



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

AY: 2021-2022

Date: 05.10.2021

**CIRCULAR**

The Library committee meeting is going to be held on 08.10.2021 (Friday) 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 2021-2022.
2. 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



*[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: 11.10.2021

Minutes of Library Advisory Committee Meeting

**Sub.:** Minutes of the library advisory committee meeting for the year 2021-2022.

The library advisory committee meeting conducted on 08.10.2021 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 library automation to easy access by students.
3. Committee members discussed the library orientation program to be conducted with all measurement of covid-19.
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: 11.10.2021

S.No.	Name	Designation	Signature
1	Dr.K. Palani	Principal	<i>[Signature]</i>
2	Mrs.HimaBindu	Librarian	<i>[Signature]</i>
3	Ms.Rahmath Fatima	Assistant Professor / CSE	<i>[Signature]</i>
4	Ms. Hurna Mehnoor	Assistant Professor / IT	<i>[Signature]</i>
5	Ms. Mahabub Shaik Mohamad	Assistant Professor / ECE	<i>[Signature]</i>
6	Ms.Meraj Fatima	Assistant Professor / EEE	<i>[Signature]</i>
7	Ms. Arshiya Sultana	Assistant Professor / H&S	<i>[Signature]</i>
8	Ms. Swathi	Assistant Professor / MBA	<i>[Signature]</i>
9	Ms. Madiha Younus	Student Member / CSE	<i>[Signature]</i>
10	Ms. Firdose Fathima	Student Member / IT	<i>[Signature]</i>
11	Ms. Samreen Sultana	Student Member / ECE	<i>[Signature]</i>
12	Ms. Mohammad Yasmin	Student Member / EEE	<i>[Signature]</i>
13	Ms. Nethi Arunjyothi	Student Member / MBA	<i>[Signature]</i>

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Action Taken Report:

1. Librarian fixed the dates and submitted to the principal.
2. Submitted proposal of updation of e-books and e-journal.
3. Collected and submitted the quotation for library automation system updating.

*[Handwritten Signature]*  
Principal

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