CMR COLLEGE OF ENGINEERING & TECHNOLOGY

An Autonomous Institution with NAAC Accreditation (A Grade)
*Approved by AICTE *Permanently affiliated to JNTUH *NBA Accreditation
Kandlakoya (V), Medchal Road, Hyderabad -501401.

CMRCET/PRIN/IT/2016-17/01   Date: 29.04.2016

CIRCULAR

All the members of IT committee of the college are hereby informed that, the IT committee meeting is scheduled on 04th May 2016 & the Venue will be department of CSE seminar hall at 2.30pm. All are requested to be present on time.

The Agenda of the meeting is:

- Review of previous academic year committee activities.
- Purchase of new computers and accessories.
- Establishing of new labs based on academic regulations.
- Software installations for next semester labs.
- Maintenance of hardware and networking.

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

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Academic Year: 2016-17
IT COMMITTEE
MINUTES OF MEETING

1. The meeting was held on 04th May 2016 from 02:30 to 03:30 pm in the Department of CSE seminar hall.

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

3. Reviewed previous academic year purchased of 550 computers and installation process.

4. Reviewed previous academic year committee activities and then find requirements deficiency.

5. Discussed about purchase of new computers and accessories.

6. Discussed about establishment of new labs for next academic year syllabi.

7. Discussed for semester software installations, maintenance of hardware, networking and internet services.

8. Discussed on schedule of regular maintenance of labs.

The schedule list is given below:

S. No	Tentative Date	Plan	Units	Details
1	23-05-2016	Maintenance in Department Laboratories	300 Computer Systems	To verify and rectification of the computers in lab
2	30-05-2016	Maintenance in Department Laboratories	300 Computer Systems	To perform the task and rectification of connectivity in lab
3	06-06-2016	Maintenance in Department Laboratories	300 Computer Systems	To verify and rectification of the computers in lab
4	13-06-2016	Maintenance in Department Laboratories	300 Computer Systems	To verify and rectification of the computers in lab
5	07-11-2016	Maintenance in Department Laboratories	300 Computer Systems	To perform the task and rectification of connectivity in lab
6	14-11-2016	Maintenance in Department Laboratories	300 Computer Systems	To verify and rectification of the computers in lab
7	21-11-2016	Maintenance in Department Laboratories	300 Computer Systems	To verify and rectification of the computers in lab
8	28-11-2016	Maintenance in Department Laboratories	300 Computer Systems	To perform the task and rectification of connectivity in lab

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CMR
EXPLORE TO INVENT

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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. B. Bhaskar	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	Ms. Ch. Vidyullatha	Assistant Professor, H&S	Member	
8	Mr. N. Rajender Reddy	Assistant Professor, MBA	Member	
9	Mr. P. Vijaya Baskar	System Admin, CSE	Member	

Convener