

MINUTES OF MEETING

Ref.: GLB/RO/2022/WMDC/002

Date: 05.03.2022

An online routine meeting of Website Maintenance & Development Committee (WMDC) was held on **04.03.2022** at 3:00 PM.

The following attended the meeting –

		<i>Designation in the Committee</i>
1. Dr. Neeta Awasthy	Director	Chairperson
2. Mr. Vipin Dhiman	Registrar	Convener
3. Dr. Mandhir Verma	Coordinate - B.Tech-1st Yr	Executive Member
4. Dr. Nakshatresh Kaushik	Head-MoS	Executive Member
5. Mr. Nishant Kumar	Head-CE	Executive Member
6. Dr. Mandhir Verma	Coordinator- IQAC	Member
7. Mr. Neeraj Garg,	Sr. Manager – T&P Cell	Member
8. Mr. Ashish Agrawal	Deptt Nominee	Member
9. Mr. Gaurav Kumar	Deptt Nominee	Member
10. Ms. Stuti Gautam	Deptt Nominee	Member
11. Dr. Bholey Singh	Coordinator, Anti-Ragging Comm.	Member
12. Dr. Shika Govil	Coordinator, Women Cell	Member
13. Dr. Ajay Upadhyay	Coordinator, UBA Cell	Member
14. Mr. Vivek Bhardwaj,	Programmer & Analyst	Technical Member

The following excused for the meeting –

1. Dr. Rama Kant	Head - CSE	Executive Member
2. Mr. Nitin Kumar Sahu	Head - ECE	Executive Member
3. Ar. Tania Bera	Head-Architecture	Executive Member
4. Mr. Udayvir Singh	Head-ME	Executive Member
5. Mr. Sanjiv Agrawal	Controller of Examinations	Member
6. Mr. Sanjiv Singh	Alumni Association	Member

1. The undersigned welcomed the Chair and other members in the meeting and briefed the agenda as mentioned below –
 - To discuss the last minutes of meeting.
 - To see update of activities and events took place after the last meeting.

2. The undersigned presented the googlesheet before the Committee to show how we ensure that activities & events being carried are getting updated on our college website.

Where the data/information of any activity didn't update, the concerned person was requested to provide brief information as well as photographs (geo-tag photos where applicable) to the Technical Member to enable him to upload the same.

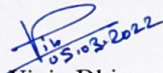
3. All the Coordinators of other Committees and Cells (like Anti-Ragging Committee, IQAC, Women Cell, etc.) were also to keep relevant information updated at our college website under their respective proceeding page under Committee Tab.



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4. It was also requested that all new activity/event should be informed to Mr. Vivek Bhardwaj, Technical Member in advance to enable him to make announcement at college website. [Club Incharge]
5. Mr. Neeraj Garg, Sr. Manager - T&P was requested to get update the Placement Tab/Page. Also requested that if needed, respective page of GLBITM may be referred for reference.
6. The functionality of the Media tab was also displayed.
7. The followings were suggested –
 - a) By *Dr. Mandbir Verma*: To display type of document alongside its date under the Proceeding page of respective committee for better understanding.
 - b) By *Mr. Gaurav Kumar*: The Knowledge Sharing Session (KSS) being carried out may be displayed somewhere at college website. [ICC]

The suggestions were recorded with a narration to work on it in coming days.

The meeting ended with thank you note.


05.03.2022
Vipin Dhiman
Registrar
Convener-WMDC

Approved by

Dr. Neeta Awasthy
Director
Chairperson-WMDC

Circulation through email –

- All Committee Members
- College Website