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/AY2018-19/01   Date: 20.04.2018

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 2018-19.

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	Dr. Anand Rajkumar	Assistant Professor, EEE	Member
5	Mr. A. Sai Kumar	Assistant Professor, ME	Member
6	Mr. G. Rajesh Kumar	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

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

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.

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

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	Dr. Anand Rajkumar	Assistant Professor, EEE	Member	
5	Mr. A. Sai Kumar	Assistant Professor, ME	Member	
6	Mr. G. Rajesh Kumar	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

Date: 02.05.2018

To
IQAC Coordinator
CMRCET

Respected Sir,

Sub: Approval to lab maintenance schedule under IT Committee during the A.Y:2018-19 – 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: 2018-19. Hence I request you to kindly approve the following schedule.

The schedule is as follows:

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

Thanking you,

Convener

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.

Strategic Perspective Plan for the Academic Year 2018-19

Sl. No.	Date of Maintenance	Dept./Club/ Committee	Type of Maintenance	Details
1	21-05-2018	IT Committee	Verifying Computers & Networking issues	Check all the software and networking related activities
2	05-11-2018	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

CMR ... & TECH.
K ... al Road,
... 501401.

CMR COLLEGE OF ENGINEERING & TECHNOLOGY

CMR
EXPLORE TO INVENT

An Autonomous Institution with NAAC Accreditation (A Grade)
*Approved by AICTE *Permanently affiliated to JNTUH *NBA Accreditation*
Kandlakoya (V), Medchal Road, Hyderabad -501401.

Date: 18.05.2018

To
The Principal
CMRCET

Through: IQAC Coordinator

Respected Sir,

Sub: Permission to procure computers and accessories under IT Committee during the A.Y:2018-19 – 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: 2018-19.

Hence I request you to kindly permit to purchase items.

The items are as follows:

S.No	Purchase items	Quantity
1	Computer Systems - i5, 8 GB RAM, 500GB HDD	350
2	Computer Servers – 12 Core Processor 64GB RAM, 8TB HDD, 4GB GPU	5
3	Switches (48/24/16/8) - 1GB speed	5
4	Media Convertors	4
6	USB Mouse	50
7	Wi-Fi Routers	20
8	Laser Jet Printers	15

Thanking you,

Recommended

Convener

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

Purchase Committee
May na please
18/5/18

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/2018-19/02

Date: 07.11.2018

CIRCULAR

All the IT committee members are hereby informed that, the IT committee meeting is scheduled on 13th November 2018. The venue will be the department of CSE seminar hall at 3.00pm. All the members are requested to be present on time.

The Agenda of the meeting is:

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

Convener

07/11/18

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

CMR COLLEGE OF ENGINEERING & TECHNOLOGY

CMR

An Autonomous Institution with NAAC Accreditation (A Grade)
*Approved by AICTE *Permanently affiliated to JNTUH *NBA Accreditation
Kandlakoya (V), Medchal Road, Hyderabad -501401.

Academic Year: 2018-19
IT COMMITTEE
MINUTES OF MEETING

- The meeting was held on 13th November 2018 from 03.00 to 04:00 pm in Department of CSE in the Seminar Hall.
- The Convener welcomed all the committee members
- Reviewed previous semester committee activities.
- Reviewed purchase of servers and its installation process.
- Reviewed on Installation of new UPS and replacement of batteries.
- 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	V. Ravindra
4	Dr. Anand Rajkumar	Assistant Professor, EEE	Member	
5	Mr. A. Sai Kumar	Assistant Professor, ME	Member	
6	Mr. G. Rajesh Kumar	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 COLLEGE OF ENGINEERING & TECHNOLOGY

CMR

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/2018-19/03

Date: 25.03.2019

CIRCULAR

All the IT committee members are hereby informed that, the IT committee meeting is scheduled on 29th March 2019. 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 current Academic year committee activities.

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

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.

Academic Year: 2018-19
IT COMMITTEE
MINUTES OF MEETING

- The meeting was held on 29th March 2019 from 11.00 to 12:00 noon in Department of CSE Seminar Hall.
- Discussed about improving IT enabled facilities for faculty members and students
- Requirement for the purchase of 500 computers and accessories was submitted with the following configuration DELL i3, 4GB RAM and 500GB HDD configuration.
- 400 computers were installed.
- Reviewed on installations of licenses of OS.
- Reviewed upgrade of computers with 8GB RAM in 5labs.
- Purchased Wi-Fi routers and install in the staff rooms.
- Issues with routers 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

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.

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	Dr. Anand Rajkumar	Assistant Professor, EEE	Member	
5	Mr. A. Sai Kumar	Assistant Professor, ME	Member	
6	Mr. G. Rajesh Kumar	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

To
IQAC Coordinator
CMRCET

Date: 08.04.2019

Respected Sir,

Sub: Annual Report of the IT Committee in the A.Y:2018-19 – 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 500 computers and accessories was submitted with the following configuration DELL i3, 4GB RAM and 500GB HDD configuration. 400 computers were provided and installed.
- Upgrade of computers in 5 labs with 8GB RAMS.
- Upgrade of the UPS and batteries.
- In some labs, some system performances were reduced. So reinstallations were done.
- Network issues are also found and then resolved.
- Install Wi-Fi routers in staff rooms.
- Issues found with the firewall 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

Thanking you,

Convener