

Memorandum

To: Rector

Through: Institute Registrar

From: Systems Analyst

Date: May 14, 2024

Subject: CLASSROOM EQUIPMENT ASSESSMENT REPORT AND URGENT
RECOMMENDED CORRECTIVE WORKS

Attached to this memo is an end-of-semester classroom equipment assessment report that indicates the current state of Projectors, HDMI Cables, PA Systems, Pointers, Microphones, etc. This report is regularly done at the end of each semester to inform the IT directorate and management of what corrective actions or measures to take to avoid a shutdown of the equipment.

Based on the current reports, below are the recommended works required to prevent interruptions to teaching during the semester.

RINGWAY CAMPUS

1. Replacement of 5m HDMI cables (**quantities required is 10 pieces**)
2. HDMI Wall Port replacement (**quantities required 1 piece**)

DZORWULU CAMPUS

3. Procurement of 20M HDMI cable for three classrooms (**quantities required 6 pieces**)
4. Laying of the 20M HDMI cable for the three classrooms, which will involve the chiselling of the wall, cable pulling through the ceiling, Painting of the chiselled area, temporal relocating of the podiums, floor tile removal and replacement after cabling, etc.
5. Backup purchase of display adapters (**quantities required 6 pieces**)

Conclusion

It is recommended that approval be given to the Procurement department to initiate processes to engage a vendor to resolve the above-listed issues before breakdowns interrupt teaching. The initial installer for the podiums should have installed in each classroom duplicate HDMI cables and a bigger PVC pipe. The duplicates would have ensured that projectors and podiums would always be running with fewer interruptions or breakdowns. With the current PVC pipe laid inside the wall, it makes it impossible to relay additional cables or even repair the existing cables. I pray that management urgently instructs the procurement department to work on this as urgently as possible to avoid interruptions to teaching and learning within the institute.

I look forward to your approval.

Thank you.

Sincerely,

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(Lamadeku Saviour Korku)

For Mr. Michael Tuffour - Director, ITS