

CMRCET/PRIN/IT/AY2014-15/01

Date: 24/04/2014

**OFFICE ORDER**

With reference to the office order "CMRCET/PRIN/21/2014, Dated 15<sup>th</sup> April, 2014", this is to inform all the faculty, staff and students that the following are members of the composition of members under IT Committee for the academic year 2014-15.

The composition of IT Committee is as follows:

S.No	Name of the member	Designation	Position
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



Principal

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

Copy to:

1. IQAC Coordinator
2. Deans
3. Controller of Examinations
4. All HODS
5. Administrative Officer
6. Accounts Officer
7. Librarian
8. Training & Placement
9. Faculty Concerned

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 7<sup>th</sup> 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.

  
N. Keerthi  
Convener

  
Principal

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18. Faculty Concerned

**Academic Year: 2014-15**  
**IT COMMITTEE**  
**MINUTES OF MEETING**

1. The meeting was held on 7<sup>th</sup> 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.

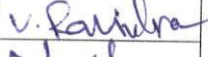

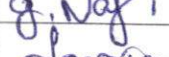
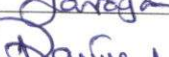

**Records to be maintained:**

- 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

Date: 12.05.2014

To  
IQAC Coordinator  
CMRCET

Respected Sir,

Sub: Annual Report of the IT Committee in the A.Y:2014-15 – Reg.

We procured the computers, and accessories for update and general maintenance of labs in current academic year, here are the details

- Requirement for the purchase of 300 computers and accessories was submitted with the following configuration DELL i3, 4GB RAM and 500GB HDD configuration.
- 200 computers were installed.
- Found problems at regular maintenance of labs as the system performance was reduced. So reinstallations were done.
- Network issues are also found and then resolved.
- Action performed as per the schedule and its status is given in the table below.

S. No	Action Plan	Plan discussed during committee meeting	Action Performed	Status
1	Computer Maintenance	To check and rectify the hardware & software issues of the system	Checked all the systems, problems rectified and antivirus updated regularly	Successfully Completed
2	Network Maintenance	To test out and fix the network issues	Checked and fix the network issues in all laboratories and departments	Successfully Completed
3	UPS maintenance	To test out the UPS backup and problems	Checked and inform to UPS Maintenance people and fixed	Successfully Completed

Thanking you,

  
Convener

Strategic Perspective Plan for the Academic Year 2014-15

Sl. No.	Date of Maintenance	Dept./Club/Committee	Type of Maintenance	Details
1	26-05-2014	IT Committee	Verifying & checking systems	Check all the software and networking related activities.
2	03-11-2014	IT Committee	Verifying & checking systems	Check all the software and networking related activities

**IT Committee - Strategy Document**

1. IT Committee meeting is conducted at the beginning of each semester.
2. Installation of software as per the regulation of the each semester labs.
3. UPS condition is verified in each semester.
4. Network maintenance can be done regularly.



**IQAC Coordinator**

Coordinator  
Internal Quality Assurance Cell  
CMR College of Engineering & Technology  
Kandlakoya (V), Medchal Road,  
Hyderabad - 501401.



**Principal**

PRINCIPAL  
CMR COLLEGE OF ENGG. & TECH.  
Kandlakoya (V), Medchal Road,  
Hyderabad-501401.

Date: 16.05.2014

To  
The Principal  
CMRCET

Through: IQAC Coordinator

Respected Sir,

Sub: Permission to purchase computers and accessories under IT Committee during the A.Y:2014-15 – Reg.

As per the request received from various departments and with the recommendations of IT Committee, the following items to be procured for this A.Y: 2014-15.

The items are as follows:

S.No	Purchase items	Quantity
1	Computer Systems - i3, 4GB RAM, 500GB HDD	300
2	Keyboard	50
3	Mouse	50
4	Switches (48/24/16/8) - 1GB speed	8

Thanking you.

