



CMR COLLEGE OF ENGINEERING & TECHNOLOGY

(UGC AUTONOMOUS)

Approved by AICTE New Delhi, Permanently affiliated to JNTUH
Accredited by NAAC with 'A' Grade, All B.Tech Programmes Accredited by NBA
Kandlakoya (V), Medchal Road, Hyderabad -501401.

CMRCET/PRIN/IT/AY2019-20/CIR-01

Date: 29.04.2019


CIRCULAR

All the members of IT committee of the college are hereby informed that, the IT committee meeting is scheduled on 06th May 2019 & the venue will be department of CSE Seminar Hall at 10.00am. All the members are requested to be present on time.

The Agenda of the meeting is:

- Software installations for next semester labs.
- Maintenance of hardware and networking.
- Review of previous academic year committee activities.
- Purchase of computers and accessories.
- Discuss on 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
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Academic Year: 2019-20 IT COMMITTEE MINUTES OF MEETING

1. The meeting was held on 06th May 2019 from 10:00 to 11.00 am in the Department of CSE seminar hall.
2. The Convener discussed the SOP during the meeting with new committee members.
3. Reviewed the previous academic year committee activities and then found requirement deficiencies.
4. Discussed about purchase of computers and accessories.
5. Discussed for upcoming semester software installations, maintenance of hardware, networking, internet services and browsing centers
6. Discussed on schedule of regular maintenance of labs.

The schedule is as given below:

S. No	Tentative Date	Plan	Units	Details
1	20-05-2019	Maintenance in Department Laboratories	300 Computer Systems	To verify and rectification of the computers in lab
2	27-05-2019	Maintenance in Department Laboratories	300 Computer Systems	To perform the task and rectification of connectivity in lab
3	03-06-2019	Maintenance in Department Laboratories	350 Computer Systems	To verify and rectification of the computers in lab
4	10-06-2019	Maintenance in Department Laboratories	350 Computer Systems	To verify and rectification of the computers in lab
5	04-11-2019	Maintenance in Department Laboratories	350 Computer Systems	To perform the task and rectification of connectivity in lab
6	11-11-2019	Maintenance in Department Laboratories	300 Computer Systems	To verify and rectification of the computers in lab
7	18-11-2019	Maintenance in Department Laboratories	300 Computer Systems	To verify and rectification of the computers in lab
8	25-11-2019	Maintenance in Department Laboratories	350 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	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