



Shri Laxminarayan Shaikshanik Bahu-Uddeshiya Gramvikas Sanstha Hingana's

COLLEGE OF MANAGEMENT KHAMGAON

College Code : 353


Shri Tejendrasingh Chauhan
President

Ref. No.

Date : / /

LIBRARY COMMITTEE 2021-2022




Principal
College of Management
Khamgaon Dist. Buldana



Ref. No.

Date : / /

Date: 4th January 2022

LIBRARY DEPARTMENT

Sub: Library committee meeting-regarding

A meeting is planned to held on 6th January 2022 at 10.A.M in the Seminar hall. All committee Members are requested to make it convenient to attend the meeting.

AGENDA:


1. Increase the Library Utilization Time.
2. Budget allocation to the departments.
3. Conducting orientation program to all staff to update library developments.
4. Online resources subscription and renewal for the calendar year 2021-2022.
5. Any other agenda with the permission of the chair.

Chairman-Library Committee

Copy to:

- IQAC Coordinator
- All the HODs
- Library committee members
- Accounts Office
- Administrative Officer
- Notice Boards




Principal
College of Management
Khamgaon Dist.Buldana



Ref. No.

Date : / /

Date: 8th January 2022

MINUTES OF MEETING

The Library Committee meeting was held on 6th 2022 at 11.00 A.M in the Seminar Hall under the chairmanship and Library committee.


AGENDA:

1. Increase the Library Utilization Time.
2. Budget allocation to the departments.
3. Conducting orientation program to all staff to update library developments.
4. Online resources subscription and renewal for the calendar year 2021-2022.
5. Any other agenda with the permission of the chair.

Sr.no	Name	Designation	Contact No.
1.	Mr. Tejendrasingh K. Chouhan	Principal	9423445566
2.	Mr. Ankush Sonune	Librarian	7820881043
3.	Mr. Ajay Shegokar	Jr. Librarian	9503930354
4.	Ms. Renuka Chandrshekhar Batwe	Assistant Professor	9503350011
5.	Miss. Vaishali Dhondur Mamtkar	Associate Professor	8421474921
6.	Mr. Sudam Jadhao	O.S.	9960965566
7.	Mr. Rohan Gawande	Student Representative	9021145745

Chairman-Library Committee




Principal
College of Management
Khamgaon Dist. Buldana



Ref. No.

Date : / /

RESOLUTIONS:

Librarian welcomed all the members to meeting, Discussing above agenda, the following decisions were made.

1. Increase the Library Utilization Time.

Library committee members decide to increase the library time daily up to 6.00 PM

2. Budget allocation to the departments.

Readout the budget allocation for the year and fix the last date to purchase the books for upcoming semester.

3. Conducting orientation program to all staff to update Library developments

Decided to conduct library orientation program for all the staff members to update library developments and once date is decided the principal will present through ppt.

4. Online resources subscription and renewal for the calendar year 2022.

Committee Members agreed to renew of subscription for online journals DELNET.

5. Decided to display all the notices and circulars sent by library department on all the department notice boards.


As no other points discuss, the meeting came to an end at 3.00 P.M (Duration 1 Hour)

Copy to:

- IQAC Coordinator
- All the HODs
- Library committee members
- Administrative Officer

Chairman-Library Committee




Principal
College of Management
Khamgaon Dist. Buldana



Ref. No.

Date : / /

ACTION TAKEN REPORT

Date: 10.07.2022


Sub: Action taken report on meeting held on 10 July -2022

S.No	Decision	Action Taken	Task under Progress
1	Increase the Library Utilization Time	The order given to librarian through principal for increasing the library time (Evening 4.00 PM to 6.00 PM) ,Sunday 9.00 A.M to 1 P.M	
2	Budget Allocation	The Librarian made the consolidated list and placed order to Journals.	Due to low funding allocation some books are not purchased. It should be buy for coming semester.
3	Conducting orientation program to all staff to update library developments.	Librarian organized orientation program to all staff members to update library developments. The presentation given by Principal.	
4	Online resources subscription and renewal.	The Librarian Collected E-Journals List, e-Book List from various Sources.	Applied for the renewal, not yet received.
5	Display all the notice Boards	All rules of library should be displayed in front of the library.	

