CIRCULAR

Date 21/04/2025

Subject: 12th Meeting of E-Governance Committee

Mode of Meeting: offline

This is to inform that the 12th meeting of the E-Governance Committee has been scheduled for 25/04/2025 at 10:00 A.M at EE Seminar Hall.

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 09th Nov 2024.

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

Agenda 3: Need to redesign of College website.

Agenda 3: Review of the availability of functionality of CCTV cameras in the campus.

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

Dr. Sangeeta Gupta
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: 25/04/2025	
Venue: EE Seminar Hall	
Meeting Number: 12th	

The meeting was attended by following members on 25/04/2025

Sr. No.	Name	Designation
1.	Dr. Sangeeta Gupta	Coordinator
2.	Mr. Ramkunwar Khilery	Member
3.	Mr. Pankaj Jain	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. Sangeeta Gupta initiated the 12th E-Governance Committee meeting, warmly welcomed all the participants. She expressed gratitude for their presence and highlighted the significance of the discussions ahead. She further presented the agenda for this meeting.

Sr. No.	AGENDA	DISCUSSIONS
1.	Confirmation of Minutes of the Meeting held on 09th Nov 2024.	The members of the committee confirmed the Minutes of the Meeting held on held on 09th Nov 2024and supplied the Action Taken Report to all Committee Members.
2.	Discussion on Annual Budget (FY 2024–25).	The demand of budget was proposed for requirement of WiFi enhancement, CCTV, ERP and biometric attendance etc.
3.	Need to redesign of College website.	New website layout approved.
4.	Review of the availability of functionality of CCTV cameras	Committee directed to IT cell to review the functionality of existing CCTV cameras to maintain the safe and secure environment.
5.	Any other point to discuss with permission of chair.	No other point to discuss.

Meeting Adjournment:

Dr. Sangeeta Gupta expressed gratitude to all members for their participation and commitment. She 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. Sangeeta Gupta
Coordinator

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ATTENDANCE

The meeting was attended by the following members on 25/04/2025

Sr. No.	Name	Designation	Signature
1.	Dr. Sangeeta Gupta	Coordinator	*Sangita*
2.	Mr. Ramkunwar Khilery	Member	*signature*
3.	Mr. Pankaj Jain	Member	*signature*
4.	Mr. Surendra Singh Dua	Member	*S. Dua*
5.	Mr. Joy Kutti Denial	Member	*signature*
6.	Mr. Vinod Sharma	Member	*signature*
7.	Mr. Arshad Nadeem	Member	*signature*
8.	Mr. Kailash Ram	Member	ABSENT
9.	Mr. Sita Ram Raigar	Member	*signature*

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ACTION TAKEN REPORT

Major action taken report of 12th Meeting of E-Governance Committee held on 25/04/2025

Sr. No.	AGENDA	ACTION TAKEN
1.	Confirmation of Minutes of the Meeting held on 09th Nov 2024.	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 reviewed the demand as per requirement and forwarded for approval of budget.
3.	Need to redesign of College website.	Website redesign work initiated.
4.	Review of the availability of functionality of CCTV cameras	IT cell indentified the cameras which were not working and did the needful to make them functional.