

Online Meeting & Document Management System

The main objective of this System is to provide an Online Web-based solution to the employees for **Managing and keeping a track of Committees, Meetings and their relevant Documents.**

This system incorporates various innovative features, including few new functionalities which have been implemented for the first time at BHEL Bhopal:

- **Document Storage on server**

To facilitate storing of Documents/files in central server, for all committees and meetings, which can easily be accessible by committee / meeting members

- **Auto search Feature**

To facilitate addition of members/invitees to committee/meeting this feature searches the name of employees from employee records in database as soon as the user starts to key in the name of an employee.

- **Meeting / Committee Management Comprehensive Dashboard**

To provide all the details of meetings / Committees on a single screen, where all the relevant Actions can be performed on a single click.

- **Email updates**

Regular email notifications to committee / meeting members in case of any action taken on Committees / Meetings.

- **Linking of Committees , Meetings and Documents**

This system links all Meetings / Documents to their respective Committees, which facilitates easy Management and sequential Tracking.

Online Meeting & Document Management System

System Details

Login Page

This page takes in the username (staffno of employee) & the password and grant access of the system if the credentials match with the database. For the ease of use, login credentials have been kept same as those for the employee portal.



21:24:37 Sunday 16th June 2013

Welcome to Meeting Management Portal

Employee Login
(Login details are same as Employee Portal)

Staff No

Password

Login

Website Designed by : Informatics Center BHEL Bhopal.
Best viewed in 1280 x 1024 screen resolution.

Login Error Page

In case a person tries to use the system without proper login credentials this error page displays on the screen prompting the person to go to login page and enter valid login details.



21:55:40 Sunday 16th June 2013


Incorrect StaffNo or Password. Please try again!!!

[Go to Login page!!](#)

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Online Meeting & Document Management System

Committee / Groups Management



भारत हेवी इलेक्ट्रिकल्स लिमिटेड, भोपाल
Bharat Heavy Electricals Limited, Bhopal

Welcome SHRI RAJNEESH RAI14:02:49 Friday 6th September 2013

Meetings/EventsCommittee/GroupLogout

My Committees

Create

Upload Committee Files

Mail Committee

My Schdeuled Meetings

Meeting ID (Click to edit)	Objective	Date & Time	Duration	Venue	Creator	My Role	Reminder	Action
IFX_4	test	14:00, 07-SEP-2013	2 hours	test	SHRI RAJNEESH RAI	Creator	Send	Cancel

[View Past Meetings](#)

Create Committee

This option is available **under the Committee / Group tab**, where a user can enter primary committee details to create a new committee. This page **instantly checks the database for availability of a valid committee id and notifies the user** about the same at runtime.



भारत हेवी इलेक्ट्रिकल्स लिमिटेड, भोपाल
Bharat Heavy Electricals Limited, Bhopal

Welcome SHRI VIVEK PATHAK12:41:36 Wednesday 10th July 2013

Meetings/EventsCommittee/GroupLogout

Create Committee

Committee ID : ✓ Valid(3 to 6 characters)

Committee Name :

Formation Date :

July 2013

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

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Online Meeting & Document Management System

Committee Creation Details Page

This is the next page which shows up after the user creates the committee and fills up the details of the committee such as objective, convener, chairperson, members, department etc.



भारत हेवी इलेक्ट्रिकल्स लिमिटेड, भोपाल
Bharat Heavy Electricals Limited, Bhopal

Welcome SHRI VIVEK PATHAK12:46:28 Wednesday 10th July 2013

Meetings/EventsCommittee/GroupLogout

Create Committee

Committee ID : UVWX
Committee Name : Final Test Committee
Formation Date : 10-Jul-2013

Please enter committee details

Committee Objective : To finally check all features of Meeting Management System

Convener : Dept. IFX Name: SHRI RAJNEESH RAI (minimum 3 characters)

Chairperson : Dept. IFX Name: SHRI RAJNEESH RAI (minimum 3 characters)

Area : Testing portal

Department : IFX

Committee Members : Dept. IFX Name: SHRI SATISH ASNANI (minimum 3 characters) Add Member

Name	Designation	Department	Remove
SHRI SATISH ASNANI	MANAGER	IFX	Remove
SHRI VIVEK PATHAK	SR.MANAGER	IFX	Remove

Remarks : Please ignore the email as this is a committee for final testing.

Submit

Autosuggest feature

This feature automatically **searches employee names** as the user types them into the text field so that correct persons from the huge database of employees can be added to the meeting/committee details without any hassles to the end user and with latest updated details obtained from the database.

