



CIRCULAR

Date 30/11/2021

Subject: 5th Meeting of E-Governance Committee

Mode of Meeting: offline

This is to inform that the 5th meeting of the E-Governance Committee has been scheduled on 04/12/2021 at 10:00 A.M at Conference Room, Administrative Block.

All the Members are requested to attend the meeting.

The agenda's of this meeting are mentioned below.

Agenda Particulars

Agenda 1: Confirmation of Minutes of the Meeting held on 10th Mar 2021.

Agenda 2: Launch of online fee payment portal.

Agenda 3: Accounts digitization through Tally PRIME.

Agenda 4: Any other point to discuss with permission of chair.

A handwritten signature in black ink, appearing to read 'Neeraj' followed by a surname.

Neeraj Sharma
Coordinator

Copy to:

1. Principal
2. IQAC
3. E-Governance Committee Members



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MINUTES OF MEETING OF E-GOVERNANCE COMMITTEE

Minutes of Meeting of E-Governance Committee

Date : 04/12/2021 **Meeting Number : 5th**

Venue: Conference Room, Administrative Block

The meeting was attended by following members on 04/12/2021

Sr. No.	Name	Designation
1.	Mr. Neeraj Sharma	Coordinator
2.	Mr. Ramkunwar Khilery	Convener
3.	Mr. Amit Kumar	Member
4.	Mr. Surendra Singh Dua	Member
5.	Mr. Joy Kuttii Denial	Member
6.	Mr. Vinod Sharma	Member
7.	Mr. Arshad Nadeem	Member
8.	Mr. Kailash Ram	Member
9.	Mr. Sita Ram Raigar	Member

Welcome Note:

Mr. Neeraj Sharma initiated the 5th E-Governance Committee meeting, warmly welcomed all the participants. He expressed gratitude for their presence and highlighted the significance of the discussions ahead. He further presented the agenda for this meeting.

Sr. No.	AGENDA	DISCUSSIONS
1.	Confirmation of Minutes of the Meeting held on 10 th Mar 2021.	The members of the committee confirmed the Minutes of the Meeting held on 10 th Mar 2021 and supplied the Action Taken Report to all Committee Members.
2.	Launch of online fee payment portal.	Manual fee collection caused long queues and errors; an online payment gateway was needed for transparency.
3.	Accounts digitization through Tally PRIME.	Tally PRIME upgraded to latest version; staff training required.
4.	Any other point to discuss with permission of chair.	No other point to discuss.

Meeting Adjournment:

Mr. Neeraj Sharma expressed gratitude to all members for their participation and commitment. He emphasized the importance of collaboration in achieving the committee's goals and officially adjourned the meeting with thanks to everyone for their time and efforts.

**Neeraj Sharma
Coordinator**



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ATTENDANCE

The meeting was attended by following members on 04/12/2021

Sr. No.	Name	Designation	Signature
1.	Mr. Neeraj Sharma	Coordinator	
2.	Mr. Ramkunwar Khilery	Convener	
3.	Mr. Amit Kumar	Member	
4.	Mr. Surendra Singh Dua	Member	
5.	Mr. Joy Kuttii Denial	Member	
6.	Mr. Vinod Sharma	Member	
7.	Mr. Arshad Nadeem	Member	
8.	Mr. Kailash Ram	Member	
8.	Mr. Sita Ram Raigar	Member	



ACTION TAKEN REPORT

Major action taken report of 5th Meeting of E-Governance Committee held on 04/12/2021

Sr. No.	AGENDA	ACTION TAKEN
1.	Confirmation of Minutes of the Meeting held on 10 th Mar 2021.	The members of committee conferred the Action Taken Report and Minutes of the Meeting of the last Meeting.
2.	Launch of online fee payment portal.	Proposal for online fee payment forwarded to finance.
3.	Accounts digitization through Tally PRIME.	Tally PRIME training conducted.