



(Affiliated to the University of Rajasthan)
UGC Approved "First Heritage College in Rajasthan"

Estd.- 1906

CIRCULAR

Dated -20/03/2023

A meeting of Library Committee will be held on 21/03/2023 at 1:30 PM in the library.

All the members are requested to attend the meeting.

AGENDA

- 1. To confirm the minutes of Library committee on 26/11/2022 (Meeting No. 15)
- 2. Discuss upon online research tools.
- 3. Discuss upon the requisitions.
- 4. Discuss upon library expenses.
- 5. Any case

Coordinator

S.S.G. Pareek P.G. College

Copy to.....

1. Central Office (Management)

2. Secretary Office

3. Principal

4. IQAC

5. All Committee Members





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Estd.- 1906

The agenda and outcome of the Library Committee Meeting held on 21/03/2023

S.No.	Agenda	Discussion
1.	To confirm the minutes of library committee held on 26/11/2022 (Meeting No. 14)	The minutes of library committee Meeting held on 26/11/2022 (Meeting No. 14) are confirmed.
2.	Discuss upon online research tools.	Discussion upon subscription of shodhganga and shodhsindhu research tool
3.	Discuss upon the requisitions.	Discussion upon the requisition of new books.
4.	Discuss upon library expenses.	153007rs. Total expenses.
5.	Any case	No recorded

The meeting ended with a vote of thanks to the chair.

S.S.G. Pareek P.G. College

PRINCIPAL S.S.G. PAREEK PG COLLEGE JAIPUR (RAJASTHAN)

Y Kanti Chandra Road, Banipark, Jaipur-302016 (Raj.)
Tel.: 0141-2202167





(Affiliated to the University of Rajasthan)
UGC Approved "First Heritage College in Rajasthan"

ACTION TAKEN REPORT

S.No.	Agenda	ACTION TAKEN
1,	To confirm the minutes of library committee held on 21/03/2022 (Meeting No. 14)	As per the advice of chairman of the library committee the deputy librarian present the action taken report as encloser of agenda papers
2.	Discuss upon online research tools.	Prepare list and estimation of books
3.	Discuss upon the requisitions.	e-journals subscription quotations received
4.	Discuss upon library expenses.	Prepared budget estimation and proposals sent for approvals by governing body





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Attendance

S.No	Name of the Members	Position	Sign
1	Dr. N. M. Sharma	Chairperson (Principal)	my
2	Mrs. Jyoti Sharma	Coordinator (Librarian)	12121
3	Mr. Vishnu Sharma	Member (Deputy Librarian)	1300
4	Dr. K.K. Sharma	Member (HOD)	
5	Dr. Mahesh Kumar Bhimwal	Member (HOD)	
6	Mrs. Gixy Joon	Member (HOD)	1.544
7	Yash Pareek	Student Representative	1 poveels
8	Kartik Chawla	Student Representative	Lehowle

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(Affiliated to the University of Rajasthan) UGC Approved "First Heritage College in Rajasthan"

CIRCULAR

Dated -25/11/2022

A 13th meeting of Library Committee will be held on 26/11/2022 at 2:00 PM in the library.

All the members are requested to attend the meeting.

AGENDA

- 1. To confirm the minutes of Library committee on 16/07/2022 (Meeting No. 14)
- 2. Discuss upon online research tools.
- 3. Discuss upon the requisitions.
- 4. Discuss upon library budget.
- 5. Any case.

S.S.G. Pareek P.G. College

Copy to.....

- 1. Central Office (Management)
- 2. Secretary Office
- 3. Principal
- 4. IQAC
- 5. All Committee Members





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The agenda and outcome of the Library Committee Meeting held on 26/11/2022

S.No.	Agenda	Discussion
1.	To confirm the minutes of library committee held on16/07/2022(Meeting No. 14)	The minutes of library committee Meeting held on 16/07/2022(Meeting No. 14) are confirmed.
2.	Discuss upon online research tools.	Discussion upon subscription of shodhganga and shodhsindhu research tool
3.	Discuss upon the requisitions.	Discussion upon the requisition of new books.
4.	Discuss upon library budget.	Total budget rs. 300000 rs.
5,	Any case	No recorded

The meeting ended with a vote of thanks to the chair.

