



**BIYANI GIRLS B.ED. COLLEGE, JAIPUR**

**LIBRARY COMMITTEE**

**(2022-23)**

S.NO.	NAME	DESIGNATION
1.	Ms. Sunita Sharma	Coordinator
2.	Ms. PinkiGautam	Librarian
3.	Dr. Raju Pansari	Teacher Representative
4.	Ms. Kiran Kumari	Teacher Representative
5.	Ms. Neelam Sharma	Student Representative
6.	Ms. Sarita Sharma	Alumni
7.	Ms. Neha Sharma	Alumni

  
**Dr. Ekta Pareek**

Principal  
Principal  
Biyani Girls B.Ed College  
Jaipur



## BIYANI GIRLS B.ED. COLLEGE, JAIPUR

(2022-23)

Date: 09-07-2022

### NOTICE

It is our pleasure to inform you that the meeting of the Library committee is scheduled to be held on 12<sup>th</sup> July 2022 at 11:30 a.m. in Manthan Hall. The agenda of the meeting is enclosed herewith you are therefore requested to kindly make it convenient to attend the meeting.

The Agenda for the meeting:-

**Agenda 1** - Regarding updating of library resources.

**Agenda 2** - Regarding discussion on library budget.

**Agenda 3** - To take review of faculty members regarding books.

  
**Dr. Ekta Pareek**

Principal  
Principal B.Ed College  
Jaipur

**Copy to:** Chairman/Director(Acad.)/HOD's/HR /IQAC Members/Library committee members



**BIYANI GIRLS B.ED. COLLEGE, JAIPUR**  
**(2022-23)**

Date: 12-07-2022

**Minutes of meetings 2022-23**

The meeting of library Committee was held on 12<sup>th</sup> July 2022 at 11:30 a.m. in Manthan Hall.

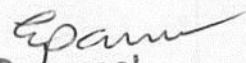
**DISCUSSION ON AGENDA:**

The agendas for the meeting are discussed as the following:-

**Agenda 1- Regarding updating of library resources:-**committee discussed about for updating library resources and its usage.

**Agenda 2 - Regarding discussion on library budget:-** Members discussed about the allocation of library budget.

**Agenda 3- To take review of faculty members regarding books:-** Committee Discussed for taking reviews of faculty members for text books of all the courses.

  
Principal  
Biyani Girls B.Ed College  
Jaipur





12<sup>th</sup> July 2022

**List of Attendees**

S.NO.	NAME	DESIGNATION	SIGNATURE
1.	Ms. Sunita Sharma	Coordinator	<i>Sunita</i>
2.	Ms. Pinki Gautam	Librarian	<i>Pinki</i>
3.	Dr. Raju Pansari	Teacher Representative	<i>Raju</i>
4.	Ms. Kiran Kumari	Teacher Representative	<i>Kiran</i>
5.	Ms. Neelam Sharma	Student Representative	<i>Neelam</i>
6.	Ms. Sarita Sharma	Alumni	<i>Sarita</i>
7.	Ms. Neha Sharma	Alumni	<i>Neha</i>

*Ekta Pareek*  
**Dr. Ekta Pareek**

**Principal**  
Biyani Girls B.Ed College  
Jaipur





## BIYANI GIRLS B.ED. COLLEGE, JAIPUR

### LIBRARY COMMITTEE 2022-23

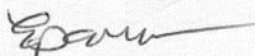
#### ACTION TAKEN REPORT

Action taken of meeting of library committee held on 12<sup>th</sup> July 2022 at 11:30 a.m. in Manthan Hall.

**Agenda 1- Regarding updating of library resources:-**Library E-resources DELNET and others were updated.

**Agenda 2 -Regarding discussion on library budget:-** Library budget was allocated.

**Agenda 3- To take review of faculty members regarding books:-** faculty members given reviews and some suggestions for text books of all the courses.

  
**Dr. Ekta Pareek**

Principal  
Biyani Girls B.Ed College  
Principalapur





## BIYANI GIRLS B.ED. COLLEGE, JAIPUR

(2022-23)

Date:-1-09-2022

### NOTICE

It is our pleasure to inform you that the meeting of the Library Committee is scheduled to be held on 3<sup>rd</sup> September 2022 at 11:30 a.m. in Manthan Hall. The agenda of the meeting is enclosed herewith you are therefore requested to kindly make it convenient to attend the meeting.

The Agenda for the meeting:-

Agenda 1- Regarding maintenance of discipline during Library hours.

Agenda 2- Regarding maintenance of Library registers of both faculty members and students.

Agenda 3- Regarding requisition of course books, reference books and journals.

Agenda 4- Regarding arrangement of library period for all the classes.

  
**Dr. Ekta Pareek**

Principal

Principal  
Biyani Girls B.Ed College  
Jaipur

Copy to: Chairman/Director(Acad.)/HOD's/HR /IQAC Members/Library committee members.



## BIYANI GIRLS B.ED. COLLEGE, JAIPUR

(2022-23)

Date: 03-09-2022

### Minutes of meetings 2022-23

The meeting of Library Committee was held on 3<sup>rd</sup> September 2022 at 11:30 a.m. in Manthan Hall

#### **DISCUSSION ON AGENDA:**

The agenda for the meeting are discussed as the following:-

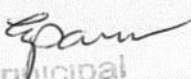
#### **Agenda 1- Regarding maintenance of discipline during Library hours:-**

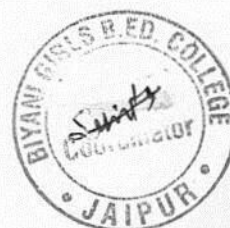
Committee discussed about the rules to be followed by faculty and students for maintain discipline in library.

**Agenda 2- Regarding maintenance of Library registers of both faculty members and students:-**It was decided in meeting that proper registers of students and faculty members should be maintained.

**Agenda 3- Regarding requisition of course books, reference books and journals.:-**members discussed that proper requisition of required course books, reference books and journals should be given before starting of new session.

**Agenda 4- Regarding arrangement of library period for all the classes:-**committee members discussed that library period should be arranged for all the classes during college hours.

