

Date: 10-07-2023

**MINUTES OF THE IT MAINTENANCE COMMITTEE MEETING**

The meeting of the IT maintenance committee was held on 8<sup>th</sup> July 2023 from 10:30 AM to 11:30AM in the Conference Room. The following members were present.

S.No	Name	Designation	Role in the committee
1.	Dr.S Sreelatha	Principal /Dean	Chairperson <i>S Sreelatha</i>
2.	Dr K Suresh Reddy	Professor of Psychiatry	Coordinator <i>Suresh</i>
3.	DrM V Vinay Kumar	Associate Professor of Anatomy	Member <i>M Vinay Kumar</i>
4.	Dr V Yakaiah	Associate Professor of Pharmacology	Member <i>V Yakaiah</i>
5.	Dr C M Swathi	Associate Professor of Microbiology	Member <i>Swathi</i>
6.	Dr M T V Pavan	Assistant Professor of Orthopedics	Member <i>Pavan</i>
7.	Dr SK Karimulla	Assistant Professor of General Surgery	Member <i>Karimulla</i>
8.	Mr P Srinivas	AO	Member <i>Srinivas P</i>
9.	Mr Prajith	AO Hospital	Member <i>Prajith</i>
10.	Mr Kishan	System Admin	Member <i>Kishan</i>
11.	Mr Shivaji	System Admin	Member <i>Shivaji</i>

The below mentioned points were discussed and the details shared with the management.

- Discussed on purchase of computers and accessories.
- Software installations for upcoming semester labs.
- Maintenance of hardware and networking.
- Discussed about Internet services and browsing center.

*S Sreelatha*  
Principal /Dean

Copy:

1. IQAC Coordinator
2. All HOD's
3. Administrative Officer
4. Accounts Officer
5. Librarian
6. Training & Placement
7. Faculty concerned



**Date: 06/07/2023**

**CIRCULAR**

All the members of IT committee are hereby informed that, the IT committee meeting is scheduled on 8<sup>th</sup> July 2023 from 10:30 AM to 11:30AM in the Conference Room.

All are requested to be present on time.

The agenda of the meeting is:

- Discuss on purchase of computers and accessories.
- Software installations for upcoming semester labs.
- Maintenance of hardware and networking.
- To discuss about Internet services and browsing center.

*Shreelatha*  
**Principal/Dean**

Copy to:

1. IQAC Coordinator
2. All HOD`s
3. Administrative Officer
4. Accounts Officer
5. Librarian
6. Training & Placement
7. Faculty concerned



**ACTION TAKEN REPORT**

Based on the meeting of the IT maintenance which was held on 8th July 2023 from 10:30 AM to 11:30AM in the Conference Room. The following are the Action Taken detailed based on the issues discussed in the meeting.

S.No	Issue	Action Taken
1.	Discussed on purchase of computers and accessories.	Request all departments to prepare and submit a request letter to principal through IQAC & IT committee on the computers and its accessories requirements in each department.
2.	Software installations for upcoming semester labs	Requested all Departments to check the software's in their labs and to check the any further upgrading required.
3.	Maintenance of hardware and networking	Informed to check all hardware facilities in the computer labs and other offices if there any requirements for services and new installments required.
4.	Discussed about Internet services and browsing center.	Informed concerned department to check the Routers and Wi-Fi connections in all department, library and even in central level of campus

*S. Sreelakshmi*

**Principal /Dean**



**MALLA REDDY**  
**MEDICAL COLLEGE FOR WOMEN**

Recognized by Medical Council of India /National Medical Commission,  
Ministry of Health & Family Welfare, Govt. of India  
Affiliated to Kaloji Narayanarao University of Health Sciences, Warangal, Telangana.

15.06.2023

Ref: MRM CW/Circular/ITCM/2023/01

This is to inform that an IT Maintenance committee meeting will be held on **16.06.2023**, request the Members of IT Maintenance Committee and all the Department staff in-charges to attend the meeting.

