# MINUTES OF MEETING

Ref.: GLB/RO/2022/WMDC/001

Date: 05.02.2022

An online meeting to present and discuss the Draft of Website Maintenance & Development Committee (WMDC) was held on 03.02.2022 at 3:30 PM through googlemeet. The meeting was chaired by the Director.

The following attended the meeting –

1. Dr. Neeta Awashty
   Director

2. Mr. Vipin Dhiman
   Registrar

3. Mr. Mandhir Kumar Verma
   Head – B.Tech-1st Year &
   Coordinator-IQAC

4. Dr. Rama Kant
   Head – CSE &
   Faculty I/c – Alumni Relations

5. Mr. Nitin Kumar Sahu
   Head – ECE

6. Ar Tania Bera
   Head – Architecture

7. Dr. Nakshatresh Kaushik
   Head – MoS

8. Mr. Vivek Bhardwaj
   Programmer & Analyst &
   Web Master

1. The undersigned welcomed the Chair and other members in the meeting and presented the Draft of WMDC before everyone. The objective and role & responsibility were elaborated and discussed.

2. It was also discussed that there should be a team to check the website on following technical parameters but not limited to –

   a) Functionality
   b) Usability
   c) Interface
   d) Database
   e) Compatibility
   f) Performance
   g) Security
   h) Crowd Testing

   And the HoD-CSE was requested to look into it and to nominate 1-2 faculty member & 2-3 students from his respective department who can shoulder the responsibility of the above.

3. All HoDs were also requested to nominate atleast 01 faculty member from his/her respective department by 07-02-2022 to the Registrar to discharge his/her responsibilities as Member of WMDC.

4. A unanimous consent on the draft was made with a suggestion to add Faculty Mentors of Student Clubs and other Head of the various committees in the WMDC as Member, Ex-Officio to make it more effective.

The meeting ended with a thank you note.

Approved by

Vipin Dhiman
**Registrar**

Dr. Neeta Awashty
**Director**

Circulation through email –

- All Committee Members
- All faculty & staff members