  
Principal  
Biyani Girls B.Ed College  
Jaipur





3<sup>rd</sup> September 2022

**List of Attendees**

S.NO.	NAME	DESIGNATION	SIGNATURE
1.	Ms. Sunita Sharma	Coordinator	<i>Sunita</i>
2.	Ms. Pinki Gautam	Librarian	<i>Pinky</i>
3.	Dr. Raju Pansari	Teacher Representative	<i>Raju</i>
4.	Ms. Kiran Kumari	Teacher Representative	<i>Kiran</i>
5.	Ms. Neelam Sharma	Student Representative	<i>Neelam</i>
6.	Ms. Sarita Sharma	Alumni	<i>Sarita</i>
7.	Ms. Neha Sharma	Alumni	<i>Neha</i>

*Ekta Pareek*  
**Dr. Ekta Pareek**  
Principal  
Biyani Girls B.Ed College  
Jaipur







## BIYANI GIRLS B.ED. COLLEGE, JAIPUR

### LIBRARY COMMITTEE 2022-23

### ACTION TAKEN REPORT

Action taken of meeting of library committee held on 3<sup>rd</sup> September 2022 at 11:30 a.m. in Manthan Hall.

Agenda 1- **Regarding maintenance of discipline during Library hours:-** for maintaining discipline during Library hour rules are displayed in library.

Agenda 2- **Regarding maintenance of Library registers of both faculty members and students:-** proper registers of students and faculty members maintained properly.

Agenda 3- **Regarding requisition of books:-** as per the given requisition required books were purchased and issued to students.

Agenda 4- **Regarding arrangement of library period for all the classes:-** library period arranged in class timetable for all the classes and proper library register is maintained for attendance of all the students.

  
Dr. Ekta Pareek

Principal  
B.Ed College





## BIYANI GIRLS B.ED. COLLEGE, JAIPUR

(2022-23)

Date: 03-11-2022

### NOTICE

It is our pleasure to inform you that the meeting of the Library Committee is scheduled to be held on 7<sup>th</sup> November 2022 at 12:30 p.m. in Manthan Hall. The agenda of the meeting is enclosed herewith you are therefore requested to kindly make it convenient to attend the meeting.

The Agenda for the meeting:-

Agenda 1- **Regarding registration of newly admitted students to library.**

Agenda 2- **Regarding issue of books to students properly.**

Agenda 3- **Regarding up dating technology and infrastructure.**

  
**Dr. Ekta Pareek**

**Principal**  
**Biyani Girls B.Ed College**  
**Jaipur**

**Copy to:** Chairman/Director(Acad.)/HOD's/HR/IQAC Members/Library committee members



## BIYANI GIRLS B.ED. COLLEGE, JAIPUR

(2022-23)

Date: 07-11-2022

### Minutes of meetings 2022-23

Minutes of meeting of Library Committee held on 7<sup>th</sup> November 2022 at 12:30 p.m. in Manthan Hall.

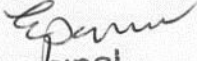
#### **DISCUSSION ON AGENDA:**

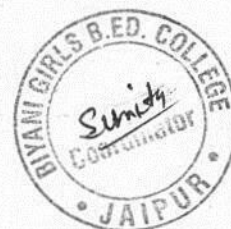
The agenda for the meeting are discussed as the following:-

Agenda 1- **Regarding registration of newly admitted students to library.** It was decided that registration of newly admitted students should be done by class mentors to library.

Agenda 2- **Regarding issue of books to students properly:-**It was discussed that course books should be given to students properly.

Agenda 3- **Regarding updating technology and infrastructure in library:-** members discussed that technology and infrastructure in library should be updated.

  
Principal  
Biyani Girls B.Ed College  
Jaipur





7<sup>th</sup> November 2022

**List of Attendees**

S.NO.	NAME	DESIGNATION	SIGNATURE
1.	Ms. Sunita Sharma	Coordinator	<i>Sunita</i>
2.	Ms. Pinki Gautam	Librarian	
3.	Dr. Raju Pansari	Teacher Representative	<i>Raju</i>
4.	Ms. Kiran Kumari	Teacher Representative	<i>Kiran</i>
5.	Ms. Neelam Sharma	Student Representative	
6.	Ms. Sarita Sharma	Alumni	<i>Sarita</i>
7.	Ms. Neha Sharma	Alumni	<i>Neha</i>

*Ekta Pareek*  
**Dr. Ekta Pareek**

Principal

B.Ed College  
Jaipur





## BIYANI GIRLS B.ED. COLLEGE, JAIPUR

### LIBRARY COMMITTEE 2022-23

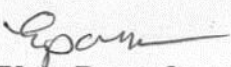
### ACTION TAKEN REPORT

Action taken of meeting of library committee held on 7<sup>th</sup> November 2022 at 12:30 p.m. in Manthan Hall.

Agenda 1- **Regarding registration of newly admitted students to library.**  
Registration of newly admitted students was done by class mentors to library.

Agenda 2- **Regarding issue of books to students properly:-** course books as well as some reference books were issued to all the students as per their registration.

Agenda 3- **Regarding updating technology and infrastructure in library:-** A new software KOHA was introduced in library and infrastructure in library updated properly as per requirement.

  
**Dr. Ekta Pareek**  
Principal  
Biyani Girls B.Ed College  
Jaipur





## BIYANI GIRLS B.ED. COLLEGE, JAIPUR

(2022-23)

Date: 01-02-2023

### NOTICE

It is our pleasure to inform you that the meeting of the Library committee is scheduled to be held on 3<sup>rd</sup> February 2023 at 12:30 p.m. in Manthan Hall. The agenda of the meeting is enclosed herewith you are therefore requested to kindly make it convenient to attend the meeting.

The Agenda for the meeting:-.

**Agenda 1-** Regarding organizing Awareness sessions on Library resources and services.

**Agenda 2** -Regarding Faculty development program for Faculty members.

Agenda 3- Regarding development of library resources and maintenance.

Agenda 4- Regarding stock verification.

  
**Dr. Ekta Pareek**

Principal  
B.Ed College  
Jaipur

Copy to: Chairman/Director(Acad.)/HOD's/HR/IQAC Members/Library committee members



## BIYANI GIRLS B.ED. COLLEGE, JAIPUR

(2022-23)

Date:- 3<sup>rd</sup> February 2023

### Minutes of meetings 2022-23

The meeting of library Committee was held on 3<sup>rd</sup> February 2023 at 12:30 p.m. in Manthan Hall.

