CIRCULAR

Date 02/05/2024

Subject: 10th Meeting of E-Governance Committee

Mode of Meeting: Offline

This is to inform that the 10th meeting of the E-Governance Committee has been scheduled for 06/05/2024 at 10:30 A.M. in the EE Seminar Hall.

All the Members are requested to attend the meeting.

The purpose of this meeting is to discuss the items on the mentioned agenda.

Agenda   Particulars

Agenda 1: Confirmation of Minutes of the Meeting held on 07th Dec 2023.

Agenda 2: Discussion on Annual Budget (FY 2024–25).

Agenda 3: E-waste collection under ICT audit

Agenda 3: Requirement of ERP software.

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

Dr. Neeraj Sharma
Coordinator

Copy to:
1. Principal
2. IQAC
3. E-Governance Committee Members

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GLOBAL INSTITUTE OF TECHNOLOGY

MINUTES OF MEETING OF E-GOVERNANCE COMMITTEE

Minutes of Meeting of E-Governance Committee	
Date : 06/05/2024	Venue: EE Seminar Hall
Meeting Number : 10th	

The meeting was attended by following members on 06/05/2024

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 10th 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 07th Dec 2023.	The members of the committee confirmed the Minutes of the Meeting held on held on 07th Dec 2023and supplied the Action Taken Report to all Committee Members.
2.	Discussion on Annual Budget (FY 2024–25).	The members put up the annual budget for FY 2024-25 next to the committee.
3.	E-waste collection under ICT audit	E-waste will be collected in designated store and vendors will be communicated for further disposal.
4.	Requirement of ERP software.	Requirement of ERP software was raised. Committed suggested to call the vendors for demonstration of software.
5.	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 06/05/2024

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	
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 10th Meeting of E-Governance Committee held on 06/05/2024

Sr. No.	AGENDA	ACTION TAKEN
1.	Confirmation of Minutes of the Meeting held on 07th Dec 2023.	The members of committee conferred the Action Taken Report and Minutes of the Meeting of the last Meeting.
2.	Discussion on Annual Budget (FY 2024–25).	The committee forwarded the budget for approval of management after review.
3.	E-waste collection under ICT audit	E-Waster store established and vendors were called.
4.	Requirement of ERP software.	Vendors were called for demonstration and forwarded the recommendation for budget approval.

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