Coordinator

S.S.G. Pareek P.G. College





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UGC Approved "First Heritage College in Rajasthan"

ACTION TAKEN REPORT

S.No.	Agenda	ACTION TAKEN	
1.	To confirm the minutes of library committee held on 26/11/2022 (Meeting No. 14)	As per the advice of chairman of the library committee the deputy librarian present the action taken report as encloser of agenda papers	
2.	Discuss upon online research tools.	Prepare list and estimation of books	
3.	Discuss upon the requisitions.	e-journals subscription quotations received	
4.	Discuss upon library budget.	Prepared budget estimation and proposals sent for approvals by governing body	





(Affiliated to the University of Rajasthan) Estd.- 1906 UGC Approved "First Heritage College in Rajasthan"

Attendance

S.No	Name of the Members	Position	Sign
1	Dr. N. M. Sharma	Chairperson (Principal)	w
2	Mrs. Jyoti Sharma	Coordinator (Librarian)	1011
3	Mr. Vishnu Sharma	Member (Deputy Librarian)	12041
4	Dr. K.K. Sharma	Member (HOD)	
5	Dr. Mahesh Kumar Bhimwal	Member (HOD)	207
6	Mrs. Gixy Joon	Member (HOD)	1 diw
7	Yash Pareek	Student Representative	yoursely -
8	Kartik Chawla	Student Representative	Kerawie



(Affiliated to the University of Rajasthan)

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UGC Approved "First Heritage College in Rajasthan"

CIRCULAR

Dated -15/07/2022

A 12th meeting of Library Committee will be held on 16/07/2022 at 1:00 PM in the Central Hall.

All the members are requested to attend the meeting.

AGENDA

- 1. To confirm the minutes of Library committee on 20/01/2022(Meeting No. 13)
- 2. Discuss upon online tool in library.
- 3. Discuss upon total available print journals, e-journal.
- 4. Discuss upon the book bank facility.
- 5. Discuss upon online /offline record of data.
- 6. Any case.

Coordinator

S.S.G. Pareek P.G. College

Copy to.....

1. Central Office (Management)

2. Secretary Office

3. Principal

4. IQAC

5. All Committee Members

PRINCIPAL S.S.G. PAREEK PG COLLEGE JAIPUR (RAJASTHAN)

Kanti Chandra Road, Banipark, Jaipur-302016 (Raj.)
Tel.: 0141-2202167





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The agenda and outcome of the Library Committee Meeting held on 16/07/2022

S.No.	Agenda	Discussion
1.	To confirm the minutes of library committee held on 20/01/2022 (Meeting No. 13)	The minutes of library committee Meeting held on 20/01/2022(Meeting No. 13) are confirmed.
2.	Discuss upon online tool in library.	Discussion upon subscription of online tool for remote access of library.
3.	Discuss upon total available print journals, e-journal.	Discussion about total available and required print journals, e-journal
4.	Discuss upon the book bank facility.	Discussion upon book bank ratio adopted by the students.
5.	Discuss upon online /offline record of data.	Discussion upon to prepare a complete database of books, print journals & e-journals in online and offline mode.
6.	Any case	No case recorded

The meeting ended with a vote of thanks to the chair.

PRINCIPAL S.S.G. PAREEK PG COLLEGE JAIPUR (RAJASTHAN)

S.S.G. Pareek P.G. College, Jaipur

Y Kanti Chandra Road, Banipark, Jaipur-302016 (Raj.)
Tel.: 0141-2202167





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ACTION TAKEN REPORT

S.No.	Agenda	ACTION TAKEN
1.	To confirm the minutes of library committee held on 16/07/2022 (Meeting No. 13)	As per the advice of chairman of the library committee the deputy librarian present the action taken report as encloser of agenda papers
2.	Discuss about stock verification	Committee appointed for the next academic year in summer vacation, stock verification and missing books list received
3.	Discuss upon total available print journals, e-journal.	e-journals subscription quotations received
4.	Discuss upon the book bank facility.	Prepared budget estimation and proposals sent for approvals by governing body
5.	Discuss upon online /offline record of data.	Update available books record in the computer