#### **DISCUSSION ON AGENDA:**

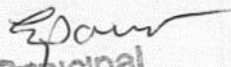
The agendas for the meeting are discussed as the following:-

**Agenda 1- Awareness programs on Library resources and services:-** it was decided that some awareness programs should be organized on library resources and services.

**Agenda 2-Training program for Faculty members:-** Members discussed about organizing library training programs for faculty members.

**Agenda 3- Regarding development of library resources and maintenance:-** committee members discussed about development of library resources and its maintenance at selected intervals

**Agenda 4- Regarding stock verification and sale of unused scrap:-** members discussed that used and unused library stock should be verified and process should be done for the sale of unused scrap of library.

  
Principal  
Biyani Girls B.Ed College  
Jaipur





## BIYANI GIRLS B.ED. COLLEGE, JAIPUR

### LIBRARY COMMITTEE 2022-23

#### ACTION TAKEN REPORT

Action taken of meeting of library committee held on 3<sup>rd</sup> February 2023 at 12:30 p.m. in Manthan Hall.

Agenda 1- **Awareness programs on Library resources and services:-** workshop on DELNET was organized for non-teaching faculty members including library staff on 02<sup>nd</sup> February 2023.

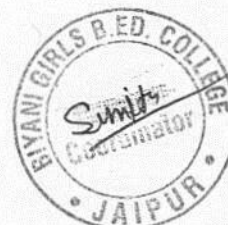
Agenda 2- **Training program for Faculty members:-** Faculty development program on ERP and LMS organized on 11<sup>th</sup> may 2023 and other training programs were organized for faculty members including library staff.

Agenda 3- **Regarding development of library resources and maintenance:-** committee members discussed about development of library resources and its maintenance at selected intervals

Agenda 4- **Regarding stock verification and sale of unused scrap:-** members discussed that used and unused library stock should be verified and process should be done for the sale of unused scrap of library.

  
**Dr. Ekta Pareek**

Principal  
Biyani Girls B.Ed College  
Jaipur





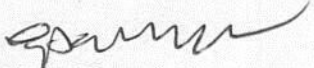


# BIYANI GIRLS B.ED.COLLEGE ,JAIPUR

## LIBRARY COMMITTEE

2021-22

S.No.	Name	Designation
1.	Ms. Sunita Sharma	Coordinator
2.	Ms. Pinki Gautam	Librarian
3.	Ms. Kiran Kumari	Teacher representative
4.	Ms. Raju Pansari	Teacher representative
5.	Ms. Anju Gurjar	Student Representative
6.	Ms. Sarita Sharma	Alumni
7.	Ms. Neha Sharma	Alumni

  
**Dr. Ekta Pareek**

PRINCIPAL  
BIYANI GIRLS B.ED. COLLEGE  
SEC-3, VIDHYADHAR NAGAR, JAIPUR



# BIYANI GIRLS B.ED. COLLEGE, JAIPUR

## (2021-22)

Date:09-07-2021

### NOTICE

It is our pleasure to inform you that the meeting of the Library committee is scheduled to be held on 19<sup>th</sup> July 2021 at 02:30 p.m. in Manthan Hall. The agenda of the meeting is enclosed herewith you are therefore requested to kindly make it convenient to attend the meeting.

The Agenda for the meeting:-

Agenda 1- Regarding allocation of library budget.

Agenda 2- Regarding updation of library resources.

Agenda 3- Regarding subscription of faculty members and students in National Digital Library.

Agenda 4 - To take review of faculty members regarding books.

Agenda 5 - Regarding proper arrangement of books in library.

  
**Dr. Ekta Pareek**

Principal

Biyani Girls B.Ed College  
Jaipur

Copy to: Chairman/Director (Acad.)/Principal/HR/HOD's/Reception/ IQAC Members.

date 19-7-21

**List of Attendees**

S.No.	Name	Designation	Signature
1.	Ms. Sunita Sharma	Coordinator	<i>Sunita</i>
2.	Ms. Pinki Gautam	Librarian	<i>Pinki</i>
3.	Ms. Kiran Kumari	Teacher representative	<i>Kiran</i>
4.	Ms. Raju Pansari	Teacher representative	<i>Raju</i>
5.	Ms. Anju Gurjar	Student Representative	<i>Anju</i>
6.	Ms. Sarita Sharma	Alumni	<i>Absent</i>
7.	Ms. Neha Sharma	Alumni	<i>Absent</i>

*Ekta Pareek*  
**Dr. Ekta Pareek**

Principal  
Biyani Girls B.Ed College  
Jaipur





# BIYANI GIRLS B.ED.COLLEGE ,JAIPUR

Date: 19-07-2021

## Minutes of meetings 2021-22

The Meeting of Librarycommittee was held on 19<sup>th</sup> July 2021 at  
02:30 p.m. in Manthan Hall

### **DISCUSSION ON AGENDA:**

The Agenda for the meeting are discussed as the following:

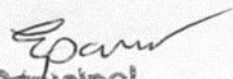
Agenda 1- **Regarding allocation of library budget:-** Library budget was discussed for the session 2021-22.

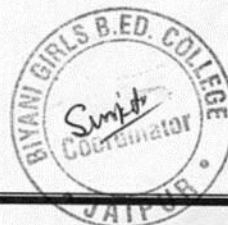
Agenda 2-**Regarding updation of library resources:-**Members discussed about to update the library resources as per requirement

Agenda 3- **Regarding subscription of faculty members and students in National Digital Library:-**members discussed to subscribe all the faculty members and students in NDLI.

Agenda 4-**To take review of faculty members regarding books:-**Members decided to take review of each faculty members about the text books.

Agenda5- **Regarding proper arrangement of books in library:-**It was decided that books, reference books journals etc. in library should be well arranged.

  
Principal  
Biyani Girls B.Ed College  
Jaipur





## BIYANI GIRLS B.ED.COLLEGE ,JAIPUR

Action taken of meeting held on 19<sup>th</sup> July 2021 at

02:30 p.m. in Manthan Hall.

Agenda 1- **Regarding allocation of library budget:-** Library budget was allocated for the session 2021-22.

