

(SPONSORED BY MALLA REDDY EDUCATIONAL SOCIETY)





Date:23.08.2021



Ref: MRITS/OO/CMC/2021-22/01

OFFICE ORDER

A Computer Maintenance Committee has been constituted to smooth functioning of the Institution, class work, and laboratory work, a computer network is quite essential. In order to take care of the day to day smooth functioning of the computer systems working, a team of technicians are appointed who will be working under a Computer Maintenance Committee. The committee assure the proper maintenance of electrical and network equipment and monitor the stocks for consumables which are needed for trouble free running of the networks.

Sno	Name	Designation	Position in Committee
1	Dr. K. Ravindra	Principal	Chairman
2	Dr. M. Jagannathan	Assoc.Prof., CSE	Convener
3	Mr. A Srinivas	Asst.Prof., CSE	Member
4	Mr A Suresh	Asst.Prof., ECE	Member
5	Mr. M Gnanendra Babu	Asst.Prof., CE	Member
6	Mr. B Srinu	Asst.Prof., H&S	Member
7	Mr.Tej Sainadh Vasamsetti (19S15A0141)	Student	Student Member
8	Ms. S.J Deepthi (19S11A0579)	Student	Student Member
9	Mr.K Aashrith (19S11A0596)	Student	Student Member
10	Mr. Thirupathi Bolle (19S11A04G2)	Student	Student Member

The above committee will come into force with immediate effect and will continue till further orders.

Copy to:

- 1. All Committee Members
- 2. All HoD's for information
- 3. IOAC Coordinator
- 4. AAA Coordinator
- 5 Zxam Branch
- 6. Admin Office
- 7. Notice Board
- 8. PA to Principal for filing
- 9. JNTUH

PRINCIPAL PRINCIPAL Malla Reddy Institute of Technology & Science

Signature of the Computer Maintenance Committee Members

Sno	Name	Designation	Position in Committee	Signature
1	Dr. K. Ravindra	Principal	Chairman	いいつき
2	Dr.M. Jagannathan	Assoc.Prof., CSE	Convener	Freel.
3	Mr. A Srinivas	Asst.Prof., CSE	Member	Asm
4	Mr A Suresh	Asst.Prof., ECE	Member	A-Sinch
5	Mr. M Gnanendra Babu	Asst.Prof., CE	Member	&
6	Mr. B Srinu	Asst.Prof., H&S	Member	Beid
7	Mr.Tej Sainadh Vasamsetti (19S15A0141)	Student	Student Member	Sciet
8	Ms. S.J Deepthi (19S11A0579)	Student	Student Member	Donardni
9	Mr.K Aashrith (19S11A0596)	Student	Student Member	Some
10	Mr. Thirupathi Bolle (19S11A04G2)	Student	Student Member	11/00



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Ref: MRITS/CMC/CIR/2021-22/002

01-03-2022

Circular

The Computer Maintenance Committee members are hereby informed to attend the meeting scheduled on 04.03.2022 by 2:00 PM in the Board Room of BLOCK-1, MRITS.

AGENDA

- Maintenance of Computers in all Laboratories and each department.
- Maintenance of LCD Projectors.
- Maintenance of the network in Classroom Computers.
- Updating of Software's in required Laboratories

Principal

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NAAC with 'A' Grade, NBA Accredited, ISO 9001:2015 Certified, Approved by UK Accrediation Centre
Granted Status of 2(f) & 12(b) under UGC Act, 1956, Govt. of India.



Ref: MRITS/CMC/MOM/2021-22/002

07-03-2022

COMPUTER MAINTENANCE COMMITTEE

Minutes of Meeting

The Minutes of CMC meeting was held on 04-03-2022 at 02:00 p.m. The following members attended the meeting.

