



NRI INSTITUTE OF TECHNOLOGY:: Visadala, Guntur

Electrical/Computer Network Maintenance Cell

Functions

Electrical Maintenance

- To provide uninterrupted Electrical power supply.
- Energy meter Inspection and reading report.
- Operation and maintenance of 125 KVA Diesel Generator Set.
- Electrical safety and Electrical Inspection work in the campus.

Computer Network Maintenance

- Design, Configure, and Test computer hardware and networks. Recommend changes to improve systems and network configurations, and determine hardware or software requirements.
- Preparation of computer labs by formatting each computer, installation of desired software & IP address assigning.
- BSNL/Blue web Internet support.
- To provide support, purchase, maintenance of all computer labs regarding UPS system and Batteries.
- Maintain and administer computer networks and related computing environments, including computer hardware, systems software and all configurations.

CONVENER



NRI INSTITUTE OF TECHNOLOGY; GUNTUR

**ELECTRICAL/COMPUTER NETWORK MAINTENANCE CELL
ACADEMIC YEAR 2018-2019**

Facilities of ELECTRICAL/COMPUTER NETWORK MAINTENANCE CELL

1. Providing Internet facility
2. Providing UPS facility
3. Providing generator facility

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NRI INSTITUTE OF TECHNOLOGY:: Visadala, Guntur

**ELECTRICAL/COMPUTER NETWORK MAINTENANCE CELL
2018-2019**

Composition: The Electrical/Computer Network Maintenance Cell should have five members, including the Convener. All other members will be nominated by the Convener .

The constitution of the Electrical/Computer Network Maintenance Cell will be as follows:

- | | |
|--|-----------|
| a) Senior Faculty of the College – | Convener. |
| b) One faculty from CSE &EEE Departments – | Members. |
| c) Staff from EEE and CSE- | Members |

CONVENER



NRI INSTITUTE OF TECHNOLOGY:: Visadala, Guntur
ELECTRICAL/COMPUTER NETWORK MAINTENANCE CELL

Proceedings of the Principal, NRI Institute of Engineering and Technology,
Visadala (V), Guntur.

Sub: NRIIT, GUNTUR – Electrical/Computer Network Maintenance Cell for the
academic year 2018-19 – Orders– Issued – Reg.

The undersigned is pleased to constitute Electrical/Computer Network Maintenance Cell
with the following members for the academic year 2018-19.

MEMBERS

S.No.	NAME	DESIGNATION	CATEGORY
1	Dr. YVSSSV. PRASADA RAO	PRINCIPAL	CHAIRMAN
2	D VINAY KUMAR	ASST.PROF,CSE	CONVENOR
3	V SUJAN BABU	ASST.PROF,CSE	MEMBER
4	VAMSI KRISHNA	ASST.PROF,EEE	MEMBER
5	MR. SK KARIMULLA	NETWORK ADMINISTRATOR	MEMBER
6	MR. NAGULU	ELECTRICIAN	MEMBER

CONVENER

PRINCIPAL



NRI INSTITUTE OF TECHNOLOGY: GUNTUR

Electrical/Computer Network Maintenance Cell ACADEMIC YEAR 2018-2019

Roles and Responsibilities

Convener

- First meeting to be conducted two weeks before starting of the academic calendar and see that all the required hardware / software networking are working fine.
- Monthly review meetings to be conducted in the first week of the month to see that electrical/computer network maintenance is done properly.
- Last meeting in an academic year to be conducted before summer vacation involving planning for next year.
- Convener to arrange meetings and plan the system in consultation with members.

Members

- Members need to check maintenance is done properly at regular intervals
- Documenting all the activities related to meetings.

Staff

Staff needs to solve the problems that arise in the network.



NRI INSTITUTE OF TECHNOLOGY: GUNTUR
Electrical/Computer Network Maintenance Cell
ACADEMIC YEAR 2018-2019

Year Plan 2018-19

S.No	Month & Year	Description
1	4/6/18	Checking the network
2	4/6/18	Checking the power cables
3	3/7/18	Checking the network
4	4/7/18	Checking the power cables
5	3/8/18	Checking the network
6	4/8/18	Checking the power cables
7	3/9/18	Checking the network
8	4/9/18	Checking the power cables
9	3/10/18	Checking the network
10	4/10/18	Checking the power cables
11	3/11/18	Checking the network
12	5/11/18	Checking the power cables
13	3/12/18	Checking the network
14	4/12/18	Checking the power cables
15	3/1/19	Checking the network
16	4/1/19	Checking the power cables

17	4/2/19	Checking the network
18	4/2/19	Checking the power cables
19	4/3/19	Checking the network
20	4/3/19	Checking the power cables
21	3/4/19	Checking the network
22	4/4/19	Checking the power cables
23	3/5/19	Checking the network
24	4/5/19	Checking the power cables

CONVENER