WEBSITE/ IT COMMITTEE

Meeting Details

Session: Morning

Date: 12/02/2025

Time: 11:00 am

Venue: IQAC Office

Chairperson: Dr. Laxmi Rai, Assistant Professor cum Coordinator IQAC

Minute Secretary: Dr. Bitu Subba, Assistant Professor cum Convenor Website /IT Committee

ATTENDANCE
Present:

1. Shri. Rajesh Dhungel, Vice Convenor

2. Shri. Lokesh Chettri, Member

3. Shri. Indra Pradhan, Member

4. Shri. Passang Bhutia, Member

1. CALL TO ORDER

Meeting called to order at 11:00 am by the Convenor. Quorum confirmed: ☐ Yes ☐ No

First meeting of the Website/IT Committee (New)

2. AGENDA ITEMS

Progress Regarding:

1. Maintenance and update of the official website of the college.

2. Timely uploading of notices, circulars, reports etc.

3. Coordination with different committee and departments regarding online publication on college website.

4. Use of ICT in teaching, learning and administration.

Item 1: Shri Indra Pradhan & Shri. Lokesh Chettri

As both the members were part of Website/IT Committee since inception highlighted overall progress regarding the maintenance and update of the college website. The website has been regularly maintained and updated accordingly from the information passed from the Principal Office and various department/committee. Indra Sir informed the committee regarding the Database/Surveillance work on progress in the college campus. Meanwhile Lokesh Sir

informed the setting up of Database management system which is crucial for maintaining college and website database.

Item 2. Shri Passang Bhutia

Since Passang Sir is working in Principal Office so by default every circular which notifies from Principal Office is dealt by him in coordination with Indra Sir and Lokesh Sir. Thus, notification/circular from Principal Office is regularly maintained and uploaded in coordination with Website/IT Committee till date. Due to robust internet connectivity from NIC and BSNL till now there have been no any technical glitches.

Item 3. Shri Rajesh Dhungel

As Rajesh Sir was the founding member in the website development committee of college and also the Vice Convenor of the present committee put forwarded insights regarding how to make the Website/IT system more robust, efficient and reliable in coming days. He emphasised on the one common website for both College general and Library where the server can be user friendly to navigate.

Item 4. Dr. Bitu Subba

In context of ICT tools support regarding teaching, learning and administration the formation of students groups in the form Student Quality Squad (SQS) and Student Peer Circles (SPC). It would extensively aid the whole ICT system in college where student will not only get know the skills but also aid the college in their capacities.

Overall Resolution/Action: The meeting extensively discussed about the present scenario and work progess of the Website and IT facilities in the college. The members especially from the IT Department highlighted the upgradation of the IT in the campus through PMUSHA which would definitely enhance the IT structure in the college.

Meanwhile few suggestions has come up through the meeting looking at the immediate implementation of **NEP 2020** in next semester and upcoming **NAAC 3ʳᵈ Cycle (online)** which would be totally online accreditation which are as follows:

1. **Appointment of one IT Personnel** (who can handle Database) would help smooth functioning of the Database management system.

2. **Appointment of one technical staff** (expert/proficient in website and online data management) expert exclusively for the IQAC Cell taking in consideration of the NAAC 3rd Cycle online accreditation.

3. **Library website to be created** with One Nation One Subscription (ONOS) which should be integrated in college website.

4. Server Engineer to give **training of database management system setup** for the newly appointed technical supervisor along with the IT faculty within the ongoing project i.e. setting up of database and surveillance system of PMUSHA in college for 10-15 days.

5. Procurement of **External Hard Drive** for offline backup for website and college database of atleast **20 TB**.

ADJOURNMENT- Meeting ended with the vote of thanks by the Convenor towards the Chairperson, Vice Convenor and the members of the Committee for the fruitful discussion and successful completion of the meeting.

Meeting adjourned at 11: 40 am.

Minutes prepared by: Dr. Bitu Subba

Signature:

Chairperson- Dr Laxmi Rai _____

Convenor- Dr. Bitu Subba _____

Vice Convenor- Shri Rajesh Dhungel _____

Members:- Shri Indra Pradhan _____

Shri Lokesh Chettri _____

Shri Passang Bhutia _____

Date: 12/2/2025.