



VIVEK P.G. MAHAVIDYALAYA, KALWAR, JAIPUR

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Ref No. *VPGM/2026/7462*

Date: 5 March 2026

CIRCULAR

Subject: 10th Meeting for the IT committee 2025-2026

Respected Team,

This is to inform all the members of the IT Committee that the 10th meeting of the IT Committee is scheduled on 11 March 2026 at 11:00 AM. All members are requested to attend the meeting.

The purpose of the meeting is to discuss the agenda below.

<u>Agenda</u>	<u>Particulars</u>
Agenda 1:	Confirmation of Minutes of Meeting of 9 th meeting held on 14 July 2025.
Agenda 2:	Review of LAN connectivity and network cabling status
Agenda 3:	Monitoring of institutional software license expiry schedules.
Agenda 4:	Review of CCTV camera for safety and security.

Coordinator

Copy to:

1. Director
2. Principal
3. IQAC
4. All Committee members

(Signature)
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विवेक पी.जी. महाविद्यालय
कालवाड, जयपुर, काड-0464
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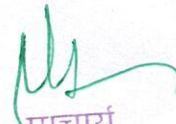


Minutes of Meetings

Date: 11 March 2026
Venue: Conference Room, Administrative Block
Meeting Number: 10

The following members attended the meeting on 11 March 2026.

S. No.	Name	Designation	Position
1	Mr. Imran Khan	Assistant Professor	Coordinator
2	Dr. Anita Shekhawat	Assistant Professor	Member
3	Ms. Pooja Shekhawat	Assistant Professor	Member
4	Dr. Manoj Kumar Jha	External IT Expert	Member
5	Ms. Soniya Dhayal	Management	Member
6	Ms. Krishna Agarwal	Student	Member
7	Ms. Nisha Kumawat	Student	Member


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Welcome Note:

Chairperson initiated the 10th IT Committee meeting, warmly welcoming all the participants. He expressed gratitude for their presence and highlighted the significance of the discussion ahead. He further presented the agenda for this meeting.

He further presents the agenda for 10th meeting.

Agenda No.	Agenda	Discussions
1	Confirmation of 9 th meeting Minutes of Meeting held on 14 July 2025	Committee members confirmed the 9 th meeting, minutes of Meetings held on 14 July 2025.
2	Review of LAN connectivity and network cabling status	The committee reviewed the current status of LAN connectivity and network cabling across the institution. It was observed that internet connectivity in computer labs and offices is functioning satisfactorily, though minor issues were reported in a few departments. The committee discussed the condition of existing network cables, switches, and routers, and emphasized the need for regular maintenance to ensure uninterrupted connectivity. It was decided to inspect damaged or outdated cabling and replace it where necessary.
3	Monitoring of institutional software license expiry schedules.	The committee reviewed the status of software licenses used across the institution and discussed the importance of monitoring their expiry schedules. Members emphasized maintaining updated records of licensed software to avoid interruptions in academic and administrative activities. The need for timely renewal of licenses and regular verification of compliance with software usage policies was also discussed.

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4	Review of CCTV camera for safety and security.	The committee discussed the functioning and coverage of CCTV cameras on the campus to enhance safety and security. The need for regular maintenance and effective monitoring of the surveillance system was emphasized.
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Attendance of 10th IT Committee Meeting held on 11 March 2026

S. No.	Name	Position	Signature
1	Mr. Imran Khan	Coordinator	
2	Dr. Anita Shekhawat	Member	
3	Ms. Pooja Shekhawat	Member	
4	Dr. Manoj Kumar Jha	Member	
5	Ms. Soniya Dhayal	Member	
6	Ms. Krishna Agarwal	Member	
7	Ms. Nisha Kumawat	Member	

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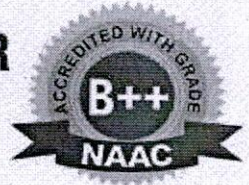
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Action Taken Report of 10th IT Committee Meeting held on 14 July 2025

Date: 10 March, 2026
Venue: Conference Room, Administrative Block
Meeting Number: 10

Agenda No.	Agenda	Action Taken
1	Confirmation of 9 th meeting Minutes of Meeting held on 14 July 2025	The minutes of the 9 th meeting held on 14 July 2025 were reviewed, confirmed, and approved by all committee members.
2	Review of LAN connectivity and network cabling status	A detailed inspection of LAN connectivity and network cabling was conducted across departments to identify connectivity issues and damaged cabling. Necessary repairs, cable replacements, and network optimizations were carried out to improve network stability and ensure smooth connectivity.
3	Monitoring of institutional software license expiry schedules	The status of software licenses was reviewed, and a tracking system was implemented to monitor expiry dates. Necessary renewals were completed on time to ensure uninterrupted usage and compliance with licensing requirements. Updated records of all licensed software were also maintained for effective monitoring and future reference.
4	Review of CCTV camera for safety and security.	The committee approved regular monitoring and maintenance of the CCTV surveillance system to ensure campus safety and security.

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Ref No. *VPGM/2025/6863 B*

Date: 7 July 2025

CIRCULAR

Subject: 9th Meeting for the IT committee 2025-2026

Respected Team,

This is to inform all the members of the IT Committee that the 9th meeting of the IT Committee is scheduled on 14 July 2025 at 11:00 AM. All members are requested to attend the meeting.

The purpose of the meeting is to discuss the agenda below.

<u>Agenda</u>	<u>Particulars</u>
Agenda 1:	Confirmation of Minutes of Meeting of 8 th meeting held on 18 March 2025.
Agenda 2:	Replacement of committee members
Agenda 3:	Review of computer to student ration in computer lab.
Agenda 4:	Review of Cybersecurity measures and antivirus protection

Coordinator

Copy to:

1. Director
2. Principal
3. IQAC
4. All Committee members

[Signature]
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Minutes of Meetings

Date: 14 July 2025
Venue: Conference Room, Administrative Block
Meeting Number: 09

The following members attended the meeting on 14 July 2025.

