CMRCET/PRIN/IT/2015-16/ 01   Date: 04.05.2015

CIRCULAR

All the members of IT committee of the college are hereby informed that, the IT committee meeting is scheduled on 8th May 2015 & the Venue will be Department of CSE in the seminar hall at 01.30pm. All the members are requested to be present on time.

The Agenda of the meeting is:

- Software installations in labs for next semester.
- Maintenance of hardware and networking.
- Discuss on earlier academic year activities.
- Purchase of computers and accessories.
- Discussion on Internet services and browsing centers maintenance.

Convener   **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

Academic Year: 2015-16
IT COMMITTEE
MINUTES OF MEETING

- The meeting was held on 8th May 2015 from 01:30 to 02:30 pm in the Department of CSE in the Seminar Hall.

- The Convener discussed the SOP during the meeting with new committee members.

- Review of the previous academic year committee activities and then find requirement deficiencies.

- Discussed about purchase of new computers and accessories as per academic regulation.

- Discussed for upcoming semester software installations in labs.

- Discussed about schedule of maintenance of hardware, and networking in labs.

- Discussed about providing desktop computers to senior faculties.

The schedule for regular maintenance as given below:

S. No	Tentative Date	Plan	Units	Details
1	25-05-2015	Maintenance in Department Laboratories	300 Computer Systems	To verify and rectification of the computers in lab
2	01-06-2015	Maintenance in Department Laboratories	300 Computer Systems	To perform the task and rectification of connectivity in lab
3	08-06-2015	Maintenance in Department Laboratories	300 Computer Systems	To verify and rectification of the computers in lab
4	15-06-2015	Maintenance in Department Laboratories	300 Computer Systems	To verify and rectification of the computers in lab
5	09-11-2015	Maintenance in Department Laboratories	300 Computer Systems	To perform the task and rectification of connectivity in lab
6	16-11-2015	Maintenance in Department Laboratories	300 Computer Systems	To verify and rectification of the computers in lab
7	23-11-2015	Maintenance in Department Laboratories	300 Computer Systems	To verify and rectification of the computers in lab
8	30-11-2015	Maintenance in Department Laboratories	300 Computer Systems	To perform the task and rectification of connectivity in lab

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Kandlakoya (V), Medchal Road, Hyderabad -501401.

The List of committee members attended the meeting:

S.No	Name of the member	Designation	Position	Signature
1	Dr. M. Ramlinga Reddy	Principal	Chairman	
2	Mr. D. Narsimha Reddy	Assistant Professor, CSE	Convener	
3	Mr. V. Ravindra	Assistant Professor, CE	Member	
4	Mr. G. Anil	Assistant Professor, EEE	Member	
5	Mr. N. Vinayak	Assistant Professor, ME	Member	
6	Mr.G. Nagarjun	Assistant Professor, ECE	Member	
7	Mr. M. Venkata Ramana	Assistant Professor, H&S	Member	
8	Mr. N. Rajender Reddy	Assistant Professor, MBA	Member	
9	Mr. P. Prathap Reddy	System Admin, CSE	Member	

Convener