

Date: 12.05.2014

To  
IQAC Coordinator  
CMRCET

Respected Sir,

Sub: Approval to lab maintenance schedule under IT Committee during the A.Y:2014-15 – Reg.

I hereby bring to your kind notice that, the IT Committee will plan to schedule for lab maintenance in upcoming academic year, with prior permission. So, herewith I am submitting the schedule for maintenance of labs in A.Y: 2014-15. Hence I request you to kindly approve the following schedule.

The schedule is as follows:

| S. No | Tentative Date | Plan                                   | Units                | Details  |
|-------|----------------|--|----------------------|--|
| 1     | 26-05-2014     | Maintenance in Department Laboratories | 300 Computer Systems | To verify and rectification of the computers in lab          |
| 2     | 02-06-2014     | Maintenance in Department Laboratories | 300 Computer Systems | To perform the task and rectification of connectivity in lab |
| 3     | 09-06-2014     | Maintenance in Department Laboratories | 300 Computer Systems | To verify and rectification of the computers in lab          |
| 4     | 16-06-2014     | Maintenance in Department Laboratories | 300 Computer Systems | To verify and rectification of the computers in lab          |
| 5     | 03-11-2014     | Maintenance in Department Laboratories | 300 Computer Systems | To perform the task and rectification of connectivity in lab |
| 6     | 10-11-2014     | Maintenance in Department Laboratories | 300 Computer Systems | To verify and rectification of the computers in lab          |
| 7     | 17-11-2014     | Maintenance in Department Laboratories | 300 Computer Systems | To verify and rectification of the computers in lab          |
| 8     | 24-11-2014     | Maintenance in Department Laboratories | 300 Computer Systems | To perform the task and rectification of connectivity in lab |

Thanking you,

  
Convener