



**GLOBAL  
INSTITUTE OF  
TECHNOLOGY**

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**CIRCULAR**

**Date 14/08/2023**

**Subject: 23<sup>rd</sup> Meeting of Library Committee**

**Mode of Meeting: Offline**

This is to inform that 23<sup>rd</sup> meeting of the Library Committee has been scheduled on 19/08/2023 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 28th Jan 2023.

Agenda 2: Utilization of previous year budget.

Agenda 3: Discussion on Annual Budget (FY 2023–24).

Agenda 4: Nomination of new member in the committee.

Agenda 5: Any other point to discuss with permission of chair.

**Dr. Sajay 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 : 19/08/2023</b>	<b>Venue: EE Seminar Hall</b>
<b>Meeting Number : 23<sup>rd</sup></b>	

**The meeting was attended by following members on 19/08/2023**

<b>Sr. No.</b>	<b>Name</b>	<b>Designation</b>
1.	Dr. Sanjay Bansal	Coordinator
2.	Mr. Ravinder Maan	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 23<sup>rd</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>Sr. No.</b>	<b>AGENDA</b>	<b>DISCUSSIONS</b>
1.	Confirmation of Minutes of the Meeting held on 28 <sup>th</sup> Jan 2023.	The members confirmed the Minutes of the Meeting held on 28 <sup>th</sup> Jan 2023 and supplied the Action Taken Report to all Committee Members.
2.	Utilization of previous year budget.	The committee reviewed the utilization of the budget and noted the expenditure on journals, e-resources, and maintenance.
3.	Discussion on Annual Budget (FY 2023-24)	Librarian raised the demand of budget of amount Rs. 75000/- for library expenditure. Committee reviewed the demand.
4.	Nomination of new member in the committee.	Mr. Ravinder Maan was nominated as new member in the committee.
5.	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 19/08/2023**

<b>Sr. No.</b>	<b>Name</b>	<b>Designation</b>	<b>Signature</b>
1.	Dr. Sanjay Bansal	Coordinator	
2.	Mr. Ravinder Maan	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	



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**ACTION TAKEN REPORT**

Major action taken report of 23<sup>rd</sup> Meeting of Library Committee held on 19/08/2023

<b>Sr. No.</b>	<b>AGENDA</b>	<b>ACTION TAKEN</b>
1.	Confirmation of Minutes of the Meeting held on 28th Jan 2023.	The members of the committee conferred the Action Taken Report and Minutes of the Meeting of the last Meeting.
2.	Utilization of previous year budget.	Budget utilization report was shared with committee members.
3.	Discussion on Annual Budget (FY 2023-24)	Committee approved the demand after review and forwarded the budget to management for further approval.
4.	Nomination of new member in the committee.	Mr. Ravinder Maan joined the committee as new member.