

**Library Development Committee - Minutes of Meeting**

Subject of the meeting – Planning For The 2019-2020 Academic Year Library Enhancement

**Date** - December 12<sup>th</sup> 2019

**Start time** – 10:40 am

**End time** – 11:05 am

**Members of the meeting**

- 1. Jaison James – Chair**
- 2. Mr. Mohib Ullah – Secretary**
- 3. Omer Ilyas, Rifaqat Ali, Yogesh Kumar – Student council members**

**Agenda**

The following were main subjects deliberated over. The committee discussed;

1. Taking library Stock to inform decision of restocking
2. Conducting a Book Display/Exhibitions
3. Library usage and means to encourage students to patronize
4. The arrangement and set-up to enhance the general outlook of library

**Functions and Responsible Persons**

These activities were planned to be undertaken in the Spring Semester.

- Taking library Stock to inform decision of restocking - Mr. Mohib Ullah and -Rifaqat Ali
- Conducting a Book Display/Exhibitions - Mr. Jaison James and Omer Ilyas
- Library usage and means to encourage students to patronize -Mr. Mohib Ullah and -Rifaqat Ali
- The arrangement and set-up to enhance the general outlook of library - Mr. Jaison James and Yogesh Kumar

**Sign**

  
**Mr. Jaison James - Committee Chairman**

  
**Mr. Mohib Ullah – Secretary**



**Library Development Committee - Minutes of Meeting**

Subject of the meeting – Planning For The 2022-2023 Academic Year Library Enhancement

**Date** - March 22<sup>nd</sup>, 2023

**Start time** – 12:30 Pm

**End time** – 1.15 Pm

**Members of the meeting.**

1. **Mr. Obed Asamoah – Chair**
2. **Fazeen Taj – Secretary**
3. **Ms. Aimal Iqbal, Mr. Varun Parayil , Mr. Abdullah Farah– Student council members**

**Agenda**

The following were main subjects deliberated over. The committee discussed;

1. Enhancing digital resources
2. Library facility enhancement - in-office partitioning
3. The need for personnel skill upgrade
4. The need to research and get stock on market related journals an books to augment the professional development training of students

**Functions and Responsible Persons**

These activities were planned to be undertaken in the summer break of the 2022-2023 academic year

- Enhancing digital resources - Ms. Fazeen Taj and IT support staff
- Library facility enhancement - in-office partitioning - Mr. Obed Asamoah and Ms. Aimal Iqbal
- The need for personnel skill upgrade - Mr. Sredharran Sampath and Mr. Abdullah Farah
- The need to research and get stock on market related journals an books to augment the professional development training of students - Mr. Obed Asamoah and Mr. Varun Parayil

Sign

  
**Mr. Jaison James - Committee Chairman**

  
**Ms. Fazeen Taj – Secretary**