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Attendance

S.No	Name of the Members	Position	Sign
1	Dr. N. M. Sharma	Chairperson (Principal)	my
2	Mrs. Jyoti Sharma	Coordinator (Librarian)	Yoti
3	Mr. Vishnu Sharma	Member (Deputy Librarian)	100
4	Dr. K.K. Sharma	Member (HOD)	
5	Dr. Mahesh Kumar Bhimwal	Member (HOD)	4
6	Mrs. Gixy Joon	Member (HOD)	lixy
7	Yash Pareek	Student Representative	1000
8	Kartik Chawla	Student Representative	Jeannel Volander





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CIRCULAR

Dated -19/01/2022

A 11th meeting of Library Committee will be held on 20/01/2022 at 2:00 PM in the Principal Room.

All the members are requested to attend the meeting.

AGENDA

- 1. To confirm the minutes of Library committee on 25/09/2021 (Meeting No. 12)
- 2. Discuss upon the ordered books.
- 3. Discuss upon online tool in library.
- 4. Discuss upon total expenses in library.

S.S.G. Pareek P.G. College

Copy to.....

1. Central Office (Management)

2. Secretary Office

3. Principal

4. IQAC

5. All Committee Members

S.S.G. PAREEK PG COLLEGE JAIPUR (RAJASTHAN)

Yanti Chandra Road, Banipark, Jaipur-302016 (Raj.) CTel.: 0141-2202167





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The agenda and outcome of the Library Committee Meeting held on 20/01/2022

S.No.	Agenda	Discussion
1.	To confirm the minutes of library committee held on 25/09/2021 (Meeting No. 12)	The minutes of library committee Meeting held on 25/09/2021 (Meeting No. 12) are confirmed.
2.	Discuss upon the ordered books.	Review of total ordered books and subscription of print journals and e-journals.
3.	Discuss upon online tool available in library.	Discussion upon online tool available in the library is working smoothly.
5.	Discuss upon total expenses in library.	156971 rs. Total expenses.

The meeting ended with a vote of thanks to the chair.

PRINCIPAL S.S.G. PAREEK PG COLLEGE JAIPUR (RAJASTHAN) S.S.G. Pareek P.G. College





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ACTION TAKEN REPORT

S.No.	Agenda	the deputy librarian present the action taken report a encloser of agenda papers e-journals subscription quotations received	
1.	To confirm the minutes of library committee held on 20/01/2021 (Meeting No. 6)		
2.	Discuss upon total available book, e-books, print journals, e- journal, magazines, newspapers etc.		
3.	Discuss upon the requirements.	Prepare list and estimation of books	
4.	Discuss upon the library budget.	Prepared budget a estimation and proposals sent for approvals by governing body	

PRINCIPAL S.S.G. PAREEK PG COLLEGE JAIPUR (RAJASTHAN)





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Attendance

S.No	Name of the Members	Position	Sign
1	Dr. N. M. Sharma	Chairperson (Principal)	my_
2	Mrs. Jyoti Sharma	Coordinator (Librarian)	114-12
3	Mr. Vishnu Sharma	Member (Deputy Librarian)	7304
4	Dr. K.K. Sharma	Member (HOD)	1,,,,
5	Dr. Mahesh Kumar Bhimwal	Member (HOD)	
6	Dr. Rajneesh Kumar Mishra	Member (HOD)	- Come
7	Mrs. Gixy Joon	Member (HOD)	lexy
8	Monika Kumawat	Student Representative	6000
9	Pramod Kumar	Student Representative	P. Lumen



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UGC Approved "First Heritage College in Rajasthan"

CIRCULAR

Dated -24/09/2021

A 10thmeeting of Library Committee will be held on 25/09/2021 at 2:00 PM in the Principal room.

All the members are requested to attend the meeting.

AGENDA

- 1. To confirm the minutes of Library committee on 17/10/2020(Meeting No. 11)
- 2. Discuss upon online tool in library.
- Discuss upon total available book, e-books, print journals, e-journal, magazines, newspapers
 etc.
- 4. Discuss upon the allotted library budget.

S.S.G. Pareek P.G. College

Copy to.....

