



Ref: DNRCET/ IT&ICT / 2021-22/ CO

Date: 02/08/2021

**Infrastructure & Information and Communication Technology
(IT & ICT) Committee – Convening Order**

It is to inform to all the staff members and students that the college's **Infrastructure & Information and Communication Technology (IT & ICT) committee** for the academic year ~~2021-22~~ will be composed of the following members. The committee will make necessary arrangements to improve the college's ICT facilities.

S.No	Name of the committee member	Designation	Role	Signature
1	Dr. M.Anjan kumar	Principal	Chairman	
2	Dr. BVS Varma	Professor - CSE	Coordinator	
3	Mr. Y.B.Krishna Mohan	Asst. Professor – CE	Member	
4	Mr. G SAI BABA	Asst. Professor – EEE	Member	
5	Mr. DYM Kumar	Asst. Professor – ME	Member	
6	Mr. KP Mani	Asst. Professor – ECE	Member	
7	Mr. G V S SRI RAM	Asst. Professor –CSE	Member	
8	Mr. N.Jawahar Babu	Asst. Professor – S&H	Member	
9	Mr. B.VAMSIDHAR	Asst. Professor - MBA	Member	
10	Mr. S. Lakshman Rao	Asst. Professor & System Admin	Member	

Copy to:

All the members of the committee
IQAC
All the HODs
File



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Ref: DNR CET/ IT&ICT / 2021-22/ 001

Date: 03/08/2021

Circular

IT & ICT Committee

All the staff members are hereby informed that the IT & ICT committee meeting will be scheduled on 04-08-21 at 3:00 pm in CSE department Lab2. Everyone is requested to attend the meeting.

Agenda:

1. To discuss about the functions, roles and responsibilities.
2. Discussion on frequency of committee meeting.
3. Discussion about IT & ICT in detail.


COORDINATOR

Copy to:
All the members of the committee
IQAC
All the HODs, TPO
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Ref: DNR CET/ IT&ICT / 2021-22/ 002

Date: 27-12-21

Circular

IT & ICT Committee

All the IT & ICT committee members are here by informed that the meeting is scheduled on 28-12-21; in CSE department Lab2. All are requested to attend at 3:00pm

Agenda:

1. Ratification of previous resolutions.
2. To discussion on ICT facilities.
3. To discuss about E-Content (PPT presentation) of completed even semester
4. To discuss about Upcoming semester requirements


COORDINATOR




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Copy to:

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IT & ICT Committee – Minutes of Meeting

1. The meeting was held on 04-08-21 from 3:00 to 4:30 p.m. in CSE department Lab2.
2. The convener welcomed all the committee members
3. The committee discussed the Standard Operating Procedure (SOP), Functions, Roles & Responsibilities were finalized during the meeting.

Standard Operating Procedure of IT & ICT committee

- The facility provided by an organization is to help students and staff to carry out routine operations in a clear and consistent manner.
- Standardized policies, procedures and practices must **help students to become competent and confident users who can use the basic knowledge and skills acquired to assist them in their daily lives.**

Functions of IT & ICT

- Establish policies to ensure effective use of the internet and ICT Infrastructure.
- Integrating new technologies to enhance academic and administrative activities
- Monitor and Review IT & ICT tools status

Roles and Responsibilities of the committee

- Ensure that the faculty should prepare E-content for the allotted subject.
- LMS is tool, which improves classroom teaching learning methodology.
- Improve the Internet speed and its facilities.
- Analyze the need and use of ICT infrastructure and create awareness towards ICT's tools.
- Motivate the faculty to use LMS software (ECAP) provided by the institution.
- Taking the feedback from students to improve the quality of IT & ICT facilities.

Frequency of committee meeting

- A meeting will be held at the beginning of every semester to discuss the activities for that semester.
- A meeting will be held at the end of the semester to review all the activities and formulate an action plan for the next semester.

The committee discussed about the IT & ICT Infrastructure in detail

- Infrastructure has: **Infrastructure Hardware, Software and Networking.**
 - **Hardware** includes servers, datacenters, personal computers, routers, switches, and other equipment.
 - **Software** includes web servers and Linux-like operating systems.
 - **Networking-** This category includes **data centers, servers, network hubs, routers, computers**



Here are a few examples:

- **Intercoms** that are used to communicate easily in colleges, companies etc.
 - **CCTVs** that are used to ensure security.
 - **Routers and servers** that are used to ensure connectivity.
- **ICT (Information and Communications Technology) Infrastructures** include systems (software, hardware, networks, and the website) that are used in an organization. ICT is mainly used in the academic setup.
 - It is used in academic institutions such as educational institutions. Few examples:
 - Audio-Visual rooms - used to help students understand the concepts easily.
 - Learning Management Systems (LMS) is a software application used to plan, implement and assess a specific learning process.
- **Few ICT Tools for Teaching and Learning**
 1. **Liquid Crystal Display (LCD) Projector** - is a type of [video projector](#) for displaying video, images or computer data on a screen. Teachers can use this for PPT Lectures.
 2. **BlackBoard** – It is a popular teaching tool. Teachers can easily administer tests, monitor performance, manage syllabus and upload grades.
 3. **Google Classroom** – Conduct Virtual meetings through **paperless** technology. Teachers can create interactive assignments; can include a slideshow, a small game, or an entertaining YouTube video full of information.
 4. **Trello** - Trello is a collaborative tool that is used widely in IT companies with large teams. If you prefer **project-based learning** for students. Trello has these digital boards.
 - Create different boards for assignments, test papers, etc. and in those boards cards can be created. To discuss a particular topic in that card.
 - Invite the students to view the card and put comments, doubts, or ask questions and even attach images, videos, etc. Students can easily manage their projects, set deadlines, and track progress through online.
 5. **Microsoft Teams** – Popular tool for IT professionals and similar to Trello, it has several applications for **teachers and educators**. You can host meetings, chat, share files, and use every Microsoft Office app using Teams. Teachers can assign individual **notebooks** to students and provide them with real-time feedback. You can easily distribute exams, handouts, quizzes, and homework instantly to your students.
 6. **Online Coding Websites such as DataCamp, HackerRank, Coderbyte** - If you want your students to **learn how to code**, make sure it's practical. Practicing code on paper is a waste of time and kills the creative talent of the students. Using these websites, your students can learn several tricky problems.
 7. **Subject Specific Tools - ICT Tools for Teaching Mathematics - CueThink:** You can use this tool to teach how to solve math problems in four steps: understand, plan, solve, and review.



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• **Advantages of ICT**

- Cost Effective
- Educational resources for teachers and Upgraded Classrooms
- ICT in education promotes student engagement and knowledge retention
- ICT promotes E-learning or online learning

The list of the committee members attended the meeting are given below:

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