Date : 16.06.2023  
Time : 2:00 PM to 3:00 PM  
Venue : Council Hall

**Copy to:**

The principal  
All Department HOD's  
IT Maintenance Committee Member



*Shelaka*

PRINCIPAL/DEAN

MRMCW

Principal / Dean  
Malla Reddy Medical College for Women

**ACTION TAKEN REPORT**

Based on the meeting of the IT Maintenance Committee which was held on 16.06.2023 at 2:00 PM in the council Hall. The following are the Action Taken details based on the issues discussed in the meeting.

S.No	Issue	Action Taken
1.	Discussed on purchase of accessories.	Request all departments to prepare and submit a request letter to principal through IT committee on the computers and its accessories requirements in each department.
2.	Software installations	Requested all Departments to check the software's in their labs and to check the any further upgrading required.
3.	Maintenance of hardware and networking	Informed to check all hardware facilities in the Departments and other offices if there any requirements for services and new installments required.
4.	Discussed about Internet services and browsing center.	Informed concerned department to check the Routers and Wi-Fi connections in all department, library and even in central level of campus



*S. Veeralakshmi*

PRINCIPAL/DEAN  
MRMCW

Principal / Dean  
Malla Reddy Medical College for Women,

Copy to:

The principal

All Department HOD's

IT Maintenance Committee Members

16.06.2023

MINUTES OF THE IT MAINTENANCE COMMITTEE MEETING

The meeting of the IT Maintenance Committee was held on 20.12.2022 at 2.00 PM in the council hall, MRM CW. The following members were present

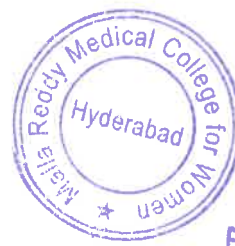
S.No	Position	Names	Department	Faculty Signature
1	Chairperson	Dr S Sreelatha	Community Medicine	<i>S Sreelatha</i>
2	Member Coordinator	Dr KV S Murthy	Community Medicine	<i>KV S Murthy</i>
3	Member	Dr Vani B S	Pathology	<i>B.S.</i>
4	Member	Dr I Sandeep	Pharmacology	<i>Sandeep</i>
5	Member	Dr Altaf Mohammad	Biochemistry	<i>Mohammad</i>
6	Member	Dr Ragavendra Rao B	Paediatrics	<i>Raghu</i>
7	Member	Dr U sreelakshmi	pathology	<i>U.</i>
8	Member	Mr .G Naveen	IT manager	<i>Naveen</i>
9	Member	Mr. M Kishan Naik	System admin	<i>P. Naik</i>

The below mentioned points were discussed and the details shared with the management.

- Discussed about the constituting the **Standard Operating Procedures** of the committee.
- Discussed on purchase of computers and accessories.
- Discussed about Internet services and browsing center.

**Copy to:**

The principal  
All Department HOD's  
IT Maintenance Committee Members



*S Sreelatha*

PRINCIPAL/DEAN

MRMCW

Principal / Dean  
Malla Reddy Medical College for Women



19.12.2022

Ref: MRMCW/Circular/ITCM/2022/01

This is to inform that an IT Maintenance committee meeting will be held on **19.12.2022**, request the Members of IT Maintenance Committee and all the Department staff in-charges to attend the meeting.

Date : **19.12.2022**

Time : 2:00 PM to 3:00 PM

Venue : Council Hall



*S. H. Sreelatha*

PRINCIPAL/DEAN

MRMCW

Principal / Dean  
Malla Reddy Medical College for Women

**Copy to:**

The principal

All Department HOD's

IT Maintenance Committee Member



### **ACTION TAKEN REPORT**

Based on the meeting of the IT Maintenance Committee which was held on **20.12.2022** at 2:00 PM in the council Hall. The following are the Action Taken details based on the issues discussed in the meeting.

