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## CIRCULAR

**Date 01/12/2023**

**Subject: 9<sup>th</sup> Meeting of E-Governance Committee**

**Mode of Meeting: Offline**

This is to inform that 9<sup>th</sup> meeting of the E-Governance Committee has been scheduled on 07/12/2023 at 10:00 A.M. in EE Seminar Hall.

All the Members are requested to attend the meeting.

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

<b>Agenda</b>	<b>Particulars</b>
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Agenda 1:	Confirmation of Minutes of the Meeting held on 14 <sup>th</sup> Apr 2023.
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Agenda 2:	Strengthening Accounts: automated salary disbursement
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Agenda 3:	Library circulation automation via KOHA
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Agenda 4:	Any other point to discuss with permission of chair.
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**Dr. 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 : 07/12/2023	Venue: EE Seminar Hall
Meeting Number : 9 <sup>th</sup>	

The meeting was attended by following members on 07/12/2023

Sr. No.	Name	Designation
1.	Dr. 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:

Dr. Neeraj Sharma initiated the 9<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 14 <sup>th</sup> Apr 2023.	The members of the committee confirmed the Minutes of the Meeting held on 14 <sup>th</sup> Apr 2023 and supplied the Action Taken Report to all Committee Members.
2.	Strengthening Accounts: automated salary disbursement	It was suggested to make Disbursement of salary with automated system.
3.	Library circulation automation via KOHA	Library circulation should be shifted to KOHA.
4.	Any other point to discuss with permission of chair.	No other point to discuss.

#### Meeting Adjournment:

Dr. 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.

Dr. Neeraj Sharma  
Coordinator





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### ATTENDANCE

The meeting was attended by following members on 07/12/2023

Sr. No.	Name	Designation	Signature
1.	Dr. Neeraj Sharma	Coordinator	
2.	Mr. Ramkunwar Khilery	Convener	
3.	Mr. Amit Kumar	Member	
4.	Mr. Surendra Singh Dua	Member	— ABSENT —
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	



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### ACTION TAKEN REPORT

Major action taken report of 9<sup>th</sup> Meeting of E-Governance Committee held on 07/12/2023

Sr. No.	AGENDA	ACTION TAKEN
1.	Confirmation of Minutes of the Meeting held on 14 <sup>th</sup> Apr 2023.	The members of committee conferred the Action Taken Report and Minutes of the Meeting of the last Meeting.
2.	Strengthening Accounts: automated disbursement salary	Payroll automated.
3.	Library circulation automation via KOHA	Library circulation shifted to KOHA.