Copy to:

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- Administrative Officer

Chairman-Library Committee


Principal
College of Management
Khamgaon Dist. Buldana



Shri Laxminarayan Shaikshanik Bahu-Uddeshiya Gramvikas Sanstha Hingana's

COLLEGE OF MANAGEMENT KHAMGAON

College Code : 353

Shri Tejendrasingh Chauhan
President

Ref. No.


Date : / /

LIBRARY COMMITTEE 2020-2021

Date: 2nd July 2021

LIBRARY DEPARTMENT




Principal
College of Management
Khamgaon Dist. Buldana



Shri Laxminarayan Shaikshanik Bahu-Uddeshiya Gramvikas Sanstha Hingana's

COLLEGE OF MANAGEMENT KHAMGAON

College Code : 353

Shri Tejendrasingh Chauhan
President

Ref. No.

Date : / /

Sub: Library committee meeting—regarding

A meeting is planned to held on 2nd July 2021 at 10.A.M in the Seminar hall. All committee Members are requested to make it convenient to attend the meeting.

AGENDA:

1. Increase the Library Utilization Time.
2. Budget allocation to the departments.
3. Conducting orientation program to all staff to update library developments.
4. Online resources subscription and renewal for the calendar year 2021-2022.
5. Any other agenda with the permission of the chair.


Chairman-Library Committee

Copy to:

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- Accounts Office
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- Notice Boards

Date: 3rd July 2021




Principal
College of Management
Khamgaon Dist. Buldana



Ref. No.

Date : / /

MINUTES OF MEETING

The Library Committee meeting was held on 2nd 2021 at 11.00 A.M in the Seminar Hall under the chairmanship of and Library committee.


AGENDA:

1. Increase the Library Utilization Time.
2. Budget allocation to the departments.
3. Conducting orientation program to all staff to update library developments.
4. Online resources subscription and renewal for the calendar year 2020-2021.
5. Any other agenda with the permission of the chair.

Sr.no	Name	Designation	Contact No.
1.	Mr. Tejendrasingh K. Chouhan	Principal	9423445566
2.	Mr. Ankush Sonune	Librarian	7820881043
3.	Mr. Ajay Shegokar	Jr. Librarian	9503930354
4.	Ms. Renuka Chandrshekhhar Batwe	Assistant Professor	9503350011
5.	Miss. Vaishali Dhondur Mamtkar	Associate Professor	8421474921
6.	Mr. Sudam Jadhao	O.S.	9960965566
7.	Mr. Rohan Gawande	Student Representative	9021145745

Chairman-Library Committee




Principal
College of Management
Khamgaon Dist. Buldana



Ref. No.

Date : / /

RESOLUTIONS:

Librarian welcomed all the members to meeting, Discussing above agenda, the following decisions were made.

1. Increase the Library Utilization Time.

Library committee members decide to increase the library time daily up to 6.00 PM

2. Budget allocation to the departments.

Readout the budget allocation for the year and fix the last date to purchase the books for upcoming semester.

3. Conducting orientation program to all staff to update Library developments

Decided to conduct library orientation program for all the staff members to update library developments and once date is decided the principal will present through ppt.

4. Online resources subscription and renewal for the calendar year 2021.

Committee Members agreed to renew of subscription for online journals DELNET.

5. Decided to display all the notices and circulars sent by library department on all the department notice boards.


As no other points discuss, the meeting came to an end at 3.00 P.M (Duration 1 Hour)

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Chairman-Library Committee




Principal
College of Management
Khamgaon Dist. Buldana



Ref. No.

Date : / /

ACTION TAKEN REPORT

Date: 04.09.2021

Sub: Action taken report on meeting held on 2nd July -2021


S.No	Decision	Action Taken	Task under Progress
1	Increase the Library Utilization Time	The order given to librarian through principal for increasing the library time (Evening 4.00 PM to 6.00 PM) ,Sunday 9.00 A.M to 1 P.M	
2	Budget Allocation	The Librarian made the consolidated list and placed order to Journals.	Due to low funding allocation some books are not purchased. It should be buy for coming semester.
3	Conducting orientation program to all staff to update library developments.	Librarian organized orientation program to all staff members to update library developments. The presentation given by Principal.	
4	Online resources subscription and renewal.	The Librarian Collected E-Journals List, e-Book List from various Sources.	Applied for the renewal, not yet received.
5	Display all the notice Boards	All rules of library should be displayed in front of the library.	

