

 <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>	<h2>Minutes of 50th Team Meeting</h2>	<h2>Central Library</h2>
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Date: 04-05-2026
Time: 04:15 pm
Venue: Central Library

Attendees

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

Agenda 50.1

Follow-up of compliance of previous meeting

Proceedings: The follow-up of the previous meeting was taken agenda by agenda.

Agenda 50.2

Discussion on Proper Use and Maintenance of Institutional Assets as per Circular from Registrar (Finance)

Proceedings: The circular issued by the Registrar (Finance) concerning the proper use, maintenance, and accountability of institutional assets was deliberated upon, and compliance with the prescribed guidelines was directed by Head Librarian.

Agenda 50.3

Formal dress code by staff during any inspection in the campus.

Proceedings: Discussion on ensuring proper formal dress-up by all staff member during any inspection in the campus was held.

Agenda 50.4

Discussion on the smooth and effective conduct of library discipline during MST-2 commencing from 5th May 2026.

Proceedings: It was decided that during MST-2, one security guard shall be stationed at the library reception from 8:30 a.m. onwards to ensure proper monitoring and discipline. Further, all staff members and attendants shall observe their lunch break only after the first half, so as to maintain smooth functioning and discipline during MST-2.

Agenda 50.5

To discuss the promotion of the Central Library's Instagram handle for increasing awareness and engagement.

Proceedings: It was decided that all the important information related to AGC shall be regularly uploaded on the official Instagram page, and all staff members shall actively engage by posting comments on reels and posts to enhance visibility and outreach.

***Information Sharing –**

- Conducted Library Treasure Hunt for Student's Library Committee Members (07-04-2026)
- Inspection of Central Library by QCI (10-04-2026)
- Celebrated World Book Day (23-04-2026)
- Established Weekly Caption Contest in Central Library (28-04-2026)

Sd/-

**Minutes prepared by
Tarandeep Kaur**

E-mail to:

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