This has been used extensively on Committee/Meeting creation pages and Committee/Meeting updation pages to add names convener, chairperson and members/invitees.

Committee Members : Dept. IFX Name: v (minimum 3 characters) Add Member

- VIJAY P KAUSHALYAYAN
- SHRI VANDIT BHATIA
- SHRI AJAY KUMAR VERMA
- SHRI P N MALVIYA
- SHRI VIVEK PATHAK
- SHRI S N SHRIVASTAVA
- SHRI R S YADAV

Online Meeting & Document Management System

Committee Creation Confirmation Page

Once all the committee details have been successfully entered into the database a confirmation message is displayed to the user with an instant file upload option to upload a file for that committee, such as Approval notes and others.



भारत हेवी इलेक्ट्रिकल्स लिमिटेड, भोपाल
Bharat Heavy Electricals Limited, Bhopal

Welcome SHRI VIVEK PATHAK12:47:02 Wednesday 10th July 2013

Meetings/EventsCommittee/GroupLogout

Create Committee

Details for [Final Test Committee](#) entered successfully !!

Upload a file for Final Test Committee

Choose a file to upload: Browse...

Upload File

This is also **notified to all the committee members via automated emails with committee details** sent to their email accounts.

Online Meeting & Document Management System

Meeting/Events Management

The screenshot shows a web browser window with the URL <http://10.4.2.32:7788/Meeting/MyMeetings.jsp>. The page header includes the BHEL logo and the text "भारत हेवी इलेक्ट्रिकल्स लिमिटेड, भोपाल" and "Bharat Heavy Electricals Limited, Bhopal". A welcome message "Welcome SHRI RAJNEESH RAI" is displayed on the left, and the date "14:06:37 Friday 6th September 2013" is on the right. The navigation menu includes "Meetings/Events", "Committee/Group", and "Logout". The "My Meetings" section is active, showing a table of scheduled meetings. The table has columns: Meeting Type, Objective, Date & Time, Duration, Venue, Creator, My Role, Reminder, and Action. One meeting is listed with the type "test", objective "test", date "14:00, 07-SEP-2013", duration "2 hours", venue "test", creator "SHRI RAJNEESH RAI", and role "Creator". The "Action" column contains links "Send" and "Cancel". A link "View Past Meetings" is located below the table.

Meeting Type	Objective	Date & Time	Duration	Venue	Creator	My Role	Reminder	Action
test	test	14:00, 07-SEP-2013	2 hours	test	SHRI RAJNEESH RAI	Creator	Send	Cancel

Create Meeting

This page **under the Meetings / Events tab** gives the user options to create meetings of the committees of which he is a member. Various details related to the meeting has to be added. A feature has been given to add special invitees to the meetings and also to exclude existing committee members from a meeting.

The screenshot shows the "Create Meeting" form. The form includes fields for Committee (COM5 - 5th Committee), Type of Meeting (Testing Meeting Creation), Meeting Objective (Check all functionalities of Meeting Management System), Meeting Date (12-Jul-2013), Time (11:00), Duration (2 hours), Venue (IFX Conference Hall), Convener (Dept. IFX, Name: SHRI RAJNEESH RAI), Chairperson (Dept. IFX, Name: SHRI VIVEK PATHAK), Concerned GM Area (Dept. IFX, Name: SHRI VIVEK PATHAK), Department (AME), and Meeting Invitees (Dept. IFX, Name: SHRI SATISH ASNANI). There is an "Add Member" button next to the Meeting Invitees field. Below the form, there is a table listing the invitees:


Name	Designation	Department	Remove
SHRI RAJNEESH RAI	SR. ENGINEER	IFX	Remove
SHRI VIVEK PATHAK	SR. MANAGER	IFX	Remove
SMT SUMAN EKKI DIXON	MANAGER	IFX	Remove

At the bottom, there is a "Remarks" field with the text "This page works fine." and a "Submit" button.

Online Meeting & Document Management System

Meeting Creation Confirmation Page

Once all the meeting details have been successfully entered into the database a confirmation message is displayed to the user with an instant file upload option to upload a file for that meeting.



भारत हेवी इलेक्ट्रिकल्स लिमिटेड, भोपाल
Bharat Heavy Electricals Limited, Bhopal

Welcome SHRI RAJNEESH RAI12:06:05 Wednesday 10th July 2013

Meetings/EventsCommittee/GroupLogout

Create Meeting

Details for Testing Meeting Creation entered successfully !!

