



CIRCULAR

Date 01/08/2022

Subject: 21st Meeting of Library Committee

Mode of Meeting: Offline

This is to inform that 21st meeting of the Library Committee has been scheduled on 09/08/2022 1:30 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 11th Feb 2022.

Agenda 2: Proposal for book bank scheme expansion.

Agenda 3: Utilization of previous year budget.

Agenda 4: Discussion on Annual Budget (FY 2022–23).

Agenda 5: Nomination of new member in the committee.

Agenda 6: Any other point to discuss with permission of chair.



Dr. Sajay Bansal
Coordinator

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3. Library Committee Members



**GLOBAL
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MINUTES OF MEETING OF LIBRARY COMMITTEE

Minutes of Meeting of Library Committee
Date : 09/08/2022
Venue: EE Seminar Hall
Meeting Number : 21st

The meeting was attended by following members on 09/08/2022

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. Mithesh Sharma	Student Representative

Welcome Note:

Dr. Sajay Bansal initiated the 21st 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.

S. No.	AGENDA	DISCUSSIONS
1.	Confirmation of Minutes of the Meeting held on 11 th Feb 2022.	The members confirmed the Minutes of the Meeting held on 11 th Feb 2022 and supplied the Action Taken Report to all Committee Members.
2.	Proposal for book bank scheme expansion.	Book bank policy expanded with new sets added.
3.	Utilization of previous year budget.	The committee reviewed the utilization of the budget and noted the expenditure on journals, e-resources, and maintenance.
4.	Discussion on Annual Budget (FY 2021–22)	Librarian presented expenditure of previous year and proposed the budget of amount Rs. 93000/- for the FY (2023-23)
5.	Nomination of new member in the committee.	Mr. Mithesh Sharma was nominated as new member in the committee.
6.	Any other point to discuss with permission of chair.	No more 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**



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ATTENDANCE

The meeting was attended by following members on 09/08/2022

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. Naveen Jha	Member	
8.	Mr. Tapan Nahar	Member	
9.	Mr. Mithesh Sharma	Student Representative	



ACTION TAKEN REPORT

Major action taken report of 21st Meeting of Library Committee held on 09/08/2022

Sr. No.	AGENDA	ACTION TAKEN
1.	Confirmation of Minutes of the Meeting held on 11th Feb 2022.	The members of the committee conferred the Action Taken Report and Minutes of the Meeting of the last Meeting.
2.	Proposal for book bank scheme expansion.	Orientation plan conducted for first year students.
3.	Utilization of previous year budget.	Budget utilization report was shared with committee members.
4.	Discussion on Annual Budget (FY 2021-22)	Committee approved the demand after review and forwarded the budget to management for further approval.
5.	Nomination of new member in the committee.	Mr. Mithesh Sharma joined the committee as student representative.