

Minutes of 32nd Meeting

 Library
 Committee

Ref. N. AGC/CL/2200

Date 09-12-2025

Date: 08-12-2025
Time: 3:00 pm
Venue: Reading Hall-4

Attendees

1. Dr. Upain Kumar Bhatia (Chairperson)
2. Dr. Sanjay Sharma
3. Ms. Kulbir Kaur
4. Ms. Kajal Kaler
5. Ms. Khushboo
6. Mr. Jaspreet Singh
7. Mr. HS Sarkaria (Member Secretary)

Absentees

1. Mr. Rajbir Singh
2. Mr. Mohit Kumar

The Member Secretary extended a formal welcome to all members of the reconstituted committee. Each member briefly introduced themselves. The members were also apprised of the functions of the committee and its two-year tenure. With the permission of the Chairperson, Dr. Upain Kumar Bhatia, the meeting commenced. The agenda items, already circulated in advance, were presented one by one by the Member Secretary, and the members were invited to participate in discussions and mutual deliberations on each item, as detailed below:

Agenda item 32.1

Action Taken Report of the previous meeting

Proceedings:

All decisions taken during the previous meeting have been implemented in accordance with the approved resolutions.

Agenda item 32.2

Replacement of Barcode Machine Printer

Proceedings:

After reviewing the issue of recurring repairs of the existing printer, the members recommended the replacement of the printer used for the barcode machine.

Agenda item 32.3

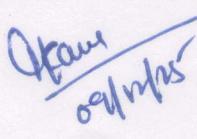
Discussion on Write-off of +1 & +2 Related Books, Books with Completed Shelf Life, and Books Related to the Department of Agriculture (This agenda item was reconsidered as it had already been discussed in the previous meeting.)

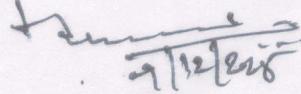
Proceedings:

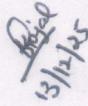
The committee agreed upon the following:

- 32.3.1 The +1 and +2 books (265 in number) shall be written off.
- 32.3.2 Identified books (248 in number) that have completed their shelf life shall be disposed off.
- 32.3.3 The books (728 in number) belonging to the Department of Agriculture shall be sold to a relevant institute, as the B.Sc. Agriculture programme has been discontinued at our campus.


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Agenda item 32.4

Finalization of Write-off Criteria for Old Theses, Training Reports, etc.

Proceedings:

The members decided that scanned copies of all theses shall be retained along with the existing hard copies. It was further resolved that training reports older than three years shall be written off. Departments may undertake the write-off of training project reports every three years.

Agenda item 32.5

Finalization of procurement criteria of books of Pharmaceutical Sciences to avoid last minutes pressure keeping in view the sudden changes in requirements by PCI.

Proceedings:

It has been finalized that 50 additional titles for each month shall be recommended by the Department of Pharmaceutical Sciences to be procured in the Central Library.

The committee further resolved that it is the responsibility of the concerned departments to arrange and recommend new titles required for the Central Library. During this procedure the Central Library may share the list of available titles relating to the respective department.

Agenda item 32.6

Approval of Activity Schedule for the Next Semester (January–June 2026)

Proceedings:

The Member Secretary presented the proposed activity schedule for the upcoming semester. The members reviewed and approved the schedule. The schedule attached herewith.

Agenda item 32.7

Visit to World Book Fair at Pragati Maidan, New Delhi

Proceedings:

With the permission of the Chair, an additional agenda item regarding a faculty visit to the World Book Fair 2026 was discussed. The members recommended the proposal, noting that the fair would offer an opportunity to procure a diverse range of titles from various publishers for multiple programmes offered by our institution.

Agenda item 32.8

Appreciation to Head, DCA and team for in-house-developed library system

Proceedings:

This agenda was introduced by the Chair. The members concurred that an appreciation letter shall be issued to the Head, DCA and his team for their commendable efforts in developing and successfully maintaining the in-house library management system in the Central Library for approximately four years. It was further noted that the library operations have now been migrated to the KOHA software, and the in-house system has accordingly been discontinued.

Information sharing

The Member Secretary informed the house about the annual membership of DELNET, the implementation of KOHA software in the Central Library, the subscription to audiobooks through Kuku FM, and the institution's membership with ICT Academy.

Next meeting

The members agreed that the 33rd meeting of the committee will be held on 30th April 2026 at 3:00 pm in the Reading Hall-4.

