02-02-2018.

A meeting of the computational facilities committee was held on 02-02-2018 at 2:00 pm.

Following members were present in the meeting.

1. Deepu Jacob - Chairman
2. Thejal Laly Jose - Member
3. Manoj Mathew - Member
4. Jomy Alex - Member
5. Asha V.K - Member
6. Kurian Thomas - Member
7. Sumi George. - Member

Student Representatives

1. Angel Elsa Simon (S_6 CE) - Member
2. Gifty Mariam Abraham (S_6 CSE) - Member
3. K. Sujith Thomas (S_6 ECE) - Member
4. Joel Shajan Varghese (S_6 EEE) - Member
5. Joseph Varkey (S_4 ME) - Member.

Following decisions were taken in the meeting.

1. Provide printer and scanner facilities in the Central Computing Facility for the staffs and the students of the College.

2. Do a routine checkup twice in an year to ensure the performance of systems, WiFi etc in the College.

3. Decided to remind the Project Department regarding the routine quarterly maintainance

of the UPS batteries placed in the Central UPS room, Data Centre, College office and Security office.

Action Taken

1) Printer and scanner facility is provided to the CCF for staff and students.

2) Quarterly maintainance of UPS batteries in the Central UPS room, Data Centre, College office and Security office are done by the Project Dept as per the decisions in the sl.no.8.

3) Routine check up is done by the decisions taken in sl. no: 2.

Minutes prepared by Thejal Lely Jose

Dr. PRADEEP C.
Principal
Mar Baselios Christian
College of Engineering & Technology
P. O. Pallikkunnu, Peermade-685 531

06-04-2018

A meeting of the computational facilities committee was held on 06-04-2018 at 2:00 PM.

Following members were present in the meeting

1. Deepu Jacob - Chairman
2. Thejal Laly Jose - Member
3. Manoj Mathew - Member
4. Jomy Alex - Member
5. Kurian Thomas - Member
6. Asha. V. K. - Member

Following decisions were taken in the meeting

1) As the university exams are going to start, it is decided to reduce the WiFi daily traffic of the students from 2GB to 1GB during examination period.

2. Decided to remind the project dept. regarding the routine quarterly maintainance of the UPS batteries placed in the central UPS room, Data Centre, College office and security office.

3. Submit a request to the management for renewing Annual Maintainance Contract [AMC] for the systems placed in the various Labs.

4. Decided to submit a request for the CCTV survilance system in order to monitor the class rooms, Varandha, College premises, men's hostels, Security post and front gate premises.

5. Decided to transfer the unrepairable damaged items to the scrap store and remove the items from the stock register.

Action taken

1. Wifi configurations changed as per the decisions in the Slno. 1.

2. Quarterly maintanance of ups batteries are done by the electricians in the project department as per the decision in the Slno. 2.

3. Request for AMC is submitted and is sactioned by the management. Work order for one year AMC is issued as per the order from the management.

4. Request for CCTV survilance is submitted and is sactioned by the management. Quatations are invited from various firms.

5. Unrepairable items are transfered to the scrap store as per the saction from the principal. The details updated in the stock register.

The minutes is prepared by Asha. V.K.

Dr. PRADEEP C.
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P. O. Peermade, Kuttikkanam 685 531

02-07-18

A meeting of the computational facilities committee was held on 02-07-18 at 2.00 pm

The following members were present in the meeting.

1. Deepu Jacob - Chairman
2. Thejal Laly Jose - Member
3. Manoj Mathew - Member
4. Jomy Alex - Member
5. Asha. V. K. - Member
6. Kurian Thomas - Member

Following decisions were taken in the meeting.

1. Submit a request for fixing projectors in the 4th year class rooms in order to fullfill the KTU norms.

2. Decided to submit a request for 30 systems for the replacement of old systems in Computer Lab II; those were purchased in the year 2004.

3. Submit a request for procuring various items required for networking to extend the systems lab of Electrical and Electronics Engineering department.

4. Submit a request to the management for renewing Annual Maintanance Contract [AMC] for 40 KVA APC UPS placed in administrative block.

5. Transfer the 5 KVA UPS placed in the old AEI lab to MH-I for providing back up supply for CCTV survilance and lights in the mess hall, corridors in the

two hostels [MH-I & MH-II)

Action taken

1. Projectors are installed in all the fourth year class rooms.

2. Request submitted and sactioned by the management. Purchase order for 30 systems is issued as per the decision of management.

3. Purchased the items for networking in the EEE department's systems lab. Additional networking for 15 systems is provided using the purchased items.

4. Submitted ~~and~~ ~~Wai~~ the request for AMC of 40 KVA UPS along with quatation and is waiting for the decision of the management.

5. Transfered the 5 KVA UPS placed in the old AET lab to MH-I as per the decision in serial no. 5.

The minutes is prepared by Asha. V.K.

Dr. PRADEEP C.
Principal
Mar Baselios Christian
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P. O. Pallikkunnu, Peermade-685 531

03-08-2018

A meeting of the computational facilities committee was held on 03-08-2018 at 2:00 PM

Following members were present in the meeting.

