

## Minutes of the Meeting

A meeting of CIT staff members was held on Oct. 17, 2018 at 11:00 a.m. in the Committee Room of Department of Computer Science and IT. The following were present:

- Prof. S. Kazim Naqvi, Director
- Mr. M. Kamil, JD. Director,
- Mr. Shawnavaz Ali Qureshi, Programmer
- Mr. Mohd. Shahnawaz Qureshi, Technical Assistant
- Mr. Badshah, Technical Assistant
- Mr. Deepak Singh, Technical Assistant (Contract)
- Mr. Shoib Ahmad, System Analyst/Software Engg (On Contract)
- Mr. Md. Imran, Technical Assistant (Contract)
- Mr. Ravi, RE (M/s. Omnitel)

Director, CIT welcomed all members and subsequently the following agenda items were discussed:

### **Weekly Review Meeting of CIT Staff**

It was decided that weekly review meeting of CIT staff shall be held at 11:00 a.m. on every Wednesday or on the following working day in case of holiday(s) to regularly review the progress.

**[Action: All CIT Staff members to prepare weekly work progress for reporting]**

### **Review of maintenance of Computers/Peripherals**

Mr. Deepak Singh informed the members that since April, 2018, 48-complaints have been received from various departments/centres/offices of MANUU Hyderabad Campus. 36-Complaints stands resolved and remaining are in process. To record the complaints a Call Register has been maintained and every call sign-off is also being taken from the users concerned for records.

It was also pointed out that 1<sup>st</sup> level troubleshooting is being done in-house by Mr. Deepak Singh and Mr, Ravi. In case the problem requires higher expertise, the same is assigned to external service providers on call-to-call basis.

The matter was further discussed to explore possibility of empanelment of service providers. After discussion, it was decided that the present model may be continued for some more time as the number of calls recorded during past 6-months at this stage is too low to make annual projections which will be required for engaging service providers through EOI or other suitable method.

After further discussion on the matter the following improvements were identified:

A Local Purchase Committee be constituted to ensure reasonability of the prices of the hardware/service to be procured.

**[Action: Director, CIT ]**

An inventory of commonly required hardware and accessories which frequently become faulty such as mouse, keyboard, CMOS batteries, power cables etc. may be created to reduce the user down time.

**[Action: Mr. Deepak Singh to make list of items and submit with estimate based on GeM rates]**

Bills of engaged service providers shall be processed on monthly basis.

**[Action: Mr. Shawnavaz Ali Qureshi/Mr. Deepak Singh]**

Any item procured for maintenance shall be recorded in the concerned Stock Register and issuance of item to users will be updated in the Register by obtaining Counter Signatures from the recipients.

**[Action: Mr. Shawnavaz Ali Qureshi/Mr. Deepak Singh]**

For maintenance of Passive Network, process of having Rate Contract be initiated.

**[Action: Mr. Deepak Singh]**

### **Status of Inventory Update in the Inventory Portal**

The matter was discussed and it was observed that entries of all Network related items were made in the system earlier. However, due to subsequent changes in the inventory portal made on request of Purchase Office the earlier entries were not accessible now. To resolve the matter it was decided that Mr. Md. Imran will coordinate with Mr. Deepak to sort out the issue. Further, it was decided that entries related all Computers including servers, software and peripherals in CIT will be managed by Mr. Mohd. Shahnawaz Qureshi, and account for him in the Inventory module shall be opened by Mr. Md. Imran.

**[Action: Mr. Md. Imran, Mr. MS Qureshi, Mr. Deepak Singh]**

### **Review of Attendance Feeding Work**

Mr. Badshah informed the members that work related to attendance entries in iUMS is in progress. All attendance sheets for the month of August 2018 received from the Directorate of Admissions have been updated in the iUMS system. However, attendance for 237 courses out of the master list has not been entered. After discussion, the following points of action were identified:

- 1) Existing attendance sheets may be rechecked to find any of the non-entered attendance sheets() and update the iUMS accordingly.

- 2) After completing above step, Academic Coordinators of departments corresponding to missing attendance sheets may be contacted and requested to get the attendance sheets forwarded to DoA/CIT.
- 3) A list of defaulters may also be forwarded to the Office of the Vice Chancellor for information and necessary action.
- 4) Attendance summary of all those programs whose complete entries have been received may be posted on the University website.
- 5) All Attendance records are to be returned to Directorate of Admissions and a proper receipt of the same shall be obtained for records.
- 6) Directorate of Admissions be asked to enter September month sheet status and forward the September month attendance to CIT at the earliest.
- 7) Clarity on interpretation of Medical Rule needs to be obtained from Administration. However, it was decided that an excel sheet containing details of the Medical Certificates received through proper channel be prepared for possible display on the website.

**[Action: Mr. Badshah]**

### **Status of Warranty of important equipment**

Mr. Deepak Singh was requested to prepare a list of equipment showing warranty expiry status. The list of Biometric machines with warranty status will be prepared by Mr. Mohd. Shahnawaz Qureshi.

### **Integration of Students Feedback Form with iUMS**

The matter was discussed and it was decided that the facility will be developed as part of iUMS Students Portal. The work was assigned to Mr. Md. Shoib Alam and Mr. Imran who under supervision of Jt. Director, CIT.

**[Action: Jt . Director, CIT, Mr. Md. Shoib Alam/Mr. Md. Imran ]**

### **Seating arrangement for Staff, CIT**

The Director, CIT briefed the members that 4-positions of System Analyst, System Administrator, and 2-Sr. Technical Assistants are likely to be filled up shortly. For creating the sitting space for the staff to be appointed, Room No 111 on the first floor needs to be suitably partitioned. During the discussion, Jt Director, CIT informed that earlier Office Space for CIT was identified on the first floor in consultation with Dean, School of Computer Science & IT. As CIT Office does not have adequate space, it was decided to request the Dean, CSIT to vacate the space so that the same may be used by CIT.

### **ICT Training Program**

The matter was discussed and it was noted that CIT lab has already been booked by UGC HRD-Centre and School of Education for conduct of their programs. Jt. Director, suggested that a program for Academic Coordinators on use of iUMS may be organised. After discussion, it was decided that a 3-day Orientation program for Academic Coordinators may

be organised in the 2<sup>nd</sup>/3<sup>rd</sup> Week of November. Each day a 2-hour session will be conducted on relevant aspects of iUMS.

Director, CIT suggested that a register on booking of CIOT Lab by various departments be maintained in CIT for records and future reference.

**[Action: Director, Jt Director, CIT, Mr. Shawnavaz to prepare Lab Booking Register]**

### **Any Other Item**

It was decided that a register to record duties of CIT staff on Holidays/Weekend may be maintained. Duty of CIT staff shall be recorded in the register and the same shall also show the date(s) on which the compensatory was availed by the staff.

**[Action: Mr. Shawnavaz to prepare Additional Duty Register]**

**The meeting concluded at 01:15 p.m.**

Shawnavaz Ali Qureshi  
Programmer

Copy to:

- Director, CIT
- Jt. Director, CIT
- All staff members, CIT