



**RAJAGIRI COLLEGE OF SOCIAL SCIENCES
(AUTONOMOUS)**

IT Committee Meeting

2021/05

DATE: 20th February 2021

TIME: 1.45 PM

Agenda

- NAAC.

Welcome And Presentation of IT

Pro. Shiju Thomas M.Y, Dept. of Computer Science & Systems Analyst – ERP.

Report of last meeting minutes.

Mr. Afsal T H, System Administrator

Discussion and decisions:

- Everyone should have an accurate understanding of the website
- There should be an IT staff full time in the hall where the NAAC presentation takes place.
- Keep enough items in the hall where the presentation will take place. Example- Various types of mobile chargers, pens, Notepads etc.
- Check if the remote battery of the interactive panel is new. Check wireless mics and make sure they are in working condition.
- All actual lab details including staff details reflected in to website and inside the computer labs.
- Update all licenced software's details which is missing Nvivo and Stata in website and presentation also.
- For back up and printing arrange 5 perfect working updated Laptops in presentation venues.
- One colour printer and black and white printer also we need to keep with NAAC visit team and their hotel also.
- For the backup of internet connection, we have to keep number of 3 net setter which is good signal.
- All the hostel including girls make sure the Wi-Fi is working properly.

- The department presentation is intended to be held in the classroom of each department. Then everything should be in working condition, including the interactive panel and internet connection in the classrooms where the presentation is taking place.
- Check the UPS and power condition.
- Maintain the dress the code.
- All interactive panel should be update Ms-Office 2016 to 2019.

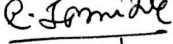
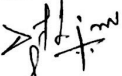
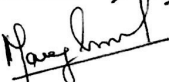

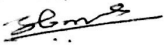

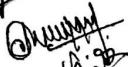


Highlights of the meeting

- Pro. Shiju Thomas Dept. of Computer Science spoke to all regarding NAAC preparation and current status.
- Dr.Fr. Saju M D evaluated everything and gave necessary instructions.
- Principal Dr. Binoy Joseph checked the files and current status of the IT department.
- Dr. Mary venus mam was addressing about all proofs regarding department of IT.
- Dr. Bindiya M Varghese explained in details about the preparation.

Vote of Thanks

Pro. Shiju Thomas M.Y, Dept. of Computer Science & Systems Analyst – Fedena.

Members Present: -

1. Dr. Binoy Joseph, Principal, RCSS. 
2. Dr. Fr. Saju M D, Associate Director, vice principal RCSS 
3. Dr. Mary Venus, IQAC Co-ordinator. 
4. Dr. Bindiya M Varghese, Additional IQAC Co-ordinator, Dean Computer Science. 
5. Pro. Shiju Thomas M.Y., Convenor IT Committee & Asst. Professor, Dept. of Computer Science & Systems Analyst – ERP 
6. Mr. Toni M.J, System Administrator 
7. Mr. Afsal T.H, System Administrator 
8. Mr. Arun Sam, System Administrator 
9. Mr. Binu M D, Lab Assistant 

10. Mr. Manu Thomas, Network Assistant



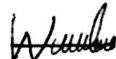
11. Mr. Adarsh K V, Lab Assistant



12. Mr. Jayakrishnan M, Lab Assistant



13. Mr. Wilson V T, Assistant System Administrator



14. Mr. Renju Mathew, Assistant System Administrator



Absentees: -

1. Mr. Tolly Thomas, System Administrator

