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CIRCULAR

Date 28/10/2025

Subject: 13th Meeting of E-Governance Committee

Mode of Meeting: offline

This is to inform that the 13th meeting of the E-Governance Committee has been scheduled on 04/11/2025 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 25th Apr 2025.

Agenda 2: Organizing a session to educate new faculty about working of StudyBase.

Agenda 3: Discussion on verification of uploading of COs, POs, and PEOs on college website.

Agenda 4: Nomination of new member in the committee.

Agenda 5: Any other point to discuss with permission of chair.

S. Gupta
Dr. Sangeeta Gupta
Coordinator

Copy to:

1. Principal
2. IQAC
3. E-Governance Committee Members



GLOBAL
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MINUTES OF MEETING OF E-GOVERNANCE COMMITTEE

Minutes of Meeting of E-Governance Committee

Date: 04/11/2025

Venue: EE Seminar Hall

Meeting Number: 13th

The meeting was attended by following members on 04/11/2025

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. Tanmay Garg	Member
8.	Mr. Kailash Ram	Member
9.	Mr. Sita Ram Raigar	Member

Welcome Note:

Dr. Sangeeta Gupta initiated the 13th 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.

S. No.	AGENDA	DISCUSSIONS
1.	Confirmation of Minutes of the Meeting held on 25 th Apr 2025.	The members of the committee confirmed the Minutes of the Meeting held on 25 th Apr 2025 and supplied the Action Taken Report to all Committee Members.
2.	Organizing a session to educate new faculty about working of StudyBase	New faculties reported that they have difficulty to understand the functioning of StudyBase. Therefore, requested to organize a training session, which was approved.
3.	Discussion on verification of uploading of COs, POs, and PEOs on college website	Coordinator directed Hods to communicate with relevant faculty members and expert to insight the accuracy and completeness of the uploaded outcomes.
4.	Nomination of new member in the committee.	Mr. Tanmay Garg was nominated as new member in the committee.
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



ATTENDANCE

The meeting was attended by the following members on 04/11/2025

Sr. No.	Name	Designation	Signature
1.	Dr. Sangeeta Gupta	Coordinator	
2.	Mr. Ramkunwar Khilery	Member	
3.	Mr. Pankaj Jain	Member	
4.	Mr. Surendra Singh Dua	Member	—ABSENT—
5.	Mr. Joy Kuttu Denial	Member	
6.	Mr. Vinod Sharma	Member	
7.	Mr. Tanmay Garg	Member	
8.	Mr. Kailash Ram	Member	
9.	Mr. Sita Ram Raigar	Member	



ACTION TAKEN REPORT

Major action taken report of 13th Meeting of E-Governance Committee held on 04/11/2025

Sr. No.	AGENDA	ACTION TAKEN
1.	Confirmation of Minutes of the Meeting held on 25 th Apr 2025.	The members of committee conferred the Action Taken Report and Minutes of the Meeting of the last Meeting.
2.	Organizing a session to educate new faculty about working of StudyBase	Faculties were trained on the StudyBase mobile Application and on website.
3.	Discussion on verification of uploading of COs, POs, and PEOs on college website	Relevant faculty members gave their insights to update the outcomes, if any.
4.	Nomination of new member in the committee.	Mr. Tanmay Garg joined the committee as new member in place of MR. Arshad Nadeem.