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/AY2016-17/01   Date: 25.04.2016

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 committee under IT Committee for the academic year 2016-17.

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. 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

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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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

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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	29-05-2016	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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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

CMR
EXPLORE TO INVENT

CMR COLLEGE OF ENGINEERING & TECHNOLOGY
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Kandlakoya (V), Medchal Road, Hyderabad -501401.

Date: 10.05.2016

To

IQAC Coordinator

CMRCET

Respected Sir,

Sub: Approval to lab maintenance schedule under IT Committee during the A.Y:2016-17 – 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: 2016-17. Hence I request you to kindly approve the following schedule.

The schedule as follows:

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	29-05-2016	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

Thanking you,

B. Bhat

Convener

Strategic Perspective Plan for the Academic Year 2016-17

Sl. No.	Date of Maintenance	Dept./Club/ Committee	Type of Maintenance	Details
1	23-05-2016	IT Committee	Verifying Computers & Networking issues	Check all the software and networking related activities
2	07-11-2016	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. Review of computers before starting of the semester.

4. UPS condition is verified after each semester.

5. Network maintenance can be done regularly.

IQAC Coordinator

Principal

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

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

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Date: 16.05.2016

To
The Principal
CMRCET

Through: IQAC Coordinator

Respected Sir,

Sub: Permission to procure computers and accessories under IT Committee during the A.Y:2016-17 – Reg.

As per the request received from various departments and with the recommendations of IT Committee, the following items to be procure for this A.Y: 2016-17.

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	350
2	Switches (48/24/16/8) - 1GB speed	8
3	Media Convertors	10
4	Switch Racks (6U/4U)	5

Thanking you.

Recommended

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

Convener

To
Purchase Committee

PRINCIPAL
CMR COLLEGE OF ENGG. & TECH.
Kandlakoya (V), Medchal Road,
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CMRCET/PRIN/ IT/2016-17/02   Date: 02.11.2016

CIRCULAR

All the IT committee members are hereby informed that, the IT committee meeting is scheduled on 9th November 2016. The venue will be the Department of CSE seminar hall at 12.30pm. All the members are requested to be present on time.

The Agenda of the meeting is:

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

B. Bhosl
Convener

Principal

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Academic Year: 2016-17
IT COMMITTEE
MINUTES OF MEETING

- The Meeting was held on 9thNovember 2016 from 12.30 to 01:30 pm in Department of CSE in the seminar Hall.
- Reviewed the earlier semester committee activities.
- Reviewed purchase of UPS and batteries and its installations.
- Install the routers in staff rooms to access internet.
- Discussed for next semester software installations, maintenance of hardware, networking and internet services.

The List of Committee members attended the meeting:

S.No	Name of the member	Designation	Position	Signature
1	Major Dr. V. A. Narayana	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

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CMRCET/PRIN/ IT/2016-17/03   Date: 20.03.2017

CIRCULAR

All the IT committee members are hereby informed that, the IT committee meeting is scheduled on 24th March 2017. The venue will be the department of CSE in the seminar hall at 11.00am. All the members are requested to be present on time.

The Agenda of the meeting is:

- Review of the Academic year committee activities.

Convener   **Principal**

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Academic Year: 2016-17
IT COMMITTEE
MINUTES OF MEETING

1. The meeting was held on 24th March 2017 from 11.00 to 12:00 noon in Department of CSE Seminar Hall.

2. Discussed about improving IT enabled facilities for faculty members and students.

3. Discussed about internet services and browsing centers maintenances.

4. Discussed about software installations.

5. Establishment of new labs as per the academic year regulations and install the required software in those labs.

6. Requirement for the purchase of 350 computers and accessories was submitted with the following configuration DELL i3, 4GB RAM and 500GB HDD configuration.

7. 300 computers were installed.

8. 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 Committee members attended the meeting:

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Convener

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Date: 05.04.2017

To
IQAC Coordinator
CMRCET

Respected Sir,

Sub: Annual report of the IT Committee in the A.Y:2016-17 – 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 350 computers and accessories was submitted with the following configuration DELL i3, 4GB RAM and 500GB HDD configuration.
- 300 computers were installed.
- In some labs, some system performance was reduced. So reinstallations were done.
- Network issues are also found and then resolved.
- UPS maintenance has done.
- Established HADOOP lab as per the academic regulations and install the software.
- 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,

B. Bhaff
Convener