

23rd

Minutes of Meeting
held on 07-12-2023 at 3:00 pm
in the Central Library

Ref. N. AGC/CL/1488 Date: 08-12-2023

**Library
Committee**

Attendees

1. Dr. Kalpana Jaggi
2. Ms. Gurveen Kaur
3. Ms. Binod Kaur
4. Mr. Harinder Singh Sarkaria

Members who did not attend the meeting;

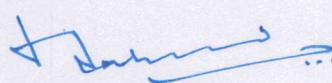
1. Er. Atul Mahajan
2. Head, DHMCT
3. Head, CSE

S.No	Agenda	Proceedings	Responsibility
1.	Implementation status of decisions from the 22nd meeting	(i)Members took the follow up of the previous minutes of meeting (ii)Library as centre point for photographs shall be added in the checklist of file (of events organized) uploading.	Head Librarian
2.	Next 6 months planning	The 6 months planning of the various activities of the library has been reviewed and recommended for execution. Note: The copy has been attached herewith.	Head Librarian
3.	Procurement of new books	The requirement of books shall be called from the HoDs for Central Library	All Heads & Head Librarian
4.	Events of Students' Library Committee	The committee recommends to organize various events viz., Spell Bee Competition and Creative Writing Note: All the above events have been mentioned in the next 6 months planning.	Students' Library Committee
5.	Review of the recently received books from the departments	The members reviewed the books and advised to keep the books in the Central Library and books which are not in good condition that may be sold.	Head Librarian
6.	Review of the books that have completed shelf life	The books which have completed their shelf life shall be written off.	Head Librarian
7.	Reorganization of Central Library sections post the merger with DPS library	(i)The periodical section will be squeezed to arrange the books received from Library of DPS. If new areas are allocated to the Central Library, the following reorganization will apply; (i)Half of the Communication Lab may be used as reading room and sometimes for activities by any department of the college. (ii) The soil testing lab area is proposed for Archives/Maintenance section. The existing space designated for Archives/Maintenance will be restructured to create an expanded reading area.	Head Librarian

1. Kalpana Jaggi

2. Gurveen Kaur

3. Binod Kaur



Member Secretary
Library Committee


Approved by
Chairman, Library Committee

S. No.	Month	Assignment	
1.	January	<ul style="list-style-type: none"> • Reorganization of central Library. • Write off one year Newspapers • Indexing Service • Question Paper file from Examination Centre • Book Club Meeting. 	<ul style="list-style-type: none"> • Processing of Books Received from Library of DPS • Cleaning Campaign • Draw for the Reader of the Month • Meeting of Students' Library Committee • Preparation of SLC Event
2.	February	<ul style="list-style-type: none"> • Prepare the list of defaulter students & send to the departments • Indexing Service • Verification & processing of the new books in the Central Library 	<ul style="list-style-type: none"> • Processing of Books Received from Library of DPS (If Pending) • Draw for the Reader of the Month • Creative Writing Competition
3.	March	<ul style="list-style-type: none"> • Maintenance of Notice Boards • Indexing Service • Draw for the Reader of the Month 	<ul style="list-style-type: none"> • Physical Verification of Digital Library • Spelling Bee Competition
4.	April	<ul style="list-style-type: none"> • Prepare the list of defaulter students & send to the departments • Meeting of AGC Book Club • Date sheet on Notice Boards 	<ul style="list-style-type: none"> • Indexing Service • No dues to the students for exams only • Draw for the Reader of the Month
5.	May	<ul style="list-style-type: none"> • Indexing Service 	<ul style="list-style-type: none"> • Draw for the Reader of the Month
6.	June	<ul style="list-style-type: none"> • Question Paper file from Examination Centre • Maintenance of Notice Boards • Cleaning Campaign • Meeting of Library Committee 	<ul style="list-style-type: none"> • Indexing Service • Draw for the Reader of the Month • List of requirements during the 1st week of June