Upload a file for Testing Meeting Creation

Choose a file to upload: No file selected.

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Once the meeting has been created successfully a **mail regarding the same is sent to all the meeting invitees from Meeting and Document Management System** notifying about their new meeting and it's details.

Online Meeting & Document Management System

Update Committee

This option is available to convener/chairperson/creator of a committee, in order to modify details of the committee, to add or remove members and also to add documents.

The committee members can also view the list of files uploaded to the committee.



भारत हेवी इलेक्ट्रिकल्स लिमिटेड, भोपाल
Bharat Heavy Electricals Limited, Bhopal

Welcome SHRI RAJNEESH RAI

12:26:41 Wednesday 10th July 2013

Meetings/EventsCommittee/GroupLogout

Update Committee

Committee ID : COM1

Committee Name : Committee 1

Please update committee details

Formation Date : 26-jun-2013

Committee Objective : Checking input field filling in committee update page

Convener : Dept. IFX Name: DR MUKESH ARORA (minimum 3 characters)

Chairperson : Dept. IFX Name: SHRI DHEEMAN SEN (minimum 3 characters)

Area : Update Area

Department : FMM

Committee Members : Dept. AME Name: (minimum 3 characters) Add Member

Name	Designation	Department	Remove
SHRI SATISH ASNANI	MANAGER	IFX	Remove
SHRI VIVEK PATHAK	SR.MANAGER	IFX	Remove

Remarks : No marks

Files :

File Name	Delete
MIDSEM PRESENTATION.pdf	Delete

[Upload more files](#)

Submit

After the convener/chairperson/creator updates the details in the fields if required and submits the page it gives a confirmation message stating the successful updation of committee and **immediately informs the same to all committee members through email.**

Online Meeting & Document Management System

Update Meeting

This option is available to convener/chairperson/creator of a meeting, so as to update details of the meeting and to add or invitees as per the requirements, only for upcoming meetings.

The meeting members can also view the list of files in a tabulated view, uploaded for the meeting

Meetings/Events Committee/Group Logout

Update Meeting

Meeting ID :	COM5_5																		
Meeting Type :	Testing Meeting Creation																		
Please enter meeting details																			
Meeting Objective :	<input type="text" value="Check all functionalities of Meeting Management System"/>																		
Meeting Date :	<input type="text" value="12-jul-2013"/>																		
Time :	<input type="text" value="11"/> : <input type="text" value="00"/>																		
Duration :	<input type="text" value="2"/> hours																		
Venue :	<input type="text" value="IFX Conference Hall"/>																		
Convener :	Dept. <input type="text" value="IFX"/>	Name: <input type="text" value="SHRI RAJNEESH RAI"/>	(minimum 3 characters)																
Chairperson :	Dept. <input type="text" value="IFX"/>	Name: <input type="text" value="SHRI VIVEK PATHAK"/>	(minimum 3 characters)																
Concerned GM Area :	Dept. <input type="text" value="IFX"/>	Name: <input type="text" value="SHRI VIVEK PATHAK"/>	(minimum 3 characters)																
Department :	<input type="text" value="AME"/>																		
Meeting Invitees :	Dept. <input type="text" value="AME"/>	Name: <input type="text"/>	(minimum 3 characters) <input type="button" value="Add Member"/>																
<table><thead><tr><th>Name</th><th>Designation</th><th>Department</th><th>Remove</th></tr></thead><tbody><tr><td>SHRI RAJNEESH RAI</td><td>SR.ENGINEER</td><td>IFX</td><td>Remove</td></tr><tr><td>SHRI VIVEK PATHAK</td><td>SR.MANAGER</td><td>IFX</td><td>Remove</td></tr><tr><td>SMT SUMAN EKKA DIXON</td><td>MANAGER</td><td>IFX</td><td>Remove</td></tr></tbody></table>				Name	Designation	Department	Remove	SHRI RAJNEESH RAI	SR.ENGINEER	IFX	Remove	SHRI VIVEK PATHAK	SR.MANAGER	IFX	Remove	SMT SUMAN EKKA DIXON	MANAGER	IFX	Remove
Name	Designation	Department	Remove																
SHRI RAJNEESH RAI	SR.ENGINEER	IFX	Remove																
SHRI VIVEK PATHAK	SR.MANAGER	IFX	Remove																
SMT SUMAN EKKA DIXON	MANAGER	IFX	Remove																
Remarks :	<input type="text" value="This page works fine."/>																		
Files :	Upload more files																		
<input type="button" value="Submit"/>																			


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This page works exactly similar to the page for updating committee details i.e. after the records are updated successfully all the invitees are informed about the same in their mailbox.

