

 <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>	<p>Minutes of 38th Team Meeting</p>	<p>Central Library</p>
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Date: 19-09-2025
Time: 11:15 am
Venue: Central Library

Attendees

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

Agenda 38.1

Action Taken Report of the 36th Meeting.

Proceedings: The follow-up of the previous meeting was reviewed agenda by agenda and found the implementation of all the decision taken and Agenda item 37.3 is under process.

Agenda 38.2

Library Membership Status

Proceedings: Approximately **400 students** have enrolled for **library membership** so far, and the number continues to grow as more students are actively registering.

Agenda 38.3

Status of Extension service of Wall of Radiance

Proceedings: The extension work related to the 'Wall of Radiance' service is presently underway.

Agenda 38.4

Code of Conduct

Proceedings: A discussion was held regarding the implementation of a dress code within the institution. It was proposed and agreed that:

- **Formal attire** is to be worn from **Monday to Thursday**, in accordance with a professional standard of appearance.
- **Casual attire** will be permitted on **Fridays**.

This dress code policy will be effective from **23rd September 2025** and will be applicable to **all faculty and staff members**.

Agenda 38.5

Implementation of word file Formatting

Proceedings: The formatting of official Word documents has been implemented with the following specifications:

- **Font Style:** Times New Roman
- **Font Size:** 11.5
- **Line Spacing:** 1.15 or 1.5, as appropriate to the document's purpose

This formatting standard aims to ensure consistency, readability, and a professional appearance across all documentation.

-Sd/-

**Minutes prepared by
Tarandeep Kaur**

E-mail to:

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

