

 <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 47th Team Meeting</h2>	<h2>Central Library</h2>
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Date: 04-02-2026
Time: 09:15 am
Venue: Central Library

Attendees

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

Absentees

1. Ms. Suneeta

Agenda 47.1

Follow-up of compliance of previous meeting

Proceedings

The follow-up of the previous meeting was taken agenda by agenda. All the decisions taken have been implemented.

Agenda 47.2

Minutes of HoDs Meeting

Proceedings

Head Librarian Sir apprised regarding the minutes of meeting of HoDs held on 02 -02-2026.

Agenda 47.3

Discussion on utility of Indexing Service

Proceedings

Ms. Taran needs to promote the indexing service and motivate the students to use this service. A proper record for the same shall be prepared.

Agenda 47.4

Record of Question Papers of ESEs.

Proceedings: A copy of the question papers of ESEs shall be collected from the Examination Branch in both soft and hard form shall be maintained systematically.

Responsibility: Ms. Taran.

Agenda 47.5

Discussion on Cleaning Campaign

Proceedings: A discussion was held on the Cleaning Campaign, and the responsibility for its execution was assigned to **Ms. Taran**.

Agenda 47.6

List of Defaulter Students

Proceedings: Prepare the defaulter list and e-mail the same to the respective HoDs with Cc to Principal Sir HoD/IAC.

Responsibility – Ms. Suneeta

Agenda 47.7

Discussion on NAAC Metrics as per the video of the Principal.

Proceedings: A discussion was held on NAAC Metrics as per the video address of the Principal, with specific reference to Criteria **1.3.1, 1.3.2, and 1.4.1.**

*Information Sharing –

- Release of Press Coverage of AGC 2025
- Release of Spotlight 2025
- Celebrated National Library Week
- Celebrated Library Treasure Hunt

Sd/-
Minutes prepared by
Tarandeep Kaur

E-mail to:

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