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President

Ref. No.

Date : / /

LIBRARY COMMITTEE 2019-2020




Principal
College of Management
Khamgaon Dist. Buldana



Ref. No.

Date : / /

Date: 02-02- 2020

LIBRARY DEPARTMENT

Sub: Library committee meeting–regarding

A meeting is planned to held on 3rd January 2020 at 2.00 PM in the Seminar hall. All committee Members are requested to make it convenient to attend the meeting.

AGENDA:


1. Increase the Library Utilization Time.
2. Budget allocation to the departments.
3. Conducting orientation program to all staff to update library developments.
4. Online resources subscription and renewal for the calendar year 2019-2020.
5. Any other agenda with the permission of the chair.

Chairman-Library Committee

Copy to:

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- Notice Boards




Principal
College of Management
Khamgaon Dist. Buldana



Ref. No.

Date : / /

MINUTES OF MEETING

Date: 3rd January 2020

Time: 2.00 PM

Venue: Seminar Hall


The Library Committee meeting was held on 3rd January 2020 at 2.00 P.M in the Seminar Hall under the chairmanship and Library committee.

AGENDA:

1. Increase the Library Utilization Time.
2. Budget allocation to the departments.
3. Conducting orientation program to all staff to update library developments.
4. Online resources subscription and renewal for the calendar year 2020-2021.
5. Any other agenda with the permission of the chair.

Sr.no	Name	Designation	Contact No.
1.	Mr. Tejendrasingh K. Chouhan	Principal	9423445566
2.	Mr. Ankush Sonune	Librarian	7820881043
3.	Mr. Ajay Shegokar	Jr. Librarian	9503930354
4.	Ms. Renuka Chandrshekhar Batwe	Assistant Professor	9503350011
5.	Miss. Vaishali Dhondur Mamtkar	Associate Professor	8421474921
6.	Mr. Sudam Jadhao	O.S.	9960965566
7.	Mr. Rohan Gawande	Student Representative	9021145745




Principal
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Khamgaon Dist. Buldana



Ref. No.

Date : / /

RESOLUTIONS:

Librarian welcomed all the members to meeting, Discussing above agenda, the following decisions were made.

1. Increase the Library Utilization Time.

Library committee members decide to increase the library time daily up to 6.00 PM

2. Budget allocation to the departments.

Readout the budget allocation for the year and fix the last date to purchase the books for upcoming semester.

3. Conducting orientation program to all staff to update Library developments

Decided to conduct library orientation program for all the staff members to update library developments and once date is decided the principal will present through ppt.

4. Online resources subscription and renewal for the calendar year 2020-21.

Committee Members agreed to renew of subscription for online journals DELNET.

5. Decided to display all the notices and circulars sent by library department on all the department notice boards.


As no other points discuss, the meeting came to an end at 3.00 P.M (Duration 1 Hour)

Copy to:

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- Administrative Officer

Chairman-Library Committee




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College of Management
Khamgaon Dist. Buldana



Ref. No.

Date : / /

ACTION TAKEN REPORT

Date: 10 March 2020


Sub: Action taken report on meeting held on 3rd March -2020

S.No	Decision	Action Taken	Task under Progress
1	Increase the Library Utilization Time	The order given to librarian through principal for increasing the library time (Evening 4.00 PM to 6.00 PM) ,Sunday 9.00 A.M to 1 P.M	
2	Budget Allocation	The Librarian made the consolidated list and placed order to Journals.	Due to low funding allocation some books are not purchased. It should be buy for coming semester.
3	Conducting orientation program to all staff to update library developments.	Librarian organized orientation program to all staff members to update library developments. The presentation given by Principal.	
4	Online resources subscription and renewal.	The Librarian Collected E-Journals List, e-Book List from various Sources.	Applied for the renewal, not yet received.
5	Display all the notice Boards	All rules of library should be displayed in front of the library.	

