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Resolution of the meeting of ICT-MIS Working Committee dated 02-11-2022

Members Present:

1. Professor Sibaji Pratim Basu – Hon'ble Vice-Chancellor   Chairman
2. Professor Tapan Kr. De- Dean, Faculty of Arts & Commerce
3. Professor Satyajit Saha – Dean, Faculty of Science
4. Dr. J. K. Nandi – Registrar
5. Shri Gautam Pal – Finance Officer
6. Prof. Madhumangal Pal, Dept. of Mathematics (Invitee)
7. Prof. Ajoy Kumar Misra, Dept of Chemistry (invitee)
8. Dr. Tarak nath Sahu, Dept. of MBA(invitee)
9. Shri Arindam Bhattacharyya – Development Officer
10. Shri Biplab Chakraborty – Sr. Information Scientists (Offg.)
11. Shri Partha Sarathi Das - Programmer
12. Shri Debayan Nanda – System Analyst
13. Shri Sunil Ch Mallik – Executive Director, Computer Centre - Convener

Professor Sibaji Pratim Basu, Hon'ble Vice-Chancellor in Chair.

Agenda 1: Noting of last meeting resolutions and the action taken.
Convener reported the resolutions of the last meeting and the action taken thereof with the approval of the authority. The following action were taken:

(i)   As per resolution of Agenda 2, since WBEIDC has not sent any reply to the termination letter even after one and half month, the draft letter on the closure action of the UMS project has been made ready. It is to be sent to WBEIDC by registrar.

(ii) As per resolution of Agenda 3, CC is surveying the departments IT infrastructure including license software. After completion, A letter to be sent to COREL on use of their product and proposal for purchasing a few product.

(iii) On resolution of Agenda 4 on the rules of purchases for various items, FO reported that the general purchase guidelines will be prepared after getting necessary query reply from State Govt.

(iv) As per resolution of Agenda 5, Necessary purchase on CCTV items have been initiated through tender. W.O. is to be placed.

(v)   As per resolution on Agenda 6, on the guidelines for uploading data in website and maintenance and monitoring of website, it could not be done due to shortage of time. However the matter of revamping and regular monitoring of the website has been kept as agenda to be discussed and resolve in today's meeting.

(vi) As per resolution in agenda 7, Work order for renewal of antivirus is ready to be place with 3 years licensing policy w.e.f the date of Work order. Here it may be noted that it is licensing with the OEM and therefore end date could not be matched the AMC year ending on March, 2025.

(vii) As per resolution at agenda 8 regarding FMC of Network, Financial bid has been opened and placed before W&T committee. M/S Adnetwork has been selected for FMC for next three years. Here it was discussed and accepted that the AMC year ending is to be maintained here and for that a further extension upto 31st March, 2023 is to be given with the special permission from Hon'ble Vice-Chancellor and the new work order may be made effective from 1st April, 2023.

Resolution: The resolutions of the last meeting and action taken with the approval of the authority were confirmed and ratified.

Placed before Hon'ble Vice-Chancellor
for EC.

Registrar for EC.

9.11.22

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Agenda 2:
To consider the fund allotted by PPDB with due approval of the FC for purchase of IT equipments (Hardware and Software) for various departments in short Term basis.

- Convener reported that as per the recommendation of the IT Infrastructure sub committee formed by PPDB after visiting and interacting with all the departments a budget of Rs. 1.68 crore were placed in PPDB which was duly considered by budget subcommittee of PPDB forwarded to Finance Committee for financial approval. The financial approval has been received and the equipments purchase mode and configuration is to be finalized for further progress. Convener opined that on earlier occasion we have purchased such items through e-Tender, through NICSI, through WEBEL. Since it is bulk purchase we may go for e-Tender with branded MNC product with proper specification as per budget allotted.

Finance Officer opined that to spend such huge amount from the University fund at a time may have some effect on the fund position of the University. We should immediately approach Government with proposal for sanction of fund in this head. In the meantime possibility of phase wise purchase on the basis of urgency of the equipments may kindly be explored.

Hon'ble Vice-Chancellor opined that we must go ahead with the purchase and raised the matter of RUSA fund and opined that there is a possibility of receiving it by December with specific head of expenditure.

Registrar opined that the matter should have been raised in the F.C. Meeting. Since F.C. has approved it, there is no technical bar in going ahead with the purchase.

Other members also expresses there concern on the matter.

Resolution: After threadbare discussion on all the points, it was resolved that a subcommittee consisting of Finance Officer, EDCC(to act as convener), Prof Arindam Gupta, Prof. M. M. Pal, Dr. Tarak Nath Sahu is formed to decide on the category and quantity of materials [including software] to be e-Tender on urgent basis. Accordingly the E-Tender may be kept ready in all respect to be floated by December or till the RUSA fund arrive whichever is earlier.

Agenda 3: To consider the process of Selection of Vendor through E-Tender for AMC of Campus-wide IT and peripheral devices which will be expired on March, 2023 as per AMC year ending rule and estimated fund requirement thereof.