Online Meeting & Document Management System

My Committees

On the **My Committees** page, user gets list of his committees with various functionalities/options as the image shown below.

**भारत हेवी इलेक्ट्रिकल्स लिमिटेड, भोपाल**
Bharat Heavy Electricals Limited, Bhopal

Welcome SHRI VIVEK PATHAK12:12:25 Wednesday 10th July 2013

Meetings/EventsCommittee/GroupLogout

My Committees

Committee ID Click to modify	Committee Name	Committee Objective	Convener	Chairperson	Meetings	My Role	Status	Change Status	Schedule Meeting
COM1	Committee 1	Cheking input field filling in committee update page	DR MUKESH ARORA	SHRI DHEEMAN SEN	View Meetings	Member	Active		Schedule Meeting
COM5	5th Committee	Checking mail system for multiple members	SHRI RAJNEESH RAI	SHRI VIVEK PATHAK	View Meetings	Chairperson	Active	Deactivate	Schedule Meeting
COM9	Committee 9	New Committee	SHRI VIVEK PATHAK	SHRI VIVEK PATHAK	View Meetings	Convener	Active	Deactivate	Schedule Meeting
pay	for payroll	For Payroll Processing dicussion	SHRI N P SANODIA	SHRI VIVEK PATHAK	View Meetings	Chairperson	Active	Deactivate	Schedule Meeting
COM6	New Committee	Checking new layout	SHRI RAJNEESH RAI	SHRI VIVEK PATHAK	View Meetings	Chairperson	Inactive	Activate	
com10	committee 10th				View Meetings	Creator	Inactive	Activate	

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Best viewed in 1280 x 1024 screen resolution.

Functionalities of My Committee Page

- There are columns like **Committee ID**, **Committee Name**, **Committee Objective**, **Convener** (name), **Chairperson** (name), **My Role** (Role of user in the committee), **Status** (Active/Inactive) etc. with their functions.
- Committee ID** column has hyperlink which redirects to the Update Committee page (described above) against the committees for which the user is a convener, chairperson or creator where they can modify committee details/files and for the rest of the members it redirects them to the **View Committee** page (described later in this report) where they can view the committee details.
- View Meetings** column has redirects to the page where the user can view his/her meetings, thus giving him the complete detail and track of meetings on a single page in order of date and time. (Described later)
- Status** column shows the present status of a committee of the user. Active (in green) committees are shown at the the top of the page and Inactive (in red) at the bottom which are further sorted in the order of formation dates (latest to oldest).
Change Status is to activate/deactivate a committee as the case may be. The user clicks on the link and after taking the confirmation input from the user the committee status is changed accordingly (to active or inactive). The same gets updated on the page immediately and all the **committee members are notified via email**.

Online Meeting & Document Management System

- **Schedule Meeting** column is to the Create Meeting & available to all members against their active committees where they can create a new meeting for that committee.

My Meetings

This option acts as the homepage for the user after logging in the Meeting and Document Management System, enlisting the **upcoming** meetings of the users with important details for immediate reference.



भारत हेवी इलेक्ट्रिकल्स लिमिटेड, भोपाल
Bharat Heavy Electricals Limited, Bhopal

Welcome SHRI VIVEK PATHAK12:08:06 Wednesday 10th July 2013

Meetings/EventsCommittee/GroupLogout

My Scheduled Meetings

Meeting ID (Click to edit)	Meeting Type	Objective	Date & Time	Duration	Venue	Creator	My Role	Reminder	Action
COM5_5	Testing Meeting Creation	Check all functionalities of Meeting Management System	11:00, 12-JUL-2013	2 hours	IFX Conference Hall	SHRI RAJNEESH RAI	Chairperson	Send	Cancel

[View Past Meetings](#)


Functionalities of My Meetings Page

- **Meeting ID** column has unique meeting ID for each meeting, which starts with the committee id followed by the meeting number for that committee. The hyperlinks redirect users to update meeting page if he/she is a convener/chairperson/creator and the normal invitees to the View Meeting page (described later) where he can check the meeting details and uploaded files for that meeting.
- **Meeting Type** refers to the type of meeting as entered by the creator.
- **Objective** column gives the complete description of meeting objective.
- **Date & Time** column displays the scheduled date and time of meeting.
- **Duration** column shows the planned duration of meeting in hours.
- **Venue** refers to the venue of meeting.
- **Creator** column displays the name of the person who has called meeting.
- **My Role** column describes the role of the the user as Convener/Chairperson/GM and invitee (as applicable).
- **Send Reminder** allows the meeting creator to send reminder/s for the meeting on a single click to all meeting invitees.
- **Action** has the **hyperlink to cancel the meeting** (available only to meeting moderators) which cancels the meeting after a confirmation pop-up message and **notifies the same to invitees in an email sent to them**.