Copy to:

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COLLEGE OF MANAGEMENT KHAMGAON

College Code : 353

Shri Tejendrasingh Chauhan
President

Ref. No.

Date : / /

Date: 01-04- 2020

LIBRARY DEPARTMENT

Sub: Library committee meeting-regarding

A meeting is planned to held on 2nd April 2020 at 11.00 AM in the Seminar hall. All committee Members are requested to make it convenient to attend the meeting.

AGENDA:


- ❖ Book procurement for even semester
- ❖ Identification/Selection of Journals for the courses
- ❖ Arrangements of Book Exhibition
- ❖ Online resources subscription and renewal for the calendar Year 2020-21.
- ❖ Internet Bandwidth should be increased in Digital Library.

Chairman-Library Committee

Copy to:

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- Library committee members
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- Administrative Officer
- Notice Board




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College of Management
Khamgaon Dist. Buldana



Ref. No.

Date : / /

MINUTES OF MEETING

Date: 2nd April 2020

Time: 11.00 AM

Venue: Seminar Hall


The Library Committee meeting was held on 2nd April 2020 at 11.00 A.M in the Seminar Hall under the chairmanship of and Library committee.

AGENDA:

- ❖ Book procurement for even semester
- ❖ Identification/Selection of Journals for the courses
- ❖ Arrangements of Book Exhibition
- ❖ Online resources subscription and renewal for the calendar Year 2020-2021.
- ❖ Internet Bandwidth should be increased in Digital Library.

Sr.no	Name	Designation	Contact No.
1.	Mr. Tejendrasingh K. Chouhan	Principal	9423445566
2.	Mr. Ankush Sonune	Librarian	7820881043
3.	Mr. Ajay Shegokar	Jr. Librarian	9503930354
4.	Ms. Renuka Chandrshekhkar Batwe	Assistant Professor	9503350011
5.	Miss. Vaishali Dhondur Mamtkar	Associate Professor	8421474921
6.	Mr. Sudam Jadhao	O.S.	9960965566




Principal
College of Management
Khamgaon Dist. Buldana



Ref. No.

Date : / /

7.	Mr. Rohan Gawande	Student Representative	9021145745

Chairman-Library Committee


RESOLUTIONS:

Librarian welcomed all the members.

Before Commencement of the meeting, the committee members visited all the library sections and expressed their satisfaction about the maintenance and usage of the library users.

1. **Book procurement for upcoming semester.**
2. Committee members decide to strength library book collections. They agreed to procure books for the course where additional intake was sanctioned; Librarian was advised to procure these books with existing supplier.
3. **Identification/Selection of Journals** for the variation in intake and print journal subscription renewal for the calendar year 2020-21.
4. **Arrangement of Book Exhibition**
5. Committee Members informed to the Librarian to conduct Book Exhibition in the College. Librarian will contact various publishers to display their new titles management areas. So faculty can recommend the select the useful books to the Library.
6. **Online resources subscription and renewal for the calendar 2020-21.**
7. Committee Members agreed to renew of subscription for online Journals like DELNET.
8. **Internet Bandwidth should be increased in Digital Library.**




Principal
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Khamgaon Dist. Buldana



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College Code : 353

Shri Tejendrasingh Chauhan
President

Ref. No.

Date : / /


Committee members considered the users request to increase the bandwidth in Digital Library. As no other points discuss, the meeting came to an end at 12.15 P.M (Duration 1 hour 15 Minutes).

Copy to:

- IQAC Coordinator
- All the HODs
- Library committee members
- Administrative Officer

Chairman-Library Committee




Principal
College of Management
Khamgaon Dist. Buldana



Ref. No.