1. Central Office (Management)

Secretary Office

Principal

4. IQAC

5. All Committee Members





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The agenda and outcome of the Library Committee Meeting held on 25/09/2021

S.No.	Agenda	Discussion
1.	To confirm the minutes of library committee held on 17/10/2020 (Meeting No. 11)	The minutes of library committee Meeting held on 17/10/2020(Meeting No. 11) are confirmed.
2.	Discuss upon online tool in library.	Planning to adopt a online tool in the library and discussed about received quotations for online tool.
3.	Discuss upon total available book, e-books, print journals, e-journal, magazines, newspapers etc.	Discussion about total available and required book, e-books, print journals, e-journal, magazines, newspapers etc.
4.	Discuss upon the allotted library budget.	No budget allotted due to covid-19.

The meeting ended with a vote of thanks to the chair.

PRINCIPAL

S.S.G. PAREEK PG COLLEGE JAIPUR (RAJASTHAN) Coordinator

S.S.G. Parcek P.G. College

Y Kanti Chandra Road, Banipark, Jaipur-302016 (Raj.)
Tel.: 0141-2202167





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ACTION TAKEN REPORT

S.No.	Agenda	Action Taken	
1.	To confirm the minutes of library committee held on 25/09/2021 (Meeting No. 6)	As per the advice of chairman of the library committee the deputy librarian present the action taken report as encloser of agenda papers	
2.	Discuss upon total available book, e-books, print journals, e-journal, magazines, newspapers etc.	Prepare list and estimation of books	
3.	Discuss upon the requirements.	e-journals subscription quotations received	
4.	Discuss upon the library budget.	Prepared budget estimation and proposals sent for approvals by governing body	





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Attendance

S.No	Name of the Members	Position	Sign
1	Dr. N. M. Sharma	Chairperson (Principal)	1
2	Mrs. Jyoti Sharma	Coordinator (Librarian)	
3	Mr. Vishnu Sharma	Member (Deputy Librarian)	17041
4	Dr. K.K. Sharma	Member (HOD)	
5	Dr. Mahesh Kumar Bhimwal	Member (HOD)	
6	Dr. Rajneesh Kumar Mishra	Member (HOD)	
7	Mrs. Gixy Joon	Member (HOD)	Three
8	Monika Kumawat	Student Representative	Deirl.
9	Pramod Kumar	Student Representative	P. Kumal

CIRCULAR

Dated -16/10/2020

A 9th meeting of Library Committee will be held on 17/10/2020at 1:30 PM in the Library.

All the members are requested to attend the meeting.

AGENDA

- 1. To confirm the minutes of Library committee on 18/12/2019 (Meeting No. 10)
- 2. Discuss upon remote access of library.
- 3. Discuss upon the allotted library budget.
- 4. Discuss upon total expenses in library.

Coordinator

S.S.G. Pareek P.G. Collège, Jaipur

Copy to.....

- 1. Central Office (Management)
- 2. Secretary Office
- 3. Principal
- 4. IQAC
- 5. All Committee Members





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The agenda and outcome of the Library Committee Meeting held on 17/10/2020

S.No.	Agenda	Outcome
1.	To confirm the minutes of library committee held on 18/12/2019 (Meeting No. 10)	The minutes of library committee Meeting held on 18/12/2019(Meeting No. 10) are confirmed.
2.	Discuss upon remote access of library.	Discussion upon during the covid-19 period classes and teaching learning process only on the online mode. So that college observe library was still unused due to students and faculty members physically not available so that college required a online tool of library through students and faculty members can used in the library on digital mode.
3.	Discuss upon the allotted library budget.	No budget allotted due to covid-19.
4.	Discuss upon total expenses in library.	225441 rs total expenses.

The meeting ended with a vote of thanks to the chair.

