



CMR COLLEGE OF ENGINEERING & TECHNOLOGY

(AUTONOMOUS)

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

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

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
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9. Faculty Concerned



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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	
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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CMRCET/PRIN/IT/2017-18/03

Date: 06.04.2018

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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Convener