



## CIRCULAR

**Date 01/11/2022**

**Subject: 7<sup>th</sup> Meeting of E-Governance Committee**

**Mode of Meeting: Offline**

This is to inform that 7<sup>th</sup> meeting of the E-Governance Committee has been scheduled on 11/11/2022 10:30 A.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 08<sup>th</sup> Apr 2022.

Agenda 2: The Online Public Access Catalog (OPAC) enabling for Library.

Agenda 3: Digitization of examination internal assessment.

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, is written over a horizontal line.

**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 : 11/11/2022

Venue: EE Seminar Hall

Meeting Number : 7<sup>th</sup>

**The meeting was attended by following members on 11/11/2022**

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 Kutti 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 7<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 08 <sup>th</sup> Apr 2022.	The members of the committee confirmed the Minutes of the Meeting held on 08 <sup>th</sup> Apr 2022 and supplied the Action Taken Report to all Committee Members.
2.	The Online Public Access Catalog (OPAC) enabling for Library.	OPAC should be accessible to students.
3.	Digitization of examination internal assessment.	Internal assessment entry made mandatory online.
4.	Any other point to discuss with permission of chair.	No more 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 11/11/2022

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



### ACTION TAKEN REPORT

Major action taken report of 7<sup>th</sup> Meeting of E-Governance Committee held on 11/11/2022

Sr. No.	AGENDA	ACTION TAKEN
1.	Confirmation of Minutes of the Meeting held on 08 <sup>th</sup> Apr 2022.	The members of committee conferred the Action Taken Report and Minutes of the Meeting of the last Meeting.
2.	The Online Public Access Catalog (OPAC) enabling for Library.	OPAC training conducted.
3.	Digitization of examination internal assessment.	Internal Assessment entry digitized.