



ATRIA INSTITUTE OF TECHNOLOGY

DEPARTMENT OF LIBRARY AND INFORMATION CENTRE

LIBRARY COMMITTEE MINUTES OF THE MEETING

Total Members:18

Date: 17/02/2021

Attendees:07

Absentees:11

Previous topics have been fulfilled. The following works are pending.

1. Procurement of printed Journals
2. Books procurement
3. Introduction of library periods
4. Replacement of Reading Tables and Chairs
5. Bound Volumes and Project Reports
6. Prize for Regular/Maximum Library Users
7. Additions to the Library

Meeting Agenda:

1. BOOK EXHIBITION 2021
2. Books Procurements along with Shortage of books
3. Subscription of Printed Journals
4. Awareness Programme/Orientation for 1 year
5. Introduction of library periods
6. Replacement of Reading Tables and Chairs
7. Bound Volumes&Project Reports
8. Prize for Regular/Maximum Library Users
9. Addition to the library
10. Suggestions

Library Committee Meeting Summary

Activity	Action taken
Agenda Topic 1: Book Exhibition	
Note: Need to organise	It has been decided to organize book exhibition on 19.03.2021 and 20.03.2021.
Agenda Topic 2: Books Procurement	
Notes: Called Book indent from all the department	Receiving the books indent.
Shortage of Books	
Notes: As per AICTE norms, there is shortage of books in the library.	It has been decided that needs to purchase after book exhibition.
Agenda Topic 3: Subscription of printed journals.	Principial has given the

	permission to subscribe the Printed journals. List is receiving from concerned department.
Notes: The printed journals have not been subscribed since 2017.	
Agenda Topic 4: Awareness Programme	
Notes: Awareness programme has to be arranged for all the students and staff to make use of different library resources like e journals and e books	Conducted.
Agenda Topic 5: Introduction of library periods	
Notes: There should be introduction of library periods in the college at least twice a week for students.	Yet to be decided
Agenda Topic 6: Replacement of Reading Tables and Chairs.	
Notes: The tables and chairs in the reference section are old and will have to be replaced.	Yet to be decided
Agenda Topic 7: Bound Volumes and project reports	Old journal have to be binded. The project reports of final semester students will have to be sent to the library.
Agenda Topic 8: Prize for Regular/Maximum Library Users.	
Notes: The prizes should be given regular and maximum library users.	Last meeting the principal announced that a cash prize of Rs.5,000/- will be given to one who uses the library maximum.
Agenda Topic 9: Additions to the library	
Notes: The library requires digital display board, book racks, computers, newspaper stand and separate chamber to librarian. Also the reading area has to be increased.	Processing
Agenda Topic 10: Suggestions	
Notes: The members are requested to forward the ideas and suggestions to improve the library.	Suggestions of the members were collected 1. Library services should be reached effectively.

Next meeting is on 17.03.2021

Signature of the Librarian
LIBRARIAN
Member Secretary
ATRIA INSTITUTE OF TECHNOLOGY
Anandanagar, Bengaluru-560024

Signature of the Chairperson
Principal
Atria Institute of Technology
Anandanagar, Bengaluru-24

