



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/2018-19/01

Date: 24.04.2018

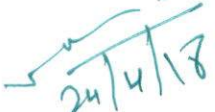
CIRCULAR

All the members of IT committee of the college are hereby informed that, the IT committee meeting is scheduled on 30th April 2018 & the Venue will be Department of CSE seminar hall at 10.30am. All the members 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.
- Purchase of batteries for UPS.
- Software installations for next semester labs.
- Maintenance of hardware and networking.
- Discuss about 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: 2018-19 IT COMMITTEE MINUTES OF MEETING

1. The meeting was held on 30th April 2018 from 10:30 to 11.30 am in the Department of CSE in the Seminar hall.
2. The Convener discussed the SOP during the meeting with new committee members.
3. Reviewed on purchased of 500 computers and installation process in previous academic year.
4. Reviewed on the previous academic year committee activities and found requirements deficiency.
5. Discussed pending as well as resolved issues.
6. Discussed about purchase of new computers.
7. Discussed about purchase of new servers.
8. Discussed about purchase of batteries for UPS.
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 | 21-05-2018 | Maintenance in Department Laboratories | 300 Computer Systems | To verify and rectification of the computers in lab |
| 2 | 28-05-2018 | Maintenance in Department Laboratories | 300 Computer Systems | To perform the task and rectification of connectivity in lab |
| 3 | 04-06-2018 | Maintenance in Department Laboratories | 300 Computer Systems | To verify and rectification of the computers in lab |
| 4 | 11-06-2018 | Maintenance in Department Laboratories | 300 Computer Systems | To verify and rectification of the computers in lab |
| 5 | 05-11-2018 | Maintenance in Department Laboratories | 300 Computer Systems | To perform the task and rectification of connectivity in lab |
| 6 | 12-11-2018 | Maintenance in Department Laboratories | 300 Computer Systems | To verify and rectification of the computers in lab |
| 7 | 19-11-2018 | Maintenance in Department Laboratories | 300 Computer Systems | To verify and rectification of the computers in lab |
| 8 | 26-11-2018 | 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 | <i>Pavan</i> |
| 3 | Mr. V. Ravindra | Assistant Professor, CE | Member | <i>V. Ravindra</i> |
| 4 | Dr. Anand Rajkumar | Assistant Professor, EEE | Member | <i>A.R.</i> |
| 5 | Mr. A. Sai Kumar | Assistant Professor, ME | Member | <i>Sai</i> |
| 6 | Mr. G. Rajesh Kumar | Assistant Professor, ECE | Member | <i>Rajesh</i> |
| 7 | Ms. CH. Vidyullatha | Assistant Professor, H&S | Member | <i>Ch. V.</i> |
| 8 | Mr. N. Rajender Reddy | Assistant Professor, MBA | Member | <i>N.R.</i> |
| 9 | Mr. P. Vijaya Baskar | System Admin, CSE | Member | <i>P.V.</i> |

Pavan
Convener