MINUTES OF MEETING

Ref No.: GLBGI/WMDC/2022/004   Date: 17/06/2022

A review meeting of Website Maintenance & Development Committee (WMDC) was held on **16/06/2022** at 4:00 PM in the office of Chairperson.

The following attended the meeting –

	Name	Designation	Designation in the Committee
1.	Dr. Neeta Awasthy	Director	Chairperson
2.	Mr. Vipin Dhiman	Registrar	Convener
3.	Dr. Rama Kant	Head-CSE	Executive Member
4.	Mr. Nitin Kumar Sahu	Head-ECE	Executive Member
5.	Mr. Udayvir Singh	Head-ME	Executive Member
6.	Mr. Nishant Kumar	Head-CE	Executive Member
7.	Dr. Nakshatresh Kaushik	Head-MoS	Executive Member
8.	Dr. Mandhir Verma	Head-B.Tech.(1st Year)	Executive Member
9.	Ar. Tania Bera	Head-Architecture	Executive Member
10.	Mr. Vivek Bhardwaj	Programmer & Analyst	Technical Member

Agenda of the meeting

1. HoDs to check their Department's presentation on the website and suggest with the write-ups
2. HoDs to check the events and their writeups on the website
3. Webmaster to show any new addition on the website
4. Registrar to show any policy/ procedure/ form appearing on the website to improve the system

Minutes

1. The Chairperson asked the technical member of the committee to project the website and also asked to show any changes done after last meeting i.e., 28/04/2022.
2. The technical member demonstrated the website changes that includes –
   a. Introduction of Circulars tab at the top bar of the website.
   b. Introduction of IQAC tab at the top bar of the website. IQAC (Internal Quality Assurance Cell) is also present in the Academic Tab of the main menu.
   c. Previously all the headings (introduction, objectives, strategies, tasks, constitution, proceedings and AISHE) in IQAC were in the single page. Now different pages have been introduced for each heading facilitating the stakeholder to fetch the relevant information in reduced time.
   d. The web pages related to the department of Management & Business Studies were also projected and a few intakes for updation were proposed by Dr.

Nakshatresh Kaushik, Head-MoS for Vision & Mission, Achievements and BizMaestro Newzine tabs.

e. The website of **beehive**, Institution's Innovation Council was also viewed and had following observations –

   i. Following hierarchy should be followed –

     1. Patron,

     2. President & Vice-President, and

     3. Other team members

   ii. The content regarding Courses, Training, Mentorship and How to ...? should be developed and should be presented in different webpage related to it.

       [By: Vice-President, IIC till 10/07/2022]

   iii. Brief explanation of the structure of **beehive** has to be written.

       [By: Director till 24/06/2022]

   iv. Student teams to be created under the name Creators, Thinkers, Leaders, Coders, Dreamers, Rebels, Artists, Social Catalysts and Environmentalist.

       [By: Vice-President, IIC till 10/07/2022]

   v. Details of NVIDIA Learning & Research Lab to be introduced.

       [By: Director till 24/06/2022]

The meeting ended with thank you note with the view that the rest of the agenda will be discussed in the next meeting.

Vipin Dhiman
Registrar
Convener – WMDC

Prof. Neeta Awasthy
Director
Chairperson – WM DC

Circulation through –

- Email to all committee members
- College Website