Agenda 2- **Regarding updation of library resources:-**All library resources were updated as per requirement.

Agenda 3- **Regarding subscription of faculty members and students in National Digital Library:-** all the faculty members and students were successfully registered in NDLI.

Agenda4 -**To take review of faculty members regarding books:-** all respective subject teachers delivered their reviews about the text books.

Agenda5 - **Regarding proper arrangement of books in library:-**All the books, reference books journals etc. wellarranged in library.

  
**Dr. Ekta Pareek**

Principal  
Biyani Girls B.ED. College  
Jaipur





## BIYANI GIRLS B.ED. COLLEGE, JAIPUR

Date:01-11-2021

### NOTICE

It is our pleasure to inform you that the meeting of the Library Committee is scheduled to be held on 13<sup>th</sup> November 2021 at 01:30 a.m. in Manthan Hall. The agenda of the meeting is enclosed herewith you are therefore requested to kindly make it convenient to attend the meeting.

The Agenda for the meeting:-

- Agenda 1- Regarding requisition of books.
- Agenda 2- Regarding registration of newly admitted students to library.
- Agenda 3- Regarding issue of books to students.

  
**Dr. Ekta Pareek**

Principal  
Principal B.Ed College  
Jaipur

Copy to: Chairman/Director (Acad.)/Principal//HR/HOD's/KPO/Reception/All the IQAC Members.



# BIYANI GIRLS B.ED.COLLEGE ,JAIPUR

Date: 13-11-2021

## Minutes of meetings 2021-22

The Meeting of Library committee was held on 13<sup>th</sup> November 2021 at 01:30 p.m. in Manthan Hall.

### **DISCUSSION ON AGENDA:**

The Agenda for the meeting are discussed as the following:

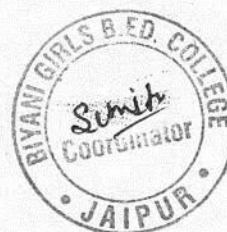
**Agenda 1- Regarding requisition of books.**

:-Members decided to give requisition about new books.

**Agenda 2- Regarding registration of newly admitted students to library:-**members decided that mentors should register their class groups to library.

**Agenda 3- Regarding issue of books to students:-** Members discussed to prepare a schedule to issue books to all the class groups.

  
Principal  
Biyani Girls B.Ed College  
Jaipur



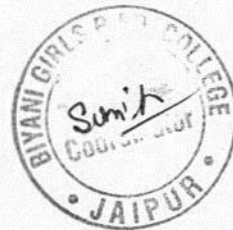
13<sup>th</sup> November 2021

**List of Attendees**

S.No.	Name	Designation	Signature
1.	Ms. Sunita Sharma	Coordinator	<i>Sunita</i>
2.	Ms. Pinki Gautam	Librarian	<i>Pinki</i>
3.	Ms. Kiran Kumari	Teacher representative	<i>Kiran</i>
4.	Ms. Raju Pansari	Teacher representative	<i>Raju</i>
5.	Ms. Anju Gurjar	Student Representative	<i>Anju</i>
6.	Ms. Sarita Sharma	Alumni	Absent
7.	Ms. Neha Sharma	Alumni	Absent

*Ekta*  
**Dr. Ekta Pareek**

Principal  
Savitri Girls B.Ed College  
Jaipur







## BIYANI GIRLS B.ED.COLLEGE ,JAIPUR

Action taken of meeting held on 13<sup>th</sup> November 2021 at 01:30 p.m. in  
Manthan Hall.

Agenda 1-Regarding requisition of books:-requisition of books was made and given for purchasing new books.

Agenda 2- Regarding registration of newly admitted students to library:-  
All the students registered to library successfully for issuing books.

Agenda 3- Regarding issue of books to students:- All the students were issued books according to their registration in library.

Action taken of meeting held on 13<sup>th</sup> November 2021 at 01:30 p.m. in

Manthan Hall

  
**Dr. Ekta Pareek**

Principal  
Biyani Girls B. Ed College  
Jaipur





## BIYANI GIRLS B.ED. COLLEGE, JAIPUR

Date:01-03-2022

### NOTICE

This is to inform to all the members that the meeting of the Library Committee is scheduled to be held on 3<sup>rd</sup> March 2022 at 12:30 p.m. in Manthan Hall. The agenda of the meeting is enclosed herewith you are therefore requested to kindly make it convenient to attend the meeting.

The Agenda for the meeting:-

- Agenda 1 - Regarding maintain proper attendance of students in library.
- Agenda 2 - Regarding maintain library environment.
- Agenda 3- Regarding subscription of printed journals.

  
**Dr. Ekta Pareek**

Principal  
Biyani Girls B.Ed College  
Jaipur

**Copy to:** Chairman/Director (Acad.)/Principal/HR/HOD's/KPO/Reception/All the IQAC Members.

Manthan Hall. The agenda of the meeting is enclosed herewith you are therefore requested to kindly make it convenient to attend the meeting.

The Agenda for the meeting:-



# BIYANI GIRLS B.ED.COLLEGE ,JAIPUR

Date: 13-11-2021

## Minutes of meetings 2021-22

The Meeting of Library committee was held on 3<sup>rd</sup> March 2022 at 12:30 p.m. in Manthan Hall

### **DISCUSSION ON AGENDA:**

The Agenda for the meeting are discussed as the following:

Agenda 1 - Regarding maintain proper attendance of students in library:-Members decided to maintain attendance of students and faculty members properly in library register.

Agenda 2 - Regarding maintain library environment:-members decided some guideline to be followed while using library.

Agenda 3- Regarding subscription of printed journals:-Members discussed to get subscription for printed journals.

  
Principal  
Biyani Girls B.Ed College  
Jaipur



3<sup>rd</sup> March 2022

**List of Attendees**

S.No.	Name	Designation	Signature
1.	Ms. Sunita Sharma	Coordinator	<i>Sunita</i>
2.	Ms. Pinki Gautam	Librarian	<i>Pinki</i>
3.	Ms. Kiran Kumari	Teacher representative	<i>Kiran</i>
4.	Ms. Raju Pansari	Teacher representative	<i>Absent</i>
5.	Ms. Anju Gurjar	Student Representative	<i>Anju</i>
6.	Ms. Sarita Sharma	Alumni	<i>Sarita</i>
7.	Ms. Neha Sharma	Alumni	<i>Absent</i>

*Ekta Pareek*  
**Dr. Ekta Pareek**

Principal

**Principal**  
B.Ed College  
Jaipur





## BIYANI GIRLS B.ED.COLLEGE ,JAIPUR

Action taken of meeting held on 3<sup>rd</sup> March 2022 at 12:30 p.m. in Manthan Hall.

