



CMR COLLEGE OF ENGINEERING & TECHNOLOGY

(AUTONOMOUS)

NAAC Accredited Institution with 'A' Grade

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

CMRCET/PRIN/IT/2015-16/01

Date: 27.04.2015

OFFICE ORDER

With reference to the office order "CMRCET/PRIN/21/2014, Dated 15th 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 2015-16.

The composition of IT Committee is as follows:

S.No	Name of the member	Designation	Position
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

V. Ravindra
G. Anil
N. Vinayak
Nagarjun
M. Venkata Ramana
N. Rajender Reddy
P. Prathap Reddy

[Signature]

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
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9. Faculty Concerned



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

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

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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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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



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

Date: 13.05.2015

To
IQAC Coordinator
CMRCET

Respected Sir,

Sub: Approval to lab maintenance schedule under IT Committee during the A.Y:2015-16 – 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: 2015-16. Hence I request you to kindly approve the following schedule.

The schedule is as follows:

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

Thanking you,

Convener



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Strategic Perspective Plan for the Academic Year 2015-16

Sl. No.	Date of Maintenance	Dept./Club/Committee	Type of Maintenance	Details
1	25-05-2015	IT Committee	Verifying Computers & Networking issues	Check all the software and networking related activities
2	09-11-2015	IT Committee	Verifying Computers & Networking issues	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 semester labs.
3. UPS condition is verified in each semester.
4. Network maintenance can be done regularly.

IQAC Coordinator

Principal

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

Coordinator
Assurance Cell
& Technology
Medchal Road
Hyderabad - 501401.

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



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

Date: 02.06.2015

To
The Principal
CMRCET

Through: IQAC Coordinator

Respected Sir,

Sub: Permission to procure computers and accessories under IT Committee during the A.Y:2015-16 – 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: 2015-16.

Hence I request you to kindly permit to purchase items.

The items are as follows:

S.No	Purchase items	Quantity
1	Computer Systems - i3, 4GB RAM, 500GB HDD	650
2	Keyboard	50
3	Mouse	50
4	Switches (48/24/16/8) - 1GB speed	8
5	Media Convertors	10
6	Switch Racks (6U/4U)	5

Thanking you,

*Recommended
Acon*

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

D.R.
Convener

*To
Purchase Committee.*

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



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CMRCET/PRIN/IT/2015-16/02

Date: 02.11.2015

CIRCULAR

All the IT committee members are hereby informed that, the IT committee meeting is scheduled on 6th November 2015. The venue will be the department of CSE in the seminar hall at 10.30am. All the members are requested to be present on time.

The Agenda of the meeting is:

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


Convener


Principal

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Academic Year: 2015-16 IT COMMITTEE MINUTES OF MEETING

1. The meeting was held on 6th November 2015 from 10.30 to 11:30 am in Department of CSE in the Seminar Hall.
2. The Convener welcomed all the committee members.
3. Reviewed the previous semester and discussed on current semester committee activities.
4. Discussed the next semester software installations, maintenance of hardware, networking and internet services.
5. Discussed on previous semester lab maintenance, problem identified in labs, and resolving the issues.
6. Discussed about maintenance of UPS.

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	Mr. D. Narsimha Reddy	Assistant Professor, CSE	Convener	
3	Mr. V. Ravindra	Assistant Professor, CE	Member	
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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



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CMRCET/PRIN/IT/2015-16/03

Date: 06.04.2016

CIRCULAR

All the IT committee members are hereby informed that, the IT committee meeting is scheduled on 11th April 2016. The venue will be the Department of CSE in the seminar hall at 10.30am. All members 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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Academic Year: 2015-16 IT COMMITTEE MINUTES OF MEETING

- The meeting was held on 11th April 2016 from 10.30 to 11:30 am in Department of CSE in the Seminar Hall.
- Reviewed the annual academic year committee activities.
- Reviewed the purchase of computers, software's, and networking maintenance issues.
- Requirement for the purchase of 650 computers and accessories was submitted with the following configuration DELL i3, 4GB RAM and 500GB HDD configuration.
- 550 computers were installed.
- Discussed the UPS Maintenance.
- Status of regular lab maintenance action plan, and pending issues.

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



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The List of IT Committee members attended the meeting:

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

Date: 14.04.2016

To
IQAC Coordinator
CMRCET

Respected Sir,

Sub: Annual Report of the IT Committee in the A.Y:2015-16 – 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 650 computers and accessories was submitted with the following configuration DELL i3, 4GB RAM and 500GB HDD configuration.
- 550 computers were installed.
- Purchase of MASM Software, Mat lab 8.5 software, NI software Multisim, Keil software.
- Found problems at regular maintenance of labs as the system performance was reduced. So reinstallations were done.
- Network issues were also found and then resolved.
- Status of regular lab maintenance action plan, and pending issues.

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