



Bhoj Reddy Engineering College for Women
(Sponsored by Sangam Laxmibai Vidyapeet, approved by AICTE and affiliated to JNTUH)
Vinaynagar, IS Sadan Crossroads, Saidabad, Hyderabad – 500 059, Telangana, www.brecw.ac.in

Dr J Madhavan
Principal

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1 December 2023

Computers and Website Committee Academic Year – 2023-24

S No	Members of the Committee	Department	Designation
1	Mr G Dayakar Reddy, Associate Professor & Vice Principal	CSE	Coordinator
2	Dr P Deepti, Associate Professor	CSE	Member
3	Mr C Phani Kumar, Assistant Professor	ECE	Member
4	Ms J Ashwini Kumari, Assistant Professor	EEE	Member
5	Ms S Revathi, Assistant Professor	IT	Member
6	Ms R Divya Bharathi, Associate Professor	Chemistry	Member
7	Mr B Kashaiah, System Administrator	Admin	Member

Coordinator organizes the maintenance of computers (Systems, Thin clients, LCDs, Anti-virus, Internet, Firewall, and website (updating), college software applications, feedbacks etc. Department/Section representatives will be responsible to hand over the information to the coordinator regarding systems, website, and LCDs for updation. A record register is to be maintained by the committee in-charges in regard to website, system and LCDs on daily basis as to what changes have been made and when. Principal will supervise the overall activities.

Functions of the Committee:

Keep healthy working atmosphere in all computer labs. Record the complaints and solve the problems related to computers, printers and internet related problems, projectors, thin clients, etc. Maintain the servers, desktops, network, printers, scanners, UPS, etc. Install and update various system software and application software in the labs. Provide internet facilities and rectify their problems. Assist purchasing of computers, printers, and related components. Monitor and maintain surveillance cameras in the college. Assist in placement related activities for student career development.

Schedule to meet: **First Monday** of every month at 15:45 hrs onwards, Principal's Office.

- 1) Agenda is to be prepared ahead of the meeting and sent to Principal and all members
- 2) Attendance to be obtained in the Committee Register.
- 3) Minutes of the Meeting to be noted and circulated to all members, HODs, HOFs and Principal.
- 4) Filing: Minutes copy to be pasted/filed in the committee register.
- 5) At the end of semester, report should be submitted to Principal.


Principal

Copy to: Vice Principal/All HODs, HOFs, Head-A&E Section and concerned members for information and circulation.