S. No.	Name	Designation	Position
1	Mr. Imran Khan	Assistant Professor	Coordinator
2	Dr. Anita Shekhawat	Assistant Professor	Member
3	Ms. Pooja Shekhawat	Assistant Professor	Member
4	Dr. Manoj Kumar Jha	External IT Expert	Member
5	Ms. Soniya Dhayal	Management	Member
6	Ms. Krishna Agarwal	Student	Member
7	Ms. Nisha Kumawat	Student	Member


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Welcome Note:

Chairperson initiated the 9th IT Committee meeting, warmly welcoming all the participants. He expressed gratitude for their presence and highlighted the significance of the discussion ahead. He further presented the agenda for this meeting.

He further presents the agenda for 9th meeting.

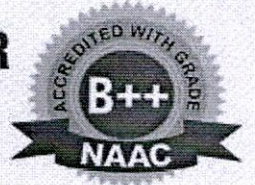
Agenda No.	Agenda	Discussions
1	Confirmation of 8 th meeting Minutes of Meeting held on 18 March 2025	Committee members confirmed the 8 th meeting, minutes of Meetings held on 18 March 2025.
2	Replacement of committee members	Replace with Dr. Payoj Raj Singh with Dr. Anita Shekhawat and Dr. Diya Sharma with Ms Pooja Shekhawat. Replace Ms. Nisha Choudhary with Ms. Nisha Kumawat
3	Member from management	The committee discussed the inclusion of one new Management member in the IT Committee to strengthen the committee's functioning and institutional coordination.
4	Review of computer to student ration in computer lab.	The committee reviewed the current availability of computers in the computer lab in comparison to the number of students. Members discussed the need for systems to ensure smooth practical sessions and effective learning outcomes.
5	Review of Cybersecurity measures and antivirus protection	The committee reviewed the existing cybersecurity measures implemented in the college, including antivirus protection, firewall security. Members discussed the importance of safeguarding institutional data, preventing

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		malware attacks, and ensuring secure internet usage across all departments
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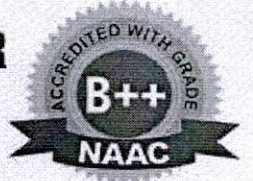
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Attendance of 9th IT Committee Meeting held on 14 July 2025

S. No.	Name	Position	Signature
1	Mr. Imran Khan	Coordinator	
2	Dr. Anita Shekhawat	Member	
3	Ms. Pooja Shekhawat	Member	
4	Dr. Manoj Kumar Jha	Member	
5	Ms. Soniya Dhayal	Member	
5	Ms. Krishna Agarwal	Member	
6	Ms. Nisha Kumawat	Member	

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Action Taken Report of 9th IT Committee Meeting held on 14 July 2025

Date: 22 July, 2025
Venue: Conference Room, Administrative Block
Meeting Number: 09

Agenda No.	Agenda	Action Taken
1	Confirmation of 8 th meeting Minutes of Meeting held on 18 March 2025	The minutes of the 8th IT Committee Meeting held on 18 March 2025 were reviewed and confirmed by all committee members. The decisions taken in the previous meeting were noted, and the status of implementation of the approved actions was discussed and recorded.
2	Replacement of committee members	The committee approved the replacement of the faculty member as per institutional requirements.
3	Member from management	The committee approved the inclusion of one Management representative as a member of the IT Committee. The committee composition was revised accordingly.
4	Review of computer to student ratio in computer lab.	The IT department reviewed the existing computer-to-student ratio in the computer lab and identified the requirement for additional systems in selected labs. A proposal for procurement and upgradation of computers was prepared to improve lab facilities and ensure effective practical learning for students.
5	Review of Cybersecurity measures and antivirus protection	The IT department ensured that all institutional systems were updated with the latest antivirus software and security patches. Regular system monitoring and security checks were initiated, and awareness guidelines on cybersecurity and

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		safe internet practices were circulated among staff and students.
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Ref No. *VPGM/2025/6617*

Date: 10 March 2025

CIRCULAR

Subject: 8th Meeting for the IT committee 2024-2025

Respected Team,

This is to inform all the members of the IT Committee that the 8th meeting of the IT Committee is scheduled on 18 March 2028 at 11:00 AM. All members are requested to attend the meeting.

The purpose of the meeting is to discuss the agenda below.

<u>Agenda</u>	<u>Particulars</u>
Agenda 1:	Confirmation of Minutes of Meeting of 7 th meeting held on 5 June 2025
Agenda 2:	Discussion on software updates and operating system upgrades
Agenda 3:	Maintenance of smart boards in classroom.
Agenda 4:	Utilization of approved budget.

Coordinator

Copy to:

1. Director
2. Principal
3. IQAC
4. All Committee members


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Minutes of Meetings

Date: 18 March 2025
Venue: Conference Room, Administrative Block
Meeting Number: 08

The following members attended the meeting held on 18 March 2025

S. No.	Name	Designation	Position
1	Mr. Imran Khan	Assistant Professor	Coordinator
2	Dr. Payoj Raj Singh	Assistant Professor	Member
3	Dr. Diya Sharma	Assistant Professor	Member
4	Dr. Manoj Kumar Jha	External IT Expert	Member
5	Ms. Soniya Dhayal	Management	Member
6	Ms. Krishna Agarwal	Student	Member
7	Ms. Nisha Choudhary	Student	Member


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Welcome Note:

Chairperson initiated the 8th IT Committee meeting, warmly welcoming all the participants. He expressed gratitude for their presence and highlighted the significance of the discussion ahead. He further presented the agenda for this meeting.

He further presents the agenda for 8th meeting.