Online Meeting & Document Management System

Past Meetings

This option lists the past meetings of the user (scheduled till the previous day) order by date (latest to oldest) and has all the columns similar to those of My Meetings page. The user can view the details of past meetings if he/she wishes to by clicking on the meeting id, however **it gives no functionalities** like updating meeting info / sending reminders / cancellation of a meeting.



भारत हेवी इलेक्ट्रिकल्स लिमिटेड, भोपाल
Bharat Heavy Electricals Limited, Bhopal

Welcome SHRI VIVEK PATHAK12:18:14 Wednesday 10th July 2013

Meetings/EventsCommittee/GroupLogout

My Past Meetings


Meeting ID	Meeting Type	Objective	Date & Time	Duration	Venue	Creator	My Role
COM5_3	Check date again	Same as type	10:00, 06-JUL-2013	1 hours	IFX Conference Hall	SHRI RAJNEESH RAI	Chairperson
COM9_1	Compulsory field	Tab order works fine	11:00, 06-JUL-2013	1 hours	ifx room	SHRI RAJNEESH RAI	Convener
COM5_2	Check date validation	Same as type	13:00, 06-JUL-2013	1 hours	IFX Conference Hall	SHRI RAJNEESH RAI	Chairperson
COM5_4	xczx	adsads	13:00, 06-JUL-2013	12 hours	IFX Conference Hall	SHRI RAJNEESH RAI	Chairperson
NEWCOM_1	Check working of sysdate	Check for sysdate-1	13:00, 05-JUL-2013	1 hours	IFX Library Room	SHRI RAJNEESH RAI	GM
COM5_1	Check Meeting Cancellation email	Emails	20:00, 01-JUL-2013	1 hours	IFX Conference Hall	SHRI RAJNEESH RAI	Chairperson

Online Meeting & Document Management System

My Committee Meetings

This option can be accessed by the user by clicking on **View Meetings** link on **My Committees** page which redirects him to this page listing the meetings (those in which he has been invited) of the related committee (of which he/she is a member) in a time lined manner from latest to oldest meetings.

It provides all the functionalities to the user which he can access, same as on the My Meetings page.



भारत हेवी इलेक्ट्रिकल्स लिमिटेड, भोपाल
Bharat Heavy Electricals Limited, Bhopal

Welcome SHRI RAJNEESH RAI12:09:13 Wednesday 10th July 2013

Meetings/EventsCommittee/GroupLogout

My Committee Meetings

Meeting ID (Click to edit)	Meeting Type	Objective	Date & Time	Duration	Venue	Creator	My Role	Reminder	Action
COM5_5	Testing Meeting Creation	Check all functionalities of Meeting Management System	11:00, 12-JUL-2013	2 hours	IFX Conference Hall	SHRI RAJNEESH RAI	Convener	Send	Cancel
COM5_3	Check date again	Same as type	10:00, 06-JUL-2013	1 hours	IFX Conference Hall	SHRI RAJNEESH RAI	Convener		
COM5_2	Check date validation	Same as type	13:00, 06-JUL-2013	1 hours	IFX Conference Hall	SHRI RAJNEESH RAI	Convener		
COM5_4	xczx	adsads	13:00, 06-JUL-2013	12 hours	IFX Conference Hall	SHRI RAJNEESH RAI	Convener		
COM5_1	Check Meeting Cancellation email	Emails	20:00, 01-JUL-2013	1 hours	IFX Conference Hall	SHRI RAJNEESH RAI	Convener		

Website Designed by : Informatics Center BHEL Bhopal.
Best viewed in 1280 x 1024 screen resolution.

Online Meeting & Document Management System

View Committee

This displays the information of a committee in a non-editable view to those committee members who are not a moderator for the committee or if the committee status has been set to inactive by a moderator.

