

## 24<sup>th</sup> Minutes of Meeting

held on 03-06-2024 at 10:00 am  
in the Reading Hall-4 of Central Library

Ref. N. AGC/CL/1871

Date 04-06-2024

Library  
Committee

### Attendees

1. Dr. Sandeep Kad
2. Ms. Binod Kaur
3. Dr. Sorabh Sehajpal
4. Mr. Atul Mahajan
5. Mr Sandeep Sharma
6. Ms. Gurveen Kaur
7. Dr. Gurbhej Singh
8. Mr. HS Sarkaria

The 24<sup>th</sup> meeting of Library Committee held on 4<sup>th</sup> June 2024 at 10:00 am in the Reading Hall-4 of Central Library. The Member Secretary welcomed the members of the committee and various agenda items were discussed and reached to the unanimous decisions as detailed below;

### Agenda Item 1

Budget 2024-25 of Central Library.

#### Proceedings

After having the comprehensive discussion on the procurement of Books, journals and other items of the Central Library, the members of the Library Committee reviewed the already prepared budget for 2024-25 and after some changes the same has been recommended for final approval as per the policy. The copy of the same has been attached herewith.

### Agenda Item 2

Review and Establishment of Standard Procedure for Procurement of Reading Material in the Central Library

#### Proceedings

First, the committee members reviewed the existing system for procuring books, journals and other reading materials. They also discussed procedures adopted by other libraries. After thorough discussion, they concluded and recommended the following procedure for implementation;

#### Step 1: Identification and Notification of Requirements

- 1.1 The Librarian & Head shall determine the number of reading material requirements as per norms.
- 1.2 A circular, including the prescribed proforma, shall be issued in May and November to get recommendations for reading materials from the respective Heads of Departments.

#### Step 2: Submission of Recommendations

The respective HoDs shall submit their recommendation of reading material in the prescribed format to the Librarian and Head at the Central Library.

#### Step 3: Compilation of Requirements

The Librarian & Head shall compile the submitted reading material requirements into a single comprehensive list.

**Step 4: Approval by Library Committee**

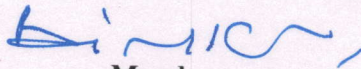
The compiled list of reading material requirements shall be presented to the Library Committee for approval.

**Step 5: Placement of Order**

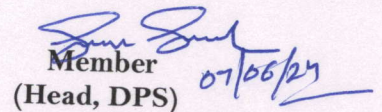
After approval the order shall be placed to the supplier identified by the purchase committee of the college.



Member  
(Head DCSE)



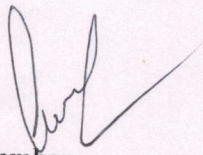
Member  
(Head, DAS)



Member  
(Head, DPS)



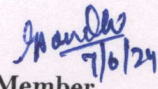
Member  
(Mr. Atul Mahajan)



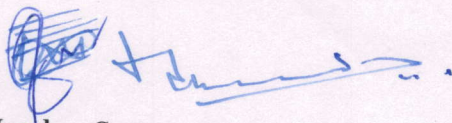
Member  
(Dr. Gurbhej Singh)



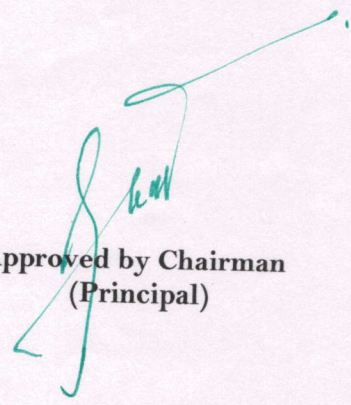
Member  
(Mr. Sandeep Sharma)



Member  
(Ms. Gurveen Kaur)



Member Secretary  
(Librarian & Head)



Approved by Chairman  
(Principal)