

Hb. No:- L-02/40/2025

Dated 15/9/25

## Notice

All the members of Library Advisory Committee are hereby informed that a meeting will be held on 17/09/2025 at 11.00 A.M. All the members are requested to attend the meeting on time and contribute their valuable suggestions.

  
Librarian  
Guru Nanak College  
Sri Muktsar Sahib

  
Principal  
Guru Nanak College  
Sri Muktsar Sahib  
15/9/25

## Agenda of the Meeting

1. Confirmation of the minutes of last meeting held on 07/03/2025.
2. Discussion on selection of student's representatives in library committee.
3. Discussion on Library budget for the academic year 2025-2026.
4. Discussion on purchase of books for zoology department.
5. Discussion on Book Bank scheme.
6. Discussion on usage statistics (Time Table of Students and staff)
7. Report on Library activities.
8. Discussion on the departmental libraries
9. Suggestions for improving library services
10. Any other matter with the permission of Chair.

  
Librarian  
Guru Nanak College  
Sri Muktsar Sahib.

  
Principal  
Guru Nanak College  
Sri Muktsar Sahib  
15/9/25

### Library Advisory Committee Session 2025-2026

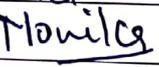
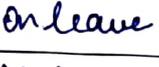
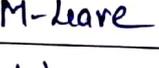
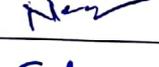
#### Objectives: -

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 Software
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 supervision 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 prepared budget and proposal for the development of the 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	
2.	Dr. Rana Baljinder Kaur	Vice Principal	Member	
3.	Dr. Neena Mehta	Dean Academic	Member	
4.	Dr. Nirmaljit Kaur	PRO	Member	
5.	Dr. Jagdish Kumar	IQAC Co-Ordinator	Member	
6.	Dr. Sunil Kumar	Computer Science	Member	
7.	Dr. Ruchi Kalra	Home Sci	Member	
8.	<del>Dr.</del> Mrs. Satinder Kaur	Mathematics	Member	
9.	Mrs. Monika Garg	Management	Member	 Monika Garg
10.	Dr. Jagmeet Kaur	Commerce	Member	 on leave
11.	Dr. Anita Rani	Physics	Member	 M-leave
12.	Mrs. Kirandish Kaur	Chemistry	Member	 KKS
13.	Dr. Neeta Kumari	English	Member	 Neeta
14.	Dr. Sukhvinder Kaur	Zoology	Member	 SJK
15.	Mrs. Amanpreet Kaur	Sociology	Member	 A
16.	Dr. Mandeep Kaur	Botany	Member	 Mandeep
17.	Mrs. Seema Rani	FD	Member	 Seema Rani
18.	Dr. Navpreet Kaur	FST	Member	 Navpreet

19.	Mrs. Amandeep Kaur	Librarian	Member Secretary	<i>A Kaur</i>
-----	-----------------------	-----------	---------------------	---------------

➤ Student Representatives (3)

S.N.	Students Name	Class	Roll No	Signature
1.	Thomson	BA-3rd	3014	<i>Thomson</i>
2.	Navjot Singh	B'com final	4815	<i>Navjot Singh</i>
3.	Arman Singh	BA-1st	1050	<i>Arman Singh</i>

*A Kaur*  
Librarian

*[Signature]*  
Principal

## Library Advisory Committee

Meeting Schedule .....

Academic Year... 2025-2026

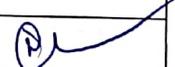
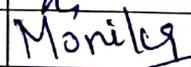
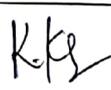
Timing... 11:30 AM

Date... 17 September 2025

No. of Member Present.....

No. of Member Absent.....

### ➤ List of Library Advisory Committee Members

Sr. No.	Name of the member	Department	Member	Signature
1.	Dr. Sarabjit Kaur	Principal	Chairperson	
2.	Dr. Rana Baljinder Kaur	Vice Principal	Member	
3.	Dr. Neena Mehta	Dean Academic	Member	
4.	Dr. Nirmaljit Kaur	PRO	Member	
5.	Dr. Jagdish Kumar	IQAC Co-Ordinator	Member	
6.	Dr. Sunil Kumar	Computer Science	Member	
7.	Dr. Ruchi Kalra	Home Sci	Member	
8.	<del>Mrs. Satinder Kaur</del>	Mathematics	Member	
9.	Mrs. Monika Garg	Management	Member	
10.	Dr. Jagmeet Kaur	Commerce	Member	on leave
11.	Dr. Anita Rani	Physics	Member	M-leave
12.	Mrs. Kirandish Kaur	Chemistry	Member	

13.	Dr. Neeta Kumari	English	Member	<i>Neeta</i>
14.	Dr. Sukhvinder Kaur	Zoology	Member	<i>SK</i>
15.	Mrs. Amanpreet Kaur	Sociology	Member	<i>AK</i>
16.	Dr. Mandeep Kaur	Botany	Member	
17.	Mrs. Seema Rani	FD	Member	<i>leave.</i>
18.	Dr. Navpreet Kaur	FST	Member	<i>Navpreet</i>
19.	Mrs. Amandeep Kaur	Librarian	Member Secretary	<i>Amandeep</i>

➤ Student Representatives (3)

S.N.	Students Name	Class	Roll No	Signature
1.	<i>Thomson</i>	<i>BA-3rd year</i>	<i>3014</i>	<i>Thomson.</i>
2.	<i>Navjot Singh</i>	<i>B.com final</i>	<i>4815</i>	<i>Navjot Singh</i>
3.	<i>Aman Singh</i>	<i>BA 1<sup>st</sup></i>	<i>1050</i>	<i>Aman Singh</i>

*Amandeep*  
Librarian

*Principal*  
Principal