

 <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 41st Team Meeting	Central Library
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Date: 29-10-2025
Time: 09:15 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)
5. Mr. Yadwinder Singh (Receptionist)

Agenda 41.1

Action Taken Report of the 40th Meeting.

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

Agenda 41.2

Minutes of HoDs Meeting

Proceedings: Head Librarian Sir apprised regarding the minutes of meeting of HoDs held on 28 10-2025.

Agenda 41.3

Promotion of Central Library's newly launched Instagram handle

Proceedings: A discussion was held regarding strategies to promote the Central Library's official page and increase its followers through engaging content and collaborative initiatives.

Agenda 41.4

To review the status of individual and team targets as the year-end approaches and to ensure all tasks are completed within the stipulated timelines.

Proceedings: Members were reminded to accomplish their respective targets promptly and to revisit the minutes of previous meetings to clarify any doubts or confusion related to assigned tasks and deadlines.

Agenda 41.5

To celebrate National Library Week from 14th to 20th November 2025.

Proceedings: A discussion was held to plan and organize various events to celebrate National Library Week from 14th to 20th November 2025

It's a one-week event with various events as mentioned below;

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| 1. Books' Exhibition | 14 th Nov 2025 |
| 2. Online Book Review Competition | 15 th Nov 2025 |
| 3. Library Treasure Hunt | 17 th Nov 2025 |
| 4. Readathon | 18 th Nov 2025 |
| 5. Slogan Writing Competition | 19 th Nov 2025 |
| 6. Inauguration of Book Park | 20 th Nov 2025 |
| 7. Panel Discussion | 20 th Nov 2025 |

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**Minutes prepared by
Tarandeep Kaur**

E-mail to:

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

