

 <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 51st Team Meeting</h2>	<h2>Central Library</h2>
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Date: 16-06-2026
Time: 01:45 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)

TCL 51.1

Follow-up of compliance of previous meeting

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

TCL 51.2

Discussion on the preparation and content planning of an Orientation Video for newly admitted students and newly joined faculty/staff members.

Proceedings: It was discussed and decided to prepare an Orientation Video for newly admitted students and newly joined faculty/staff members. The video will include information about the institution, library facilities and services, important rules and regulations, and other essential guidelines.

TCL 51.3

Discussion regarding the posting of the Weekly Caption Contest Winner Poster on Central Library's Instagram Page.

Proceedings: It was decided to prepare a poster of the Weekly Caption Contest winner on the Central Library's Instagram page for recognition and promotion of the activity.

TCL 51.4

Follow-up for routine activities of library staff.

Proceedings: Head Librarian took the follow-up of the routine activities of the library staff was reviewed, and reminders were given regarding the tasks already assigned to the team members.

TCL 51.5

Discussion regarding a meeting to be conducted by the Head Librarian with Library Attendants on 19-06-2026 to review their duties, responsibilities, work allocation, discipline, and other routine activities.

Proceedings: It was decided that the Head Librarian will conduct a meeting with the Library Attendants on 19-06-2026 to review their duties and responsibilities, discuss work allocation, reinforce discipline, and address other routine activities to ensure the smooth functioning of the library.

***Information Sharing –**

- Inspection of Central Library by QCI (13-05-2026)
- Conducted Foundation Day 2026 (27-05-2026)

Sd/-
Minutes prepared by
Tarandeep Kaur

E-mail to:

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