PRINCIPAL S.S.G. PAREEK PG COLLEGE JAIPUR (RAJASTHAN) S.S.G. Parcek P.G. College





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UGC Approved "First Heritage College in Rajasthan"

ACTION TAKEN REPORT

S.No.	Agenda	Action Taken	
1.	To confirm the minutes of library committee held on 20/01/2022 (Meeting No. 13)	As per the advice of chairman of the library committee the deputy librarian present the action taken report as encloser of agenda papers	
2.	Discuss upon online tool in library.	List prepared for different online tools available.	
3.	Discuss upon total available print journals, e-journal.	e-journals subscription quotations received	
4.	Discuss upon the book bank facility.	Prepared budget estimation and proposals sent for approvals by governing body	
5.	Discuss upon online /offline record of data.	Update available books record in the computer	





(Affiliated to the University of Rajasthan) Estd.- 1906 UGC Approved "First Heritage College in Rajasthan"

Attendance

S.No	Name of the Members	Position	Sign
1	Dr. N. M. Sharma	Chairperson (Principal)	M
2	Mrs. Jyoti Sharma	Coordinator (Librarian)	< 15011.
3	Mr. Vishnu Sharma	Member (Deputy Librarian)	
4	Dr. K.K. Sharma	Member (HOD)	
5	Dr. Mahesh Kumar Bhimwal	Member (HOD)	
6	Mrs. Gixy Joon	Member (HOD)	Dixx
7	Shaba Bano	Student representative	Shaber
8	Sunil kuldeep	Student representative	Smil





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CIRCULAR

Dated -17/12/2019

A 8th meeting of Library Committee will be held on 18/12/2019 at 1:30 PM in the Library.

All the members are requested to attend the meeting.

AGENDA

- 1. To confirm the minutes of Library committee on 20/07/2019 (Meeting No. 9)
- 2. Discuss upon replacement of librarian and any other staff member.
- Discuss upon the ordered books.
- 4. Discuss upon the allotted library budget and expenses.

S.S.G. Parcek P.G. College

Copy to.....

- 1. Central Office (Management)
- Secretary Office
- Principal
- 4. IQAC
- 5. All Committee Members

PRINCIPAL S.S.G. PAREEK PG COLLEGE JAIPUR (RAJASTHAN)

Kanti Chandra Road, Banipark, Jaipur-302016 (Raj.)
Tel.: 0141-2202167





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Estd.- 1906

The agenda and outcome of the Library Committee Meeting held on 18/12/2019

S.No.	Agenda	Discussion
1.	To confirm the minutes of library committee held on 20/07/2019 (Meeting No. 9)	The minutes of library committee Meeting held on 20/07/2019 (Meeting No. 9) are confirmed.
2.	Discuss upon replacement of librarian and any other staff member.	Discussion about new joining of librarian and assigning the duties and responsibilities.
3.	Discuss upon the ordered books and audit.	Review of total ordered books and subscription of print journals and e-journals. Audit of the library in the presence of all HOD's and principal. So that availability of previous books and new books can be identified.
4.	Discuss upon the allotted library budget and expenses.	Discussions upon total 46082rs. Expenses fron the budget.

The meeting ended with a vote of thanks to the chair.

Coordinator

S.S.G. Parcek P.G. College

PRINCIPAL S.S.G. PAREEK PG COLLEGE JAIPUR (RAJASTHAN)

See Kanti Chandra Road, Banipark, Jaipur-302016 (Raj.)
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UGC Approved "First Heritage College in Rajasthan"

Estd.- 1906

ACTION TAKEN REPORT

S.No.	Agenda	Action Taken
1.	To confirm the minutes of library committee held on 18/12/2019 (Meeting No. 9)	As per the advice of chairman of the libraery committee the deputy librarian present the action taken report as encloser of agenda papers
2.	Discuss upon replacement of librarian and any other staff member	No Staff replaced
3.	Discuss upon the ordered books and audit.	e.journals subscription quotations received
4.	Discuss upon the allotted library budget and expenses.	Prepared budget actimation and proposals sent for approvals by governing body





(Affiliated to the University of Rajasthan) Estd.- 1906 UGC Approved "First Heritage College in Rajasthan"

Attendance

S.No	Name of the Members	Position	Sign
1	Dr. N. M. Sharma	Chairperson (Principal)	M
2	Mrs. Jyoti Sharma	Coordinator (Librarian)	14041
3	Mr. Vishnu Sharma	Member (Deputy Librarian)	1
4	Dr. K.K. Sharma	Member (HOD)	1 1 1 1
5	Dr. Mahesh Kumar Bhimwal	Member (HOD)	000
6	Dr. Rajneesh Kumar Mishra	Member (HOD)	Tanual
7	Mrs. Gixy Joon	Member (HOD)	1 0:17
8	Chirag Sharma	Student Representive	Sporan
9	Anurag Sharma	Student Representive	Aminary



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Estd.- 1906

UGC Approved "First Heritage College in Rajasthan"

CIRCULAR

Dated -19/07/2019

A 7th meeting of Library Committee will be held on 20/7/2019 at 02:00 PM in the Central hall.