**भारत हेवी इलेक्ट्रिकल्स लिमिटेड, भोपाल**
Bharat Heavy Electricals Limited, Bhopal

Welcome SHRI VIVEK PATHAK12:25:56 Wednesday 10th July 2013

Meetings/EventsCommittee/GroupLogout

Committee Details

Committee ID : COM1

Committee Name : Committee 1

Formation Date : 26-JUN-2013

Committee Objective : Cheking input field filling in committee update page

Convener : DR MUKESH ARORA ADDL.G.M. IFX

Chairperson : SHRI DHEEMAN SEN GM (P&D AND IT) IFX

Area : Update Area

Department : FMM

Committee Members :

Name	Designation	Department
SHRI SATISH ASNANI	MANAGER	IFX
SHRI VIVEK PATHAK	SR.MANAGER	IFX

Remarks : No marks

Files :

File Name
MIDSEM PRESENTATION.pdf

Online Meeting & Document Management System

View Meeting

Similar to the View Committee page this page displays meeting information to the user for the desired meeting in a non-editable form.

**भारत हेवी इलेक्ट्रिकल्स लिमिटेड, भोपाल**
Bharat Heavy Electricals Limited, Bhopal

Welcome SMT SUMAN EKKI DIXON

12:36:46 Wednesday 10th July 2013

Meetings/Events Committee/Group Logout

Meeting Details

Type of Meeting :	Testing Meeting Creation														
Meeting Objective :	Check all functionalities of Meeting Management System														
Meeting Date :	12-JUL-2013														
Time :	11:00 hours														
Duration :	2 hours														
Venue :	IFX Conference Hall														
Convener :	SHRI RAJNEESH RAI	SR.ENGINEER	IFX												
Chairperson :	SHRI VIVEK PATHAK	SR.MANAGER	IFX												
Concerned GM Area :	SHRI VIVEK PATHAK	SR.MANAGER	IFX												
Department :	AME														
Meeting Invitees :	<table><thead><tr><th>Name</th><th>Designation</th><th>Department</th></tr></thead><tbody><tr><td>SHRI RAJNEESH RAI</td><td>SR.ENGINEER</td><td>IFX</td></tr><tr><td>SHRI VIVEK PATHAK</td><td>SR.MANAGER</td><td>IFX</td></tr><tr><td>SMT SUMAN EKKI DIXON</td><td>MANAGER</td><td>IFX</td></tr></tbody></table>			Name	Designation	Department	SHRI RAJNEESH RAI	SR.ENGINEER	IFX	SHRI VIVEK PATHAK	SR.MANAGER	IFX	SMT SUMAN EKKI DIXON	MANAGER	IFX
Name	Designation	Department													
SHRI RAJNEESH RAI	SR.ENGINEER	IFX													
SHRI VIVEK PATHAK	SR.MANAGER	IFX													
SMT SUMAN EKKI DIXON	MANAGER	IFX													
Remarks :	This page works fine.														
Files :															

Online Meeting & Document Management System

File Uploading

Currently in this Online Meeting and Document Management System, file uploads have been enabled **only for the convener, chairperson and creator** of a committee or meeting which **they can do by directly clicking on the Upload Meeting Files or Upload Committee Files or from the respective updation pages.**

However the uploaded files will be available for viewing to all committee members and meeting invitees.

To upload files for a committee / meeting, user selects the desired committee/meeting from the dropdown menu and then on the browse button to select files from their PC and on submitting the page it is uploaded to the server.

The screenshot shows the 'Upload Committee Files' page. At the top, there is a blue header with the BH&EL logo and the text 'भारत हेवी इलेक्ट्रिकल्स लिमिटेड, भोपाल' and 'Bharat Heavy Electricals Limited, Bhopal'. Below the header, it says 'Welcome SHRI VIVEK PATHAK' and the date '12:14:41 Wednesday 10th July 2013'. There are three tabs: 'Meetings/Events', 'Committee/Group', and 'Logout'. The main content area has a yellow background with the title 'Upload Committee Files'. It contains a dropdown menu labeled 'Select Committee:' with 'COM5 - 5th Committee' selected. Below this is a text input field labeled 'Choose the file To Upload:' with a 'Browse...' button next to it. At the bottom of the yellow area is an 'Upload File' button.

The screenshot shows the 'Upload Meeting Files' page. It has the same header and navigation as the previous page. The main content area has a yellow background with the title 'Upload Meeting Files'. It contains a dropdown menu labeled 'Select Meeting:' with 'COM5_2 - Check date validation' selected. Below this is a text input field labeled 'Choose the file To Upload:' with a 'Browse...' button next to it. At the bottom of the yellow area is an 'Upload File' button.