



ST. ALOYSIUS' COLLEGE

AUTONOMOUS
JABALPUR- 482001
MADHYA PRADESH, INDIA

CRITERION-4

INFRASTRUCTURE AND LEARNING RESOURCES



Key Indicator

4.3 IT Infrastructure



Metric No.: 4.3.1

IT and Internet Facility

Document Name

IT Committee Minutes

THE IT COMMITTEE MEETING MINUTES





IT Committee Comprises of: -

- J Rajeshwar Rao
- Prakash Kumar Lange
- Jitendra Jain
- Anjali Jagwani

IT Committee Minutes for the Academic Year 2019-20

Meeting Date: 16/07/2019

Attendees:

- J Rajeshwar Rao 
- Prakash Kumar Lange 
- Jitendra Jain 
- Anjali Jagwani 

Agenda:

Discussion on the Need for a Coloured Printer in the Exam Cell

Discussion: The committee discussed the need for a coloured printer in the exam cell. It was noted that the current black-and-white printer was insufficient for printing-coloured documents and exam papers, which are increasingly required.

Decision: The committee agreed that a coloured printer would enhance the efficiency and quality of printed materials in the exam cell.

Action Items:

J Rajeshwar Rao will oversee the installation and setup of the coloured printer.

Discussion on the Purchase of Photocopy Machine Part

Discussion:

The committee convened to discuss the necessity of purchasing a specific part for the photocopy machine to ensure its proper functioning. It was noted that the current machine was experiencing frequent breakdowns due to the worn-out part, which was affecting the overall efficiency and reliability of the photocopying services.

Decision:

The committee unanimously agreed that purchasing the required part was essential to restore the photocopy machine to optimal working condition.

Action Items:





Prakash Kumar Lange will oversee the installation and ensure the machine is fully operational after installation.

Next Meeting: This will be scheduled as needed.

IT Committee Minutes for the Academic Year 2020-21

Meeting Date: 11/08/2020

Attendees:

- J Rajeshwar Rao 
- Prakash Kumar Lange 
- Jitendra Jain 
- Anjali Jagwani 

Agenda:

Discussion on G-Suite Subscription

Discussion: The committee discussed the benefits of subscribing to G-Suite for enhanced collaboration and productivity. It was noted that G-Suite offers a range of tools that can streamline communication and document management.

Decision: The committee agreed to subscribe to G-Suite to improve the efficiency of team collaboration and document sharing.

Action Items:

Prakash Kumar Lange will handle the subscription process and ensure all team members are onboarded.

Discussion on Zoom Subscription

Discussion: A Zoom subscription was needed to facilitate virtual meetings and remote learning sessions during the COVID-19 pandemic.

Decision: The committee purchased a Zoom subscription to support uninterrupted virtual meetings and online classes.

Action Items:

Anjali Jagwani will oversee the procurement of the Zoom subscription and set up user accounts.

Discussion on Webcams for Laptops and Computers

Discussion: The committee discussed equipping laptops and computers with webcams to enhance video conferencing capabilities, especially for remote learning and virtual meetings.

Decision: It was agreed that purchasing webcams for all laptops and computers would significantly improve the quality of virtual interactions.

Action Items:

Jitendra Jain will be responsible for sourcing and installing webcams on all relevant devices.

Discussion on Digital Pen Tabs

Discussion: The committee explored the benefits of using digital pen tabs for interactive teaching and efficient note-taking. It was noted that digital pen tabs could enhance the teaching experience and facilitate better student engagement.

Decision: The committee decided to procure digital pen tabs for the teaching staff to improve the quality of digital content creation and interactive teaching.

Action Items:

J Rajeshwar Rao will manage the procurement.

Discussion on New Laptops

Discussion: The need for new laptops was discussed to replace outdated equipment and ensure that staff have access to reliable and up-to-date technology.

Decision: The committee agreed to purchase new laptops to enhance productivity and ensure all staff access modern computing resources.

Action Items:

J Rajeshwar Rao will oversee the procurement process.

Discussion on LAN Cables in Classrooms for Better Connectivity

Discussion: The committee discussed the importance of installing LAN cables in classrooms to provide stable and high-speed internet connectivity, which is crucial for online learning and digital activities. The Bandwidth was increased to 100mbps.

