



**SHADAN WOMEN'S COLLEGE OF ENGINEERING AND TECHNOLOGY,
KHAIRATABAD, HYDERABAD-500004.**

AY: 2017-2018

Date: 03.04.2017

CIRCULAR

The Library committee meeting is going to be held on 10.04.2017 (Monday) in library at 10.30 a.m. Hence all the library committee members are requested to attend the meeting.

Agenda:

1. Requirement of books for AY 2017-2018.
2. Renewal of journals and magazines subscription.
3. Any other items to be discussed.



Copy to:

1. The Principal
2. IQAC
3. Library File
4. All Members of Library Committee

Principal
PRINCIPAL

**Shadan Women's College of
Engineering & Technology
Khairatabad, Hyderabad - 4.
T.S. India.**



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Date: 12.04.2017

Minutes of Library Advisory Committee Meeting

Sub.: Minutes of the library advisory committee meeting for the year 2017-2018.

The library advisory committee meeting conducted on 10.04.2017 at 10.30 a.m. is as follows.

The meeting was presided over by librarian and committee members and the following points are discussed:

1. The student's members are requested to establish the library automation for entry and exit, books taken and return details.
2. The members are suggested to make smart hall for students attending and presenting different courses through library.
3. Students are requested to remove old books and keep updated books in rack as serial number wise both core and reference section.



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SWCET – Library Committee Members

The following members were presented:

Date: 12.04.2017

S.No.	Name	Designation	Signature
1	Dr.Subbaraj	Principal	
2	Mrs.HimaBindu	Librarian	
3	Ms.Rahmath Fatima	Assistant Professor / CSE	
4	Ms. Hurna Mehnoor	Assistant Professor / IT	
5	Ms. Fatima Talath Unnisa	Assistant Professor / ECE	
6	Ms.Meraj Fatima	Assistant Professor / EEE	
7	Ms. Arshiya Sultana	Assistant Professor / H&S	
8	Ms. Asma Wahida	Assistant Professor / MBA	
9	Ms. Asra Begum	Student Member / CSE	
10	Ms. Madiha Jabeen	Student Member / IT	
11	Ms. Humera Sartaj	Student Member / ECE	
12	Ms. Mahboob Unnisa	Student Member / MBA	

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Action Taken Report:

1. Suggestion and price quotation to the principal for library automation.
2. The librarian preparing budget and location for establish smart room.
3. Purchased rack for arrange and keeping books in order.

Principal

— PRINCIPAL —

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