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## **CIRCULAR**

**Date 24/07/2024**

**Subject: 25<sup>th</sup> Meeting of Library Committee**

**Mode of Meeting: Offline**

This is to inform that the 25<sup>th</sup> meeting of the Library Committee has been scheduled on 27/07/2024 at 3:00 P.M. in the Board Room, GIT.

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 2024.

Agenda 2: Utilization of previous year budget.

Agenda 3: Discussion on Annual Budget (FY 2024–25).

Agenda 4: Nomination of new member in the committee.

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

*Reema*

**Dr. Reema Ajmera  
Coordinator**

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**GLOBAL  
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TECHNOLOGY**

**MINUTES OF MEETING OF LIBRARY COMMITTEE**

**Minutes of the Meeting of Library Committee**

**Date: 27/07/2024**

**Venue: Board Room, GIT**

**Meeting Number: 25<sup>th</sup>**

**The meeting was attended by the following members on 27/07/2024**

<b>Sr. No.</b>	<b>Name</b>	<b>Designation</b>
1.	Dr. Reema Ajmera	Coordinator
2.	Dr. Ravinder Maan	Member
3.	Dr. Rajpal Kushwaha	Member
4.	Mr. Vishal Rohilla	Member
5.	Mr. Vinod Sharma	Member
6.	Mr. Sitaram Raigar	Member
7.	Mr. Anil Yadav	Member
8.	Mr. Tapan Nahar	Member
9.	Mr. Mithesh Sharma	Student Representative

**Welcome Note:**

Dr. Reema Ajmera initiated the 25<sup>th</sup> Library Committee meeting, warmly welcomed all the participants. She expressed gratitude for their presence and highlighted the significance of the discussions ahead. She 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 2024.	The members confirmed the Minutes of the Meeting held on 19 <sup>th</sup> Jan 2024 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 2024–25)	The demand of budget of amount Rs. 108000/- for the expenditure on library was raised including subscription of more magazines for students.
4.	Nomination of new member in the committee.	Dr. Reema Ajmera was nominated as new coordinator of the committee.
5.	Any other point to discuss with permission of chair.	No other point to discuss.

**Meeting Adjournment:**

Dr. Reema Ajmera expressed gratitude to all members for their participation and commitment. She 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.

*Reema*  
**Dr. Reema Ajmera**  
**Coordinator**



**ATTENDANCE**

**The meeting was attended by the following members on 27/07/2024**

<b>Sr. No.</b>	<b>Name</b>	<b>Designation</b>	<b>Signature</b>
1.	Dr. Reema Ajmera	Coordinator	
2.	Dr. Ravinder Maan	Member	
3.	Dr. Rajpal Kushwaha	Member	
4.	Mr. Vishal Rohilla	Member	
5.	Mr. Vinod Sharma	Member	
6.	Mr. Sitaram Raigar	Member	
7.	Mr. Anil Yadav	Member	
8.	Mr. Tapan Nahar	Member	
9.	Mr. Mithesh Sharma	Student Representative	—ABSENT—



**ACTION TAKEN REPORT**

Major action taken report 25<sup>th</sup> Meeting of Library Committee held on 27/07/2024

<b>Sr. No.</b>	<b>AGENDA</b>	<b>ACTION TAKEN</b>
1.	Confirmation of Minutes of the Meeting held on 19th Jan 2024.	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 2024–25)	The committee approved the demand and forwarded for approval of budget.
4.	Nomination of new member in the committee.	Dr. Reema Ajmera joined the committee as new Coordinator in place of Dr. Sanjay Bansal.