Decision: It was decided to install LAN cables in all classrooms to ensure reliable internet connectivity.

Action Items:





Prakash Kumar Lange will coordinate the installation of LAN cables in classrooms.

Next Meeting: This will be scheduled as needed.

IT Committee Minutes for the Academic Year 2021-22

Meeting Date: 20/07/2021

Attendees:

- J Rajeshwar Rao 
- Prakash Kumar Lange 
- Jitendra Jain 
- Anjali Jagwani 

Agenda:

Discussion on the Purchase of a Duplicator Machine for the Examination Cell

Discussion: The committee reviewed the need for a duplicator machine to handle the large volume of exam paper duplication. It was highlighted that the current equipment was outdated and frequently malfunctioned, causing delays.

Decision: The committee decided that a new duplicator machine would significantly improve the efficiency of exam paper preparation.

Action Items:

Jitendra Jain will oversee the duplicator machine's quotation, delivery, and installation.

Discussion on the Need for a 50mbps Internet Leased Line

Discussion: The committee discussed the increasing demand for a faster internet connection to support online examinations and administrative tasks. The current Bandwidth was deemed insufficient for the growing needs.

Decision: The committee agreed that upgrading to a 50mbps internet leased line would meet the current and future requirements.

Action Items:

Prakash Lange to ensure the 50mbps internet leased line is installed.

Discussion on the Purchase of Cartridge, Xerox Drum, and Toner

Discussion: The committee discussed the necessity of purchasing new cartridges, Xerox drums, and toners for the various printers and copiers used within the institution. It was noted that the current supplies were running low and that maintaining a stock of these items is crucial for uninterrupted printing and copying services.

Decision: The committee agreed to procure the required cartridges, Xerox drums, and toners to ensure the smooth operation of all printing and copying devices.

Discussion on the Need for a Master Toner and Master Cartridge

Discussion: The need for master toners and master cartridges was also brought up, particularly for high-volume printing tasks. These items are essential for maintaining the quality and efficiency of print jobs, especially during peak periods such as exam seasons.

Decision: The committee decided to purchase master toners and master cartridges to support high-volume printing needs and to avoid any disruptions in service.

Action Items:


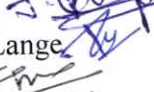


J Rajeshwar Rao will oversee the procurement process for the cartridges, Xerox drums, toners, master toners, and master cartridges.

Next Meeting: This will be scheduled as needed.

IT Committee Minutes for the Academic Year 2022-23

Meeting Date: 06/07/2022

Attendees:

- J Rajeshwar Rao 
- Prakash Kumar Lange 
- Jitendra Jain 
- Anjali Jagwani 

Agenda:

Discussion on the AMC for Duplication/Color/Xerox Machines

Discussion: The committee reviewed the annual maintenance contract (AMC) for the duplication, colour, and Xerox machines. It was noted that regular maintenance would prevent frequent breakdowns and ensure smooth operation.

Decision: The committee approved the AMC for the machines.

Action Items:

J Rajeshwar Rao to ensure the AMC is in place.

Discussion on the Purchase of a Smart Commercial TV

Discussion: The need for a smart commercial TV for the conference room was discussed. It was highlighted that such a TV would facilitate presentations and meetings.

Decision: The committee agreed to proceed with the purchase.

Action Items:

Jitendra Jain to arrange for the delivery and installation of the smart commercial.

Discussion on the Need for an Additional Internet Leased Line

Discussion: The committee discussed the necessity of an additional internet leased line to support increased bandwidth requirements due to the growing number of online activities.

Decision: The committee approved purchasing an additional internet leased line.

Action Items:

Prakash Lange to ensure the additional internet leased line is installed.

Discussion on the Purchase of Stationery, Cartridges, and Repair of the Duplicator Machine

Discussion: The committee discussed the need to purchase various office supplies and address equipment maintenance. Key points included:

Stationery: Essential supplies such as pens, notebooks, and other office materials ran low and needed replenishment to ensure smooth daily operations.

Cartridges: The need for new printer cartridges was highlighted, particularly for the printers used in the exam cell and other departments. The current stock was depleting, and it was essential to have a steady supply to avoid any disruptions in printing tasks.

Action Items:

Prakash Kumar Lange will coordinate the repair of the duplicator machine.

