

 <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 49th Team Meeting</h2>	<h2>Central Library</h2>
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Date: 06-04-2026
Time: 12:28 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)

Agenda 49.1

Follow-up of compliance of previous meeting

Proceedings: The follow-up of the previous meeting was reviewed agenda-wise. It was noted that Agenda Item No. 47.3, Discussion on Utility of Indexing Service, is currently in progress. Further, under Agenda Item No. 48.3, it was observed that two weekly meeting minutes of Ms. Suneeta are pending. She was advised to submit the same at the earliest.

Agenda 49.2

Minutes of HoDs Meeting

Proceedings

Head Librarian Sir apprised regarding the minutes of meeting of HoDs held on 06-04-2026.

Agenda 49.3

Completion of Books Requirement

Proceedings: It was decided that the process of fulfilling the books requirement shall be completed by 08-04-2026. The responsibility for ensuring the completion of this task has been assigned to Mr. Jaspreet Singh.

Agenda 49.4

To deliberate on the preparation, updating, and final compilation of all requisite documentation for the QCI Inspection

Proceedings: The team discussed the preparation, updating, and final compilation of all requisite documentation for the QCI inspection. It was decided to complete and organize the documentation as per QCI norms by 07-04-2026.

Agenda 49.5

Data Preparation for NAAC

Proceedings: It was decided that the process of data compilation will commence from the next week, and all concerned were directed to ensure timely contribution as per guidelines.

***Information Sharing –**

- Conducted Mock Campus Placement Drive from 23–27 February 2026.
- Conducted Reel-a-thon 02-03-2026
- Delegates from Westcliff University, California visited the campus on 30-03-2026.

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