Agenda No.	Agenda	Discussions
1	Confirmation of Minutes of Meeting of 7 th meeting held on 5 June 2025	The minutes of the 7th IT Committee Meeting held on 5 June 2025 were presented before the committee members for review and confirmation.
2	Discussion on software updates and operating system upgrades	The committee discussed the importance of regularly updating software applications and operating systems to maintain system security, compatibility, and performance. Members reviewed the status of existing systems in computer labs and offices and identified the need for upgrading outdated software and operating systems to support current academic and administrative requirements.
3	Maintenance of smart boards in classroom.	The committee reviewed the working condition and maintenance status of smart boards installed in classrooms. Members discussed issues related to calibration, connectivity, display quality, software performance, and regular upkeep to ensure uninterrupted teaching and learning activities.
4	Utilization of approved budget.	The committee approved the budget allocation of ₹2,50,000. Out of this, ₹1,71,243 was allocated for internet connectivity and ₹20,000 for software-related requirements.


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Attendance of 8th IT Committee Meeting held on 10 March 2025

S. No.	Name	Position	Signature
1	Mr. Imran Khan	Coordinator	
2	Dr. Payoj Raj Singh	Member	P. Raj
3	Dr. Diya Sharma	Member	Diya
4	Dr. Manoj Kumar Jha	Member	Manoj
5	Ms. Soniya Dhayal	Member	
6	Ms. Krishna Agarwal	Member	कृष्णा अग्रवाल
7	Ms. Nisha Choudhary	Member	Nisha choudhary

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Action Taken Report of 8th IT Committee Meeting held on 10 March 2025

Date: 25 March, 2025
Venue: Conference Room, Administrative Block
Meeting Number: 08

Agenda No.	Agenda	Action Taken
1	Confirmation of Minutes of Meeting of 7 th meeting held on 10 June 2025	The minutes of the 7th meeting held on 10 June 2025 were reviewed, confirmed, and approved by all members.
2	Discussion on software updates and operating system upgrades	Required software updates and operating system upgrades were successfully implemented across institutional systems to enhance security, improve system performance, ensure compatibility with latest applications, and maintain smooth functioning of IT resources.
3	Maintenance of smart boards in classroom.	Regular maintenance and inspection of smart boards installed in classrooms were carried out to ensure proper functionality. Technical issues were resolved, faulty components were repaired, and necessary updates were implemented to support uninterrupted teaching and learning activities.
4	Utilization of approved budget.	The committee reviewed the utilization of the approved budget and noted that the funds had been utilized effectively for various IT development and maintenance activities as per institutional requirements.


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Ref No.

Date: 5 June 2024

CIRCULAR

Subject: 7th Meeting for the IT committee 2024-2025

Respected Team,

This is to inform all the members of the IT Committee that the 7th meeting of the IT Committee is scheduled on 10 June 2024 at 11:00 AM. All members are requested to attend the meeting.

The purpose of the meeting is to discuss the agenda below.

<u>Agenda</u>	<u>Particulars</u>
Agenda 1:	Confirmation of Minutes of Meeting of 6 th meeting held on 11 March 2024.
Agenda 2:	Maintenance of office equipment like office scanners, printers and photocopy machines, etc.
Agenda 3:	Review of inventory of IT equipment in the institution.
Agenda 4:	Budget allocation for IT development.
Agenda 5:	Appointment of Management Representative in IT Committee

Coordinator


PRINCIPAL
Copy to: **VIVEK PG COLLEGE**
KALWAR, JAIPUR-303706

1. Director
2. Principal
3. IQAC
4. All Committee members



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Minutes of Meetings

Date: 10 June 2024

Venue: Conference Room, Administrative Block

Meeting Number: 07

The following members attended the meeting on 10 June 2024.

S. No.	Name	Designation	Position
1	Mr. Imran Khan	Assistant Professor	Coordinator
2	Dr. Payoj Raj Singh	Assistant Professor	Member
3	Dr. Diya Sharma	Assistant Professor	Member
4	Dr. Manoj Kumar Jha	External IT Expert	Member
5	Ms. Soniya Dhayal	Management	Member
6	Mr. Krishna Agarwal	Student	Member
7	Ms. Nisha Choudhary	Student	Member


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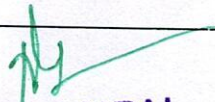
E-mail: info@vivekpgcollege.com

Welcome Note:

Chairperson initiated the 7th IT Committee meeting, warmly welcoming all the participants. He expressed gratitude for their presence and highlighted the significance of the discussion ahead. He further presented the agenda for this meeting.

He further presents the agenda for 7th meeting.

Agenda No.	Agenda	Discussions
1	Confirmation of 6 th meeting Minutes of Meeting held on 11 March 2024	Committee members confirmed the 6 th meeting, minutes of Meetings held on 11 March 2024.
2	Maintenance of office equipment like office scanners, printers and photocopy machines, etc.	The committee reviewed the condition and performance of office scanners, printers, and photocopy machines used across departments. Members discussed issues such as frequent paper jams, slow printing speed, toner replacement, and periodic machine breakdowns affecting routine office work.
3	Review of inventory of IT equipment in the institution.	The committee reviewed the existing inventory of IT equipment available in the institution, including computers, printers, networking devices, projectors, and other related accessories. Members discussed the status and condition of the equipment in various departments. The importance of maintaining updated inventory records was also emphasized to ensure proper tracking and utilization of IT resources.
4	Budget allocation for IT development.	The members reviewed the financial requirements for the maintenance, upgradation, and enhancement of IT infrastructure, software, networking facilities, and other technology-related services to support academic and administrative activities.
5	Appointment of Management Representative in IT Committee	The committee discussed the appointment of a Management Representative in the IT Committee for better coordination and effective implementation of IT activities in the institution.


