



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


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

- 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	
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



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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


25/3/19
Principal

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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



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Convener