S.No	Name	Designation	Position	Signature
1.	Dr. K. Ravindra	Principal	Chairman	
2.	Dr. M. Jaganathan	Assoc. Prof., CSE	Convener	Shung.
3.	Mr. A. Srinivas	Asst. Prof., CSE	Member	Mehahi
4.	Mr. A. Suresh	Asst. Prof., ECE	Member	Ane.
5.	Mr. M Gnanendra Babu	Asst. Prof. CE	Member	Darn
6.	Mr. B. Srinu	Asst. Prof., H&S	Member	Sommin),
7.	Mr. Tej Sainadh Vasamsetti (19S15A0141)	Student	Student Member	Tim.
8.	Ms. S. J. Deepthi (19S11A0579)	Student	Student Member	I april)
9.	Mr. K. Aashrith (19S11A0596)	Student	Student Member	Almo
10.	Mr. Thirupathi Bolle (19S11A04G2)	Student	Student Member	PASA

Points Discussed:

- 1. Departments requested for update of software's in the particular laboratories.
- 2. The committee decided to maintain proper networking in classrooms computers.
- 3. Repair and maintenance of LCD projectors.
- 4. Few up gradation in smart TVs available in Laboratories.

Convener, CMC

Principal
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Ref: MRITS/CMC/MOM/2021-22/002

14-03-2022

COMPUTER MAINTENANCE COMMITTEE

Action Taken

The following actions were taken according to the discussed issues during the meeting

S.No.	Issues	Action Taken
1	LCD Projectot Cable Issue	New Cable Changed(Solved)
2	Network Issue	Solved
3	Department Computer and Printer Issue	New tonner Chaged(Solved)
4	Smart TV Software Updation	Powerpoint Updated(Solved)

Principal

PRINCIPAL Malla Reddy Institute of Technology & Science

MALLA REDDY INSTITUTE OF TECHNOLOGY & SCIENCE (Sponsored by Malla Reddy Educational Society)



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Maisammaguda, Dhulapally, Secunderabad – 500100



Ref: MRITS/CMC/OO/2021-2022/01

Date: 08-09-2021

CIRCULAR

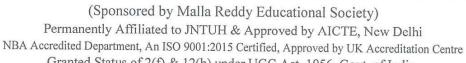
The Computer maintenance committee members are here by informed to attend the meeting scheduled on 10.09.2021 in the Board Room of BLOCK-1, MRITS.

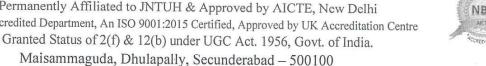
Agenda of the Meeting:

- 1. Maintenance of Computers in all Laboratories and each department.
- 2. Maintenance of LCD Projectors.
- 3. Maintenance of the network in Classrooms.
- 4. Requirement gathering from all the departments

Principal

Malla Reddy Institute of Technology & Science







COMPUTER MAINTENANCE COMMITTEE

Ref: MRITS/CMC/MOM/2021-22/01

Date: 11-09-2021

COMPUTER MAINTENANCE COMMITTEE

Minutes of Meeting

Computer Maintenance Committee meeting was held on 10-09-2021 at 10.30a.m. in Board room of BLOCK-1, MRITS.

The following Members were present:

S.No	Name of the Faculty	Designation	Position	Signature
	Dr.K.Ravindra	Principal	Chairman	- Lorente Marie Ma
1	Mr.R.Naveen Kumar	Asst.Prof, CSE	Convener	P. Non -
2	Mr.T.Mahesh	Asst.Prof, CSE	Member	Mahers
3	Mr.G.Ashok	Asst.Prof, IT	Member	
4	Mr.Bikku Ramavath	Asst.Prof, IT	Member	Bonk
5	Mr.M.Rohith	Asst.Prof, ECE	Member	DATE.
6	Mr.T.Pavan Vinayak	Asst.Prof, ECE	Member	Den Vic
7	Mrs.M.Gnanendra Babu	Asst.Prof, CE	Member	30
8	Mr.B.Venkateshwarlu Naik	Asst.Prof, H&S	Member	110

Points Discussed:

- 1. Departments requested maintenance of computers and printers
- 2. The committee decided to maintain networking classrooms.
- 3. Repair and maintenance of LCD Projectors.

Principal

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Maisammaguda, Dhulapally, Secunderabad – 500100



Ref: MRITS/CMC/AT/2021-22/01

Date: 14-09-2021

COMPUTER MAINTENANCE COMMITTEE

Action Taken

The following actions were taken according to the discussed issues during the meeting

S.No	Issues	Action Taken
1	LCD Projector	Solved
2	Networks issue in Classroom	Solved
3	Department Computer and Printer issue	Solved

Convener

Principal

PRINCIPAL

Malla Reddy Institute of Technology & Science