

Library Advisory Committee session 2024-2025

Objectives:-

Provide advice, support for the faculty, the individual departments, and the Librarian on matters of the role of the Library in academic learning, budgeting, collection development, bibliographic instruction and automation, circulation, and reference services. Academic departments have responsibility for the quality of their collections.

Responsibilities of Library Advisory Committee

1. Library Advisory Committee will advise make recommendation to the Principal on specific issues, problems and concerns related to library of the college.
2. Provide the librarian with the inputs on regular basis on various aspects of functioning of Library.
3. Will ensure smooth and fast automation of Library (implement KOHA) & work towards modernization and improvement of Library and Documents services.
4. Facilitate communication between various stack holders.
5. Obtain the advise and views of the users on Library needs in their area and take action to implement the actionable points.
6. Will prepare Library Development Plan and will implement it.
7. Will supervise the allocation and utilization of funds for different activities like for purchase of books and journals, prepare and renovation holding seminars and any others such aspects of Library functioning.
8. To purchase the book for the Library.
9. To formulate policies and procedures for efficient use of Library resources/E-Resources.
10. To review Library readership and to adopt measure to enhance readership.

11. To prepare budget and proposal for the development of Library.
12. To submit the annual report on the functioning of the library.
13. To take measures to increase the Library beyond the boundaries of the college.

➤ **List of Library Advisory Committee Members**

Sr. No.	Name of the member	Department	Member	Signature
1.	Dr. Sarabjit Kaur	Principal	Chairperson	<i>[Signature]</i>
2.	Dr. Rana Baljinder Kaur	Punjabi	Member	<i>[Signature]</i>
3.	Dr. Neena Mehta	Hindi	Member	<i>[Signature]</i>
4.	Dr. Nirmaljit Kaur	Philosophy	Member	<i>[Signature]</i>
5.	Dr. Jagdish Kumar	History	Member	<i>[Signature]</i>
6.	Dr. Sunil Kumar	Computer Sc	Member	<i>[Signature]</i>
7.	Dr. Ruchi Kalra	Home Sci	Member	<i>[Signature]</i>
8.	Mrs. Satinder Kaur	Mathematics	Member	<i>[Signature]</i>
9.	Mrs. Monika Garg	Management	Member	<i>[Signature]</i>
10.	Dr. Jagmeet Kaur	Commerce	Member	<i>[Signature]</i>
11.	Dr. Anita Rani	Physics	Member	<i>[Signature]</i>
12.	Mrs. Kirandish Kaur	Chemistry	Member	<i>[Signature]</i>
13.	Dr. Neeta Kumari	English	Member	<i>[Signature]</i>
14.	Dr. Sukhvinder Kaur	Zoology	Member	<i>[Signature]</i>
15.	Mrs. Amanpreet Kaur	Sociology	Member	<i>[Signature]</i>
16.	Dr. Mandeep Kaur	Botany	Member	<i>[Signature]</i>
17.	Mrs. Seema Rani	FD	Member	<i>[Signature]</i>
18.	Dr. Navpreet Kaur	FST	Member	<i>[Signature]</i>
19.	Mrs. Amandeep Kaur	LIBRARIAN	Member Secretary	<i>[Signature]</i>

➤ **Student Representatives (3)**

S.N.	Student Name	Class	Roll No.	Signature
1.	Harmandeep Singh	B.A ^{2nd}	2121	<i>[Signature]</i>
2.	Shivjeet Singh	M.Sc IT ^{2nd}	10901	<i>[Signature]</i>
3.	Akashdeep Singh	B.Voc FST ^{IIIrd}	7202	<i>[Signature]</i>

[Signature]
7/3/25
Librarian

[Signature]
Principal

Library Advisory Committee

Meeting Schedule: -

Academic year..2024-2025

Timing ..11:30..to..12:45

Date ..7/3/25.....

No. of Member Present...18.....

No. of Member Absent...1.....

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Sr. No.	Name of the member	Department	Member	Signature
1.	Dr. Sarabjit Kaur	Principal	Chairperson	
2.	Dr. Rana Baljinder Kaur	Punjabi	Member	
3.	Dr. Neena Mehta	Hindi	Member	
4.	Dr. Nirmaljit Kaur	Philosophy	Member	
5.	Dr. Jagdish Kumar	History	Member / IOAC Co-ordinator	
6.	Dr. Sumil Kumar	Computer Sc	Member	
7.	Dr. Ruchi Kalra	Home Sci	Member	
8.	Mrs. Satinder Kaur	Mathematics	Member	
9.	Mrs. Monika Garg	Management	Member	
10.	Dr. Jagmeet Kaur	Commerce	Member	
11.	Dr. Anita Rani	Physics	Member	
12.	Mrs. Kirandish Kaur	Chemistry	Member	
13.	Dr. Neeta Kumari	English	Member	
14.	Dr. Sukhvinder Kaur	Zoology	Member	
15.	Mrs. Amanpreet Kaur	Sociology	Member	
16.	Dr. Mandeep Kaur	Botany	Member	
17.	Mrs. Seema Rani	FD	Member	
18.	Dr. Navpreet Kaur	FST	Member	
19.	Mrs. Amandeep Kaur	LIBRARIAN	Member Secretary	

7/3/25
Librarian

7/3/25
Principal

➤ Agenda of the meeting

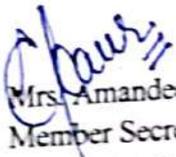
1. To purchase new books based on NEP Syllabus.
2. To hold brainstorming session with students to promote library culture among students.
3. To ensure issuance of maximum books for students as well as teachers.
4. To inform students and faculty about new arrivals through e-media.
5. Regarding departmental libraries.
6. Create online OPAC website.
7. To make provisions for book review corner /display board to display reviews of books by students.
8. To ensure library hours for teachers maintain their attendance and record as to who got the books.
9. To ensure maximum access of N.LIST E-resources for students and teachers.
10. A separate corner for competitive exam books and journals.

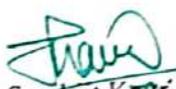
➤ Report of the meeting

The following decisions were taken by the committee to improve the functions of the library:-

1. Regarding the purchasing of books by teachers, all the HODs forwarded the list of books needed for their subject and librarian made the consolidated list and placed order to book store and procured the books.
2. Principal advised the Librarian to collect suggestions from all the teachers regarding the improvements of library services.
3. Regarding the functioning of library, maximum books were issued to the students and Librarian will monitor the maintenance of its record.
4. The Library launched the "Best Reader of the Month" programmed by which every month a student awarded with the Trophy.
5. Library committee recommended the creation of library website.
6. Committee recommended maximum access to e- resources through N.LIST INFLIBNET should be mandatory for every student and teacher and the Librarian will maintain a record of this.

The meeting ended with vote of thanks.


Mrs. Amandeep Kaur
Member Secretary
Library Advisory committee


Dr. Sarabjit Kaur, 3. 25
Chairperson
Library Advisory committee