

MINUTES OF MEETING – LIBRARY DEVELOPMENT COMMITTEE

Subject of the meeting – Planning for the 2025-2026 Academic Year Library Enhancement

Date - December 12th 2024

Start time – 12:30 Pm

End time – 1.15 Pm

Members of the meeting.

- 1. Jaison James – Chair**
- 2. Mr. Obed Asamoah – Secretary**
- 3. Suhaib Ahmed, Hannah Hemu, Hammad Shaik – 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 a book 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 2025-2026 academic year

- Enhancing digital resources - Mr. Obed Asamoah and IT support staff
- Library facility enhancement - in-office partitioning - Mr. Obed Asamoah and Mr. Suhaib Ahmed
- The need for personnel skill upgrade - Mr. Obed Asamoah and Mr. Hammad Shaik
- 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. Suhaib Ahmed


Mr. Jaison James - Committee Chairman


Mr. Obed Asamoah – Secretary