Agenda 1- Regarding maintain proper attendance of students in library:- students as well as faculty members attendance is maintained in library register properly.

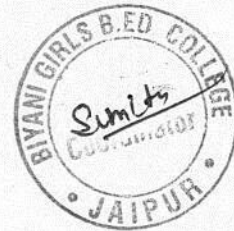
Agenda 2 - Regarding maintain library environment:- some guideline are to be followed while using library.

Agenda 3- Regarding issue of books to students:- All the students were issued books according to their registration in library.

Hall.

*Ekta Pareek*  
**Dr. Ekta Pareek**

**Principal**  
**Principal B.Ed College**  
Jaipur



Agenda 3- Regarding issue of books to students:- All the students were



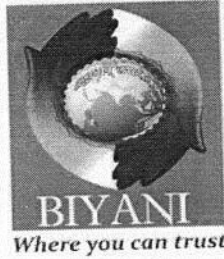
## BIYANI GIRLS B.ED. COLLEGE, JAIPUR

(2020-21)

### Library Committee

S.No.	Name	Designation
1.	Ms. Sunita Sharma	Chairperson
2.	Ms. Pinki Gautam	Incharge
3.	Ms. Kiran Kumari	Co-Coordinator
4.	Ms. Raju Pansari	Member
5.	Ms. Seema Meena	Student Representative
6.	Ms. Komal	Alumni
7.	Ms. Neha Dhabai	Alumni

*e. Pansari*  
Principal  
Biyani Girls B.Ed College  
Jaipur



## BIYANI GIRLS B.ED. COLLEGE, JAIPUR

Date: 20-07-2020

### NOTICE

It is our pleasure to inform you that the meeting of Library committee is scheduled to be held on 24<sup>th</sup> July 2020 at 11:00 Noon in Manthan Hall. The agenda of the meeting is enclosed herewith you are therefore requested to kindly make it convenient to attend the meeting.

#### **The Agenda for the meeting:-**

**Agenda 1-** Regarding allocation of library budget.

**Agenda 2-** Regarding purchase of reference books in library for students.

Principal  
Biyani Girls B.Ed College  
Jaipur

*Ekta Pareek*  
**Dr. Ekta Pareek**

Principal  
BIYANI GIRLS B.ED. COLLEGE  
SEC-3, VIDYASAR, JAIPUR

**Copy to:** Chairman/Director (Acad.)/Principals/Registrar/HR/HOD's/KPO/Reception/All the IQAC Members.



# BIYANI GIRLS B.ED. COLLEGE ,JAIPUR

Date:24-07-2020

## Minutes of meetings 2020-21

Minutes of meeting of Library committee held on 24-07-2020 at 11:00 PM in Manthan Hall.

### DISCUSSION ON AGENDA:

The Agenda for the meeting are discussed as the following:

- Discussion on the allocation of library budget .
- Discussion on the purchase of some more reference books as per requirement of students in library.

### List of Attendees:

S.NO.	NAME	DESIGNATION	SIGNATURE
1.	Ms. Sunita Sharma	Chairperson	<i>Sunita</i>
2.	Ms. Pinki Gautam	Incharge	<i>Pinki</i>
3.	Ms. Kiran Kumari	Co-Coordinator	<i>Kiran</i>
4.	Ms. Raju Pansari	Member	<i>Raju</i>
5.	Ms. Seema Meena	Student Representative	<i>Seema</i>
6.	Ms. Komal	Alumni	<i>Komal</i>
7.	Ms. Neha Dhabai	Alumni	<i>Neha</i>

*Ekta Pareek*  
Principal  
Biyani Girls B.Ed College  
Jaipur

**Dr. Ekta Pareek**  
Principal







## BIYANI GIRLS B.ED. COLLEGE ,JAIPUR

### LIBRARY COMMITTEE 2020-21

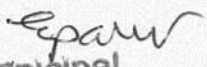
### ACTION TAKEN REPORT

#### AGENDA:

- Regarding on the allocation of library budget.
- Regarding on the purchase of reference books.

#### ACTION POINT:

- The library budget was effectively allocated by Ms. Sunita Sharma.
- Some more reference books was purchased for students as per their requirement in library.

  
Principal  
Biyani Girls B.Ed College  
Jaipur

**Dr. Ekta Pareek**  
Principal





## BIYANI GIRLS B.ED. COLLEGE, JAIPUR

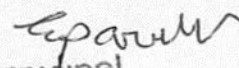
Date: 18-01-2021

### NOTICE

It is our pleasure to inform you that the meeting of the Library Committee is scheduled to be held on 22<sup>nd</sup> January 2021 at 11:30 Noon in Synergy Hall. The agenda of the meeting is enclosed herewith you are therefore requested to kindly make it convenient to attend the meeting.

#### **The Agenda for the meeting:-**

- Agenda 1-** Regarding registration of the newly admitted students in library.  
**Agenda 2-** Regarding to manage the library books and assignment diaries.

  
Principal  
Biyani Girls B.Ed. College  
Jaipur  
**Dr. Ekta Pareek**  
Principal

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# BIYANI GIRLS B.ED. COLLEGE ,JAIPUR

Date:22-01-2021

## Minutes of meetings 2020-21

Minutes of meeting of Library committee held on 22-01-2021 at 11:30 am in synergy Hall.

### DISCUSSION ON AGENDA:

The Agenda for the meeting are discussed as the following:

- The committee will discuss about the registration of the new admitted students in library.
- Discussion on to manage the library books and assignment diaries in systematic manner.

