



# MALLA REDDY INSTITUTE OF TECHNOLOGY & SCIENCE

(SPONSORED BY MALLA REDDY EDUCATIONAL SOCIETY)

Permanently Affiliated to JNTUH & Approved by AICTE, New Delhi  
NAAC&NBA Accredited, ISO 9001:2015 Certified, Approved by UK Accreditation Centre  
Granted Status of 2(f) & 12(b) under UGC Act, 1956, Govt. of India.



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

Date:23.08.2021

## 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<br>(19S15A0141) | Student          | Student Member        |
| 8   | Ms. S.J Deepthi<br>(19S11A0579)           | Student          | Student Member        |
| 9   | Mr.K Aashrith<br>(19S11A0596)             | Student          | Student Member        |
| 10  | Mr. Thirupathi Bolle<br>(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. IQAC Coordinator
4. AAA Coordinator
5. Exam Branch
6. Admin Office
7. Notice Board
8. PA to Principal for filing
9. JNTUH

PRINCIPAL  
PRINCIPAL

Malla Reddy Institute of  
Technology & Science







MRITS

Maisammaguda, Dhulapally, Post Via Kompally, Secunderabad - 500 100.

Phone :7416034230,7207034238,Email : mrits\_prill@yahoo.co.in

www.mrits.ac.in

Signature of the Computer Maintenance Committee Members

| Sno | Name                                      | Designation      | Position in Committee | Signature   |
|-----|---|------------------|-----------------------|---|
| 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<br>(19S15A0141) | Student          | Student Member        |    |
| 8   | Ms. S.J Deepthi<br>(19S11A0579)           | Student          | Student Member        |    |
| 9   | Mr.K Aashrith<br>(19S11A0596)             | Student          | Student Member        |  |
| 10  | Mr. Thirupathi Bolle<br>(19S11A04G2)      | Student          | Student Member        |  |



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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

  
Convener, CMC

  
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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       |           |
| 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 |           |

### 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.

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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 Projector 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) |

  
Convener, CMC



Principal

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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

  
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## 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 |           |
| 1    | Mr.R.Naveen Kumar        | Asst.Prof, CSE | Convener |           |
| 2    | Mr.T.Mahesh              | Asst.Prof, CSE | Member   |           |
| 3    | Mr.G.Ashok               | Asst.Prof, IT  | Member   |           |
| 4    | Mr.Bikku Ramavath        | Asst.Prof, IT  | Member   |           |
| 5    | Mr.M.Rohith              | Asst.Prof, ECE | Member   |           |
| 6    | Mr.T.Pavan Vinayak       | Asst.Prof, ECE | Member   |           |
| 7    | Mrs.M.Gnanendra Babu     | Asst.Prof, CE  | Member   |           |
| 8    | Mr.B.Venkateshwarlu Naik | Asst.Prof, H&S | Member   |           |

#### 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.

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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

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