



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

AY: 2018-2019

Date: 02.10.2018

CIRCULAR

The Library committee meeting is going to be held on 15.10.2018 (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 2018-2019.
2. Extra-curricular activities magazine.
3. Renewal of journals and magazines subscription.
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: 16.10.2018

Minutes of Library Advisory Committee Meeting

Sub.: Minutes of the library advisory committee meeting for the year 2018-2019.

The library advisory committee meeting conducted on 15.10.2018 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 suggested to librarian that, students print zone in library section with minimal cost.
2. The students are requested to library continuously update the latest books both core and reference sections.
3. The committee members suggested extra-curricular activities related magazine should be keep in reference section.



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SWCET – Library Committee Members

The following members were presented:

Date: 16.10.2018

S.No.	Name	Designation	Signature
1	Dr.Subbaraj	Principal	
2	Dr.P.Hima Bindu	Vice-Principal	
3	Mrs.HimaBindu	Librarian	
4	Ms.Rahmath Fatima	Assistant Professor / CSE	
5	Ms. Hurna Mehnoor	Assistant Professor / IT	
6	Ms. Mahabub Shaik Mohamad	Assistant Professor / ECE	
7	Ms.Meraj Fatima	Assistant Professor / EEE	
8	Ms. Arshiya Sultana	Assistant Professor / H&S	
9	Ms.Asma Wahida	Assistant Professor / MBA	
10	Ms.Syed Fiza	Student Member / CSE	
11	Ms.Chilumula Shivani	Student Member / IT	
12	Ms.Nazmeen Begum	Student Member / ECE	
13	Ms.Sameera Khan	Student Member / MBA	

Principal

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Action Taken Report:

1. Proposal of students print zone request letter is submitted to the principal.
2. Librarian submitted proposal letter to principal to update latest books.
3. Made arrangement for extra-curricular activities related magazines.

Principal

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