



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/AY2019-20/01

Date: 22.04.2019

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 2019-20.

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

V. P. Paul
22/4/19
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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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

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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	
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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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Date: 10.05.2019

To
IQAC Coordinator
CMRCET

Respected Sir,

Sub: Approval to lab maintenance schedule under IT Committee during the A.Y:2019-20 – 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: 2019-20. Hence I request you to kindly approve the following schedule.

The schedule is as follows:

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	300 Computer Systems	To verify and rectification of the computers in lab
4	10-06-2019	Maintenance in Department Laboratories	300 Computer Systems	To verify and rectification of the computers in lab
5	04-11-2019	Maintenance in Department Laboratories	300 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	300 Computer Systems	To perform the task and rectification of connectivity in lab

Thanking you,


Convener



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Strategic Perspective Plan for the Academic Year 2019-20


Sl. No.	Date of Maintenance	Dept./Club/Committee	Type of Maintenance	Details
1	20-05-2019	IT Committee	Verifying Computers & Networking issues	Check all the software and networking related activities
2	04-11-2019	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 for 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 - 501401


Principal

PRINCIPAL
CMR COLLEGE OF ENGG. & TECH.
Kandlakoya (V), Medchal Road,
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Date: 20.05.2019

To
The Principal
CMRCET

Through: IQAC Coordinator

Respected Sir,

Sub: Permission to procure computers and accessories under IT Committee during the A.Y:2019-20 – 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: 2019-20.
Hence I request you to kindly permit to purchase items.

The items are as follows:

S.No	Purchase items	Quantity
1	Computer Systems - i5, 8GB RAM. 500GB HDD	200
2	USB Keyboards	25
3	USB Mouse	50
4	Switches - 1GB speed	10

Thanking you,

Recommended

[Signature]

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

Purchase Committee
in v a deshp

[Signature]
Convener

20/5/19
PRINCIPAL
CMR COLLEGE OF ENGG. & TECH.
Kandlakoya (V), Medchal Road,
Hyderabad-501401.



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CMRCET/PRIN/IT/2019-20/02

Date: 08.11.2019

CIRCULAR

All the IT committee members are hereby informed that, the IT committee meeting is scheduled on 14th November 2019. The venue will be the department of CSE seminar hall at 2.30pm. All the members are requested to be present on time.

The Agenda of the meeting is:

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


Convener


Principal

Copy Submitted to: (1) The Secretary Garu – For your kind information Pl.

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Academic Year: 2019-20 IT COMMITTEE MINUTES OF MEETING

1. The meeting was held on 14th November 2019 from 2.30 to 03:30 pm in Department of CSE seminar Hall.
2. Reviewed the previous semester committee activities.
3. Discussed the pending as well as resolved issues.
4. Discussed for next semester software installations, maintenance of hardware, networking, internet services and browsing centers.
5. Reviewed maintenance of UPS.

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	
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5	Mr. A. Sai Kumar	Assistant Professor, ME	Member	
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9	Mr. P. Vijaya Baskar	System Admin, CSE	Member	

Convener