### List of Attendees:

S.NO.	NAME	DESIGNATION	SIGNATURE
1.	Ms. Sunita Sharma	Chairperson	<i>Sunita</i>
2.	Ms. Pinki Gautam	Incharge	<i>Pinki</i>
3.	Ms. Kiran Kumari	Co-Coordinator	<i>Kiran</i>
4.	Ms. Raju Pansari	Member	<i>Raju</i>
5.	Ms. Seema Meena	Student Representative	<i>Seema</i>
6.	Ms. Komal	Alumni	<i>Komal</i>
7.	Ms. Neha Dhabai	Alumni	<i>Neha</i>

*Dr. Ekta Pareek*  
Principal  
Biyani Girls B.Ed College





## BIYANI GIRLS B.ED. COLLEGE ,JAIPUR

### LIBRARY COMMITTEE 2020-21

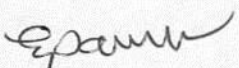
### ACTION TAKEN REPORT

#### AGENDA:

- Regarding the registration of the new admitted students in library.
- Regarding to manage the library books and assignment diaries .

#### ACTION POINT:

- The list of the newly admitted students was given by the mentor of each class in library and registration was done in library computers.
- The library books and assignment diaries was managed systematically in library .

  
Dr. Ekta Pareek  
Principal  
Principal  
Biyani Girls B.Ed College  
Jaipur





## BIYANI GIRLS B.ED. COLLEGE, JAIPUR

Date: 18-02-2021

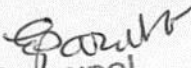
### NOTICE

It is our pleasure to inform you that the meeting of the Library Committee is scheduled to be held on 23<sup>rd</sup> February 2021 at 1:30 Noon in Manthan Hall. The agenda of the meeting is enclosed herewith you are therefore requested to kindly make it convenient to attend the meeting.

#### **The Agenda for the meeting:-**

**Agenda 1-** Regarding to issue the book bank to the students and maintain the record of issuing books..

**Agenda 2-** Regarding on the arrangement of library period.

  
Principal  
Biyani Girls B.Ed College  
Jaipur

**Dr. Ekta Pareek**  
Principal

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# BIYANI GIRLS B.ED. COLLEGE ,JAIPUR

Date:23-02-2021

## Minutes of meetings 2020-21

Minutes of meeting of Library committee held on 23-02-2021 at 1:30 PM in Manthan Hall.

### DISCUSSION ON AGENDA:

The Agenda for the meeting are discussed as the following:

- Discussion on to issue the book bank to the students and maintain the record of issuing the books .
- Discussion on the arrangement of library period .

### List of Attendees:

S.NO.	NAME	DESIGNATION	SIGNATURE
1.	Ms. Sunita Sharma	Chairperson	Sunita
2.	Ms. Pinki Gautam	Incharge	Pinki
3.	Ms. Kiran Kumari	Co-Coordinator	Kiran
4.	Ms. Raju Pansari	Member	Raju
5.	Ms. Seema Meena	Student Representative	Seema
6.	Ms. Komal	Alumni	Komal
7.	Ms. Neha Dhabai	Alumni	Neha

Principal  
Biyani Girls B.Ed College  
**Dr. Ekta Pareek**  
Principal





## BIYANI GIRLS B.ED. COLLEGE ,JAIPUR

### LIBRARY COMMITTEE 2020-21

### ACTION TAKEN REPORT

#### AGENDA:

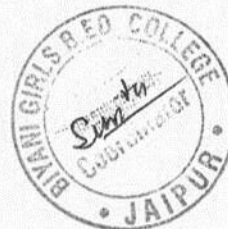
- Regarding to issue the book bank to the students .
- Regarding on arrangement of library period..

#### ACTION POINT:

- The book bank was issued to the students and record was maintained in library computers.
- The library period was arranged accordingly to the time table by co-coordinator Ms. Kiran Kumari.

  
Principal  
Biyani Girls B.Ed College

Dr. Ekta Pareek  
Principal





# BIYANI GIRLS B.ED.COLLEGE ,JAIPUR

## LIBRARY COMMITTEE

2019-20

S.No.	Name	Designation
1.	Ms. Sunita Sharma	Coordinator
2.	Ms. Pinki Gautam	Librarian
3.	Ms. Kiran Kumari	Teacher representative
4.	Ms. RajuPansari	Teacher representative
5.	Ms. Neetu	Student Representative
6.	Ms. Sonu Shekhawat	Alumni
7.	Ms. Pinki Sankhala	Alumni

*Ekta Pareek*  
**Dr. Ekta Pareek**

**Principal**  
Biyani Girls B.Ed College  
Jaipur





**BIYANI GIRLS B.ED. COLLEGE, JAIPUR**  
**(2019-20)**

Date 04-08-2019

**NOTICE**

It is our pleasure to inform you that the meeting of the Library committee is scheduled to be held on 04-08-2019 at 01:00 p.m. in Manthan Hall. The agenda of the meeting is enclosed herewith you are therefore requested to kindly make it convenient to attend the meeting.

The Agenda for the meeting:-

Agenda 1- Regarding review of library books, reference books and journals.

Agenda 2- Regarding requisition of books.

  
**Dr. Ekta Pareek**

Principal  
Principal B.Ed College  
Jaipur

Copy to: Chairman/Director (Acad.)/Principal/HR/HOD's/Reception/ IQAC Members.



# BIYANI GIRLS B.ED.COLLEGE ,JAIPUR

Date: 04-08-2019

## Minutes of meetings 2019-20

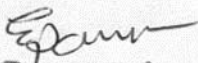
The Meeting of Library committee was held on 04-08-2019 at 01:00 p.m in Manthan Hall.

### **DISCUSSION ON AGENDA:**

The Agenda for the meeting are discussed as the following:

Agenda 1- Regarding review of library books, reference books and journals.:- Members decided to take review of each faculty members about the text books, reference books and journals.

Agenda 2- Regarding requisition of books.:-Members discussed that library in charge should submit the list of required books to library.

  
Principal  
Biyani Girls B.Ed College  
Jaipur



04-08-2019

**List of Attendees**

S.No.	Name	Designation	Signature
1.	Ms. Sunita Sharma	Coordinator	<i>Sunita</i>
2.	Ms. Pinki Gautam	Librarian	<i>Pinki</i>
3.	Ms. Kiran Kumari	Teacher representative	<i>Absent</i>
4.	Ms. RajuPansari	Teacher representative	<i>Rajju</i>
5.	Ms. Neetu	Student Representative	<i>Neetu</i>
6.	Ms. Sonu Shekhawat	Alumni	<i>Absent</i>
7.	Ms. Pinki Sankhala	Alumni	<i>Neha</i>

*Ekta Pareek*  
**Dr. Ekta Pareek**

Principal  
Biyani Girls B.Ed College  
Jaipur





## BIYANI GIRLS B.ED.COLLEGE ,JAIPUR

Action taken of meeting held on 04/08/2017 at

02:30 p.m. in Manthan Hall.