*Recommended*  
*Aroshu*

Coordinator  
Internal Quality Assurance Cell  
CMR College of Engineering & Technology  
Kandlakoya (V), Medchal Road,  
Hyderabad - 501 401.

*N. Kull*  
Convener

*T6*  
*Purchase Committee*

*Principal*  
PRINCIPAL  
CMR COLLEGE OF ENGINEERING & TECH.  
Medchal Road,  
501401.



CMRCET/PRIN/ IT/2014-15/02

Date: 03.11.2014


CIRCULAR

All the IT committee members are hereby informed that, the IT committee meeting is scheduled on 10<sup>th</sup> November 2014. The venue will be the department of CSE seminar hall at 11.00am. All are requested to be present on time.

The Agenda of the meeting is:

- Review of the previous semester committee activities.
- Discussion on purchase of upcoming semester requirements.
- Discussion for the following semester Software installations, maintenance of hardware, and networking.
- Discussion on maintenance of UPS.

  
Convener

  
Principal

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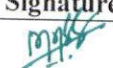
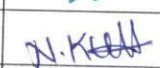
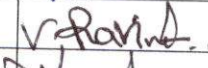
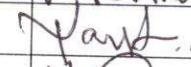
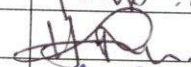
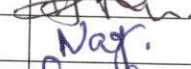
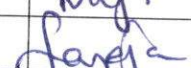


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Academic Year: 2014-15  
IT COMMITTEE  
MINUTES OF MEETING

1. The meeting was held on 10<sup>th</sup> November 2014 from 11.00 to 12:00 noon in Department of CSE seminar hall.
2. Discussed the pending and resolved issues.
3. Discussed on maintenance of browsing centers, internet services.
4. Discussed on regular maintenance of UPS.
5. Discussed the update of Antivirus software in labs.

The List of IT Committee members attended the meeting:

S.No	Name of the member	Designation	Position	Signature
1	Dr. M. Ramlinga Reddy	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

CMRCET/PRIN/ IT/2014-15/03

Date: 18.03.2015

CIRCULAR

All the IT committee members are hereby informed that, the IT committee meeting is scheduled on 26<sup>th</sup> March 2015. The venue will be the department of CSE in the seminar hall at 11.00a.m. All are requested to be present on time.

The Agenda of the meeting is:

- Review of the Annual Academic Year committee activities.

  
Convener

  
Principal

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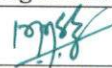
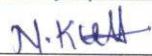
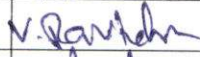


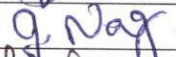
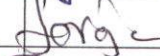
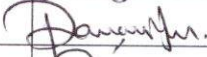
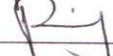
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**Academic Year: 2014-15  
IT COMMITTEE  
MINUTES OF MEETING**

- The meeting was held on 16<sup>th</sup> March 2015 from 11.00 to 12:00 noon in Department of CSE in the Seminar Hall.
- Discussed about software installations.
- Discussed about pending and resolved issues.
- Discussed about problems and maintenance of computer labs in all departments.
- Discussed about the maintenance that has been done throughout the academic year.
- Discussed on maintenance of browsing centers and internet services.
- Discussed on maintenance status.

S. No	Action Plan	Plan discussed during committee meeting	Action Performed	Status
1	Computer Maintenance	To check and rectify the hardware & software issues of the system	Checked all the systems, problems rectified and antivirus updated regularly	Successfully Completed
2	Network Maintenance	To test out and fix the network issues	Checked and fix the network issues in all laboratories and departments	Successfully Completed
3	UPS maintenance	To test out the UPS backup and problems	Checked and inform to UPS Maintenance people and fixed	Successfully Completed

The List of Committee members attended the meeting:

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8	Mr. L. Ramanjaneya	Assistant Professor, MBA	Member	
9	Mr. P. Vijaya Baskar	System Admin, CSE	Member	

  
Convener

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