



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

---

**CIRCULAR**

**Date 29/09/2025**

**Subject: 27<sup>th</sup> Meeting of Library Committee**

**Mode of Meeting: offline**

This is to inform that the 27<sup>th</sup> meeting of the Library Committee has been scheduled on 04/10/2025 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 08th Mar 2025.

Agenda 2: Utilization of previous year budget.

Agenda 3: Discussion on Annual Budget (FY 2025-26).

Agenda 4: Preparing user manuals for students.

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

  
**Dr. Reema Ajmera**  
**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: 04/10/2025</b>	<b>Venue: EE Seminar Hall</b>
<b>Meeting Number: 27<sup>th</sup></b>	

**The meeting was attended by following members on 04/10/2024**

<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.	Ms. Aakansha Sharma	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 27<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>Sr. No.</b>	<b>AGENDA</b>	<b>DISCUSSIONS</b>
1.	Confirmation of Minutes of the Meeting held on 08 <sup>th</sup> Mar 2025.	The members confirmed the Minutes of the Meeting held on 08 <sup>th</sup> Mar 2025 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 2025-26).	The librarian raised the demand for annual budget of amount Rs. 62000/- library expenditure.
4.	Preparing user manuals for students.	User manuals for library services need to be updated.
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.

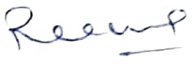
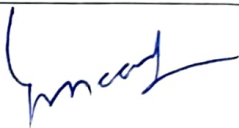

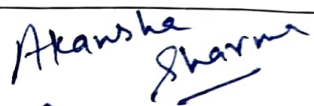
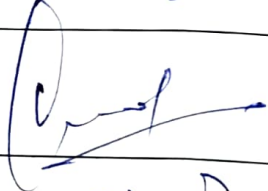


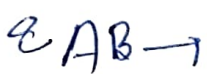

*Reema*

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



**ATTENDANCE**

**The meeting was attended by the following members on 04/10/2025**

<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.	Ms. Aakansha Sharma	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	





---

**ACTION TAKEN REPORT**

Major action taken report of 27<sup>th</sup> Meeting of Library Committee held on 04/10/2025

Sr. No.	AGENDA	ACTION TAKEN
1.	Confirmation of Minutes of the Meeting held on 08th Mar 2025.	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 2025-26)	The committee added more items after discussion with Hods of the department and forwarded the budget for approval of management.
4.	Preparing user manuals for students.	User manuals printed and pasted on the wall.
5.	Any other point to discuss with permission of chair.	No other point to discuss.