WPS
09/12/25

Drawn
09/12/25

✓
29/12/25

DSP
13/12/25

Member
(Ms. Khushboo)

*Rejal
13/12/25*
Member
(Ms. Kajal Kaler)

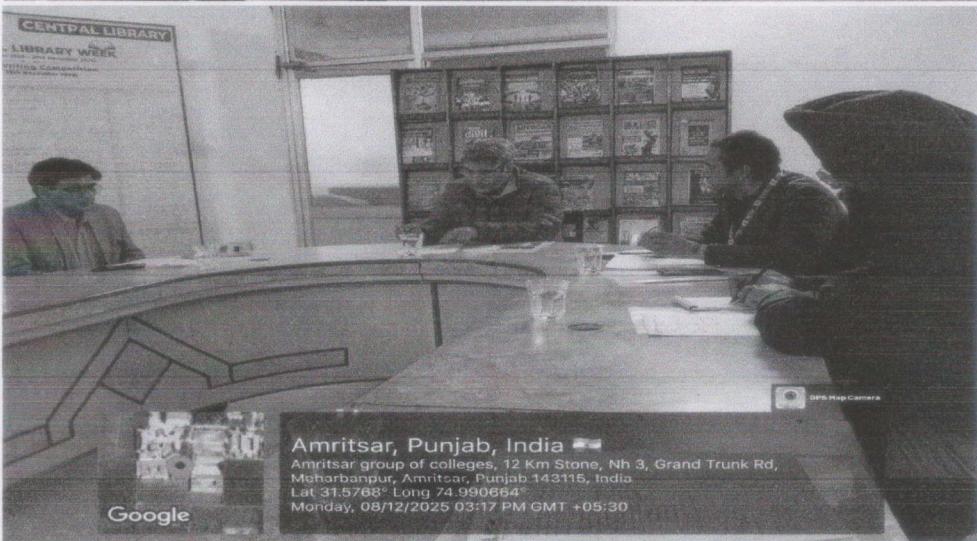
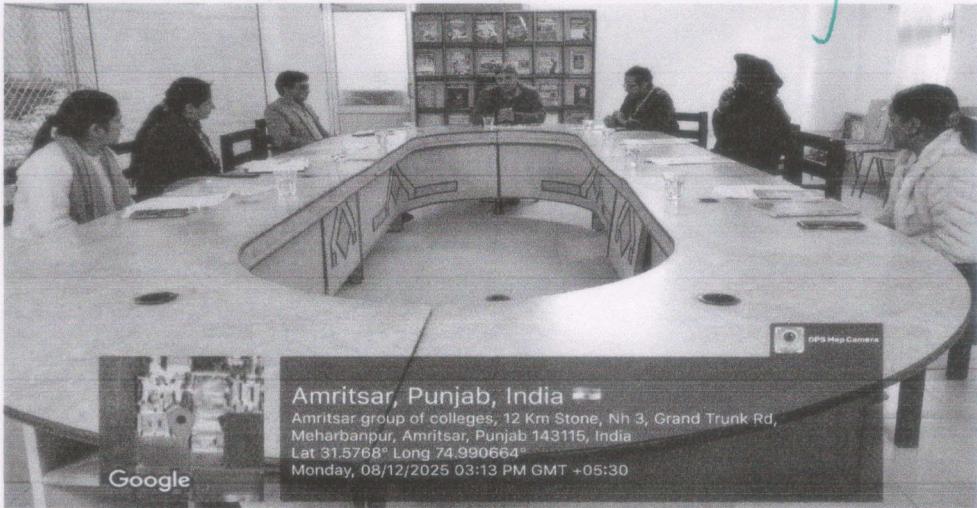
Kulbir
Member
9/12/25
(Ms. Kulbir Kaur)

HS
Minutes prepared by
Member Secretary
(Mr. HS Sarkaria)

Upain
Chairperson 9/12/25
(Dr. Upain Kumar Bhatia)

Gaurav
Approved by Principal
(Dr. Gaurav Tejpal)

Glimpses



Activity Schedule for Even Semester 2026

Central Library

S.No.	Event	Tentative dates	Responsibility
1.	Release of Press Coverage of AGC 2025	26 th January 2026	Central Library
2.	Release of Spotlight 2025	26 th January 2026	Central Library
3.	Library Treasure Hunt	Last Week of January	SLC
4.	Meeting of AGC Book Club	Jan-Feb	AGC Book Club
5.	Celebration of World Read Aloud	1 st Wednesday of February	Central Library
6.	Mock Campus Placement	Before the 1 st MST	SLC
7.	Reel-a-thon	After 1 st MST	SLC
8.	Meeting of AGC Book Club	March April	AGC Book Club
9.	Celebration of World Book Day	23 rd April 2026	Central Library

Sd/-
Convenor

Sd/-
Secretary