



**GLOBAL**  
**INSTITUTE OF**  
**TECHNOLOGY**

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## **CIRCULAR**

**Date 05/07/2021**

**Subject: 19<sup>th</sup> Meeting of Library Committee**

**Mode of Meeting: offline**

This is to inform that the 19<sup>th</sup> meeting of the Library Committee has been scheduled on 10/07/2021 at 2:00 P.M at EE Seminar Hall.

All the Members are requested to attend the meeting.

The agenda's of this meeting are mentioned below.

**Agenda      Particulars**

Agenda 1: Confirmation of Minutes of the Meeting held on 19th Jan 2021.

Agenda 2: Issuing rules and return policies.

Agenda 3: Discussion on Annual Budget (FY 2021–22)

Agenda 4: Any other point to discuss with permission of chair.

  
**Dr. Sanjay Bansal**  
**Coordinator**

Copy to:

1. Principal
2. IQAC
3. Library Committee Members



**MINUTES OF MEETING OF LIBRARY COMMITTEE**

<b>Minutes of Meeting of Library Committee</b>
<b>Date : 10/07/2021</b>
<b>Venue: EE Seminar Hall</b>
<b>Meeting Number : 19<sup>th</sup></b>

**The meeting was attended by following members on 10/07/2021**

<b>Sr. No.</b>	<b>Name</b>	<b>Designation</b>
1.	Dr. Sanjay Bansal	Coordinator
2.	Mrs. Sushila Mahla	Member
3.	Dr. Rajpal Kushwaha	Member
4.	Mr. Ravi Hada	Member
5.	Mr. Vinod Sharma	Member
6.	Mr. Sitaram Raigar	Member
7.	Mr. Naween Jha	Member
8.	Mr. Tapan Nahar	Member
9.	Mr. Rudrapati Srujan	Student Representative

**Welcome Note:**

Dr. Sanjay Bansal initiated the 19<sup>th</sup> Library Committee meeting, warmly welcomed all the participants. He expressed gratitude for their presence and highlighted the significance of the discussions ahead. He further presented the agenda for this meeting.

<b>S. No.</b>	<b>AGENDA</b>	<b>DISCUSSIONS</b>
1.	Confirmation of Minutes of the Meeting held on 19 <sup>th</sup> Jan 2021.	The members confirmed the Minutes of the Meeting held on 19 <sup>th</sup> Jan 2021 and supplied the Action Taken Report to all Committee Members.
2.	Issuing rules and return policies.	Issuing rules for reference books were reviewed. Members suggested stricter return deadlines during exam season to maximize availability.
3.	Discussion on Annual Budget (FY 2021-22)	Librarian presented expenditure of previous year and proposed budget of amount Rs. 54500 for the requirement for new technical textbooks, journals, digital library renewal, and furniture repair. Committee reviewed the budget.
4.	Any other point to discuss with permission of chair.	No other point to discuss.

**Meeting Adjournment:**




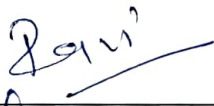
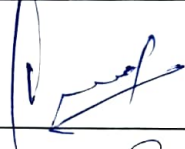
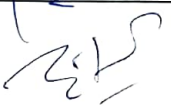
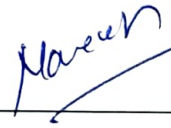


Dr. Sanjay Bansal expressed gratitude to all members for their participation and commitment. He emphasized the importance of collaboration in achieving the committee's goals and officially adjourned the meeting with thanks to everyone for their time and efforts.

  
**Dr. Sanjay Bansal**  
**Coordinator**



**ATTENDANCE**

**The meeting was attended by following members on 10/07/2021**

Sr. No.	Name	Designation	Signature
1.	Dr. Sanjay Bansal	Coordinator	
2.	Mrs. Sushila Mahla	Member	
3.	Dr. Rajpal Kushwaha	Member	
4.	Mr. Ravi Hada	Member	
5.	Mr. Vinod Sharma	Member	
6.	Mr. Sitaram Raigar	Member	
7.	Mr. Naveen Jha	Member	
8.	Mr. Tapan Nahar	Member	
9.	Mr. Rudrapati Srujan	Student Representative	



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**ACTION TAKEN REPORT**

Major action taken report of 19<sup>th</sup> Meeting of LIBRARY Committee held on 10/07/2021

Sr. No.	AGENDA	ACTION TAKEN
1.	Confirmation of Minutes of the Meeting held on 19th Jan 2021.	The members of the committee conferred the Action Taken Report and Minutes of the Meeting of the last Meeting.
2.	Issuing rules and return policies.	Revised issuing timing circular released.
3.	Discussion on Annual Budget (FY 2021-22)	Committee approved the demand after review and forwarded the budget to management for further approval.
4.	Any other point to discuss with permission of chair.	No other point to discuss.