

 <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>	<p><b>Minutes of 35th Team Meeting</b></p>	<p><b>Central Library</b></p>
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**Date:** 18-08-2025  
**Time:** 02:00 pm  
**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 35.1**

Action Taken Report of the 34th Meeting.

**Proceedings:** The follow-up of the previous meeting was reviewed agenda by agenda. It was found that the decisions taken had been implemented, except for agenda item **33.7** regarding the follow-up on the extension services of the Wall of Radiance, where some required actions are still pending.

**Agenda 35.2**

Orientation of New Students

**Proceedings:** A program to welcome and familiarize newcomers with campus life, academics, and support services.

1. **Library Visit:** A comprehensive walkthrough of all areas and sections including the Circulation Desk, Reading Hall, Digital Library and Periodicals Section.
2. **Library Collections Overview:** Introduction to the diverse collection such as printed books, academic journals, magazines, newspapers, e-books, and audio-visual materials.
3. **Library Services:** Briefing on services like book lending, reference assistance, online public access catalog (OPAC) remote access to e-resources, and research support.
4. **Unique Selling Points (USP):**
  - *Reader of the Month* initiative to encourage reading habits.
  - *AGC Book Club* fostering literary discussions and peer learning.
  - *Students Library Committee* involving students in library decision-making and event planning.
5. **Library Membership:** Explanation of membership process, borrowing limits, and rules/regulations for using library facilities and resources.

**Minutes prepared by  
Tarandeep Kaur**

E-mail to:

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