S.No	Issue	Action Taken
5.	Discussed on purchase of computers and accessories.	Request all departments to prepare and submit a request letter to principal through IT committee on the computers and its accessories requirements in each department.
6.	Software installations	Requested all Departments to check the software's in their labs and to check the any further upgrading required.
7.	Maintenance of hardware and networking	Informed to check all hardware facilities in the Departments and other offices if there any requirements for services and new installments required.
8.	Discussed about Internet services and browsing center.	Informed concerned department to check the Routers and Wi-Fi connections in all department, library and even in central level of campus

**Copy to:**

The principal

All Department HOD's

IT Maintenance Committee Members



*S. Venkata*

PRINCIPAL/DEAN  
MRMCW

Principal / Dean  
Malla Reddy Medical College for Women





20.12.2022

MINUTES OF THE IT MAINTENANCE COMMITTEE MEETING

The meeting of the IT Maintenance Committee was held on 20.12.2022 at 2.00 PM in the council hall, MRM CW. The following members were present

S.No	Position	Names	Department	Faculty Signature
1	Chairperson	Dr S Sreelatha	Community Medicine	<i>S. Sreelatha</i>
2	Member Coordinator	Dr KV S Murthy	Community Medicine	<i>KV S Murthy</i>
3	Member	Dr Vani B S	Pathology	<i>B.S. Vani</i>
4	Member	Dr I Sandeep	Pharmacology	<i>I Sandeep</i>
5	Member	Dr Altaf Mohammad	Biochemistry	<i>Altaf Mohammad</i>
6	Member	Dr Ragavendra Rao B	Paediatrics	<i>Ragavendra Rao</i>
7	Member	Dr U sreelakshmi	pathology	<i>U Sreelakshmi</i>
8	Member	Mr .G Naveen	IT manager	<i>Naveen</i>
9	Member	Mr. M Kishan Naik	System admin	<i>M Kishan Naik</i>

The below mentioned points were discussed and the details shared with the management.

- Discussed about the constituting the **Standard Operating Procedures** of the committee.
- Discussed on purchase of computers and accessories.
- Discussed about Internet services and browsing center.



*S. Sreelatha*  
PRINCIPAL/DEAN

MRMCW

Principal / Dean  
Malla Reddy Medical College for Women

**Copy to:**  
The principal  
All Department HOD's  
IT Maintenance Committee Members



**ACTION TAKEN REPORT**

Based on the meeting of the IT Maintenance Committee which was held on **17.06.2022** at 2:00 PM in the council Hall. The following are the Action Taken details based on the issues discussed in the meeting.

S.No	Issue	Action Taken
1.	Discussed on purchase of computers and accessories.	Request all departments to prepare and submit a request letter to principal through IT committee on the computers and its accessories requirements in each department.
2.	Software installations	Requested all Departments to check the software's in their labs and to check the any further upgrading required.
3.	Maintenance of hardware and networking	Informed to check all hardware facilities in the Departments and other offices if there any requirements for services and new installments required.
4.	Discussed about Internet services and browsing center.	Informed concerned department to check the Routers and Wi-Fi connections in all department, library and even in central level of campus



*S. Sreelakha*  
PRINCIPAL/DEAN  
MRMCW

**Copy to:**

The principal

All Department HOD's

IT Maintenance Committee Members

Principal / Dean  
Malla Reddy Medical College for Women

17.06.2022

Ref: MRM CW/Circular/ITCM/2022/01

**Constitution of IT Maintenance Committee**

This is to inform all the staff that the following staff members have been appointed as members of the IT Maintenance committee after due approval and consideration from the respected Principal & HOD's

S.No	Position	Names	Department	Faculty Signature
1	Chairperson	Dr S Sreelatha	Anatomy	<i>S. Sreelatha</i>
2	Member Coordinator	Dr KV S Murthy	Community Medicine	<i>Murthy</i>
3	Member	Dr Vani B S	Pathology	<i>B.S.</i>
4	Member	Dr I Sandeep	ENT	<i>Sandeep</i>
5	Member	Dr Altaf Mohammad	Biochemistry	<i>Mohammad</i>
6	Member	Dr Ragavendra Rao B	DVL	<i>Raghu</i>
7	Member	Dr U sreelakshmi	OBGY	<i>U. Sreelakshmi</i>
8	Member	Mr .G Naveen	IT Senior Manager	<i>Naveen</i>
9	Member	Mr. M Kishan Naik	System admin	<i>M. Kishan Naik</i>