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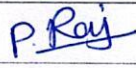
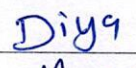
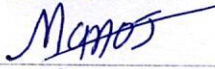
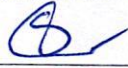
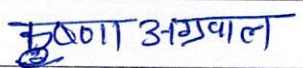
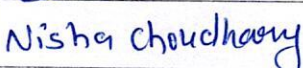
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Attendance of 7th IT Committee Meeting held on 10 June 2024

S. No.	Name	Position	Signature
1	Mr. Imran Khan	Coordinator	
2	Dr. Payoj Raj Singh	Member	
3	Dr. Diya Sharma	Member	
4	Dr. Manoj Kumar Jha	Member	
5	Ms. Soniya Dhayal	Member	
6	Mr. Krishna Agarwal	Member	
7	Ms. Nisha Choudhary	Member	


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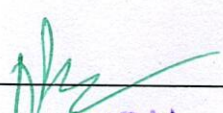
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Action Taken Report of 7th IT Committee Meeting

Date: 25 June, 2024
Venue: Conference Room, Administrative Block
Meeting Number: 07

Agenda No.	Agenda	Action Taken
1	Confirmation of 6 th meeting Minutes of Meeting held on 11 March 2024.	The Minutes of the 6th meeting held on 11 March 2024 were circulated among all committee members for review. The Minutes of the Meeting were approved by the committee.
2	Maintenance of office equipment like office scanners, printers and photocopy machines, etc.	Regular servicing and maintenance of office scanners, printers, and photocopy machines were carried out to ensure smooth functioning. Faulty parts were repaired or replaced, and necessary consumables such as toner and cartridges were replenished to minimize operational disruptions.
3	Review of inventory of IT equipment in the institution.	A detailed verification of the IT equipment inventory was conducted across all departments to assess the availability and condition of the resources. Updated records of computers, printers, networking devices, and other equipment were maintained, and necessary maintenance or replacement requirements were identified for effective utilization of IT resources.
4	Budget allocation for IT development.	The committee approved a budget allocation of ₹2,50,000 for IT development activities. The allocated budget will be utilized for the maintenance, upgradation, and enhancement of the institution's IT infrastructure and services.


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5	Appointment of Management Representative in IT Committee	The committee approved the appointment of Ms. Soniya Dhaya as the Management Representative in the IT Committee. The committee composition was revised accordingly
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Ref No.

Date: 5 March 2024

CIRCULAR

Subject: 6th Meeting for the IT committee 2023-2024

Respected Team,

This is to inform all the members of the IT Committee that the 6th meeting of the IT Committee is scheduled on 11 March 2024 at 11:00 AM. All members are requested to attend the meeting.

The purpose of the meeting is to discuss the agenda below.

<u>Agenda</u>	<u>Particulars</u>
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Agenda 1:	Confirmation of Minutes of Meeting of 5 th meeting held on 12 June 2023.
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Agenda 2:	Maintenance of office scanners, printer and photocopy machine.
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Agenda 3:	Review of wi-fi connectivity across campus.
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Agenda 4:	Review of the functioning of computer in computer labs.
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Coordinator


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1. Director and Secretary
2. Principal
3. IQAC
4. All Committee members



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Minutes of Meetings

Date: 11 March 2024
Venue: Conference Room, Administrative Block
Meeting Number: 06

The following members attended the meeting on 11 March 2024.

S. No.	Name	Designation	Position
1	Mr. Imran Khan	Assistant Professor	Coordinator
2	Dr. Payoj Raj Singh	Assistant Professor	Member
3	Dr. Diya Sharma	Assistant Professor	Member
4	Dr. Manoj Kumar Jha	External IT Expert	Member
5	Ms. Krishna Agarwal	Student	Member
6	Ms. Nisha Choudhary	Student	Member


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Welcome Note:

Chairperson initiated the 6th IT Committee meeting, warmly welcoming all the participants. He expressed gratitude for their presence and highlighted the significance of the discussion ahead. He further presented the agenda for this meeting.

He further presents the agenda for 6th meeting.

Agenda No.	Agenda	Discussions
1	Confirmation of 5 th meeting Minutes of Meeting held on 12 June 2023	The minutes of the 5 th meeting were reviewed, confirmed, and approved by all members after incorporating the necessary clarifications
2	Maintenance of office scanners, printer and photocopy machine.	Regular maintenance and servicing of office scanners, printers, and photocopy machines were carried out to ensure smooth functioning. Faulty components were repaired or replaced, and periodic inspections were scheduled to minimize technical issues and improve operational efficiency.
3	Review of wi-fi connectivity across campus.	A comprehensive review of the Wi-Fi connectivity across the campus was conducted to identify areas with weak signal strength and connectivity issues. Necessary measures, including network optimization and maintenance of access points, were undertaken to improve internet speed, coverage, and overall connectivity for students and staff.
4	Review of the functioning of computer in computer labs.	A detailed inspection of computers in all computer labs was conducted to assess their performance and functionality. Systems with technical issues were repaired, outdated components were upgraded where required, and regular maintenance measures were implemented to ensure smooth and efficient operation of the computer labs.


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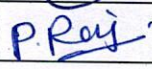
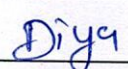
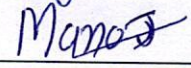
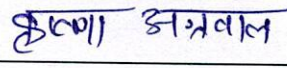
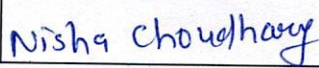
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Attendance of 6th IT Committee Meeting held on 11 March 2024

S. No.	Name	Position	Signature
1	Mr. Imran Khan	Coordinator	
2	Dr. Payoj Raj Singh	Member	
3	Dr. Diya Sharma	Member	
4	Dr. Manoj Kumar Jha	Member	
5	Ms. Krishna Agarwal	Member	
6	Ms. Nisha Choudhary	Member	


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Action Taken Report of 6th IT Committee Meeting

Date: 20 March, 2024
Venue: Conference Room, Administrative Block
Meeting Number: 06

Agenda No.	Agenda	Action Taken
1	Confirmation of 5 th meeting Minutes of Meeting held on 12 June 2023	The committee confirmed the Minutes of the 5 th IT Committee Meeting held on 12 June 2023. The Action Taken Report on the decisions of the previous meeting was reviewed and noted by the committee.
2	Maintenance of office scanners, printer and photocopy machine.	The committee instructed the concerned department to carry out regular maintenance of office scanners, printers, and photocopy machines. Necessary repairs and servicing will be undertaken to ensure their efficient and uninterrupted functioning.
3	Review of wi-fi connectivity across campus.	The committee instructed the IT Department to monitor the campus Wi-Fi network regularly, resolve connectivity issues promptly, and improve network coverage in areas with weak signals to ensure seamless internet access.
4	Review of the functioning of computer in computer labs.	The committee instructed the IT Department to inspect all computers in the laboratories regularly and carry out necessary repairs, maintenance, or replacements to ensure uninterrupted functioning of the computer labs.


