

Dinsha Patel College of Nursing, Nadiad

Annual committee meeting minute report

Academic Year 2019-20

1. **Title of the Committee:** Library meeting

2. **Date of Meeting:** 29th of each month

3. **Details of committee members:**

Sr. No.	Name	Designation in committee
1	Mrs. Arpitavaidya	Chairman
2	Mr. Neha Parmar	Secretary
3	Ms. Sanjana Bhatia	Member
4	Ms. Niyati Patel	Member
5	Ms. Reena shah	Member
6	Ms. Ami Patel	Member
7	Mr. Sapan	Student Member
8	Mr. SwapnilMacwan	Student Member

4. **Annual Report of Committee**

S. No.	Date	Time	Venue	Brief agenda	Action Taken	Remarks
1	29/012/2019	2.00 pm - 3.00 pm	Vice Principal office	To issue and make the policy for faculty. to make some guidelines for kotadiya charitable trust books. To introduce library committee to new year academic students. To ensure students /staff make entry into library registers in daily basis. to make new file for research paper publication	circular is been made for 5 days extension for teachers books issue all the policies are made and implemented. introductory of library committee presentation is been done for new batch	

					2019-2020. Rules and regulation is been explained. all the research paper publication file has been given to librarian.	
2	30/1/2020	4.00 pm - 5.00pm	Vice Principal Office	To discuss and prepare the list of rare books, other knowledge resources register as per rules and regulation To check all the bills/ invoices of last five year and other library expenses to fill the data in NAAAC portal.	Ms. Prakruti has allotted the work of making the list of others books lik knowledge enrichment books. And arrange it. checked all the bills / copies arrange it. year wise for easy access.	
3	28/02/2020	4.00 pm - 5.00 pm	vice Principal Office	To discuss about library rules. to distribute kotadiya trust books to first year students.	rules are made and well informed. books are given to first year students.	
4	30/5/2020	4.00 pm - 5.00 pm	vice Principal Office	To discuss about the computer of library to it personnel about repairment. Put printer for Xerox copy..	Discussed about computer repairmentIT facility to computers of library to Mr. Chinmaypatel	
5	29/06/2020	4.00 pm - 5.00 pm	Vice Principal Office	To check the updated the books, remaining books from students those are not given. To print the book list and get the signature and seal of principal sir of all books	class coordinators are informed if students didn't give the books. Printed the book list. And seal with sign	

				to put and exhibit the nursing theories in the library for knowledge enrichment in PG section	done. the work is in process.	
6	30/8/2020	4.00 pm - 5.00 pm	Vice Principal Office	discuss about issue the journal to P.G students. To enhance library books with other courses of nursing (ANM) to prepare the requirement list of library after communicate with librarian.	discussed about the issue of journals of PG students. And told them to use DELNET journals. How to access. Prepared the requirement list of library. given the list of books of ANM books.	
7	9/09/2020	12.00 to 1.00 pm	Vice Principal Office	To update the books in SOUL 2.0 software. To update the software DELNET in this for 2020-2021 year. To update library PG section for computer with new version	updated the books in soul software. software DELNET rs. 13,475 Draft has been issued.it is updated. informed IT infrastructure department for enrichment of library for computer with new version.	