

Minutes of the Meeting

A meeting of the CIT staff was held on 31-05-2018 in Room No: 111 to discuss the Agenda given below. Following were present:

1. Prof. S. Kazim Naqvi, Director, CIT
2. Mr. M. Kamil, Joint Director, CIT
3. Mr. Shawnavaz Ali Qureshi, Computer Programmer
4. Mr. Shahnawaz Ali Qureshi, Technical Assistant
5. Mr. Badshah, Technical Assistant
6. Mr. V. Datta Prasad, Web Programmer(Contractual)
7. Mr. Deepak Singh, Technical Assistant (Contractual)
8. Mr. Sultan Mohiuddin Sohail, Computer Instructor(Contractual)
9. Mr. Rahmatullah, Consultant (Contractual)
10. Mr. Saddam Hussain Ansari, Technical Assistant (Contractual)
11. Mr. Shoaib Alam, Software Engineer (Contractual)
12. Mr. Md.Imran , Technical Assistant (Contractual)

Agenda-1: Status of network Room Shifting work

The matter was discussed and it was noted that the following work still remain pending:

1. Fire Alarm System.
2. Power Tops for 3-ACs
3. UPS Supply is not functional in the Cabins area
4. Window Glass panes are yet fitted.
5. Putty and Painting work is incomplete.
6. 10 KVA-Numeric UPS is also to be repaired (Matter report to Engineer Section).
7. Creation of the UPS cabin for placing CIT UPS systems which will supply power to Network Control Room. Partition is to be made in UPS Room in 1st Floor.
8. Seepage problem in the UPS Room on the First floor during rainy season was reported to Engineering Section, but apparently no action has been taken on the issue as of now.

In view of above, it was decided to take the following action:

- Write Letter to Engineering Section informing the status of the work and requesting them to expedite.
- Reminder may also be sent to M/s. Omnitel to share their plan of shifting of equipment from the server room.
- After getting the response from Engineering Section and M/s. Omnitel, BSNL will be informed to carry out the splicing work.
- A GNATT chart for planning the shifting of DC will be prepared and shared with the CIT staff in the next meeting

[Responsibility: Mr. Deepak Singh/Mr. Badshah]

Agenda-2 Status of Online Payment and Admission Related Work

The agenda item was discussed with special reference to the On-line fee payment work. It was noted that Online Chargebacks requests are being managed by Mr. Shawnavaz Ali Qureshi, Programmer using the software module in the iUIMS which has been developed and tested by Jt. Director, CIT. The work carried out by him was appreciated. However, he was advised to exercise all cautions while handling the chargeback requests and contact Jt. Director, CIT in case of any confusion or doubt or cross-verification.

Joint Director, CIT informed the members that he is working on developing interfaces in support of Online Counselling for admission to ET based programs.

[Responsibility: Programmer, CIT and Jt. Director, CIT]

Agenda-3 iUMS related preparation for the ensuing Semester

The work related to iUMS for ensuing semester was reviewed and the following was resolved:

- (i) Fee for the next semester is to be entered into the iUMS system. Mr. Sohail was requested to enter the same in Spreadsheet. Jt. Director, CIT will subsequently get it verified and import into iUMS system.
- (ii) Work-load and Time-table will be entered into the system as and when received from the concerned Schools/Departments.
- (iii) To ensure that Attendance System is implemented in true spirit, the following measures were identified for further necessary action:
 1. A Proforma may be developed which will seek information regarding assignment of teachers to courses for conduct of classes. In case of large students' strength in a single class, proforma would additionally seek information on Section wise assignment of class to teachers.
 2. Instructions for attendance submission need to be printed prominently on the Attendance sheet. Other measures, such as reminders through email may also be implemented to ensure that attendance is entered into iUMS system in timely manner.
 3. Director, CIT suggested that a dashboard to monitor attendance may be developed which will insight into the Attendance activities to the top management for better control, compliance and possible corrective action.
 4. A list of courses in iUMS for the next semester may be shared with Deans and HODs so that they may cross-check, them for corrections, if any, before they are made available to students for registration.
 5. Director, CIT also pointed out the non-availability of batch making provisions in the iUMS system. Such provision will make it easier for the teachers to manage attendance in courses where students from various programs attend classes in a batch e.g. Non-CBCS courses such as those offered by NSS, Sport and CUCS.

[Action: Mr. Sohail, Instructor, CIT, Jt. Director, CIT, Director, CIT]

Agenda-4 To discuss AMC Model for maintenance of Equipment

The matter was discussed and it was felt that a hybrid model where services part is out-sourced to some IT company and hardware is procured locally by MANUU will be better alternative as this will ensure quality in spares and efficient utilization of funds. Mr. Shawnavaz Ali Qureshi was requested to explore this possibility further to prepare budget estimate and Tender details. He was requested to brief the members in the next CIT weekly meeting.

[Action: Programmer, CIT]

Agenda-5 To discuss the Licenses and deployment details of Microsoft Software in MANUU

Director CIT, informed the members that Microsoft has been continuously approaching by MANUU to permit them conduct audit of Microsoft licenses. The matter was discussed and the following actions were recommended.

1. *A letter may be sent to AR Purchase requesting information about Microsoft licenses purchase by them over a period of them.*

[Action: Mr. Badshah]

2. *The work of taking actual information from various labs/ offices/ departments may be restarted, so as to have ground level information in respect of Software licenses.*

[Action: Mr. Badshah/Mr. Deepak Singh/Mr. Ravi]

3. *Mr. Shawnavaz Ali Qureshi was requested to find Status of MANUU software Policy notification and place it before the members in the next meeting.*

[Action: Mr. Shawnavaz Ali Qureshi]

Shawnavaz Ali Qureshi
Programmer

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- All members
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