



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

AY: 2020-2021

Date: 03.04.2020

CIRCULAR

The Library committee meeting is going to be held on 09.04.2020 (Thursday) in online platform (Google Meet) at 10.30 a.m. Hence all the library committee members are requested to attend the meeting.

Meeting Link: meet.google.com/kii-yfdw-skn

Agenda:

1. Requirement of books for AY 2020-2021.
2. Stock verification committee members.
3. Renewal of journals and magazines subscription.
4. Conducting Library orientation programs
5. Any other items to be discussed.



Copy to:

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

[Handwritten Signature]
Principal

Dr. K. PALANI,
M.E., Ph.D., MISTE., MCSI., IAENG,
PRINCIPAL
Shadan Women's College
of Engineering & Technology
Khairatabad, Hyderabad - 04, T.S.



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Date: 11.04.2020

Minutes of Library Advisory Committee Meeting

Sub.: Minutes of the library advisory committee meeting for the year 2020-2021.

The library advisory committee meeting conducted on 09.04.2020 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. Planning to conduct class wise library orientation programs to all first year students.
2. The stock verification committee members are decided by the principal.
3. The same committee will verify all stock entries twice in a year and report will be submitted to the head of the institution.
4. The committee members suggested to increase the library use both students and staffs by providing latest books and journals.



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SWCET – Library Committee Members

The following members were presented:

Date: 11.04.2020

S.No.	Name	Designation	Signature
1	Dr.K.Palani	Principal	
2	Mrs.HimaBindu	Librarian	
3	Ms.Rahmath Fatima	Assistant Professor / CSE	
4	Ms. Hurna Mehnoor	Assistant Professor / IT	
5	Ms. Mahabub Shaik Mohamad	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.Nadera Sadaf	Student Member / CSE	
10	Ms.Marya Fatima	Student Member / IT	
11	Ms.Sara Khan	Student Member / ECE	
12	Ms.Ambala Sreeja	Student Member / EEE	
13	Ms.Taheniyath Ayesha	Student Member / MBA	

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Action Taken Report:

1. The date was finalized for conduct library orientation program.
2. Stock verification committee list prepared by librarian and forwarded to all department heads.
3. The latest books and journals purchase order prepared and submitted to the principal.

[Handwritten signature]

Principal

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