

07-02-2020

A meeting of the Computational Facilities Committee was held on 07-02-2020 at 2:00 PM

Following members were present in the meeting

- 1) Mr. Deepu Jacob - System Admin In-charge
- 2) Prof. Fini Fathima - AP/EE Member
- 3) Mr. Manoj Mathew - Lab Staff/CS Member
- 4) Ms. Thejal Daly Jose - Lab Staff/CS Member
- 5) Ms. Asha V.K - Lab Staff/CS Member

Following members were invited to the meeting

- 1) Ms. Jomy Alex - Lab Staff/CS
- 2) Ms. Sinu Jose Sajan - Lab Staff/CS

Agenda

- 1) Implementation of Online Complaint Registration Software
- 2) Items purchase for computer maintenance
- 3) Contact Details of staffs to Campus Software
- 4) Computing Facilities for Technical Fest.

Discussions & Decisions.

- 1) As the trial run of the Online Complaint Registration Software is success, it is decided to live the module and give provision to the users through the Campus Management Software
- 2) Decided to submit a request to the authorities for procuring various parts needs to replace in the machines
- 3) For the easy access for the staffs, it is decided to display the list of phone numbers of all the staffs in the Campus management software.

4) As the inter-collegiate technical fest - "Swastika-20" scheduled to be conducted on 5<sup>th</sup> and 7<sup>th</sup> March, 2020, it is decided to provide all the supports as requested by the coordination comm.

#### Action Taken:

1) The Online Complaint Registration module is provided to all the staffs through the Campus Management System Software

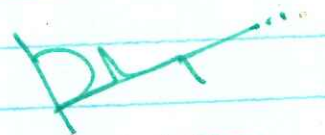
2) Request for various items is submitted to B and ordered the items as per the sanction from the Principal and Bursar

3) The mobile no of all the staffs are collected and updated in the software. The list made available for all the staffs through Campus Management System

4) Central Computing Facility, Computer Labs, Projects etc were allotted for various events as per the sanction from the Principal.

Minutes prepared by

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