Sub: Computer Management Committee (CMC)

The following Committee is constituted to periodically review and recommend various aspects of the computer requirements including internet bandwidth, fire-walls, software and hardware requirements and system related matters for computers on all the campuses of the Institute.

1) Prof. R.K. Chaudhuri - Chairman
2) Prof. Dipankar Banerjee - Member
3) Dr. Piyali Chatterjee - Member
4) Dr. Sharanya Sur - Member
5) Mr. Amit Kumar - Member
6) Mr. Anish Parwage - Convenor

The Annexure-1 contains the organizational structure of the Computer Division and a brief description of job assignments/responsibilities to individuals.

The Head of Computer Systems is authorized to approve procurement of computer-related peripherals and supply items costing up to a maximum of Rs.5,000/-. Items exceeding an expenditure of Rs.5,000/- will be processed through the Chair-CMC.

The Chair, CMC is authorized to approve computer-related peripherals and supply items up to and including Rs.10,000/-. The Chair-CMC will be the Reporting Officer for Mr. Anish Parwage. The CMC may submit its recommendations to the Director through the Dean.

Prof. Dipankar Banerjee will continue to oversee the ERP implementation.

This Order shall come into force with immediate effect and supersedes earlier orders issued in this regard.

Encl: a/a
Responsibilities

Anish

- Head of computer systems. Responsible for day-to-day operations and maintenance of IT services (excluding web and ERP)
- HPC: System administration and user assistance
- Nodal Officer for NKN
- In-Charge of the Institute computer center
- Operation and maintenance of antivirus server, license renewal of important Institute software and contract renewal of important IT related services
- Analysing IT requirements of different ongoing institute projects e.g. TMT & UVIT and helping out with their RFP designing if required

Fayaz

- System administrator for mail, ERP, FTP, anti-spam, cloud-storage, DNS, VPN, login and directory servers, DHCP server, print-server, printers and campus LAN/Wifi network
- System administrator for the project servers — UVIT-POC, webserver, Aditya, Kodaikanal data archive and CADS
- System administrator for the library servers — libsys, prints and koha
- Management of the cyberoam UTM and firewall
- Management of the storage servers (IPSAN)
- Operations and maintenance of institute data-center sub-systems — PAC, UPS and BMS
- In-charge of lecture capture facility at IIA for live streaming as well as offline availability of pre-recorded astronomy lectures delivered at IIA, on the internet
- Liaisons with the internet service providers (ISP) - NKN and Sify
  o To ensure quality of service and uptime

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Anish/Fayaz
- Liaisons with the IT support service provider – LOCUZ and technical contact for all aspects of IT support services
- Technical contact for all aspects related to ISP

Chinchu Mohanan K.
- Webmaster/Webadmin - Responsible for all web related activities in IIA and ensuring that the webserver is kept update with latest security packages/software
- ERP - Responsible for collecting inputs from different departments of IIA, liaison with ERP software vendor to implement the requirements and smooth functioning of ERP software package

Rekhesh
- In-charge of the project servers - TMT, UVIT-POC, Aditya, Kodaikanal data archive and CADS

NOTE: System administration includes day-to-day operations, security, software updates and hardware maintenance