Duplicator Machine Repair: The duplicator machine malfunctioned and required immediate repair. This machine is crucial for producing multiple copies of documents, especially during exam periods.

Decision:

Procure the necessary stationery items to maintain productivity and efficiency in the office.

Purchase the required cartridges, including black, colour, and high-capacity options, to ensure continuous, high-quality printing.

Arrange for the repair of the duplicator machine to restore its functionality and ensure it is available for use when needed.

Action Items:





J Rajeshwar Rao will oversee the procurement process for the stationery items and cartridges. This includes:

Next Meeting: This will be scheduled as needed.

IT Committee Minutes for the Academic Year 2023-24

Meeting Date: 06/07/2023

Attendees:

- J Rajeshwar Rao 
- Prakash Kumar Lange 
- Jitendra Jain 
- Anjali Jagwani 

Agenda:

Discussion on the Purchase of a Biometric Attendance Machine

Discussion: The committee discussed the need for a biometric attendance machine to streamline attendance tracking and improve accuracy.

Decision: The committee approved the purchase of the biometric attendance machine.

Action Items:

J Rajeshwar Rao will ensure the installation of the biometric attendance machine.

Discussion on the Purchase of an LED Video Wall

Discussion: An LED video wall was needed for large-scale presentations and events. It was noted that such a wall would enhance the visual experience during events.

Decision: The committee agreed to proceed with the purchase.

Action Items:

Jitendra Jain will arrange to deliver and install the LED video wall.

Discussion on the Need for a 100mbps Internet Leased Line

Discussion: The committee discussed the higher bandwidth internet connection requirement to support increased data usage and ensure smooth online operations.

Decision: The committee approved purchasing a 100mbps internet leased line.

Action Items:

Prakash Kumar Lange to ensure the 100mbps internet leased line is installed.

Decision: The committee approved the purchase of the plagiarism software.

Action Items:

J Rajeshwar Rao will ensure the implementation of the plagiarism software.

Discussion on the Purchase of Stationery

Discussion: The committee discussed the need to replenish various stationery items essential for daily operations. Items such as pens, notebooks, and other office supplies were identified as running low.

Decision: The committee agreed to purchase the necessary stationery items to ensure the smooth functioning of office activities.

Discussion on the Purchase of Cedar OMR Papers

Discussion: The need for Cedar OMR papers was highlighted, particularly for upcoming examinations. The committee noted the importance of high-quality OMR sheets for accurate scanning and data processing.

Decision: The committee decided to procure Cedar OMR papers, known for their ultra-smooth texture and compatibility with all office equipment, to maintain the quality and reliability of exam processing

Discussion on the Multicolor Printing of Mark Sheets

Discussion: The committee discussed the requirement for multicolour printed mark sheets to enhance the presentation and readability of student results. It was noted that multicolour printing would provide a more professional and appealing look to the mark sheets.

Decision: The committee agreed to proceed with the multicolour printing of mark sheets to improve the overall quality and appearance of the documents.

Action Items:

Jitendra Jain will oversee the procurement process for the following items:

Stationery: Identify reliable suppliers and ensure the purchase of necessary stationery items.

Cedar OMR Papers: Coordinate with suppliers to procure high-quality Cedar OMR papers.

Multicolor Mark Sheets: Arrange for the multicolour printing of mark sheets, ensuring they meet the required standards.

Discussion on the Purchase of a Modular Desking System

Discussion: The committee discussed the need for a new modular desking system to enhance the office workspace. It was noted that the current furniture is outdated and does not meet the

ergonomic and functional needs of the staff. Various options were considered, including different materials, sizes, and configurations.

Decision: The committee agreed to purchase a modular desking system that is both functional and aesthetically pleasing. The selected system should support the office's workflow and provide a comfortable working environment.

Discussion on the Purchase of a Fire Hydrant System

Discussion: The necessity of installing a new fire hydrant system was discussed to ensure the safety and compliance of the building with fire safety regulations. The current system is outdated and may not be reliable in case of an emergency. Various suppliers and types of fire hydrant systems were reviewed.

Decision: The committee decided to procure a modern fire hydrant system that meets all safety standards and provides reliable fire protection for the building.

Action Items:

J Rajeshwar Rao will oversee the procurement process for the modular desking and fire hydrant systems.

Next Meeting: This will be scheduled as needed.