Date : / /

ACTION TAKEN REPORT

Date: 30th May 2020

Sub: Action taken report on meeting held on 2nd April -2020


S.No	Decision	Action Taken	Task under Progress
1	Book procurement for even semester	On the first point regarding the suggestions of books by teachers, all the subject teachers forwarded the list of books needed for their subjects.	
2	Identification/Selection of Journals for the courses	The librarian made the consolidated list and placed order to journals.	
3	Arrangements of Book Exhibition	Library organizes Annual Book Exhibition every Year. Books by various publishers which include technical and non-technical books are brought in by the regular suppliers and exhibited.	Date is not fixing
4	Online resources subscription and renewal	The Librarian Collected E-Journals List, e-Book List from various Sources.	Applied for the renewal, not yet received.
5	Internet Bandwidth	Internet Bandwidth is increased in Digital Library.	

Copy to:

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Chairman-Library Committee




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President

Ref. No.

Date : / /

LIBRARY COMMITTEE 2018-2019




Principal
College of Management
Khamgaon Dist. Buldana



Shri Laxminarayan Shaikshanik Bahu-Uddeshiya Gramvikas Sanstha Hingana's

COLLEGE OF MANAGEMENT KHAMGAON

College Code : 353

Shri Tejendrasingh Chauhan
President

Ref. No.

Date : / /

Date: 02-06- 2019

LIBRARY DEPARTMENT

Sub: Library committee meeting-regarding

A meeting is planned to held on 3rd June 2019 at 11.00 AM in the Seminar hall. All committee Members are requested to make it convenient to attend the meeting.

AGENDA:


- ❖ Book procurement for even semester
- ❖ Online resources subscription and renewal for the calendar Year 2019-20.
- ❖ Internet Bandwidth should be increased in Digital Library.
- ❖ Budget Update
- ❖ Digital Library and NPTEL Videos.

Chairman-Library Committee

Copy to:

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- Library committee members
- Accounts Office
- Administrative Officer
- Notice Boards




Principal
College of Management
Khamgaon Dist. Buldana



Ref. No.

Date : / /

MINUTES OF MEETING

Date: 3rd June 2019

Time: 11.00 AM

Venue: Seminar Hall


The Library Committee meeting was held on 3rd June 2019 at 11.00 A.M in the Seminar Hall under the chairmanship of and Library committee.

AGENDA:

- ❖ Book procurement for even semester
- ❖ Online resources subscription and renewal for the calendar Year 2019-2020.
- ❖ Internet Bandwidth should be increased in Digital Library.
- ❖ Budget update
- ❖ Digital library and NPTEL Videos.

Sr.no	Name	Designation	Contact No.
1.	Mr. Tejendrasingh K. Chouhan	Principal	9423445566
2.	Mr. Ankush Sonune	Librarian	7820881043
3.	Mr. Ajay Shegokar	Jr. Librarian	9503930354
4.	Ms. Renuka Chandrshekhkar Batwe	Assistant Professor	9503350011
5.	Miss. Vaishali Dhondur Mamtkar	Associate Professor	8421474921




Principal
College of Management
Khamgaon Dist. Buldana



Ref. No.

Date : / /

6.	Mr. Sudam Jadhao	O.S.	9960965566
7.	Mr. Rohan Gawande	Student Representative	9021145745

Chairman-Library Committee

RESOLUTIONS:

Librarian welcomed all the members

Before Commencement of the meeting, the committee members visited all the library sections and expressed their satisfaction about the maintenance and usage of the library users.

1. Book procurement for upcoming semester.

Committee members decide to strength library book collections. They agreed to procure books for the course where additional intake was sanctioned; Librarian was advised to procure these books with existing supplier.

2. Identification/Selection of Journals for the variation in intake and print journal subscription renewal for the calendar year 2020-21.


3. Online resources subscription and renewal for the calendar 2020-21.

Committee Members agreed to renew of subscription for online Journals like DELNET.

4. Internet Bandwidth should be increased in Digital Library.

Committee members considered the users request to increase the bandwidth in Digital Library. As no other points discuss, the meeting came to an end at 12.15 P.M (Duration 1 hour 15 Minutes).




Principal
College of Management
Khamgaon Dist. Buldana



Shri Laxminarayan Shaikshanik Bahu-Uddeshiya Gramvikas Sanstha Hingana's

COLLEGE OF MANAGEMENT KHAMGAON

College Code : 353

Shri Tejendrasingh Chauhan
President

Ref. No.

Date : / /

5. Budget Update

Committee Members discussed about budget for upcoming semester.