All the members are requested to attend the meeting.

AGENDA

- 1. To confirm the minutes of Library committee on 20/12/2018 (Meeting No. 8)
- 2. Discussion on any upcoming technology enhancements or changes.
- 3. Discuss reports from different departments (circulation, reference, programs, etc.)
- 4. Discuss upon the library budget.

Coordinator

S.S.G. Parcek P.G. College

Copy to.....

- 1. Central Office (Management)
- 2. Secretary Office
- Principal
- 4. IQAC
- 5. All Committee Members





(Affiliated to the University of Rajasthan) UGC Approved "First Heritage College in Rajasthan"

Estd.- 1906

The agenda and outcome of the Library Committee Meeting held on 20/07/2019

S.No.	Agenda	Discussion
1.	To confirm the minutes of library committee held on 20/12/2018 (Meeting No. 8)	The minutes of library committee Meeting held on 20/12/2018 (Meeting No. 8) are confirmed.
2.	Discussion on any upcoming technology enhancements or changes.	Discussion about software updating.
3.	Discuss reports from different departments (circulation, reference, programs, etc.)	Discussion on requisition for subscription of e- journals received all HOD and Principal.
4.	Discuss upon the library budget.	Discussions upon fixing the budget 400000 rs.

The meeting ended with a vote of thanks to the chair.

S.S.G. Parcek P.G. College





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ACTION TAKEN REPORT

S.No.	Agenda	in the library	
1.	To confirm the minutes of library committee held on 20/07/2019 (Meeting No. 8)		
2.	Discussion on any upcoming technology enhancements or changes.	Latest software update in librerey computer	
3.	Discuss reports from different departments (circulation, reference, programs, etc.)	Report received from all department, list prepared of e. journals and journals)	
4.	Discuss upon the library budget.	Prepared budget estimation and proposals sent for approvals by governing body	





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Attendance

S.No	Name of the Members	Position	Sign
1	Dr. N. M. Sharma	Chairperson (Principal)	V-1-
2	Mrs. Jyoti Sharma	Coordinator (Librarian)	14013
3	Mr. Vishnu Sharma	Member (Deputy Librarian)	Thori
4	Dr. K.K. Sharma	Member (HOD)	
5	Dr. Mahesh Kumar Bhimwal	Member (HOD)	- W
6	Dr. Rajneesh Kumar Mishra	Member (HOD)	Town
7	Mrs. Gixy Joon	Member (HOD)	lory
8	Chirag Sharma	Student Representive	Grom
9	Anurag Sharma	Student Representive	CA nung)



(Affiliated to the University of Rajasthan) Approved "First Heritage College in Rajasthan"



CIRCULAR

Dated-19/12/2018

A 6th meeting of **Library Committee** will be held on 20/12/2018 at 12:00 PM in the Library. All the members are requested to attend the meeting.

AGENDA

- 1. To confirm the minutes of Library committee on 25/07/2018 (Meeting No.7)
- 2. Discuss upon library facilities.
- 3. Discuss upon the ordered books.
- 4. Discuss upon the allotted library budget.
- 5. Discuss upon the audit.

S.S.G. Pareek P.G. College

Copy to.....

- 1. Central Office (Management)
- Secretary Office
- 3. Principal
- 4. IQAC
- 5. All Committee Members

PRINCIPAL. S.S.G. PAREEK PG COLLEGE JAIPUR (RAJASTHAN)



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The agenda and outcome of the Library Committee Meeting held on 20/12/2018

S.No.	Agenda	Discussion	
library committee held on on 25/07/2018 (Meeting No. 7) 25/07/2018 (Meeting No. 7)		The minutes of library committee Meeting held on 25/07/2018 (Meeting No. 7) are confirmed.	
2.	Discuss upon library facilities.	Discussion about maintenance of library infrastructure like:- study seating area, computer, printer, photocopy machine, drinking water etc.	
3.	Discuss upon the ordered books.	Review of total ordered books and subscription of print journals and e-journals.	
4.	Discuss upon the allotted library budget expenses.	Total budget allotted 700000 rs. And 251482rs expenses.	
5.	Discuss upon the audit.	Audit of the library in the presence of all HOD's and Principal. So that availability of previous books and new books can be identified.	

