



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

**AY: 2017-2018**

**Date: 04.10.2017**

**CIRCULAR**

The Library committee meeting is going to be held on 11.10.2017 (Wednesday) 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. Digital Library-reg.
4. 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: 12.10.2017**

**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 11.10.2017 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 committee members suggested making more reference section for preparing exam point of view.
2. Students requested to keep separate language newspaper like hindi, urdu, etc.
3. The near stop book stands for reading rest holding document holder.
4. Students requested to librarian to extent the due date for library books.



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SWCET – Library Committee Members

The following members were presented:

Date: 12.10.2017

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. Two extra reference sections are allocated for students refer the books.
2. The hindi and English newspaper were arranged for reading.
3. The due date of library books is extended from 7 days to 12 days.

**Principal**

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