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Ref No.

Date: 1 June 2023

CIRCULAR

Subject: 5th Meeting for the IT committee 2023-2024

Respected Team,

This is to inform all the members of the IT Committee that the 5th meeting of the IT Committee is scheduled on 12 June 2023 at 11:00 AM. All members are requested to attend the meeting.

The purpose of the meeting is to discuss the agenda below.

<u>Agenda</u>	<u>Particulars</u>
Agenda 1:	Confirmation of Minutes of Meeting of 4 th meeting held on 9 February 2023.
Agenda 2:	Replacement of a committee member
Agenda 3:	Review of technical issues reported by departments.
Agenda 4:	Discussion on improving the speed and reliability of the network system.

Coordinator


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1. Director
2. Principal
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4. All Committee members



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Minutes of Meetings

Date: 12 June 2023

Venue: Conference Room, Administrative Block

Meeting Number: 05

The following members attended the meeting on 12 June 2023.

S. No.	Name	Designation	Position
1	Mr. Imran Khan	Assistant Professor	Coordinator
2	Dr. Payoj Raj Singh	Assistant Professor	Member
3	Dr. Diya Sharma	Assistant Professor	Member
4	Dr. Manoj Kumar Jha	External IT Expert	Member
5	Ms. Krishna Agarwal	Student	Member
6	Ms. Nisha Choudhary	Student	Member


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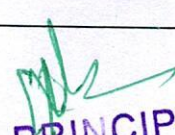
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Welcome Note:

Chairperson initiated the 5th IT Committee meeting, warmly welcoming all the participants. He expressed gratitude for their presence and highlighted the significance of the discussion ahead. He further presented the agenda for this meeting.

He further presents the agenda for 5th meeting.

Agenda No.	Agenda	Discussions
1	Confirmation of 4 th meeting Minutes of Meeting held on 9 February 2023	Committee members confirmed the 4 th meeting, minutes of Meetings held on 9 February 2023.
2	Replacement of a committee member	Replace Dr. Ayesha Badar with and Dr. Diya Sharma. Replace Dinesh Kumawat with Krishna Agarwal and Amisha Kumawat with Nisha Choudhary.
3	Review of technical issues reported by departments.	The committee reviewed the technical issues reported by various departments related to computers, network connectivity, and other IT services. Members discussed the common problems faced by staff while using IT systems The IT department explained the steps taken to resolve some of the reported issues. It was suggested that departments should report technical problems to the IT team promptly for quick resolution.
4	Discussion on improving the speed and reliability of the network system	The committee discussed the need to improve the speed and reliability of the campus network system. Members reviewed the current performance of the internet and network connectivity across different departments. It was suggested that regular monitoring and maintenance should be carried out to ensure stable network performance.


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Attendance of 5th IT Committee Meeting held on 12 June 2023

S. No.	Name	Position	Signature
1	Mr. Imran Khan	Coordinator	
2	Dr. Payoj Raj Singh	Member	
3	Dr. Diya Sharma	Member	
4	Dr. Manoj Kumar Jha	Member	
5	Ms. Krishna Agarwal	Member	
6	Ms. Nisha Choudhary	Member	

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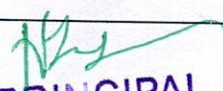
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Action Taken Report of 5th IT Committee Meeting

Date: 25 June, 2023
Venue: Conference Room, Administrative Block
Meeting Number: 05

Agenda No.	Agenda	Action Taken
1	Confirmation of 4 th meeting Minutes of Meeting held on 9 February 2023.	The Minutes of the 4th meeting held on 9 February 2023 were circulated among all committee members for review. The members reviewed the minutes and confirmed that they accurately reflect the discussions and decisions of the meeting.
2	Replacement of a committee member	The existing member has been replaced with a new faculty member following due approval, ensuring continuity of responsibilities.
3	Review of technical issues reported by departments.	The Technical issues reported by various departments were compiled and reviewed by the IT department. Immediate corrective measures were taken to resolve critical issues. The IT team provided necessary technical assistance and support to the concerned departments. Minor issues were resolved on priority, and complex issues were scheduled for further action. Regular follow-up and monitoring will be carried out to avoid recurrence of such issues. Departments were advised to report issues promptly to ensure quick resolution.
4	Discussion on improving the speed and reliability of the network system	The IT department was instructed to take necessary steps to improve the speed and reliability of the network system.


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		Network performance will be regularly monitored to ensure stable and efficient connectivity. Faulty or outdated network devices will be repaired or replaced as required. Regular monitoring tools will be used to track network performance and detect issues in real time.
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Ref No.

Date: 4 February 2023

CIRCULAR

Subject: 4th Meeting for the IT committee 2022-23

Respected Team,

This is to inform all the members of the IT Committee that the first meeting of the IT Committee is scheduled on 9 February 2023 at 11:00 AM. All members are requested to attend the meeting.

The purpose of the meeting is to discuss the agenda below.

<u>Agenda</u>	<u>Particulars</u>
Agenda 1:	Confirmation of Minutes of Meeting of 3 rd meeting held on 13 June 2022.
Agenda 2:	Discussion on maintenance of LAN infrastructure across department.
Agenda 3:	IT infrastructure status and performance overview
Agenda 4:	Software, hardware and licensing updates.

Coordinator


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Minutes of Meetings

Date: 09 February 2023
Venue: Conference Room, Administrative Block
Meeting Number: 04

The following members attended the meeting on 09 February 2023.

