



VIDYASAGAR UNIVERSITY

Midnapore – 721 102
West Bengal

Phone: (03222) 276554/555/557/558

Fax No.: (03222) 275329

APPENDIX – 38

04/17) 7th Meeting (8 EC) dt. 21/03/17

①

Handwritten notes and signatures: R-21/3, R-21/3, DCC, 22/03/17

Resolution of the Meeting of the ICT Working Committee

Date: 20-03-2017 time: 2.00 PM

1. Prof. Ranjan Chakrabarti – Hon'ble Vice-Chancellor - Chairman
2. Dr. J. K. Nandi – Registrar
3. Prof. Subrata Kr. De – Dean Faculty of Science (Acting)
4. Prof. Damodar Mishra, Dean, Faculty of Science (Acting)
5. Sri Arindam Bhattacharya – System Analyst
6. Sri Sunil Chandra Mallik – Director, Computer Centre – Convener

Agenda 1 : To review the maintenance of central stock of ICT Infrastructure and components and proposal for modernizing it.

- As per noting of Hon'ble Vice-Chancellor, many of the components including ICT components are not provided ID/ref no. in due time and the stock is not up to date. Therefore, it is necessary to change the mode of maintenance of central stock for ICT components and other infrastructure.

Resolution : After thorough discussion on various aspects of it, the following were resolved

Handwritten notes: Sent to F.O-1 Programmer, DDE, A.O., 22/03/17

- (i) ICT Components and infrastructure means 'Computers, Servers, Laptops, Storage and peripheral devices, LAN, WI-FI devices, Security Devices, CCTV Installation, Smart Campus devices, A-V Studio, LED, LCD Projector, Classroom devices, System and Application Software, IP based and non-IP based Audio/ Video and conferencing Equipments and EPABX, Telephone systems, Mobiles, Air conditioning Machine, Water Cooler, Refrigerator, Television, Laboratory Electronic Equipments like microscope, Microprocessor Lab Kit etc.
- (ii) The central stock 'ICT components and infrastructure' will be maintained by computer centre w.e.f 1st April, 2017. Programmer will hand over the database, hardcopy and softcopy and other details including the existing practice. TA of Programmer will be on duty at Computer Centre in the 2nd session of all working days.
- (iii) All the material including desktop under the programmer may be handed over to the Computer Centre Central Stock for distribution from Computer Centre with necessary Papers. DCC will give the clearance of ICT infrastructure to the outgoing members of the university under the signature of HOD.
- (v) All bills of the above ICT Components and infrastructure will henceforth be forwarded from finance office to the Computer Centre for central stock update and to be certified and forwarded by Director, CC and System Analyst, CC with marking ref. no in the assets and in bill in temporary manner.
- (vi) At the end of every month, the monthly stock data is to be generated and forwarded to the Finance Office and PS to VC for their kind knowledge and update.
- (vii) An agency will be arranged and hired in regular basis by Audit officer and supervise and design the Ref no. to permanently mark the equipments under his supervision.
- (viii) DDE is also included in the system. All ICT components of DDE henceforth be forwarded to Computer Centre for Stock update.
- (ix) System Analyst will look after the matter under the supervision of DCC.

Agenda 2 : To consider the prayer of M/S Soft-Ed of renewal of AMC of the Desktop

- Convener reported that M/S softened AMC term is ending on May, 2017 and they have prayed for renewing the term and extend it for five years.

Resolution: After discussion on the matter, and considering the satisfactory service report of M/S Softed, it is resolved that the AMC term be extended for 6 months with the existing terms and conditions. In the meantime preparation of floating of fresh tender may be undertaken well before the stipulated time



Agenda 3: TO review the Smart Campus and other ICT infrastructure implementation:

- Convener reported that the Smart card based attendance has already been started and manual attendance is being discontinued from the system w.e.f 21-03-2017. He also submitted a proposal on maintenance of attendance record rule temporarily without the HR Leave module which is not included in the project as enquired from the I.S.
- Convener also reported that 5 smart classrooms under RUSA are ready for use. But some process as submitted (Annex II) may be followed to maintain the infrastructure properly. Also some naming is required for each of the Hall. Teachers training, rules for allotment, rent etc. is to be formulated.

Resolution: After discussion on the proposal and other aspects the following is resolved:

- i) The proposal as submitted (Annex. I) is accepted and advised to include lost of card case which may be given free 1st time. But from 2nd time it will be chargeable.
- ii) CDACK be requested update the Software with Leave and HR Module within a target of three months. They may be requested to submit the technical and financial proposal immediately.
- iii) CDACK be requested to submit the final adjustment bill for the work already done by them as per our Work order.
- iv) For Smart Classrooms, names may be as follows: USIC -1st Room – P.C. Roy Memorial Hall, USIC 2nd Room – B.N. Goswami Memorial Hall, Womens'infrastructure Room – Aninda Basu Roy memorial Hall.
- v) Smart Classrooms be allotted based on application to the registrar with the approval of Hon'ble Vice-Chancellor. A declaration on the components / hall handover and take over will be signed by the concerned department. After approval, a copy may be forwarded to Computer Centre for handover and take of the Hall well in advance.
- vi) All the smart classrooms will be handed over and taken over by a technical staff to be newly engaged centrally based on the approval copy of the authority which will be sent to CC.
- vii) The rent rules will be as follows: (i) No charges for normal classes for the students of the university. Raj Narayan Basu Hall will not be allotted for normal class (ii) For Workshop/seminar/conferences (Sponsored and funded by external agencies) rent will be Rs. 650/- for R.K. Hall, P.C. Roy Memorial Hall, B.N. Goswami Memorial Hall and Aninda Basu Roy memorial Hall.
- viii) The faculty members may be trained in using the Smart Classrooms components by the vendor under the supervision of Computer Centre.

The meeting ended with thanks to the chair.

(Sunil Ch. Mallik)
Convener
ICT Working Committee

Submitted to Hon'ble V.C. Sir
for his kind consideration
and approval.

21/3/17