



## CIRCULAR

**Date 04/04/2022**

**Subject: 6<sup>th</sup> Meeting of E-Governance Committee**

**Mode of Meeting: Offline**

This is to inform that 6<sup>th</sup> meeting of the E-Governance Committee has been scheduled on 08/04/2022 at 1:00 P.M. in EE Seminar Room.

All the Members are requested to attend the meeting.

The purpose of this meeting is to discuss on discussion on below mention agenda.

**Agenda      Particulars**

Agenda 1: Confirmation of Minutes of the Meeting held on 04<sup>th</sup> Dec 2021.

Agenda 2: Discussion on Annual Budget (FY 2022–23).

Agenda 3: Initiation of KOHA-based Library Automation

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

A handwritten signature in black ink, appearing to read 'Neeraj', is placed over the text above.

**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 : 08/04/2022**

**Venue: EE Seminar Hall**

**Meeting Number : 6<sup>th</sup>**

**The meeting was attended by following members on 08/04/2022**

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 6<sup>th</sup> 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 04 <sup>th</sup> Dec 2021.	The members of the committee confirmed the Minutes of the Meeting held on 04 <sup>th</sup> Dec 2021 and supplied the Action Taken Report to all Committee Members.
2.	Discussion on Annual Budget (FY 2022–23).	The members raised the demand for website maintenance, biometric attendance upgrades and requirements due to increased online activity due to Covid-19. Discussion on Annual Budget (FY 2022–23).
3.	Initiation of KOHA-based Library Automation	Library automation needs database structuring; KOHA installation planned.
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 08/04/2022

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 Kutti Denial	Member	
6.	Mr. Vinod Sharma	Member	
7.	Mr. Arshad Nadeem	Member	
8.	Mr. Kailash Ram	Member	
9.	Mr. Sita Ram Raigar	Member	



### **ACTION TAKEN REPORT**

Major action taken report of 6<sup>th</sup> Meeting of E-Governance Committee held on 08/04/2022

<b>Sr. No.</b>	<b>AGENDA</b>	<b>ACTION TAKEN</b>
1.	Confirmation of Minutes of the Meeting held on 04 <sup>th</sup> Dec 2021.	The members of committee conferred the Action Taken Report and Minutes of the Meeting of the last Meeting.
2.	Discussion on Annual Budget (FY 2021–22)	The committee after review forwards the demand for budget approval.
3.	Initiation of KOHA-based Library Automation	KOHA installation started.