Agenda 1- Regarding review of library books, reference books and journals.:- faculty members reviewed the text books, reference books and journals.

Agenda 2- Regarding requisition of books.:-Books requisition prepared after review of library and some recommendations also provided.

*Ekta Pareek*  
**Dr. Ekta Pareek**

Principal

Principal  
Biyani Girls B.Ed College  
Jaipur





## BIYANI GIRLS B.ED. COLLEGE, JAIPUR

Date:03-09-2019

### NOTICE

It is our pleasure to inform you that the meeting of the Library Committee is scheduled to be held on 07<sup>th</sup> September 2019 at 01:30 p.m. in Manthan Hall. The agenda of the meeting is enclosed herewith you are therefore requested to kindly make it convenient to attend the meeting.

The Agenda for the meeting:-

- Agenda 1- Regarding registration of newly admitted students to library.
- Agenda 2- Regarding issue of books to students.
- Agenda 3- Regarding arrangement of library period.
- Agenda 4- Regarding maintain library environment.

  
**Dr. Ekta Pareek**

Principal  
Biyani Girls B.Ed College  
Jaipur

Copy to: Chairman/Director (Acad.)/Principal//HR/HOD's/KPO/Reception/All the IQAC Members.



## BIYANI GIRLS B.ED.COLLEGE ,JAIPUR

Date: 7/09/19

### Minutes of meetings 2021-22

The Meeting of Library committee was held on 07<sup>th</sup> September 2019 at 01:30 p.m. in Manthan Hall.

### DISCUSSION ON AGENDA:

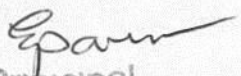
The Agenda for the meeting are discussed as the following:

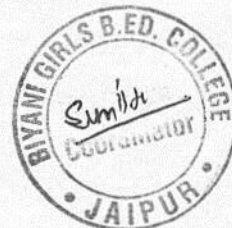
Agenda 1- **Regarding registration of newly admitted students to library**:-members decided that mentors should register their class groups to library.

Agenda 2- **Regarding issue of books to students**:- Members discussed to prepare a schedule to issue books to all the class groups.

Agenda 3- **Regarding arrangement of library period**:-Library period should be arranged for all the students.

Agenda 4 - **Regarding maintain library environment**:-members decided some guideline to be followed while using library

  
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Biyani Girls B.Ed College  
Jaipur



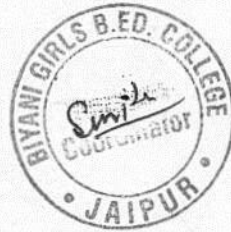
07<sup>th</sup> September 2019

**List of Attendees**

S.No.	Name	Designation	Signature
1.	Ms. Sunita Sharma	Coordinator	<i>Sunita</i>
2.	Ms. Pinki Gautam	Librarian	<i>Pinki</i>
3.	Ms. Kiran Kumari	Teacher representative	<i>Absent</i>
4.	Ms. RajuPansari	Teacher representative	<i>Raju</i>
5.	Ms. Neetu	Student Representative	<i>Neetu</i>
6.	Ms. Sonu Shekhawat	Alumni	<i>Sonu</i>
7.	Ms. Pinki Sankhala	Alumni	<i>Pinki</i>

*Ekta Pareek*  
**Dr. Ekta Pareek**

Principal  
B.Ed College  
Jaipur





## BIYANI GIRLS B.ED.COLLEGE ,JAIPUR

Action taken of meeting held on 07<sup>th</sup> September 2019 at 01:30 p.m. in  
Manthan Hall.

Agenda 1- Regarding registration of newly admitted students to library:-  
All the students registered to library successfully for issuing books.

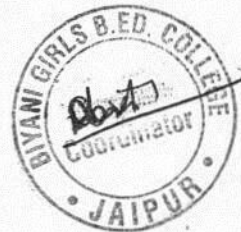
Agenda 2- Regarding issue of books to students:- All the students were  
issued books according to their registration in library.

Agenda 3- Regarding arrangement of library period:-Library period was  
arranged for all the students in time table.

Agenda 4 - Regarding maintain library environment:- some guideline are  
to be followed while using library.

  
**Dr. Ekta Pareek**

Principal  
Principal B.Ed College  
Jaipur







# BIYANI GIRLS B.ED.COLLEGE ,JAIPUR

## LIBRARY COMMITTEE

2018-19

S.No.	Name	Designation
1.	Ms. Sunita Sharma	Coordinator
2.	Ms. Pinki Gautam	Librarian
3.	Ms. Kiran Kumari	Teacher representative
4.	Ms. Raju Pansari	Teacher representative
5.	Ms. Preeti	Student Representative
6.	Ms. Sonu Shekhawat	Alumni
7.	Ms. Pinki Sankhala	Alumni

*Dr. Ekta Pareek*  
**Dr. Ekta Pareek**

Principal  
Principal B.Ed College  
Jaipur



**BIYANI GIRLS B.ED. COLLEGE, JAIPUR**  
**(2018-19)**

Date: 09-07-2018

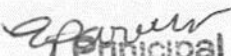
**NOTICE**

It is our pleasure to inform you that the meeting of the Library committee is scheduled to be held on 12<sup>th</sup> July 2018 at 12:30 p.m. in Manthan Hall. The agenda of the meeting is enclosed herewith you are therefore requested to kindly make it convenient to attend the meeting.

The Agenda for the meeting:-

- Agenda 1- Regarding review of library resources.
- Agenda 2- Regarding updating of books in library.
- Agenda 3- Regarding requisition of books.

**Dr. Ekta Pareek**

  
Principal  
B.Ed College  
Jaipur

Copy to: Chairman/Director (Acad.)/Principal/HR/HOD's/ /Reception/ IQAC Members.



