



CMR COLLEGE OF ENGINEERING & TECHNOLOGY

(AUTONOMOUS)

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

CMRCET/PRIN/IT/AY2017-18/01

Date: 21.04.2017

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 2017-18.

The composition of IT Committee is as follows:

S.No	Name of the member	Designation	Position
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

21/4/17
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
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9. Faculty Concerned



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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

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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



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

Date: 09.05.2017

To
IQAC Coordinator
CMRCET

Respected Sir,

Sub: Approval to lab maintenance schedule under IT Committee during the A.Y:2017-18 – 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: 2017-18. Hence I request you to kindly approve the following schedule.

The schedule is as follows:

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

Thanking you,


Convener



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Strategic Perspective Plan for the Academic Year 2017-18

Sl. No.	Date of Maintenance	Dept./Club/Committee	Type of Maintenance	Details
1	22-05-2017	IT Committee	Verifying Computers & Networking issues	Check all the software and networking related activities
2	06-11-2017	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 after each semester.
4. Network maintenance can be done regularly.

IQAC Coordinator

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

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



CMR COLLEGE OF ENGINEERING & TECHNOLOGY

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

Date: 16.05.2017

To
The Principal
CMRCET

Through: IQAC Coordinator

Respected Sir,

Sub: Permission to procure computers and accessories under IT Committee during the A.Y:2017-18 – 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: 2017-18.

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	600
2	Switches (48/24/16/8) - 1GB speed	25
3	Media Convertors	10
4	Keyboard	75
5	Mouse	75

Thanking you,

Recommended
Aron

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

Purchase Committee

Pasam
Convener

for n a g Purchase please

16/5/17
PRINCIPAL
CMR COLLEGE OF ENGG. & TECH.
Kandlakoya (V), Medchal Road,
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CMRCET/PRIN/IT/2017-18/02

Date: 07.11.2017


CIRCULAR

All the IT committee members are hereby informed that, the IT committee meeting is scheduled on 13th November 2017. The venue will be the department of CSE seminar hall at 02.30pm. All the members are requested to be present on time.

The Agenda of the meeting is:

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


Convener


Principal

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Academic Year: 2017-18 IT COMMITTEE MINUTES OF MEETING

- The Meeting was held on 13th November 2017 from 02.30 to 03:30 pm in Department of CSE in the Seminar Hall.
- Reviewed purchase of firewall and its installations.
- 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 IT 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	
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CMRCET/PRIN/IT/2017-18/03

Date: 05.04.2018

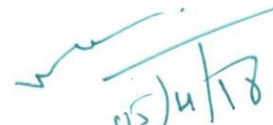
CIRCULAR

All the IT committee members are hereby informed that, the IT committee meeting is scheduled on 10th April 2018. The venue will be the 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 the Academic year committee activities.


Convener


Principal

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Academic Year: 2017-18 IT COMMITTEE MINUTES OF MEETING

- The meeting was held on 10th April 2018 from 11.00 to 12:00 noon in Department of CSE Seminar Hall.
- Discussed about improving IT enabled facilities for faculty members and students.
- Purchase of ANSYS software for Mechanical department.
- Requirement for the purchase of 600 computers and accessories was submitted with the following configuration DELL i3, 4GB RAM and 500GB HDD configuration.
- 500 computers were installed.
- Discussed about software installations.
- Installed the firewall in campus for controlling the usage of internet.
- Issues with routers was 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



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The List of IT Committee members attended the meeting:

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Date: 12.04.2018

To
IQAC Coordinator
CMRCET

Respected Sir,

Sub: Annual report of the IT Committee during the A.Y:2017-18 – 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 600 computers and accessories was submitted with the following configuration DELL i3, 4GB RAM and 500GB HDD configuration.
- 500 computers were installed.
- Found problems at regular maintenance of labs as the system performance was reduced. So reinstallations were done.
- Installed new UPS and batteries.
- Network issues are also found and then resolved.
- Installation the software of campus suite for CMS.
- Issues found with the firewall and solved.
- 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