S. No.	Name	Designation	Position
1	Mr. Imran Khan	Assistant Professor	Coordinator
2	Dr. Payoj Raj Singh	Assistant Professor	Member
3	Dr. Ayesha Badar	Assistant Professor	Member
4	Dr. Manoj Kumar Jha	External IT Expert	Member
5	Mr. Dinesh Kumawat	Student	Member
6	Ms. Amisha Kumawat	Student	Member

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Welcome Note:

Chairperson initiated the 4th IT Committee meeting, warmly welcoming all the participants. He expressed gratitude for their presence and highlighted the significance of the discussion ahead. He further presented the agenda for this meeting.

He further presents the agenda of 4th meeting.

Agenda No.	Agenda	Discussions
1	Confirmation of Minutes of Meeting of 3 rd meeting held on 13 June 2022.	The Chairperson informed that the minutes of the 3rd meeting held on 13 June 2022 were circulated in advance for review. Members examined the minutes carefully, focusing on key decisions and action points discussed in the previous meeting.
2	Discussion on maintenance of LAN infrastructure across department	The committee discussed the current status of the LAN infrastructure across various departments. Issues such as slow network speed, connectivity disruptions, outdated hardware, and lack of regular maintenance were highlighted. Members emphasized the need for periodic inspection, timely troubleshooting, and upgrading of network components like switches, routers, and cabling.
4	IT infrastructure status and performance overview	The committee reviewed the overall status of the IT infrastructure, including servers, network systems, hardware, and software resources. Updates on system performance, uptime, and reliability were presented. Members discussed issues related to system slowdowns, storage capacity, and periodic downtime in certain departments.
5	Software, hardware and licensing updates.	The committee reviewed the current status of software, hardware, and licensing across departments. Updates regarding recently installed software, hardware upgrades, and replacements were presented. It was observed that some systems

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		require updates to the latest software versions and a few hardware components need replacement due to performance issues.
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Attendance of 4th IT Committee Meeting held on 9 February 2023

S. No.	Name	Position	Signature
1	Mr. Imran Khan	Coordinator	
2	Dr. Payoj Raj Singh	Member	
3	Dr. Ayesha Badar	Member	
4	Dr. Manoj Kumar Jha	Member	
5	Ms. Dinesh Kumawat	Member	
6	Ms. Amisha Kumawat	Member	

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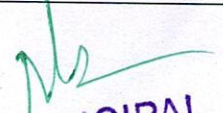
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Action Taken Report of 4th IT Committee Meeting held on 9 February 2023

Date: 16 February, 2023
Venue: Conference Room, Administrative Block
Meeting Number: 04

Agenda No.	Agenda	Action Taken
1	Confirmation of Minutes of Meeting of 3 rd meeting held on 13 June 2022.	The Chairperson informed that the minutes of the 3 rd meeting held on 13 June 2022 were circulated to all members. The members reviewed the minutes in detail, ensuring that all discussions, decisions, and action points were correctly recorded.
2	Discussion on maintenance of LAN infrastructure across department	A detailed assessment of the LAN infrastructure was carried out across all departments to identify existing issues related to connectivity and performance. Necessary corrective measures were taken, including troubleshooting network disruptions and upgrading outdated equipment such as switches and cabling. The system is now functioning more efficiently, with ongoing monitoring in place.
3	IT infrastructure status and performance overview	A comprehensive review of the IT infrastructure was conducted to assess system performance, uptime, and resource utilization. Issues related to system slowdowns and capacity constraints were addressed through optimization measures and necessary upgrades. Regular monitoring mechanisms have been strengthened, and improvements in data backup and security processes have been implemented to ensure reliable and efficient IT operations.
4	Software, hardware and licensing updates.	A detailed review of software, hardware, and licensing status was carried out across departments. Required software updates were implemented, and outdated hardware components were replaced or upgraded to improve system performance.


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Ref No.

Date: 10 June 2022

CIRCULAR

Subject: 3rd Meeting for the IT committee 2022-23

Respected Team,

This is to inform all the members of the IT Committee that the first meeting of the IT Committee is scheduled on 13 June 2022 at 11:00 AM. All members are requested to attend the meeting.

The purpose of the meeting is to discuss the agenda below.

<u>Agenda</u>	<u>Particulars</u>
Agenda 1:	Confirmation of Minutes of Meeting of 2 nd meeting held on 07 February 2022.
Agenda 2:	Installation of additional CCTV cameras at important locations.
Agenda 3:	Review of the current infrastructure of the IT server room.
Agenda 4:	Review of the current status of ERP data updating.

Coordinator


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Minutes of Meetings

Date: 13 June 2022
Venue: Conference Room, Administrative Block
Meeting Number: 03

The following members attended the meeting on 13 June 2022.

S. No.	Name	Designation	Position
1	Mr. Imran Khan	Assistant Professor	Coordinator
2	Dr. Payoj Raj Singh	Assistant Professor	Member
3	Dr. Ayesha Badar	Assistant Professor	Member
4	Dr. Manoj Kumar Jha	External IT Expert	Member
5	Mr. Dinesh Kumawat	Student	Member
6	Ms. Amisha Kumawat	Student	Member


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VIVEK P.G. COLLEGE KALWAR, JAIPUR

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Welcome Note:

Chairperson initiated the 3rd IT Committee meeting, warmly welcoming all the participants. He expressed gratitude for their presence and highlighted the significance of the discussion ahead. He further presented the agenda for this meeting.

He further presents the agenda for 3rd meeting.

Agenda No.	Agenda	Discussions
1	Confirmation of 2 nd meeting Minutes of Meeting held on 7 February 2022.	Committee members confirmed the 1st meeting, minutes of Meetings held on 7 February 2022.
2	Installation of additional CCTV cameras at important locations.	- The committee discussed the need to strengthen the security system by installing additional CCTV cameras in areas that are currently not under surveillance. - The IT department was asked to identify such locations. - It was also discussed that the CCTV footage should be regularly monitored and securely stored for future reference if required.
3	Review of the current infrastructure of the IT server room	- The committee reviewed the existing infrastructure of the IT server room, including servers, network devices, racks, and power supply systems. - It was suggested that regular monitoring and maintenance of server hardware and network equipment should be conducted. - It was also recommended to maintain regular data backups and system updates to ensure data safety and reliability of IT services.
4	Review of the current status of ERP data updating	- Member reviewed the current status of data updating in the ERP system across different departments. - Members discussed whether the departments are regularly updating student, staff, and administrative data in the ERP system.

