

COLLEGE OF ENGINEERING & MANAGEMENT, KOLAGHAT

No. CEM/107/D/1171/Computer System Maint/01/2025

23rd August, 2025

MEMO

Subject: Computing System Maintenance Committee

The following committee is hereby constituted with immediate effect to oversee the operation, maintenance, and upgradation of the entire Computing System and peripherals of the college.

All previous notices issued in this regard stand cancelled.

Committee Members:

1. Mr. Surajit Maiti, Convener—IT Dept.
2. Mr. Subhasis Maiti, Member Representative—CSE Dept.
3. Mr. Bhaskar Samanta, Member Representative—EE Dept.
4. Ms. Shipra Bhattacharya, Member Representative—ECE Dept.
5. Mr. Animesh Maity, Member Representative—ME Dept.
6. Mr. Goutam Bag, Member Representative—BSH Dept.
7. Mr. Kinkar Manik, Member Representative— Admin Section.
8. Mrs. Sumana Nath, Member Representative— Library Section.
9. Mr. Sanat Adhikary, Member Representative— ECS Section.

Roles and Responsibilities:

1. Troubleshooting and Technical Support:

- Provide first-level technical support for all computing systems and peripheral devices (e.g., printers, scanners, projectors including computer) across academic departments, administrative offices, library, and ECS section.
- Resolve hardware/software issues related to performance, connectivity, and usage.

2. System Maintenance and OS Management:

- Perform formatting of HDD/SSD, and installation/upgradation of operating systems (Windows/Linux).
- Install necessary drivers, licensed software, and security updates.

3. Departmental Coordination:

- Serve as point-of-contact for their respective departments to coordinate and respond to computing system-related issues.
- Facilitate scheduled maintenance and upgrades in consultation with department heads and users.

4. Inventory and Documentation:

- Maintain a department-wise record of computing equipment, peripherals, and service history.
- Log and report all maintenance activities, repairs, and replacements.

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5. Preventive Maintenance:

- Carry out regular inspections and maintenance routines to ensure continued performance and avoid unexpected failures.
- Conduct preventive diagnostics, antivirus checks, disk cleanups, and backups.

6. Third-Party Engagement and Procurement Recommendations:

- Engage third-party service providers for specialized maintenance, repair, or installation that cannot be handled internally.
- Identify and recommend replacement of faulty or outdated components such as monitors, printer cartridges, hard disks, etc.
- Provide cost estimates for replacements and forward them to the competent authority for approval.

7. Procurement through Standard Procedure:

- Ensure that all purchases including printer cartridge and replacements of computing items are carried out strictly as per the standard procurement procedures of the college.
- Procure items only from enlisted vendors, following due approval processes and documentation requirements in line with institutional financial and administrative norms.

8. User Awareness and Support:

- Assist users with guidance on safe and efficient use of IT infrastructure.
- Share basic troubleshooting steps and promote best practices for computer usage and data security.

9. Reporting and Review:

- Submit periodic status reports to the Director's Office, detailing the system health, issues addressed, purchases made, and future requirements.
- Participate in review meetings as and when convened to assess ongoing system needs and improvements.

A **status report** must be submitted to the Director on the last Saturday of each month. If last Saturday falls on a holiday, the report should be submitted on the next working day.

Handover Instructions

Prof. Arunabha De is requested to **handover all relevant documents, files, materials and others** to the newly appointed Convener of this committee at the earliest convenience.



Prof. Dr. Dilip Kumar Gayen

Director

College of Engineering & Management, Kolaghat

Copy to:

1. All HoDs
2. All Members
3. DR (F & A)
4. Prof. Kaushik Sinha, CTO, is requested to upload the notice on the College Portal.