



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

AY: 2020-2021

Date: 03.10.2020

CIRCULAR

The Library committee meeting is going to be held on 09.10.2020 (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/som-smvo-cxg

Agenda:

1. Requirement of books for AY 2020-2021.
2. E-books and e-journals in library automation.
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

Z. P. S. Reddy
Principal

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



**SHADAN WOMEN'S COLLEGE OF ENGINEERING AND TECHNOLOGY,
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Date: 12.10.2020

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 09.10.2020 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. The members suggested to librarian to keep measurement of all covid-19 related in library entry.
2. Committee suggested to librarian update the e-books and keeping in that books in library automation to easy access by students.
3. Committee members discussed about previous meeting effects and action taken by the library staff members.
4. Librarian collected the list of e-books and e-journals updation in automation system.



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SWCET – Library Committee Members

The following members were presented:

Date: 12.10.2020

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. Covid-19 precaution measurements are purchased and kept in front of library.
2. Submitted proposal of updation of e-books and e-journal.
3. Collected and updated available e-books in library automation system.

[Handwritten Signature]
Principal

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