6. Digital Library and NPTEL Videos.

Copy to:

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- Library committee members
- Administrative Officer

Chairman-Library Committee




Principal
College of Management
Khamgaon Dist. Buldana



Ref. No.

Date : / /


ACTION TAKEN REPORTDate: 25th August 2019**Sub:** Action taken report on meeting held on 3rd June -2019

S.No	Decision	Action Taken	Task under Progress
1	Book procurement for even semester	On the first point regarding the suggestions of books by teachers, all the subject teachers forwarded the list of books needed for their subjects.	
2	Online resources subscription and renewal	The Librarian Collected E-Journals List,e-Book List from various Sources.	Applied for the renewal, not yet received.
3	Internet Bandwidth	Internet Bandwidth is increased in Digital Library.	
4	Budget Update	Budget is verified by Librarian and forward to the Principal	Due to low funding allocation some books are not purchased. It should be buy for coming semester.
5	Digital library and NPTEL Videos	The Librarian collected NPTEL videos from various department from college and upload all the systems in library.	

Copy to:

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- Administrative Officer

Chairman-Library Committee


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Date : / /

LIBRARY COMMITTEE 2017-2018




Principal
College of Management
Khamgaon Dist. Buldana



Ref. No.

Date : / /

Date: 01-02- 2018

LIBRARY DEPARTMENT

Sub: Library committee meeting-regarding

The Objective of Library Committee Meeting is responsibly conduct semester wise book audit, Issue Book banks and maintains the library rules and discipline.

A meeting is planned to held on 2nd February 2018 at 11.00 AM in the seminar hall. All Library Committee Members are requested to make it convenient to attend the meeting.

AGENDA:


- ❖ Review of Previous meeting.
- ❖ Demand of Books.
- ❖ About Department Library.
- ❖ Specimen copy regarding.
- ❖ Quotations from the publishers.

Chairman-Library Committee

Copy to:

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- Library committee members




Principal
College of Management
Khamgaon Dist. Buldana



Ref. No.

Date : / /

Date: 01-02-2018

MINUTES OF MEETING


The Objective of Library Committee Meeting is responsibly conduct semester wise book audit, Issue Book banks and maintains the library rules and discipline. The Library Committee meeting was held on 2nd February 2018 at 11.00 AM in the seminar hall under the chairmanship of and Library committee.

AGENDA:

- ❖ Review of Previous meeting.
- ❖ Demand of Books.
- ❖ Specimen copy regarding.
- ❖ Quotations from the publishers.

Sr.no	Name	Designation	Contact No.
1.	Mr. Tejendrasingh K. Chouhan	Principal	9423445566
2.	Mr. Ankush Sonune	Librarian	7820881043
3.	Mr. Ajay Shegokar	Jr. Librarian	9503930354
4.	Ms. Renuka Chandrshekhkar Batwe	Assistant Professor	9503350011
5.	Miss. Vaishali Dhondur Mamtkar	Associate Professor	8421474921
6.	Mr. Sudam Jadhao	O.S.	9960965566
7.	Mr. Rohan Gawande	Student Representative	9021145745

Chairman-Library Committee


Principal
College of Management
Khamgaon Dist. Buldana



Ref. No.

Date : / /

RESOLUTIONS:

Librarian welcomed all the members to meeting, Discuss above agenda, the following decisions were made.

- ❖ Library Committee members review the previous meeting action plans.
- ❖ Faculties can also ask for specimen copies from the publication houses and add those specimen books and those books to department Library.


As no other points discuss, the meeting came to an end at 12.00 P.M (Duration 1 hour)

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Shri Tejendrasingh Chauhan
President

Ref. No.

Date : / /

ACTION TAKEN REPORT

Date: 5th March 2018

Sub: Action taken report on meeting held on 2nd February -2018


S.No	Decision	Action Taken	Task under Progress
1	Review of Previous meeting.	List of new members Prepared.	
2	Demand of Books.	Tally of demanded books as per the existing record	
3	Specimen copy regarding.	Specimen copy of required books is requested from respective Publications.	
4	Quotations from the publishers	Quotations should be asked from the Publishers.	

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