

 <p>AMRITSAR GROUP OF COLLEGES</p> <p>NAAC Grade "A" 3rd Cycle under Autonomous Category</p> <p>Autonomous College (Since 2014) Conferred by UGC</p>	<p>Minutes of 40th Team Meeting</p>	<p>Central Library</p>
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Date: 06-10-2025
Time: 04:20 pm
Venue: Central Library

Attendees

1. Mr. HS Sarkaria (Head Librarian)
2. Mr. Jaspreet (Librarian)
3. Ms. Tarandeep Kaur (DEO)
4. Ms. Suneeta (Library Assistant)
5. Mr. Yadwinder Singh (Receptionist)

Agenda 40.1

Action Taken Report of the 39th Meeting.

Proceedings: The follow-up from the previous meeting was reviewed item by item. It was noted that Agenda Item No. 37.3, concerning the visit to all departments, is currently in progress.

Agenda 40.2

Minutes of HoDs Meeting

Proceedings: Head Librarian Sir apprised regarding the minutes of meeting of HoDs held on 06 10-2025.

Agenda 40.3

Immediate sharing of essential information and data with Dr. Sandeep Kad and Madam Gurveen Kaur.

Proceedings: Mr. HS Sarkaria, Head Librarian, instructed to share any information required for Autonomous or IQAC to Dr. Sandeep Kad and Ms. Gurveen Kaur, respectively, whenever required by them.

Agenda 40.4

Follow-up of routine activity in each individual in the Central Library.

Proceedings: Follow-up was taken from each staff member regarding their routine activities.

-Sd/-

**Minutes prepared by
Tarandeep Kaur**

E-mail to:

1. Head, IAC
2. Mr. Jaspreet Singh
3. Ms. Suneeta
4. Ms. Tarandeep Kaur

