

 <p>AMRITSAR GROUP OF COLLEGES</p> <p>NAAC Grade "A" 3<sup>rd</sup> Cycle under Autonomous Category</p> <p>Autonomous College (Since 2014) Conferred by UGC</p>	<b>Minutes of 42<sup>nd</sup> Team Meeting</b>	<b>Central Library</b>
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**Date:** 11-11-2025  
**Time:** 09:00 am  
**Venue:** Central Library

#### **Attendees**

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

#### **Agenda 42.1**

Action Taken Report of the 41<sup>st</sup> Meeting.

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

#### **Agenda 42.2**

Minutes of HoDs Meeting

**Proceedings:** Head Librarian Sir apprised regarding the minutes of meeting of HoDs held on 10-11-2025.

#### **Agenda 42.3**

Preparation of List of Defaulter Students

**Proceedings:** Prepare the defaulters list and e-mail the same to the respective HoDs with Cc to Principal Sir and HoD/IAC.

**Responsibility** - Ms. Suneeta

**Deadline** – 14<sup>th</sup> November 2025

#### **Agenda 42.4**

Requirement for Infrastructure

**Proceedings:** Discuss the infrastructure requirements for the upcoming semester (January–June 2026), with the completion date set as 17-11-2025 and fill the detail of library infrastructure to be e-mailed at [estateofficer@acetedu.in](mailto:estateofficer@acetedu.in) by 17-11-2025

#### **Agenda 42.5**

Spotlight 2024

**Proceedings:** The compilation of Spotlight 2024 shall be completed by Mr. Jaspreet Singh by 28th November 2025.

-Sd/-  
**Minutes prepared by**  
Tarandeep Kaur

E-mail to:

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

