



ATRIA INSTITUTE OF TECHNOLOGY

DEPARTMENT OF LIBRARY AND INFORMATION CENTRE

LIBRARY COMMITTEE MINUTES OF THE MEETING

Total Members:20

Date: 17/03/2021

Attendees:08

Absentees:12

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

1. Procurement of printed Journals
2. Books procurement
3. Replacement of Reading Tables and Chairs
4. Bound Volumes and Project Reports

Meeting Agenda:

1. BOOK EXHIBITION 2021
2. Distribution of Recommendation forms and feedback forms
3. Vigilance team
4. Tables arrangements
5. No of Books display
6. Books Procurements along with Shortage of books
7. Subscription of Printed Journals
8. Suggestions

Library Committee Meeting Summary

Activity	Action taken
Agenda Topic 1: Book Exhibition 2021	
Note: Preperation of Book exhibiton.	It was decided to invite Sri. K Nagaraju, Director of Atria Group of Industries, The CEO, Mr. Shaheem Rehman, Dr. T N Sreenivasa, Principal of Atria Institute of Technology, the HODs. Banner has been displayed. Exhibition poster has been sent to all the staff and Vendors.
Agenda Topic 2: Distribution of Recommendation and feed back forms	
Notes:It has been decided to distribute the recommendation forms through help desk and have to be collected the feed back form through QR code.	Recommendation form and QR code forms have been prepared.
Agenda Topic 3: Vigilance team	

Notes: The committee decided that students can send batchwise so that it will be easy to maintain discipline.	I year students batchwise list has been received from the department of Basic sciences.
Agenda Topic 4: Tables arrangements	
Notes: The committee decided to arrange the library tables in the main seminar hall.	Arranged the tables in the main seminar hall.
Agenda Topic 5: No of books to be displayed	
Notes: The committee suggested that display the books (Vendors Names) according to the alphabetical order. Approximately 6000 books can be displayed.	It has been arranged according
Agenda Topic 6: Books Procurements along with Shortage of books	
Notes: Quotation has to be called.	Quotation have been called from various vendors
Agenda Topic 7: Subscription of printed journals.	
Notes: Journals lists have to be collected from all the department.	Journals lists have been collected, prepared payment details and taken the principal's signature. Later the same has been sent to the account section.
Agenda Topic 8: Suggestions	
Notes: The members are requested to forward the ideas and suggestions to improve the library.	The committee suggested that the service of the book exhibition should be reached to the user effectively.

Next meeting is on 15.09.2021

Signature of the Member Secretary
LIBRARIAN
 ATRIA INSTITUTE OF TECHNOLOGY
 Anandanagar, Bengaluru-24

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