



CMR COLLEGE OF ENGINEERING & TECHNOLOGY
(AUTONOMOUS)

NAAC Accredited Institution with 'A' Grade
Kandlakoya (V), Medchal Road, Hyderabad -501401.

CMRCET/PRIN/IT/2017-18/01


Date: 25.04.2017

CIRCULAR

All the members of IT committee of the college are hereby informed that, the IT committee meeting is scheduled on 4th May 2017 & the Venue will be Department of CSE seminar hall at 11.00am. All the members are requested to be present on time.

The Agenda of the meeting is:

- Review of SOP given in A.Y 2014-15.
- Review of previous academic year committee activities.
- Purchase of new computers, accessories and routers.
- Software installations for next semester labs.
- Establishing of new labs for next academic year regulations.
- Maintenance of hardware and networking.
- Discussion on Internet services and browsing centers.


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: 2017-18 IT COMMITTEE MINUTES OF MEETING

1. The meeting was held on 04th May 2017 from 11:00 to 12:00 pm in the Department of CSE seminar hall.
2. SOP given in AY 2014-15 was reviewed and necessary amendments were issued. The new amendment SOP is finalized and will be effective from AY 2017-18.
3. Reviewed the previous academic year purchase of 300 computers and installation process.
4. Reviewed the previous academic year committee activities.
5. Discussed about requirements of routers for accessing an internet service facility to faculty in staff rooms.
6. Discussed purchase of firewall for controlling the internet services in campus.
7. Discussed on establishment of new labs for next academic year syllabi.
8. Discussed about purchase of new computers and accessories as per academic regulation.
9. Discussed for semester software installations, maintenance of hardware, networking and internet services.
10. Discussed on schedule of regular maintenance of labs.

The schedule is as given below:

S. No	Tentative Date	Plan	Units	Details
1	22-05-2017	Maintenance in Department Laboratories	300 Computer Systems	To verify and rectification of the computers in lab
2	29-05-2017	Maintenance in Department Laboratories	300 Computer Systems	To perform the task and rectification of connectivity in lab
3	05-06-2017	Maintenance in Department Laboratories	300 Computer Systems	To verify and rectification of the computers in lab
4	12-06-2017	Maintenance in Department Laboratories	300 Computer Systems	To verify and rectification of the computers in lab
5	06-11-2017	Maintenance in Department Laboratories	300 Computer Systems	To perform the task and rectification of connectivity in lab
6	13-11-2017	Maintenance in Department Laboratories	300 Computer Systems	To verify and rectification of the computers in lab
7	20-11-2017	Maintenance in Department Laboratories	300 Computer Systems	To verify and rectification of the computers in lab
8	27-11-2017	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	Major Dr. V. A. Narayana	Principal	Chairman	
2	Mr. A. Pavan Kumar	Assistant Professor, CSE	Convener	
3	Mr. V. Ravindra	Assistant Professor, CE	Member	
4	Mr. Dr. Anand Rajkumar	Assistant Professor, EEE	Member	
5	Mr. A. Sai Kumar	Assistant Professor, ME	Member	
6	Mr. G. Nagarjun	Assistant Professor, ECE	Member	
7	Mr. S. Naresh Kumar	Assistant Professor, H&S	Member	
8	Mr. N. Rajender Reddy	Assistant Professor, MBA	Member	
9	Mr. P. Prathap Reddy	System Admin, CSE	Member	

Convener