The meeting ended with a vote of thanks to the chair.

PRINCIPAL S.S.G. PAREEK PG COLLEGE JAIPUR (RAJASTHAN)

S.S.G. Pareek P.G. College



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ACTION TAKEN REPORT

S.No.	Agenda	Action Taken
1.	To confirm the minutes of library committee held on 20/12/2018 (Meeting No. 7)	and the fibrary committee
2.	Discuss upon library facilities.	Provide drinking water and emergency light for students
3.	Discuss upon the ordered books.	Prepare list and estimation of books
4.	Discuss upon the allotted library budget expenses.	



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Attendance

S.No	Name of the Members	Position	Sign
1	Dr. N. M. Sharma	Chairperson (Principal)	
2	Mrs. Jyoti Sharma	Coordinator (Librarian)	140.47
3	Mr. Vishnu Sharma	Member (Deputy Librarian)	100
4	Dr. K.K. Sharma	Member (HOD)	1 12
5	Dr. Mahesh Kumar Bhimwal	Member (HOD)	
6	Mrs. Gixy Joon	Member (HOD)	lixy
7	Rajat Pahadiya	Student Representative	
8	Sachin Sharma	Student Representative	S. Shorms



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CIRCULAR

Dated-24/07/2018

A 5th meeting of Library Committee will be held on 25/07/2018 at 01:00 PM in the Principal Office.

All the members are requested to attend the meeting.

AGENDA

- 1. To confirm the minutes of Library committee on 08/03/2018 (Meeting No. 6)
- 2. Discuss upon total available book, e-books, print journals, e-journal, magazines, newspapers etc.
- 3. Discuss upon the requirements.
- 4. Discuss upon the library budget.

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Copy to.....

- 1. Central Office (Management)
- 2. Secretary Office
- 3. Principal
- 4. IQAC
- 5. All Committee Members



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The agenda and outcome of the Library Committee Meeting held on 25/07/2018

S.No	Agenda	Discussion
1.	To confirm the minutes of library committee held on 08/03/2018 (Meeting No. 6)	The minutes of library committee Meeting held on 08/03/2018 (Meeting No. 6) are confirmed.
2.	Discuss upon total available book, e-books, print journals, e-journal, magazines, newspapers etc.	Discussion about total available book, e-books, print journals, e-journal, magazines, newspapers etc.
3.	Discuss upon the requirements.	Collection of requirement books form all the
4.	Discuss upon the library budget.	Discussions upon fixing the budget as per the requirements.

The meeting ended with a vote of thanks to the chair.

PRINCIPAL S.S.G. PAREEK PG COLLEGE JAIPUR (RAJASTHAN)

S.S.G. Pareek P.G. College



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ACTION TAKEN REPORT

S.No.	Agenda	ACTIONTAKEN	
1.	To confirm the minutes of library committeeheldon25/07/2018(Meeting No. 6)	As per the advice of chairman of the library committee the deputy librarian present the action taken report as encloser of agenda papers	
2.	Discuss upon total available book, e- books, print journals, e-journal, magazines, newspapers etc.	e-journal subscription quotations received Lies	
3.	Discuss upon the requirements.	Prepare list and estimation of books	
4.	Discuss upon the library budget.	Prepared budget estimation and proposals sent for approvals by governing body	



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Attendance

S.No	Name of the Members	Position	Sign
1	Dr. N. M. Sharma	Chairperson (Principal)	Sign
2	Mrs. Jyoti Sharma	Coordinator (Librarian)	
3	Mr. Vishnu Sharma	Member (Deputy Librarian)	1204
4	Dr. K.K. Sharma	Member (HOD)	1
5	Dr. Mahesh Kumar Bhimwal	Member (HOD)	Und .
6	Mrs. Gixy Joon	Member (HOD)	2
7	Rajat Pahadiya	Student Representative	le xxx
8	Sachin Sharma	Student Representative	S. Sharmer