Office of the Principal & Dean  
Govt. Medical College Srinagar

Minutes of the meeting held on 4th February 2016 under the chairmanship of Principal/Dean, Government Medical College Srinagar to review the functioning of I.T. Section of GMC & Associated Hospitals. The following officers/officials attended the meeting:-

1. Prof. Kaisar Ahmad, Principal & Dean  
2. Dr. Farida Noor, HOD Forensic Medicine  
3. Ms. Shabnum Ara  
4. Ms. Rahila Majid  
5. Mr. Bharat Bhusan  
6. Mr. Muneer Ahmad  
7. Mr. Mohammad Tahir  

In chair
Chairman IT Sub Committee  
Assistant Programmer  
Assistant Programmer  
Computer Technician  
I/C Library (IT)

At the outset of the meeting, Chairperson IT Prof. Farida Noor introduced the staff working in IT section to the Principal & Dean GMC Srinagar.

1. Prof. Farida Noor Chairperson IT apprised the chair about the functioning of the IT Section of GMC Srinagar and informed that the correspondence made from different sections of GMC & Associated Hospitals relating to IT is not being routed through her office and needs adoption of proper procedure so that normal functioning of IT department is ensured. She also explained that whatever purchases for IT department has been made, she has not been taken into confidence first.

(SOLUTION)

Principal & Dean, GMC Srinagar has instructed that whatsoever correspondence relating to IT section must come from the Chairperson IT with her remarks and recommendations to ensure that IT section functions normally and up to the standards of high quality. It was also decided that in future whatever equipments and items are required for IT section, it should be endorsed and recommended by the Chairperson of IT department with specific recommendations and remarks.
2. The IT staff complained that IT section lacks in terms of basic infrastructure which hampers their normal work in the department like additional computers/batteries/computer chairs and computer tables etc.

**(SOLUTION)**

PMC instructed the Chairperson IT that she may submit detailed requisition as per actual requirement with full specifications and approved source so that the same can be placed before the next RCC meeting for final procurement of these items which are required in IT section for smooth functioning of the said section.

3. IT officials also brought to the notice of Principal/Dean that in absence of lease link BSNL back up for internet services, it becomes very difficult to provide internet services to the institution in case of technical snag to LAN / NIC.

**(SOLUTION)**

PMC instructed the Chairperson IT department for making detailed proposal of having lease line from BSNL as an additionality to the already working NIC. PMC instructed her for submission of comprehensive proposal / feasibility and cost estimation for proceeding ahead in the matter.

4. Cyber security also came under discussion. It was felt that we need cyber security to check the misuse of internet by the users. PMC accordingly instructed the Chairperson IT to come with a comprehensive proposal /cost estimation and justification to maintain proper check and avoid misuse of internet by the users.

5. It was also decided in the meeting that College Electrician will be assigned the job of maintaining proper electric voltage and rectification of the gadgets as and when need arises to avoid dropping of voltage to provide excellent internet services to the users.