



**GLOBAL
INSTITUTE OF
TECHNOLOGY**

CIRCULAR

Date 29/09/2025

Subject: 27th Meeting of Library Committee

Mode of Meeting: offline

This is to inform that the 27th 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.

Reema

**Dr. Reema Ajmera
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: 04/10/2025

Venue: EE Seminar Hall

Meeting Number: 27th

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

Sr. No.	Name	Designation
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 27th 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.

Sr. No.	AGENDA	DISCUSSIONS
1.	Confirmation of Minutes of the Meeting held on 08 th Mar 2025.	The members confirmed the Minutes of the Meeting held on 08 th 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

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



ACTION TAKEN REPORT

Major action taken report of 27th 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.