



The Education Group
Ghaziabad • Greater Noida
(Estd. : 1995)

I.T.S ENGINEERING COLLEGE GREATER NOIDA

(A NAAC Accredited Engineering College)

Phone: (0120) 2331039, Mob. 9582647620 E-mail: libr.engg@its.edu.in
Website: <http://www.its.edu.in>

Ref no ITS/LIB/2023/02

Date: 07.02.23

Minutes of The Meeting-Library Committee

Members : Nominated faculty from all Department of the Institute and The Director
Venue : Library (Room No. LG-08)
Date : Tuesday, 07 February 2023
Time : 01.00 pm

Present:-

- | | | |
|--|------------------|----------------|
| 1. Dr. O. P. Chaudhary (Head) ASH | - Coordinator | <i>Okhans</i> |
| 2. Mr. Manish Kushwaha (Librarian) | - Co-Coordinator | <i>Manish</i> |
| 3. Dr. Mohit Saxena (AP-EEE) | - Member | <i>M</i> |
| 4. Ms. Rashmi Kaushik (AP-MBA) | - Member | <i>Absent</i> |
| 5. Mr. Devesh Garg (AP-CSE) | - Member | <i>Absent</i> |
| 6. Mr. Bhupesh Ojha (AP-ME) | - Member | <i>mer</i> |
| 7. Mr Navneet Kumar (AP-ECE) | - Member | <i>Navneet</i> |
| 8. Mr. Sameer Kumar (AP-CE) | - Member | <i>Sameer</i> |
| 9. Mr. Aditya Jha (Student-CS) | - Member | |
| 10. Miss Vishakha Mishra (Student-CSE) | - Member | |

S No	Issue	Actionable Points	Responsibility/ Committee/Person	Target Date/Frequency
1	Information about Book Bank	Mail to be sent again to all students that the Library is issuing books of even semester.	Librarian	10.02.23
2	Status of issue of Books from Book Bank	Inform all HODs of respected Department about the latest status of issue of books from Book Bank.	Librarian	17.02.23
3	Return of Book Bank by Students	A list of students who have not returned books to the Book Bank is to be forwarded to HODs	Librarian	10.02.23
4	Regarding status of Journals	We have received 32 Journals out of 54 for the year 2023.Reminder for half year Journals to be sent.	Librarian	17.02.23

Manish
MANISH KHUSHWAHA
Librarian



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I.T.S ENGINEERING COLLEGE
GREATER NOIDA
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Ref no ITS/LIB/2023/01

Date: 06.02.23

Library Notice

The meeting of library committee will be scheduled on Tuesday, 07 February 2023 at 01.00 pm in room no LG 08 in library section to discuss book bank distribution, book bank report, journals status, requirement of books for even semester and general issues from library.

All members are requested to attend the same.

A handwritten signature in blue ink, appearing to read 'Manish'.

Manish Kushwah
(Librarian)

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Phone: (0120) 2331039, Mob. 9582647620 E-mail: libr.engg@its.edu.in
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Ref no ITS/LIB/2022/17

Date: 20.09.22

Minutes of Meeting-Library Committee

Members : Nominated faculty from all department of the institute and Director
Venue : Library (Room No. LG-08)
Date : Tuesday, 20 September 2022
Time : 03.30 pm

Present:-

- | | |
|--|------------------|
| 1. Dr. O. P. Chaudhary (Head) ASH | - Coordinator |
| 2. Mr. Manish Kushwaha (Librarian) | - Co-Coordinator |
| 3. Dr. Mohit Saxena (AP-EEE) | - Member |
| 4. Ms. Rashmi Kaushik (AP-MBA) | - Member |
| 5. Mr. Devesh Garg (AP-CSE) | - Member |
| 6. Mr. Bhupesh Ojha (AP-ME) | - Member |
| 7. Mr Navneet Kumar (AP-ECE) | - Member |
| 8. Mr. Sameer Kumar (AP-CE) | - Member |
| 9. Mr. Aditya Jha (Student-CS) | - Member |
| 10. Miss Vishakha Mishra (Student-CSE) | - Member |

S No	Issue/Area of Concern	Actionable Points	Responsibility/ Follow-up	Target Date
1	1 st year book bank distribution	Arrange the book bank set and distribute to 1 st year students	Library Assistant (Atar & Munendra)	18.10.22
2	1 st year ID card preparation	By Filling the ID card form from the students, send the details to the vendor.	Library Assistant (Anuj)	18.10.22
3	Book Bank issue report	Inform all HODs of respected Department about the latest status of issue of books from Book Bank.	Librarian	11.10.22

Manish
MANISH KUSHWAHA
Librarian

S No	Issue/Area of Concern	Actionable Points	Responsibility/ Follow-up	Target Date
4	Books overdue status	Books overdue list download and call to all students.	Library Assistant (Atar & Munendra)	29.10.22
5	College event report status	Check the mail on daily basic and arrange the files	Library Assistant (Munendra)	11.10.22
6	Back volume journals status	Check the journals registrar and prepared the list.	Library Assistant (Atar)	18.10.22

Manish
20.9.22
Manish Kushwah
(Librarian) **MANISH KHUSHWAHA**
Librarian



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I.T.S ENGINEERING COLLEGE GREATER NOIDA (A NAAC Accredited Engineering College)

Ref no ITS/LIB/2022/16

Date: 19.09.22

Library Notice

The meeting of library committee will be scheduled on Tuesday, 20 September 2022 at 03.30 pm in room no LG 08 in library section to discuss 1st year book bank distribution , 1st year ID card preparation , Book Bank issue report, Books overdue status, College event report status, Back volume journals status and general issues from library.

All members are requested to attend the same.

Manish
19.09.22
Manish Kushwah
(Librarian)

MANISH KUSHWAHA
Librarian