## BIYANI GIRLS B.ED.COLLEGE ,JAIPUR

Date: 12-07-2018

### Minutes of meetings 2018-19

The Meeting of library committee was held on 12<sup>th</sup> July 2018 at 12:30 p.m. in Manthan Hall.

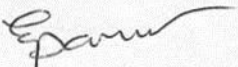
#### **DISCUSSION ON AGENDA:**

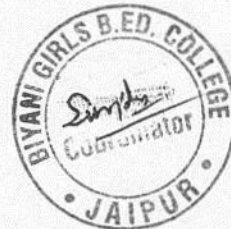
The Agenda for the meeting are discussed as the following:

Agenda 1- **Regarding review of library resources:-**Members decided to review library resources.

Agenda 2- **Regarding updating of books in library :-**Members discussed about to update the library books as per requirement.

Agenda 3- **Regarding requisition of books:-** books requisition was prepared for new session .

  
Principal  
Biyani Girls B.Ed College  
Jaipur



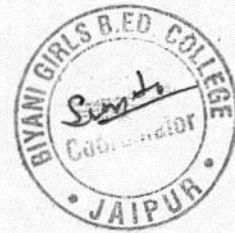
12<sup>th</sup> July 2018

**List of attendees**

S.No.	Name	Designation	Signature
1.	Ms. Sunita Sharma	Coordinator	<i>Sunita</i>
2.	Ms. Pinki Gautam	Librarian	<i>Pinki</i>
3.	Ms. Kiran Kumari	Teacher representative	<i>Kiran</i>
4.	Ms. Raju Pansari	Teacher representative	<i>Raju</i>
5.	Ms. Preeti	Student Representative	<i>Absent</i>
6.	Ms. Sonu Shekhawat	Alumni	<i>Sonu Ss</i>
7.	Ms. Pinki Sankhala	Alumni	<i>Pinky</i>

*Ekta Pareek*  
**Dr. Ekta Pareek**

**Principal**  
B.Ed College  
Jaipur





## BIYANI GIRLS B.ED.COLLEGE ,JAIPUR

Action taken of the meeting of Library committee held on 12<sup>th</sup> July 2018.

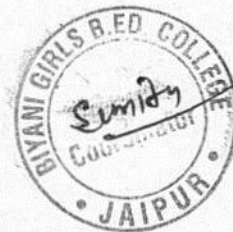
Agenda 1- **Regarding review of library resources:-**Library resources reviewed and requirement.

Agenda 2- **Regarding updating of books in library :-**books in library updated as per the new syllabus.

Agenda 3- **Regarding requisition of books:-** books requisition was prepared for new session.

*Dr. Ekta Pareek*  
**Dr. Ekta Pareek**

**Principal**  
Biyani Girls B.Ed College  
Principal Jaipur





## BIYANI GIRLS B.ED. COLLEGE, JAIPUR

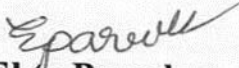
Date: 1-09-2018

### NOTICE

It is our pleasure to inform you that the meeting of the Library Committee is scheduled to be held on 3<sup>rd</sup> September 2018 at 11:30 a.m. in Manthan Hall. The agenda of the meeting is enclosed herewith you are therefore requested to kindly make it convenient to attend the meeting.

The Agenda for the meeting:-

- Agenda 1- Regarding registration of newly admitted students to library.
- Agenda 2 - Regarding proper arrangement of books in library
- Agenda 3- Regarding distribution of books to students.

  
**Dr. Ekta Pareek**  
Principal  
Biyani Girls B.Ed College  
Jaipur

Copy to: Chairman/Director (Acad.)/Principal/HR/HOD's/KPO/Reception/All the IQAC Members.



# BIYANI GIRLS B.ED.COLLEGE ,JAIPUR

Date: 12-07-2018

## Minutes of meetings 2018-19

The Meeting of library committee was held on 3<sup>rd</sup> September 2018 at 11:30 a.m. in Manthan

### **DISCUSSION ON AGENDA:**

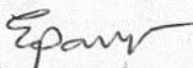
The Agenda for the meeting are discussed as the following:

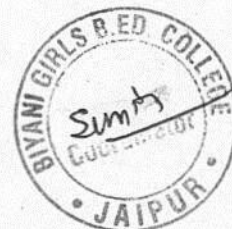
Agenda 1- Regarding registration of newly admitted students to library:-

All mentors should register their class groups to library.

Agenda 2- Regarding proper arrangement of books in library:-Members discussed that books, dissertations etc should be well arranged in library.

Agenda 3- Regarding distribution of books to students:- books should be distributed after registration in library.

  
Principal  
Biyani Girls B.Ed College  
Jaipur



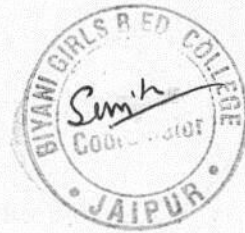
3<sup>rd</sup> September 2018

**List of attendees**

S.No.	Name	Designation	Signature
1.	Ms. Sunita Sharma	Coordinator	<i>Sunita</i>
2.	Ms. Pinki Gautam	Librarian	<i>Pinki</i>
3.	Ms. Kiran Kumari	Teacher representative	<i>Kiran</i>
4.	Ms. Raju Pansari	Teacher representative	<i>Absent</i>
5.	Ms. Preeti	Student Representative	<i>Preeti</i>
6.	Ms. Sonu Shekhawat	Alumni	<i>Sonu S</i>
7.	Ms. Pinki Sankhala	Alumni	<i>Absent</i>

*Ekta Pareek*  
**Dr. Ekta Pareek**

Principal  
B.Ed College  
Jaipur







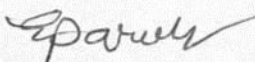
## BIYANI GIRLS B.ED.COLLEGE ,JAIPUR

Action taken of the meeting of Library committee held on 3<sup>rd</sup> September 2018

Agenda 1- Regarding registration of newly admitted students to library:-  
All the students registered to library .

Agenda 2- Regarding proper arrangement of books in library:- books,  
dissertations etc well arranged in library.

Agenda 3- Regarding distribution of books to students:- text books issued  
to all the registered students.

  
**Dr. Ekta Pareek**

**Principal**  
Principal  
Biyani Girls B.Ed College  
Jaipur