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		It was observed that timely and accurate data entry is necessary for proper functioning of the ERP system.
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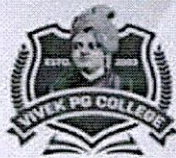
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Attendance of 3rd IT Committee Meeting held on 13 June 2022

S. No.	Name	Position	Signature
1	Mr. Imran Khan	Coordinator	
2	Dr. Payoj Raj Singh	Member	
3	Dr. Ayesha Badar	Member	
4	Dr. Manoj Kumar Jha	Member	
5	Ms. Dinesh Kumawat	Member	
6	Ms. Amisha Kumawat	Member	

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Action Taken Report of 3rd IT Committee Meeting held on 13 June 2022

Date: 30 June, 2022
Venue: Conference Room, Administrative Block
Meeting Number: 03

Agenda No.	Agenda	Action Taken
1	Confirmation of 2 nd meeting Minutes of Meeting held on 7 February 2022.	The Minutes of the 2 nd meeting held on 7 February 2022 were circulated among all committee members for review. The members confirmed that the minutes correctly reflect the discussions and decisions taken during the meeting, and the MOM was approved.
2	Installation of additional CCTV cameras at important locations.	- It was decided to install additional CCTV cameras at important locations to improve security and surveillance. - The IT department will identify the required locations where new cameras need to be installed. - The IT team will prepare a proposal including the number of cameras and estimated cost.
3	Review of the current infrastructure of the IT server room	- The committee decided that the IT server room infrastructure should be regularly reviewed and maintained to ensure efficient functioning. - The IT department will carry out periodic inspection and maintenance of servers and related network equipment. - Necessary measures will be taken to ensure proper cooling, ventilation, and temperature control in the server room.
4	Review of the current status of ERP data updating	The committee decided that ERP data should be updated regularly by all concerned departments.


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		• All staff members were instructed to ensure timely and accurate data entry in the ERP system. • The IT department will monitor the ERP system and provide technical support to users when required
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Ref No.

Date: 02 February 2022

CIRCULAR

Subject: 2nd Meeting for the IT committee 2021-22

Respected Team,

This is to inform all the members of the IT Committee that the second meeting of the IT Committee meeting is scheduled to be held on 7 February at 1:00 PM in the Conference Room, Administrative Block. All members are requested to kindly make it convenient to attend the meeting.

The purpose of the meeting is to discuss the agenda below.

<u>Agenda</u>	<u>Particulars</u>
Agenda 1:	Confirmation of Minutes of Meeting of 1 st meeting held on 12 August 2021.
Agenda 2:	Utilization of IT Budget
Agenda 3:	Outcome of IT Infrastructure/Utilization of Infrastructure

Coordinator


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Copy to:

1. Director
2. Principal
3. IQAC
4. All Committee members



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Minutes of Meetings

Date: 7 February, 2022
Venue: Conference Room, Administrative Block
Meeting Number: 02

The following members attended the meeting on 7 February, 2022:

S. No.	Name	Designation	Position
1	Mr. Imran Khan	Assistant Professor	Coordinator
2	Dr. Payoj Raj Singh	Assistant Professor	Member
3	Dr. Ayesha Badar	Assistant Professor	Member
4	Dr. Manoj Kumar Jha	External IT Expert	Member
5	Mr. Dinesh Kumawat	Student	Member
6	Ms. Amisha Kumawat	Student	Member


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Welcome Note:

Chairperson initiated the 2nd IT Committee meeting, warmly welcoming all the participants. He expressed gratitude for their presence and highlighted the significance of the discussion ahead. He further presented the agenda for this meeting.

He further presents the agenda of 2nd meeting.

Agenda No.	Agenda	Discussions
1	Confirmation of 1 st meeting Minutes of Meeting held on 12 August 2021.	Committee members confirmed the 1 st meeting, minutes of Meetings held on 12 August 2021.
2	Utilization of IT Budget	• The committee reviewed the allocation and expenditure of the IT budge • It was decided to prioritize essential purchases like system upgrades, antivirus renewal, and maintenance. • Members agreed to prepare a detailed report of expenses for transparency.
3	Outcome and Utilization of IT Infrastructure	• The committee reviewed the current usage of the IT infrastructure, including systems, network connectivity, and lab facilities. • It was noted that the infrastructure is being effectively used for teaching, learning, and administrative work. • Members suggested regular maintenance and timely software updates to ensure smooth functioning. • It was decided to prepare a utilization report highlighting the performance and areas for improvement.


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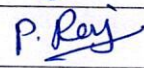
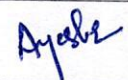
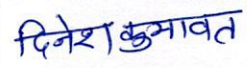
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Attendance of 2nd IT Committee Meeting held on 7 February 2022

S. No.	Name	Position	Signature
1	Mr. Imran Khan	Coordinator	
2	Dr. Payoj Raj Singh	Member	
3	Dr. Ayesha Badar	Member	
4	Dr. Manoj Kumar Jha	Member	
5	Mr. Dinesh Kumawat	Member	
6	Ms. Amisha Kumawat	Member	


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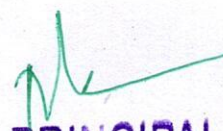
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Action Taken Report of 2nd IT Committee Meeting held on 7 February 2022

Date: 25 February, 2022
Venue: Conference Room, Administrative Block
Meeting Number: 02

Agenda No.	Agenda	Action Taken
1	Confirmation of 1 st meeting Minutes of Meeting held on 12 August 2021.	The minutes of the last meeting were reviewed and confirmed by all members without any changes.
2	Utilization of IT Budget	- The IT budget was reviewed and necessary allocations were made as per committee decisions. - Required system upgrades and antivirus renewals have been completed. - A detailed expense record has been prepared and submitted for verification - Remaining funds have been reserved for upcoming session.
3	Outcome of IT Infrastructure	- The existing IT infrastructure was inspected to ensure proper utilization of systems and network facilities - Necessary maintenance and software updates were carried out to improve performance. - A utilization report highlighting the efficiency of lab and system usage was prepared and shared with the committee. - Recommendations for future upgrades and better resource management have been documented for implementation.


