



**GLOBAL
INSTITUTE OF
TECHNOLOGY**

CIRCULAR

Date 07/02/2022

Subject: 20th Meeting of Library Committee

Mode of Meeting: Offline

This is to inform that 20th meeting of the Library Committee has been scheduled on 11/02/2022 at 3:00 P.M. in EE Seminar Hall.

All the Members are requested to attend the meeting.

The purpose of this meeting is to discuss on discussion on below mention agenda.

Agenda Particulars

Agenda 1: Confirmation of Minutes of the Meeting held on 10th July 2021.

Agenda 2: Discussion on digital library subscriptions.

Agenda 3: Improving issue/return counter efficiency.

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



**Dr. Sajay Bansal
Coordinator**

Copy to:

1. Principal
2. IQAC
3. Library Committee Members



**GLOBAL
INSTITUTE OF
TECHNOLOGY**

MINUTES OF MEETING OF LIBRARY COMMITTEE

Minutes of Meeting of Library Committee

Date : 11/02/2022

Venue: EE Seminar Hall

Meeting Number : 20th

The meeting was attended by following members on 11/02/2022

Sr. No.	Name	Designation
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

Welcome Note:

Dr. Sajay Bansal initiated the 20th 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.

Sr. No.	AGENDA	DISCUSSIONS
1.	Confirmation of Minutes of the Meeting held on 10 th July 2021.	The members confirmed the Minutes of the Meeting held on 10 th July 2021 and supplied the Action Taken Report to all Committee Members.
2.	Discussion on digital library subscriptions.	Members emphasized increasing digital resources as students rely more on online references. E-journal subscriptions like IEEE, Springer, and DELNET were discussed.
3.	Improving issue/return counter efficiency.	Staff shortages during peak time created queues. Members suggested rotational duty charts.
4.	Any other point to discuss with permission of chair.	No other point to discuss.

Meeting Adjournment:

Dr. Sajay 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. Sajay Bansal
Coordinator



ATTENDANCE

The meeting was attended by following members on 11/02/2022

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. Naween Jha	Member	
8.	Mr. Tapan Nahar	Member	
9.	Mr. Rudrapati Srujan	Student Representative	



ACTION TAKEN REPORT

Major action taken report of 20th Meeting of Library Committee held on 11/02/2022

Sr. No.	AGENDA	ACTION TAKEN
1.	Confirmation of Minutes of the Meeting held on 10th July 2021.	The members of the committee conferred the Action Taken Report and Minutes of the Meeting of the last Meeting.
2.	Discussion on digital library subscriptions.	Journal subscription forwarded for budget approval.
3.	Improving issue/return counter efficiency.	Counter duty chart implemented.
4.	Any other point to discuss with permission of chair.	No other point to discuss.