

**FTK-Centre For Information Technology
Jamia Millia Islamia**

Dated: 01-03-2020

Minutes of the Meeting

A meeting of the CIT staff was held on Feb 28, 2019 at 03:30 p.m. in the Committee Room, FTK-Centre For Information Technology. The following were present:

SKN

- Dr. S. Kazim Naqvi, Additional Director & Offg. Director,
- Dr. S.N.A.Rizvi, Programmer & Coordinator,
- Mr. Azizullah Khan, System Analyst,
- Dr. M. Azim, System Analyst,
- Mr. Wasiful Hasan, DBA,
- Mr. Syed Khalid Ali, Network Engg,
- Mr. Nurul Islam, Computer Operator,
- Mr. Mohd. Hamid Khan, Technical Assistant,
- Mr. Junaid Akhtar, Technical Assistant,
- Mr. Nasir Ali Khan, Technical Assistant,
- Mr. Khaleel Ahmad, Helper
- Mr. Raquib, Software Engineer

Agenda Item-1: Demonstration of Complaints Portal

Offg Director, CIT welcomed all the members and briefly discussed the Complaints Management System Portal and the technical platform chosen for development. Subsequently, demonstration of the portal was made. All members appreciated the utility of the module and efforts made by Mr. Raquib in particular. The following additional requirements were noted:

- (i) Provision of correlating the call with stock-items utilized
- (ii) Printing of "Timings" of the action taken on Call History Report
- (iii) Correcting of "Low" priority label to "Normal" priority in Call Ticket Assignment Interface
- (iv) Ability to correct the call category for incorrectly classified calls.
- (v) Addition of item quantities while call logging
- (vi) Ability to assign ticket to multiple resource persons for multi-item calls

[Action: Dr. S. Kazim Naqvi & Mr. Raquib]

In addition, members suggested to arrange user training for the module. Offg Director, suggested that a small video tutorial may be developed to help end users understand the system. The link to such video may be provided on the Complaints portal itself. He urged the members to take up this work and also invited all members who have interest in programming to start contributing to similar developmental work.

[Action: All interested technical staff is invited to share their plan of contribution]

Agenda Item-2: Position of Budget utilization for the year 2019-20

During this discussion senior members of CIT were present. The MIS Budget Report was discussed and following points were noted:

Name of the Budget Head (Amount Available)	Identified Work
Contingency (Rs. 44,467)	LED bulbs with sockets may be purchased for replacement of faulty CFL bulbs in CIT building. CIT Office may review requirement of stationary /consumable items etc and put up priority basis. In case funds still remain available, vanishing blinds in rooms (wherever required) [Action: Dr. SNA Rizvi, Mr. Rafi. Dr. Rizvi to also assess requirement of vanishing blinds]
OTA (Rs. 36,000)	This budget head needs to be re-appropriated in the next year as processing of OTA has been disallowed by the Administration.
Internet Expenses	Approx. Rs. 6.00 lakhs is to be paid to STPI, Rs. 2.50 lakhs to be paid to

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(Rs. 39,31,355)	C-DAC, Rs. 4-lakh is to be paid to IANS. Network Engg. Informed that a proposal for purchase of switches from this budget head is pending for approval with the administration. If approved, remaining amount would get utilised for the purchase of switches. [Action: Mr. S Khalid Ali, Mr. AU Khan]
Software Maintenance (Rs. 11,06,000)	This amount is to be utilised for making of due payments for MIS related maintenance work (Oracle ATS etc.). [Action: Mr. Wasiful Hasan]
MIS maintenance (Rs. 4,15,000)	This amount may be utilized for purchase of Printer Cartridges of each type of printer in CIT so as to sustain administrative operations. In addition, a Printer for MIS Section may also be procured. [Mr. Nasir to collect Cartridge related requirements]
Maintenance of Networking (Rs. 16,07,891)	To be utilised for payment of pending bills worth Rs. 3.50 lakhs approx. and completion of other pending network work. [Action: Mr. S Khalid Ali]
Antivirus Software (Rs. 20.00 lakhs)	Tender for this work is with PICO. Network Engg may get it expedited. Anticipating that about Rs. 3.00 lakh may remain unutilized, software such as few upgrade Licenses of Windows 10, Stellar, Data Recovery tools etc may be procured. [Action: Mr. S Khalid Ali with a request to coordinate with others for purchase of other software/licenses]
Extension Lecture, IT Training, IT Workshop/Conference (Rs. 1.7 lakhs)	As sufficient time for organizing these activities is not left, it was decided to defer to these activities for this year. [Action: Dr. M. Azim to prepare plan for the next year]
Jamia Web Portal (Rs. 42,606/-)	A scanner is to be purchased by Web Section. [Action: Mr. AU Khan]

All purchases are to be made following applicable university procedure & rules.

After further discussion, all members agreed that the budget for the next year need to be revised with following objectives:

- (i) Rationalize/re-appropriate existing Budget Heads so as to ensure appropriateness of allocation in view of past pattern of utilization.
- (ii) Addition of another budget head "End-User ICT Equipment Maintenance" with the objective of facilitating repair/replacement of faulty end user ICT machines viz. PC/Printer/UPS/Scanner)

For the work all members were requested to review the budget heads with specific focus on requirements of individual section.

[Action: Dr. SNA Rizvi/Dr. M.Azim/Mr. Azizullah Khan/Mr. Wasiful Hasan/Mr. S Khalid Ali to review the existing allocations and propose rational allocation/re-appropriation with justification and documentary support]

Dr. S.Kazim Naqvi
Additional Director &
Offg. Director, CIT

Copy to:

- All technical staff members
- Mr.Rafi, CIT
- CIT Meetings File
- CIT Webpage