regularly check their work.
3. An individual computer lab maintains a complaint register where the complainant enters the complaint. The complaint is then dealt with daily, and a stock is taken each day.
4. The committee reports to senior management through monthly meetings any concerns that do not fall under the category of routine maintenance in order to get funding.

Meeting
Once in a Semester

Coordinator

PRINCIPAL