PRINCIPAL/DEAN

MRMCW

Principal / Dean  
Malla Reddy Medical College for Women



Copy to:

The principal

All Department HOD's

IT Maintenance Committee Members



**MALLA REDDY**  
MEDICAL COLLEGE FOR WOMEN

Recognized by Medical Council of India /National Medical Commission,  
Ministry of Health & Family Welfare, Govt. of India  
Affiliated to Kaloji Narayanarao University of Health Sciences, Warangal, Telangana.

16.06.2022

Ref: MRMCW/Circular/ITCM/2022/02

This is to inform that an IT Maintenance committee meeting will be held on **17.06.2022**, request the Members of IT Maintenance Committee and all the Department staff in-charges to attend the meeting.

Date : **17.06.2022**  
Time : 2:00 PM to 3:00 PM  
Venue : Council Hall



*S. Veeranna*  
PRINCIPAL/DEAN

MRMCW

Principal / Dean  
Malla Reddy Medical College for Women

**Copy to:**

The principal

All Department HOD's

IT Maintenance Committee Members

Suraram 'X' Road, Quthbullapur, Jeedimetla, Hyderabad - 500 055.

Tel: 8019991106

Email: mrmcw777@gmail.com Website: mrmcw.edu.in

18.06.2021

Ref: MRMCW/Circular/ITCM/2021/01

**Constitution of IT Maintenance Committee**

This is to inform all the staff that the following staff members have been appointed as members of the IT Maintenance committee after due approval and consideration from the respected Principal & HOD's

S.No	Position	Names	Department	Faculty Signature
1	Chairperson	Dr S Sreelatha	Community Medicine	<i>S Sreelatha</i>
2	Member Coordinator	Dr KV S Murthy	Community Medicine	<i>KV S Murthy</i>
3	Member	Dr Vani B S	Pathology	<i>B.S.</i>
4	Member	Dr I Sandeep	Pharmacology	<i>Sandeep</i>
5	Member	Dr Altaf Mohammad	Biochemistry	<i>Mohammad</i>
6	Member	Dr Ragavendra Rao B	Paediatrics	<i>Ragavendra</i>
7	Member	Dr U sreelakshmi	pathology	<i>U. Sreelakshmi</i>
8	Member	Mr .G Naveen	IT manager	<i>Naveen</i>
9	Member	Mr. M Kishan Naik	System admin	<i>M Kishan Naik</i>

*S. Sreelatha*  
PRINCIPAL/DEAN

MRMCW  
Principal / Dean  
Malla Reddy Medical College for Women



Copy to:

The principal

All Department HOD's

IT Maintenance Committee Members



17.06.2021

Ref: MRMCW/Circular/ITCM/2021/02

This is to inform that an IT Maintenance committee meeting will be held on **18.06.2021**, request the Members of IT Maintenance Committee and all the Department staff in-charges to attend the meeting.

Date : 18.06.2021  
Time : 2:00 PM to 3:00 PM  
Venue : Council Hall



*Shivalika*

PRINCIPAL/DEAN

MRMCW

Principal / Dean  
Malla Reddy Medical College for Women

**Copy to:**

The principal

All Department HOD's

IT Maintenance Committee Members



**MINUTES OF THE IT MAINTENANCE COMMITTEE MEETING**

The meeting of the IT Maintenance Committee was held on **21.12.2021** at 2.00 PM in the council hall, MRMCW. The following members were present

