Electrical / Computer Network Maintenance Committee
(Academic Year 2022-23)

Institute have been practicing certain useful work culture for the maintenance of the infrastructure regarding electrical and computer-based services in the campus.

Table : Composition of Electrical / Computer Network Maintenance Committee

S.No	Electrical / Computer Network Maintenance Committee		
	Name	**Programme**	**Designation**
1	Dr. J. Rajeswar	Engineering	Chairman
2	Dr. P.V Kishore	Engineering	Member
3	Mr. T. Srikanth	System Administrator	Member
4	Mr. M. Samparth	Network Engineer	Member
5	Mr. Venkatesh	Hardware Technician	Member
6	Mr. Prashantha Hazarika	Maintenance Supervisor	Member
7	Mr.A. Saidulu Reddy	Electrician	Member

Functions & Responsibilities:
Following work is being carried out by Computer and System Maintenance department

- Website & ERP Software support and maintenance, preparation of requirements, uploading of data on college website
- Microsoft campus agreement renewal every year
- Online University examination work of Phase I, Phase II and backlog during each semester,
- Preparation of computer labs by formatting each computer, installation of desired software & IP address assigning.
- Design, configure, and test computer hardware, networking software and operating system software. Recommend changes to improve systems and network configurations, and determine hardware or software requirements related to such changes.
- Keeping the records of all computers in the college, all printers in the college.
- Plan, coordinate, and implement computer security measures in order to protect data, software, and hardware.
- Wi-Fi support in college & hostels & weekly rounds including to configure access points, token generation, token distribution, log reports inspection and to analyze& troubleshoot Wi-Fi network.
- LCD, UPS and CCTV management and technical support provided for repairing & maintenance of total LCDs in the college.
- To provide support, purchase, maintenance of all computer labs regarding UPS system and Batteries and ask it to electrical maintenance department.
- Maintenance & support of CCTV cameras and keep the backup of video recorded.
- Maintain and administer computer networks and related computing environments, including computer hardware, systems software, applications software, and all configurations.

- Telephone & Intercom system support with Plan, coordinates, and implements telephone security measures in order to protect data, software, and hardware.
- Cabling, instrument maintenance, intercom system configuration etc.
- Printer repairing & maintenance viz. analyze printer, purchasing of new printers, repairing of existing dot matrix, laser jet, desk jet printers.

Following work is being carried out by Electrical Maintenance department in engineering college campus including college building, two boy's hostels, girls' hostel, staff quarter, canteen and mess.
- To provide uninterrupted electrical power supply
- Installation, testing, commissioning operation and maintenance of electrical lines, cable, panels, capacitor units, equipment's etc.
- MSE-DCL electricity bill and energy meter inspection and reading report work
- Internal electrification work of new building.
- Internal electrification of distribution and utilization work.
- Operation & maintenance of distribution transformers.
- Operation & maintenance of Diesel Generator set.
- Energy saving & energy audit management work.
- 24/7 hours duties of electrical staff.
- Electrical safety & electrical inspection work in the campus.