

## Minutes of the Meeting

A meeting of CIT staff members was held on Oct. 25, 2018 at 11:00 a.m. in Room No. 111 of Centre for Information Technology. The following were present:

- Prof. S. Kazim Naqvi, Director
- Mr. M. Kamil, JT. 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. Saddam Husain, Technical Assistant (System Admin)
- Mr. Rahmatullah, Technical Assistant (System Admin)

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

### Action Taken Report on matters discussed in the meeting held on 17-Oct-2018.

Action	Responsibility	Status
A Local Purchase Committee be constituted to ensure reasonability of the prices of the hardware/service to be procured.	Director, CIT	Note Sent to Registrar on 25-10-2018.
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.	Mr. Deepak Singh	Pending; <b>Action Required</b>
Bills of engaged service providers shall be processed on monthly basis.	Mr. Shawnavaz Ali Qureshi/Mr. Deepak Singh	One bill of Rs. 14,000 sent for processing. Other bills of approx. Rs. 10,000/- will be processed soon.  <b>Pending; Further Action Required</b>
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	Mr. Shawnavaz Ali Qureshi/Mr. Deepak Singh	Compliance was reported.

the recipients.		
For maintenance of Passive Network, process of having Rate Contract be initiated.	Mr. Deepak Singh	Mr. Deepak reported that draft for RC has been sent to Director, CIT. <b>Pending; Further Action Required</b>
Status of Inventory Update in the Inventory Portal	Mr. Deepak Singh	It was reported that entries work has started from fresh and will be finished by next week. <b>Pending; Further Action Required</b>
Review of Attendance Feeding Work	Mr. Badshah	It was reported that work was ON. However, 284 courses attendance was not received till 24-10-2018. Mr. Badshah was asked to approach concern departments for asking them to submit. <b>Pending; Further Action Required</b>
Status of Warranty of important equipment	Mr. Deepak and Mr. M S Qureshi	A list of network equipment has already been shared by Mr. Deepak. However, estimate for AMC was not yet received. It was decided that a reminder may be sent by Mr. Deepak for obtaining estimate for further necessary action. <b>Pending; Further Action Required</b>
Integration of Students Feedback Form with iUMS	Jt . Director, CIT, Mr.Md. Shoib Alam/ Mr. Md. Imran	An initial discussion to implement this was held on 23-10-2018. The matter will be further discussed for development of the appropriate interfaces. <b>Pending; Further Action Required</b>
Seating arrangement for Staff, CIT	Director, CIT	It was reported that a proposal for appropriate seating arrangement has already been forwarded to administration.
ICT Training Program	Director, Jt Director, CIT, Mr. Shawnavaz to prepare Lab Booking Register	It was decided that a notice may be floated for conducting the training for Coordinators during 2 <sup>nd</sup> Week of November. <b>Pending; Further Action Required</b>
Director, CIT suggested that a register on booking of CIT Lab by	Mr. Shawnavaz to prepare Additional	<b>Pending; Further Action Required</b>

various departments be maintained in CIT for records and future reference.	Duty Register	
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### **Further Discussions**

#### **Maintenance of Computers and Peripherals**

For making the process of maintenance of computers and peripherals more transparent, it was decided that an internal committee comprising 3 or 4 members from CIT may be constituted to look into the appropriateness of rates for services and supplies required for maintenance of computers costing below Rs. 25,000/- on each occasion. The committee will work on lines of GFR 155 to certify appropriateness of the estimated rates by considering the work involved and prevailing market rates of repair/replacement. An approval for the above may be sought from the University Administration.

**[Action: Director, CIT]**

#### **Missing PCs in Training Lab**

Director, CIT pointed out that three PCs except for their monitors are missing from the Training Computer Lab. Mr. Deepak informed that the PCs were taken to operate the NMS software in the Data Centre Room. It was suggested that software being run on the PCs be migrated to some server so that the PCs may be re-shifted back to Training Lab.

**[Action: Mr. Deepk/Mr. Saddam]**

#### **Status of Budget Utilization**

The status of budget utilization was reviewed. It was noted that cartridges/stationary/markers and registers are required for day-to-day activities of CIT. Mr. Shawnavaz Ali Qureshi was requested to make the required purchases using the budget allocated under "Stationary/Consumables"

**[Action: Mr. Shawnavaz Ali Qureshi]**

#### **Requirements of New PCs/Software**

It was noted that the training lab at present is only left with 25-PCs which creates a constraint during various training programs organized in the lab. In order to address the issue, it was decided that 5-new PCs be purchased. In addition, it was felt that CIT should have at least one MAC based system to carry out graphics work for the website. In addition, at least one license of the following software are required for routine DTP activities in CIT:

- Photoshop CS
- InPage
- MS-Office

## **QR Code Generation on Degree Certificates**

Joint Director, CIT raised the issue of printing QR code on degree certificates. The matter was discussed and it was decided that, if agreed by CoE Office, a QR Code may also be printed for new as well as old students (whose complete data is not available in iUMS). It was decided that a new QR Code API will be developed by Mr. Shoaib and hosted on iUMS Server.

**[Action: Mr. Md. Shoaib Alam]**

## **Convocation Registration Verification Work**

The progress on the matter was reviewed. It was reported that visits have been made to various departments for taking sign-off on functionality of iUMS in respect of Convocation Registration of students. It was further informed that few departments were still left as HoDs were not available or their rooms were found locked. It was decided that work will be finished by 26-10-2018 and compliance will be submitted to the Jt. Director, CIT.

Director, CIT suggested that a summary report containing the name of the department/program, number of convocation registrations, number of verified applicants be prepared and shared with Controller of Examinations Office and other stakeholders on regular basis to avoid last minute rush for verification.

**[Action: Mr. Md. Shoaib Alam/Mr. Rahmatullah]**

## **Maintenance of Labs**

Director, CIT asked Mr. Shawnavaz Ali Qureshi to depute Mr. Azmat to ensure cleanliness in CIT labs and keep the furniture/fixtures in order.

**[Action: Mr. Azmat/Mr. S. Ali Qureshi to ensure compliance]**

**The meeting concluded at 12:15 p.m.**

Shawnavaz Ali Quresh  
Programmer

Copy to:

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