S.No	Position	Names	Department	Faculty Signature
1	Chairperson	Dr S Sreelatha	Community Medicine	<i>S. Sreelatha</i>
2	Member Coordinator	Dr KV S Murthy	Community Medicine	<i>Murthy</i>
3	Member	Dr Vani B S	Pathology	<i>Vani</i>
4	Member	Dr I Sandeep	Pharmacology	<i>Sandeep</i>
5	Member	Dr Altaf Mohammad	Biochemistry	<i>Mohammad</i>
6	Member	Dr Ragavendra Rao B	Paediatrics	<i>Ragavendra</i>
7	Member	Dr U sreelakshmi	pathology	<i>U. Sreelakshmi</i>
8	Member	Mr .G Naveen	IT manager	<i>Naveen</i>
9	Member	Mr. M Kishan Naik	System admin	<i>M. Kishan Naik</i>

The below mentioned points were discussed and the details shared with the management.

- Discussed about the constituting the **Standard Operating Procedures** of the committee.
- Discussed on purchase of computers and accessories.
- Discussed about Internet services and browsing center

*S. Sreelatha*  
PRINCIPAL/DEAN  
MRMCW  
Principal / Dean  
Malla Reddy Medical College for Women

**Copy to:**

The principal

All Department HOD's

IT Maintenance Committee Members

**ACTION TAKEN REPORT**

Based on the meeting of the IT Maintenance Committee which was held on 21-12-2021 at 2:00 PM in the council Hall. The following are the Action Taken details based on the issues discussed in the meeting.

S.No	Issue	Action Taken
1.	Discussed on purchase of computers and accessories.	Request all departments to prepare and submit a request letter to principal through IT committee on the computers and its accessories requirements in each department.
2.	Software installations	Requested all Departments to check the software's in their labs and to check the any further upgrading required.
3.	Maintenance of hardware and networking	Informed to check all hardware facilities in the Departments and other offices if there any requirements for services and new installments required.
4.	Discussed about Internet services and browsing center.	Informed concerned department to check the Routers and Wi-Fi connections in all department, library and even in central level of campus



*S. Sreedhar*  
PRINCIPAL/DEAN  
MRMCW

Principal / Dean  
Malla Reddy Medical College for Women

**Copy to:**

The Principal

All Department HOD's

IT Maintenance Committee Members

20.12.2021

Ref: MRMCW/Circular/ITCM/2022/01

This is to inform that an IT Maintenance committee meeting will be held on **20.12.2021**, request the Members of IT Maintenance Committee and all the Department staff in-charges to attend the meeting.

Date : **20.12.2021**  
Time : **2:00 PM to 3:00 PM**  
Venue : **Council Hall**



*S. Praveen*

PRINCIPAL/DEAN

Principal / Dean

Malla Reddy Medical College for Women

MRMCW

Copy to:

The Principal

All Department HOD's

IT Maintenance Committee Members

16.06.2020

Ref: MRMCW/Circular/ITCM/2020/01

**Constitution of IT Maintenance Committee**

This is to inform all the staff that the following staff members have been appointed as members of the IT Maintenance committee after due approval and consideration from the respected Principal & HOD's

S.No	Position	Names	Department	Faculty Signature
1	Chairperson	Dr S Sreelatha	Community Medicine	<i>S. Sreelatha</i>
2	Member Coordinator	Dr KV S Murthy	physiology	<i>KV S Murthy</i>
3	Member	Dr Vani B S	Pathology	<i>B.S. Vani</i>
4	Member	Dr I Sandeep	Pharmacology	<i>Sandeep</i>
5	Member	Dr Altaf Mohammad	Biochemistry	<i>Mohammad</i>
6	Member	Dr Ragavendra Rao B	Anatomy	<i>Ragavendra</i>
7	Member	Dr U sreelakshmi	pathology	<i>U. Sreelakshmi</i>
8	Member	Mr .G Naveen	IT manager	<i>Naveen</i>
9	Member	Mr. M Kishan Naik	System admin	<i>M. Kishan Naik</i>

*S. Sreelatha*  
PRINCIPAL/DEAN

MRMCW

Copy to:

The Principal

All Department HOD's

IT Maintenance Committee Members



Principal / Dean  
Malla Reddy Medical College for Women