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Ref No.

Date: 5 August 2021

Office Order

Subject: Composition IT Committee

This is to inform all member that the IT Committee has been formed to manage and organize various technical and IT-related work in the institution.

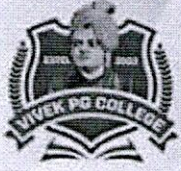
Members of IT Committee

S. No.	Name	Designation	Position
1	Mr. Imran Khan	Assistant Professor	Coordinator
2	Dr. Payoj Raj Singh	Assistant Professor	Member
3	Dr. Ayesha Badar	Assistant Professor	Member
4	Dr. Manoj Kumar Jha	External IT Expert	Member
5	Mr. Dinesh Kumawat	Student	Member
6	Ms. Amisha Kumawat	Student	Member

Copy to:

1. Director
2. IQAC
3. All Committee members


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Ref No.

Date: 10 August 2021

CIRCULAR

Subject: 1st Meeting for the IT committee 2021-22

Respected Team,

This is to inform all the members of the IT Committee that the first meeting of the IT Committee is scheduled on 12 August 2021 at 11:00 AM. The meeting will be conducted online (the meeting link will be shared prior to the meeting). All members are requested to attend the meeting.

The purpose of the meeting is to discuss the agenda below.

<u>Agenda</u>	<u>Particulars</u>
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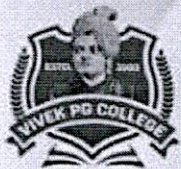
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| Agenda 1: | Brief on the Roles and Responsibilities of the IT Committee member. |
| Agenda 2: | Up-gradation of IT Infrastructure. |
| Agenda 3: | Discussion and Planning of IT Budget for the upcoming Session 2021-22. |

Coordinator


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Copy to:

1. Director
2. Principal
3. IQAC
4. All Committee members



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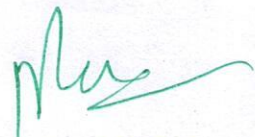
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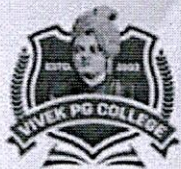
Minutes of Meetings

Date: 12 August, 2021
Meeting Mode: Online
Meeting Number: 01

The following members attended the meeting on 12 August, 2021:

S. No.	Name	Designation	Position
1	Mr. Imran Khan	Assistant Professor	Coordinator
2	Dr. Payoj Raj Singh	Assistant Professor	Member
3	Dr. Ayesha Badar	Assistant Professor	Member
4	Dr. Manoj Kumar Jha	External IT Expert	Member
5	Ms. Dinesh Kumawat	Student	Member
6	Ms. Amisha Kumawat	Student	Member


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Welcome Note:

Chairperson initiated the 1st IT Committee meeting, warmly welcoming all the participants. He expressed gratitude for their presence and highlighted the significance of the discussion ahead. He further presented the agenda for this meeting.

He further presents the agenda for meeting 1st meeting.

Agenda No.	Agenda	Discussions
1	Brief on the Roles and Responsibilities of the IT Committee member	The roles and responsibilities of IT Committee members were discussed, focusing on system management, policy implementation, and support for smooth IT operations.
2	Discussion of IT Budget for the upcoming Academic Session 2022-23.	The new academic session requirements: The management approved Rs. 3 Lakh for development of IT infrastructure.
3	Up-gradation of IT Infrastructure	Up-gradation of IT Infrastructure: i. System RAM and SSDs need to be updated for better performance. ii. UPS batteries must be replaced for stable power backup. iii. Internet Leased Line (ILL) needs bandwidth upgrade. The committee members decided at least 3 quotations with standard company for above equipment. The purchasing of above equipment should be complete in 2-3 months.


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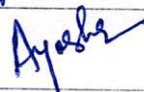
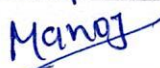
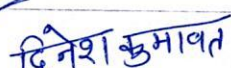
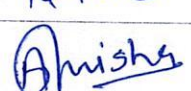
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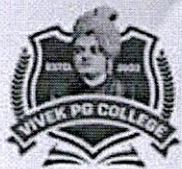
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Attendance of 1st IT Committee Meeting held on 12 August, 2021

S. No.	Name	Position	Signature
1	Mr. Imran Khan	Coordinator	
2	Dr. Payoj Raj Singh	Member	
3	Dr. Ayesha Badar	Member	
4	Dr. Manoj Kumar Jha	Member	
5	Mr. Dinesh Kumawat	Member	
6	Ms. Amisha Kumawat	Member	


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Action taken report of 1st IT committee meeting held on 12 August 2021

Date: 31 August, 2021
Venue: Conference Room, Administrative Block
Meeting Number: 01

Agenda No.	Agenda	Action Taken
1	Brief on the Roles and Responsibilities of the IT Committee member	Roles were clearly assigned to IT Committee members, and responsibilities for system oversight, maintenance, and policy compliance were finalized.
2	Discussion of IT Budget for the upcoming Academic Session 2022-23.	A budget of ₹ 3 Lakh for IT infrastructure up gradation has been approved.
3	Up-gradation of IT Infrastructure	As per the requirement, the IT committee purchased below equipment: - • Updated system RAM and SSDs for better system performance. • Replacement of UPS batteries to ensure uninterrupted power. • Enhancement of Internet Leased Line (ILL) for improved connectivity.


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