1. Mr. Deepu Jacob, System Admin - Chairman
2. Prof. Fini Fathima, AP/EEE - Member
3. Mr. Manoj Mathew, Labstaff/CSE - Member
4. Mr. Kurian Thomas Labstaff/CSE - Member
5. Mrs. Asha. V. K Labstaff/CSE - Member
6. Mrs. Thejal Laly Jose, Labstaff/CSE - Member

Student Representatives

1. Angel Elsa Simon (S7 CE) - Member
2. Gifty Mariam Abraham (S7 CSE) - Member
3. K. Sujith Thomas (S7 ECE) - Member
4. Joel Shajan Varghese (S7 EEE) - Member
5. Joseph Varkey (S5 ME) - Member

Following decisions were taken in the meeting.

1. Decided to setup the daily Wifi traffic of the third year and fourth year students from 1GB to 3GB as per the students request.

2. Decided to issue the projector, converter and other cables from central computing facility for the convenience of students.

3. Decided to issue the temporary ID card, lanyard and holder from the central computing facility.

4. Decided to check and fix the system problems in all

the labs before the commencement of Labs.

5. Decided to request for the purchase of 10,000 no of transactional Sms for sending absent alerts ~~from~~ through the Campus Management Software.

Action Taken

1. Wifi configurations changed as per the decision in Sl no. 1.
2. All the arrangements are done as per the decision in Sl no. 2.

3. All the arrangements are done as per the decision in Sl no. 3 and also a separate register is maintaining for the same.

4. All systems are checked and took necessary actions for the same.

5. 10,000 no of transactional Sms are purchased as per the decision taken in Sl no. 5.

The minutes is prepared by Asha.v.k.

Dr. PRADEEP C.
Principal
Mar Baselios Christian
College of Engineering & Technology
P.O. Pallikkunnu, Peermade-685 531

4-10-2018

A meeting of the computational facilities committee was held on 4-10-2018 at 2:00 pm.

Following members were present in the meeting.

1. Mr. Deepu Jacob, System Admin - Chairman
2. Prof. Fini Fathima, AP/EEE - Member
3. Mr. Manoj Mathew, Labstaff/CSE - Member
4. Mr. Kurian Thomas, Labstaff/CSE - Member
5. Mrs. Asha. V.K., Lab staff/CSE - Member
6. Mrs. Thejal Laly Jose, Labstaff/CSE - Member.

Following members were invited for the meeting.

1. Suni George AP/CSE - Member
2. Tomy Alex Lab staff/CSE - member
3. Harikrishnan, Labstaff/1st & ITES - Member

The following decisions were taken in the meeting.

1. Decided to request a printer for the Science and Humanities department as all other departments have two printers.

2. Decided to develop a software for Central Computing facility entry and exit using RFID card. The requirements and database design will be provided to the selected two or three students in the first year.

3. Decided to submit a request for fixing wall fans in the central computing facility as it is very hot inside the lab.

4. Decided to request a glass door for the central computing facility.

5. Decided to request 25 land phones for providing EPABX connection to the annex departments of CSE, EEE, SH and CE departments and to replace the damaged phones in hostels and labs.

Action Taken

1. Request for the printer is sactioned by the management and the purchased printer is installed in SH department as per the decision in slno. 1.

2. The software work is in progress and the trial run will be started within 2 months.

3. Request is sactioned and four wall fans are fixed in the Central Computing facility.

4. Request is sactioned and a glass door is fixed at the front door of Central Computing facility.

5. 10 number of phones sactioned and the EPABX expansion work is going on.

The minutes is prepared by Asha. V.K.

Dr. PRADEEP C.
Principal
Mar Baselios Christian
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P. O. Pallikkunnu, Peermade-685 531

3/12/2018

A meeting of the computational facilities committee was held on 3-12-2018 at 2:00PM

Following members were present in the meeting
1. Mr. Deepu Jacob, System Admin - Chairman
2. Prof. Fini Fathima AP/EEE - Member
3. Mr. Manoj Mathew, Lab Staff/CSE - Member
4. Mr. Kurian Thomas, Lab Staff/CSE - Member
5. Mrs. Asha. V. K., Lab Staff/CSE - Member
6. Mrs. Thejal Laly Jose, Labstaff/CSE - Member

The following members were invited for the meeting.
1. Mrs. Jomy Alex, Lab Staff/CSE - Invitee.
2. Mr. Harikrishnan, Lab Staff/ITS/ITES - Invitee.

The following decisions were taken in the meeting.

1. Submit a request for the renewal of Microsoft campus Agreement for the year 2019 for getting updated operating system and other softwares for the systems in the office, departments and Labs.

2. Decided to remind the project department regarding the routine quarterly maintainance of the UPS batteries placed in the labs of various departments in the month of January 2019.

3. As the university exams are going to start, it is decided to reduce the WiFi daily traffic of the students from 2GB to 1GB during examination period.

4. Decided to set up IoT Lab for MTech students

with 10 systems.

Action taken

1. Microsoft Campus agreement is renewed and as updated Os and other softwares for the systems of office, departments and Labs.

2. Quarterly maintanance of UPS batteries placed in the labs of various departments are done by electricians in project department.

3. Wifi configurations changed as per the decision in Sl no. 3.

4. IOT facility is implemented by the department as per the decision taken in Sl no. 4

Minutes Prepared by Asha. v. k.

Dr. PRADEEP C.
Principal
Mar Baselios Christian
College of Engineering & Technology
P. O. Pallikkunnu, Peermade-685 531