

# **Committee Management**



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**Topic:** User Login

### **Prerequisite:**

1. User should be registered into JUNO Campus.

Roles: Admin/Faculty/Staff/Student

Path: <a href="http://erp.himtu.ac.in">http://erp.himtu.ac.in</a> Enter Username and Password then click on Login Button.

#### Admin/Faculty/Staff/Student login screen:





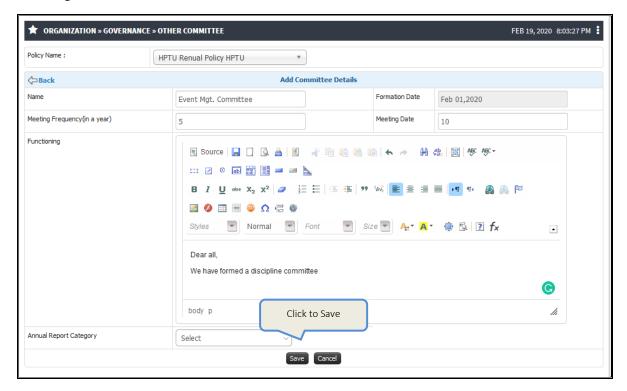
Topic: Create new committee

#### **Prerequisite:**

1. User should be registered into JUNO Campus.

Roles: Head Admin

Path: Organization >> Governance >> Other Committee



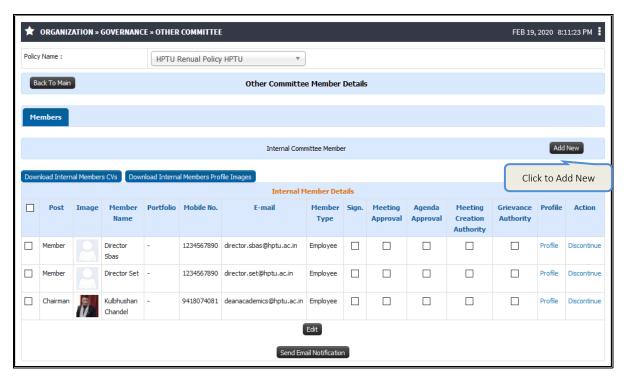


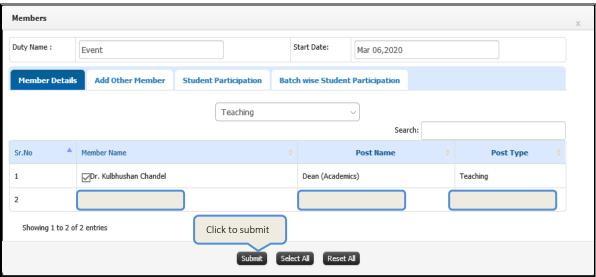
Topic: Add members in committee

#### Prerequisite:

1. User should be registered into JUNO Campus.

Roles: Head Admin





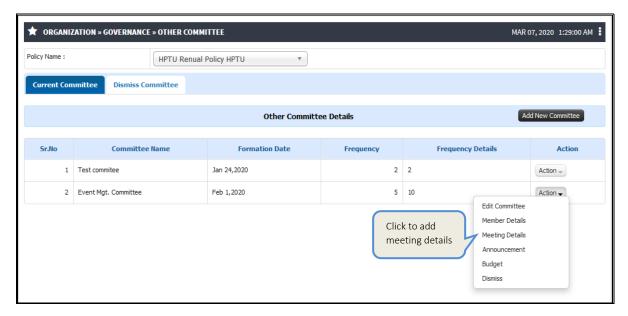


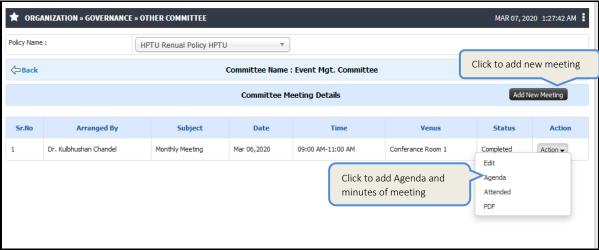
**Topic:** Add external Members in committee

Members					
Duty Name :	Obervation	Start Date: Mar 06,	2020		
Member Details	Add Other Member	Student Participation Batch wise Student Participa	tion		
Search Employee		Avni Sharma × Search for external person			
Click to save member					



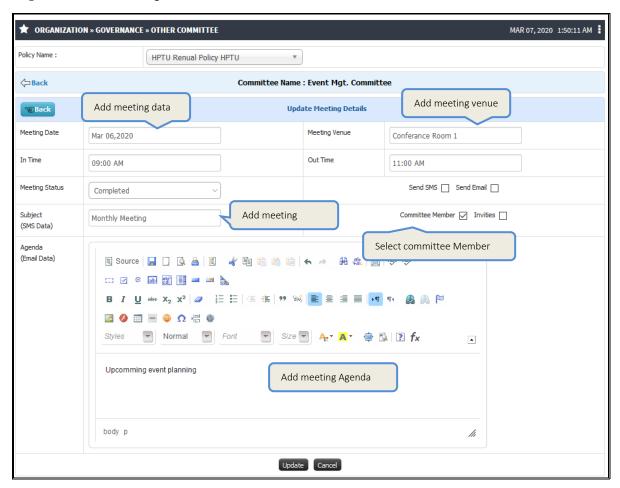
Topic: Schedule meeting define agenda and capture minutes of meeting







**Topic:** Schedule meeting of committee





### **Meeting Report**



## Himachal Pradesh Technical University



### Himachal Pradesh Technical University

Gandhi Chowk, Hamirpur, Himachal Pradesh

### Proceedings of Event Mgt. Committee Meeting

### Convened Details

Meeting: Chairman and Secretary

Meeting Date : Mar 06,2020
Meeting Subject : Monthly Meeting

Meeting Time: 09:00 AM To 11:00 AM Meeting Venue: Conferance Room 1

Meeting Description: Upcomming convocation planning

### Meeting Agenda

Director Sbas Director Set Kulbhushan Chandel
[Member] [Member] (Meeting Creation Authority)
[Chairman]

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