Attendees

1. Dr. Sandeep Kad
2. Mr. HS Sarkaria
3. Ms. Binod Kaur
4. Mr. Atul Mahajan
5. Mr. Jaspreet Singh
6. Mr. Sandeep Sharma

Absentees

1. Dr. Saurabh Sehajpal
2. Dr. Gurbhej Singh
3. Ms. Gurveen Kaur

The 27th meeting of Library Committee held on 17th December 2024 at 12:00 noon in the Reading Hall-4 of Central Library. The Member Secretary welcomed the members of the committee and presented various agenda items to reach at the unanimous decisions as detailed below;

Agenda 1.

Suggestions for proper Indexing Service.

Proceedings

The members suggested that faculty members shall be asked to provide recommendations for articles during their visits to the Central Library, in addition to the current practice.

Agenda 2.

Procurement of books as per the norms.

Proceedings

➢ The committee has decided that procurement should proceed in accordance with the norms established by the relevant regulatory bodies. Books with lower quantities in the respective programmes shall be prioritized for procurement. (The detail of the requirements as per norms has been attached herewith)

➢ The respective HoDs shall be requested to submit the required titles of the respective subjects for procurement of the books.

Agenda 3.

Approval for next semester month wise planning.

Proceedings

The Committee Members reviewed the six-month planning and recommended for the approval. The document attached herewith for further reference.

Agenda 4.

Approval for AGC book Club meetings for the year 2025.

Proceedings

The members reviewed and recommended the tentative scheduling of Meetings of AGC Book Club. The document attached herewith for further reference.

Agenda 5.

Approval for various events of SLC.

Proceedings

The Committee Members reviewed and recommended the events of SLC viz., Mock Campus Placement in February and Quiz in March.

Agenda 6.

Revision of policy for books return.

Proceedings

- ➤ The Committee has revised the policy, mandating that students return all issued books to the Central library before the start of last theory End Semester Exams.
- ➤ The defaulter list of students shall also be provided to the departments in an Excel sheet thrice in a semester.

Agenda 7.

Subscription/procurement of Journals.

Proceedings

The Committee has suggested that instead of print journals e-journals shall be subscribed particularly for engineering programmes through SciDirect, IEEE and Springer Consortium.
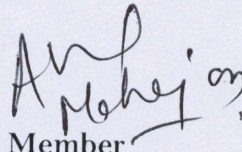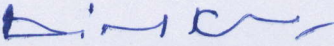
Information Sharing

The members were apprised with a brief overview about NDLI Club and KOHA library software implementation in the Central Library.
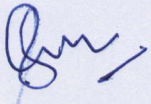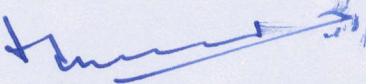
Next Year Meetings

The month-wise schedule of Library Committee meetings for the next year will be prepared and, after approval from all members, will be shared in the WhatsApp Group within this month.
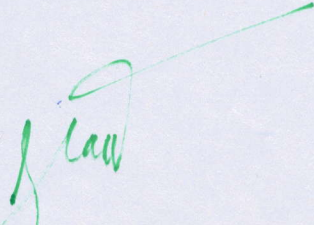
Member
(Mr. Sandeep Sharma)

Member
(Mr. Atul Mahajan)

Member
(Head, DAS)

Member
(Head, DCSE)

Member Secretary
(Librarian & Head)

Approved by Chairman
(Principal)

AMRITSAR GROUP OF COLLEGES
NAAC Grade "A" 3rd Cycle | Autonomous College
under Autonomous Category | (Since 2014) Conferred by UGC

| Difference (Reading Material) AICTE | Central Library |

Programme		Uploaded/required Data	Available Data	Difference
Engineering & Technology	Titles	2650	1994	656
	Volumes	16660	9687	6973
	National Journals	51		51
	Intl. Journals	9		9
	E - Books Title	160	114	46
	E - Books Volumes	1100	114	986
Management	Titles	558	500	58
	Volumes	3962	2007	1955
	National Journals	13	1	12
	Intl. Journals	15		
	E - Books Title	140	100	40
	E - Books Volumes	900	100	800
Computer Applications	Titles	903	650	253
	Volumes	8790	3402	5388
	National Journals	18		18
	Intl. Journals	10		10
	E - Books Title	145	128	17
	E - Books Volumes	950	128	822

AMRITSAR GROUP OF COLLEGES

NAAC Grade "A" 3rd Cycle | Autonomous College
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Difference
(Reading Material)
Non -AICTE

Central Library

Programme		Required Data	Available Data	Difference
HMCT	Titles	750	247	503
	Volumes	4550	1063	3487
Fashion Design	Titles	300	149	151
	Volumes	1450	384	1066
Paramedical Sciences	Titles	250	53	197
	Volumes	1250	228	1022

AMRITSAR GROUP OF COLLEGES
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Six Month Planning Jan-June 2025

Central Library

S. No.	Month	Assignment	
1.	January	• Reorganization of central Library. • Write off one year Newspapers • Indexing Service • Question Paper file from Examination Centre • Book Club Meeting.	• Cleaning Campaign • Draw for the Reader of the Month • Meeting of Students' Library Committee • Any other.
2.	February	• Prepare the list of defaulter students & send to the departments • Indexing Service	• Draw for the Reader of the Month • Mock Campus Placement • Any other.
3.	March	• Maintenance of Notice Boards • Indexing Service • Draw for the Reader of the Month	• Physical Verification of Digital Library • Mind Maze (SLC Event) • Any other.
4.	April	• Prepare the list of defaulter students & send to the departments • Meeting of AGC Book Club • Date sheet on Notice Boards	• Indexing Service • No dues to the students for exams only • Draw for the Reader of the Month • Any other.
5.	May	• Indexing Service	• Draw for the Reader of the Month • Any other.
6.	June	• Question Paper file from Examination Centre • Maintenance of Notice Boards • Cleaning Campaign • Indexing Service	• Draw for the Reader of the Month • List of requirements during the 1st week of June • Any other.

	AMRITSAR GROUP OF COLLEGES NAAC Grade "A" 3rd Cycle | Autonomous College under Autonomous Category | (Since 2014) Conferred by UGC	Schedule for Book Club Meetings (2025)	Central Library

S.No	Meeting	Month
1.	26th Meeting	January 2025
2.	27th Meeting	April 2025
3.	28th Meeting	July 2025
4.	29th Meeting	October 2025

	AMRITSAR GROUP OF COLLEGES	Schedule for Meetings (2025)	Library Committee
	NAAC Grade "A" 3rd Cycle | Autonomous College under Autonomous Category | (Since 2014) Conferred by UGC		

S.No	Meeting	Month
1.	28th Meeting	March
2.	29th Meeting	June
3.	30th Meeting	September
4.	31st Meeting	December