



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

AY: 2022-2023

Date: 08.07.2022

**CIRCULAR**

The library committee meeting is going to be held on 11.07.2022 (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 2022-2023.
2. Requirement of physical facilities.
3. Renewal of journals and magazines subscription.
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

**PRINCIPAL**  
Shadan Women's College of  
Engineering & Technology  
Khairatabad, Hyderabad - 4.  
T.S. India



**SHADAN WOMEN'S COLLEGE OF ENGINEERING AND TECHNOLOGY,  
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**Date: 12.07.2022**

**Minutes of Library Advisory Committee Meeting**

**Sub.:** Minutes of the library advisory committee meeting for the year 2022-2023.

The library advisory committee meeting conducted on 11.07.2022 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. Collected list of books to be purchased from concern department committee members.
2. The principal instructed to librarian, to prepare a list of books to be purchased and quotation for the same.
3. The committee members submitted list of journals to be updated to the librarian.
4. The committee members requested to the principal to increase the number of systems in digital library for students and faculty member usage.



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SWCET – Library Committee Members

The following members were presented:

Date: 11.07.2021

S.No.	Name	Designation	Signs
1	Dr.K. Palani	Principal	<i>[Signature]</i>
2	Mrs.HimaBindu	Librarian	<i>C. Hima Bindu</i>
3	Ms. Humera Syed	Assistant Professor / CSE	<i>[Signature]</i>
4	Ms.Zareen Begum	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. Pravalikha	Student Member / CSE	<i>[Signature]</i>
10	Ms. Syeda Unnisha	Student Member / IT	<i>[Signature]</i>
11	Ms. Arshiya Sultana	Student Member / ECE	<i>[Signature]</i>
12	Ms. Pooja BolluKrishna	Student Member / EEE	<i>[Signature]</i>
13	Ms. Arshiya Begum	Student Member / MBA	<i>[Signature]</i>

*[Signature]*  
Principal

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**Action Taken Report:**

1. The number of books list and quotation is prepared by librarian and same is submitted to the principal for approval.
2. List of journals are collected and submitted to the supplier for updating.
3. preparation of number of systems to be added in digital library is initiated by librarian.

*F. P. D. S. S. S.*  
Principal

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