

MINUTES OF THE IT COMMITTEE MEETING 2024-2025

CONVENOR

- Dr. K.V. PANDURANGA RAO, HOD of CSE DEPT

AGENDA

- Invocation.
- Welcome address and brief report about the activities of the IT - Convenor.
- Resolve to approve
- IT related requirements for academic and administrative purpose once in campus classes resume for students
- Annual renewals approval. Other discussions
- Vote of thanks

MINUTES OF MEETING

The following are minutes of the meeting held on 05th Dec -2024, 2.30 pm.

Venue: Dr. A. P. J. Abdul Kalam Block, Block – II, **Room No:** 2F06

The following faculty members attended the meeting.

S. No	Name of the Faculty	Designation	Department	Signature
1	Dr.R. Nagendra babu	Principal	Mech	
2	Mr.K.V.Pandu Ranga Rao	Professor	HOD of CSE	
3	Mr.M.Kishore Babu	Administration Officer	OFFICE	
4	T. Venkateswara Rao	Asst.Professor	CSE	
5	Mr.CH.Kutumba Rao	Asst.Professor	ECE	
6	Mr.G.Chittibabu	Asst.Professor	EEE	
7	Mr.D .Ram Babu	Asst.Professor	CE	
8	Mr.B.Baloji	Asst.Professor	ME	
9	Mr.Ch.Someswarao	Asst.Professor	S&H	
10	Mr.M.Suresh	Asst.Professor	MBA	

The following points are discussed.

1. Confirmation of Previous Minutes

- The minutes of the previous meeting were reviewed and approved with/without amendments.

2. ICT Infrastructure Updates and Maintenance

- Discussion on recent upgrades to ICT facilities.
- Identified areas requiring maintenance or new installations.
- Assigned responsibilities for maintenance tasks.

3. Software and Hardware Requirements

- Review of current software licenses and upcoming renewals.
- Discussion on new hardware requirements for labs, faculty, and administration.
- Decision to procure [list of software/hardware].

4. Network and Cyber security Measures

- Update on network performance and any downtime issues.
- Review of cyber security measures and policies.
- Decision to implement [new security measures or policies].

5. Online Learning and Digital Resources

- Status update on e-learning platforms and LMS (Learning Management System).
- Feedback from students and faculty on online learning experience.
- Suggestions for improvement in digital resources.

6. Any Other Business (AOB)

- Additional concerns raised by members.
- Next meeting scheduled for [Insert Date].

CONVENOR