CMR COLLEGE OF ENGINEERING & TECHNOLOGY
(AUTONOMOUS)
NAAC Accredited Institution with 'A' Grade
Kandlakoya (V), Medchal Road, Hyderabad -501401.

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

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

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	
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

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

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

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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

The List of IT Committee members attended the meeting:

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Convener