

CMRCET/PRIN/IT/2014-15/01

Date: 02.05.2014


CIRCULAR

All the members of IT committee of the college are hereby informed that, the IT committee meeting is scheduled on 7th May 2014 & the Venue will be Department of CSE Seminar Hall at 10.30am. All are requested to be present on time.

The Agenda of the meeting is:

- To discuss about constituting the **Standard Operating Procedure** of the Committee.
- Discussion on purchase of computers & accessories.
- Software installations for upcoming semester labs.
- Maintenance of hardware and networking.
- To discuss about Internet services and browsing center.


Convener


Principal

Copy Submitted to: (1) The Secretary Garu – For your kind information Pl.

Copy to:

10. IQAC Coordinator
11. Deans
12. Controller of Examinations
13. All HODS
14. Administrative Officer
15. Accounts Officer
16. Librarian
17. Training & Placement
18. Faculty Concerned

Academic Year: 2014-15
IT COMMITTEE
MINUTES OF MEETING

1. The meeting was held on 7th May 2014 from 10.30 to 11:30 am in the Department of CSE in the Seminar hall.
2. The Convener welcomed all the committee members.
3. SOP was finalized during the meeting with Objectives, Roles & responsibilities.

STANDARD OPERATING PROCEDURE OF IT COMMITTEE

Purpose: The purpose of this committee is to form guidelines and procedures to be adopted for maintenance of computers (Hardware & Software) and networking.

Scope: This procedure is applicable for maintenance of computers in all the Departments, Sections and Computer Centers.

Roles & Responsibility:

- Help the administration for taking decision in IT related matters.
- Provide e-learning culture through browsing centers.
- Take steps for maintenance of
 - Computers, their accessories
 - Organize for uninterrupted internet service
- Manages all the activities relating to the Computers and networking.
- Looks after the repair and maintenance of Computers and its networking.
- Installation & Upgrade of computers (software & hardware) as per the regulation requirements.
- Maintenance of UPS.

Frequency of committee meeting

- Twice in the Academic Year. Every meeting at the start of the semester.
- Committee may conduct meeting as and when required.

Activities/ Information

- General Procedure
- Repair Request
- Policies and Procedures

General Procedure:

- Whenever there is a problem with computer hardware or software the respective lab in-charge / individual has to register the complaint in the repair request register.
- The repair request register is maintained in the server room.

Policies and Procedures:

- In server room, repair request register is maintained; the concerned lab in-charge has to register the complaint in repair request register.
- As per the order of entry in the repair request register, the System administrator will attend the problem.
- After the problem is solved, system administrator to sign in the register and write the remarks.
- In due course of repair, if they need to purchase any spare parts, the request from system administrator is raised and the same is submitted to principal through convener for its approval.

Guidelines for the users:

- For utilization of computers, the users have to make an entry in the log register.
- The user is not allowed to plug in their external drives without prior permission.
- The respective user will be held responsible for any damage or malfunction of the computer.
- There will be no claim for loss of data saved on desktop.
- The user should not delete/uninstall any data or software.

Records to be maintained:

- Repair Request register.
 - User log-in registers at respective places.
4. Discussed about purchase of new requirements, software installations and maintenance of hardware & networking for upcoming semester.
 5. Discussed about internet services and browsing centre.
 6. Discussed about maintenance schedule of laboratories in all departments.

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 verify and rectification of the computers 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 verify and rectification of the computers 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 verify and rectification of the computers in lab

The List of members attended the meeting:

S.No	Name of the member	Designation	Position	Signature
1	Dr. M. RamlingaReddy	Principal	Chairman	
2	Ms. N. Kusuma	Assistant Professor, CSE	Convener	
3	Mr. V. Ravindra	Assistant Professor, CE	Member	
4	Mr. K. Naresh	Assistant Professor, EEE	Member	
5	Mr. Ch. Hari Prasad	Assistant Professor, ME	Member	
6	Mr. G. Nagarjun	Assistant Professor, ECE	Member	
7	Ms. J. Saroja	Assistant Professor, H&S	Member	
8	Mr. L. Ramanjaneya	Assistant Professor, MBA	Member	
9	Mr. P. Vijaya Baskar	System Admin, CSE	Member	


Convener