

 <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>	Minutes of 39th Team Meeting	Central Library
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Date: 23-09-2025
Time: 04:25 pm
Venue: Central Library

Attendees

1. Mr. HS Sarkaria (Head Librarian)
2. Mr. Jaspreet (Librarian)
3. Ms. Suneeta (Library Assistant)
4. Mr. Yadwinder Singh (Receptionist)

Agenda 39.1

Action Taken Report of the 37th Meeting.

Proceedings: The follow-up of the previous meeting was reviewed agenda by agenda, and it was noted that Agenda No. 37.3 is to be accomplished by the first week of October 2025.

Agenda 39.2

Implementation of AGC Handbook

Proceedings: The Head Librarian apprised the library staff with the AGC Handbook, which is to be implemented with immediate effect.

Agenda 39.3

Mr. Jaspreet Singh (Librarian) will be officiating for next 3 Days.

Proceedings: Mr. H.S. Sarkaria (Head Librarian) will be on leave for the next three days. During this period, Mr. Jaspreet Singh (Librarian) is deputed to officiating.

Agenda 39.4

Follow-up for routine activities of library staff.

Proceedings: 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.

-Sd/-
Minutes prepared by
Jaspreet Singh

E-mail to:

1. Head, IAC
2. Mr. Jaspreet Singh
3. Ms. Suneta
4. Mr. Yadwinder Singh

