Minutes of the Meeting

A meeting of the FTK-CIT staff was held on Jan 03, 2022 at 10:30 a.m. in the Committee Room. The following were present:

1. Dr. S. Kazim Naqvi, Additional Director
2. Dr. SNA Rizvi, Programmer/Coordinator
3. Dr. Muzaffar Azim, System Analyst
4. Mr. Wasiful Hasan, Database Administrator
5. Mr. Syed Khali Ali, Network Engineer
6. Mr. Md Nurul Islam, Computer Operator
7. Mr. Mohd. Hamid Khan, Technical Assistant
8. Mr. Junaid Akhtar, Technical Assistant
9. Mr. Nasir Ali khan, Technical Assistant
10. Mr. M. Shahabuddin, Lab Attendant
11. Mr. Khalil Ahmad, Helper

Mr. Azizullah Khan, System Analyst, could not attend the meeting as he was on leave.

The following agenda items were discussed:

1) Review of ongoing work in various sections and future plans
The ongoing work in all sections was reviewed.

The MIS Section was asked to arrange a meeting with Finance Office, ASCDOL to perform reconciliation of the fee collected through CCAvenue PGI. In addition, issues related to deletion of fee receipts in Student Section, performance of Indian Bank and Bank of India also need to be discussed.

The Network Section was requested to start working on formulation of specifications of UTM

2) Review of budget and expenditure planning

All section heads were requested to ensure judicious & expeditious utilization of the budget as per the requirements in their respective sections:

Action:
1) Mr. Wasiful Hasan, DBA to prepare Tender document for availing AMC services for Oracle Cluster
2) Dr. SNA Rizvi/Mr. Hamid Khan to prepare utilization plan for IT Maintenance budget
3) Mr. Syed Khalid Ali to prepare plan for utilization of Network Maintenance budget
4) Dr. S. Kazim Naqvi, Offg. Director: Correction in the budget allocation for MIS maintenance

3) Data backup review & formulation of Policy
Dr. Muzaffar Azim summarised the information required to prepare the Data backup policy document for FTK-CIT. The following information is to be submitted by all section latest by Jan 06, 2022 to mazim@jmi.ac.in:

- Name of the ICT Asset
- Criticality tagging (Critical, Very Important, Important, Low Impact)
- Current Backup Frequency
- Proposed Backup Schedule
- Local Backup Location
- Proposed Offsite Backup Location
- Backup procedure
- Backup Validation Criterion
- Restoration Procedure

4) Invited Lecture on Cyber Security

The Offg. Director, FTK-CIT briefed the members about recent activities related to Cyber Security including proposal from MeITY inviting JMI for participating in the NCCC Phase – II. To sensitize the university staff about Cyber Security issues and related safety requirements, it was suggested that FTK-CIT should organize few extension lectures on the subject. All staff members were requested to suggest name of experts in the field who can be invited for delivering the lectures.

Action: Dr. SNA Rizvi and other staff members of FTK-CIT

5) End User Training Calendar

The Offg. Director, FTK-CIT requested Dr. Muzaffar Azim to prepare an annual calendar of ICT training programs for the year 2022 involving all sections of the centre.

The MIS section was requested to arrange regular training program for staff of the university for training them on useful features in MIS to reduce mundane work in the section. This will help the section focus on core technical activities.

Mr. MN Islam suggested that at least two levels training be conducted for pre-admission as well as post-admission use of JMI MIS system. He also suggested training for promotees at the LDC level. Mr. Wasiful Hasan suggested to train employees serving through Outsourcing agency to make them competent to work efficiently in the university.

To start with, training programs on Spreadsheets be conducted for SO & above level staff. Dr. Naqvi would share the course outline with all CIT staff who may then choose their topic of interest for imparting training.

6) KPIs for various section of FTK-CIT
This agenda item was deferred for the next meeting

The meeting ended at 12:30 p.m.

Dr. S. Kazim Naqvi
Offg. Director