- Convener reported that as per PPDB resolution and last meeting of ICT-MIS, fresh e-Tender is to be prepared and invited for selection of the vendor for campus AMC of IT peripherals. So necessary steps on fund approval and e-Tender process is to be initiated well in advance. Convener also reported that Last year, an amount of Rs. 18.38 lacs was paid to the AMC vendor.

Resolution: The Committee after details discussion and considering the increase in the **quantity of IT equipments** and **price escalation**, estimated an amount of Rs. 21.00 lacs per year (approx. 15% increase from the last year) for the AMC of the IT peripherals in the Campus. The selected vendor of AMC may be engaged initially for a period of 3 years which may be further extended or terminated depending upon the performance of the Vendor. The Financial requirements may be forwarded to F.C. financial approval followed by e-Tender for the selection process. The selection is to be completed by 31st March, 2023.

Agenda 4: To consider some proposals raised by Hon'ble Vice-Chancellor and other invited members including Regular Update and Revamping of University Website and initiate action accordingly.

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-Hon'ble Vice-Chancellor expresses his concerns on the regular updates and monitoring of the University Websites which are not being done properly may be due to lack of proper guidance, initiative and approach for all concerns.

Prof. Ajoy Misra mentioned some old contents which are still present in the website which are to be updated immediately.

Prof. M.M. Pal raised issue of creating a separate micro-site for IQAC with proper login credential to manage the site. He also proposed a Faculty training programme on the Learning Management System (Moodle) so that online course design, Assignment and Examinations can be made online through it and on Faculty Information System so that all faculty can use it properly. He also proposed to create more Video course content for this year so that it can be uploaded in all sites data. A video editor may be engaged if required for the purpose. He also proposed to purchase a few Adobe Acrobat License.

Prof. Tarak Nath Sahu mentioned some bug in the Leave Management System development.

Finance Officer raised the issue of duplicate receipt in the their old software.

Registrar proposed outsourcing of Website maintenance if it could not be maintained properly in-house. He also proposed that revamping and updatation of website may be done through a website team. Registrar also raised the bugs in the LMS and proposed to discard the CDAC LMS system and requested the CC to explore the possibility of alternative.

SIS and SA clarified some of the issued raised and urged for a Document management system.

EDCC addresses all the issues and categorise all the above issues in four groups and proposed the following (i) The website update process may be done within short term and all HOD be requested to sent the update required through email or in writing. The revamping project may be taken up in mid term basis. A website Committee may be formed for the purpose. (ii) The training on LMS and FIS may be scheduled by the end of this month and beginning of next month. (iii) Alternative to CDAC LMS may be explored and (iii) a few more video courses may be recorded as previous.

Resolutions: After thorough discussion and careful consideration of all the issues the following were resolved:

(i) A website team consisting of the following members are formed for regular updates and monitoring of the existing website in short term basis within 2 months and initiate immediate steps to revamp the complete website in midterm basis within 6 months. A guideline to update the website will be prepared by the team. All HoDs will be notified on the matter and be requested to send the updated information required in their existing data for further processing.

    a. Programmer / Analyst - Convener cum webmaster

    b. Dr. Arnab Sadhu - webmaster

    c. Prof. Madhumangal Pal

    d. Prof. Ajoy Misra, Dept. of Chemistry

    e. Prof. Satyajit Saha, Dept. of Physics – Chairman

    f. EDCC

    g. One web expert Student from M.Sc. /MCA on earn while you learn

The above team will start working with immediate effect.

(ii) EDCC is requested to engage his team with regard to Training on LMS and FIS

(iii) Alternative to CDAC LMS may be explored, until that this CDAC LMS may be used.

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(iv)   a few more video courses may be recorded as previous. Prof. M. M. Pal is requested to initiate the process as previous with some enhance rate to maintain the quality.

Misc.

(i)   Convener mentioned that the CISCO CORE switches and many other actives Network devices are either not on CISCO support or has been declared as end of support by CISCO. These components are running in critical mode. One such component as mentioned above that is core switches have recently developed some bug related to WIFI access and the FMC vendor is trying to diagnose and rectify the issue. However it is necessary to take CISCO support for Hardware and software. The original Manufacturer CISCO *1 year* offered price and Terms and conditions for 2 CORE SWITCHES for 3 years is placed in the meeting for consideration.

Resolution: After consideration it is resolved the price offered by Original Equipment manufacturer may be accepted in principal for direct purchased from OEM through their recommended partner. The Hon'ble Vice-Chancellor is requested to approve it on urgent basis with proper ratification/ reporting in the Finance Committee. Estimated cost: Rs. 5.90 lacs for 3 years *1 year* supports. The estimate may be placed to FC.

For all other critical components not under warranty covered / end of support, the details report/list be prepared for further action.

(ii)   SA reported that the server rented on the cloud infrastructure for the failed UMS project is still under subscription in downgraded configuration. However, after sending the project closure letter by the Registrar, the server also need to be discarded.

Resolution: The server will be kept till the end of Dec, 2022.

Corrections done

The meeting has ended by thanking to the chair.

(Sunil Ch Mallik)
EDCC
Convener

(Professor Sibaji Pratim Basu)
Vice-Chancellor
Chairman