

SAO CHANG COLLEGE
LIBRARY ADVISORY BOARD MEETING AGENDAS

Date: 8/04/2022

This is to inform all the members that there shall be Library Advisory Board meeting at 1:00 P.M the 12th of April, 2022. Therefore, all members are requested to attend the meeting positively.

Meeting Agendas:

1. To discuss about the N-List registration.
2. Library orientation programme.
3. To frame a policies for the functioning and maintenances of the library.
4. To procure computer, projector and rack for the library.
5. To procure books.
6. Internal audit for the library development fund.
7. Any other.



(Mantok Konyak)

Librarian

Member secretary

Library Advisory Board

**SAO CHANG COLLEGE
LIBRARY ADVISORY BOARD MEETING**

Date: 12/04/22

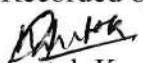
Time: 1:00 P.M

Venue: Vice Principal Chamber

Meeting Minutes:

1. The house reviewed the previous meeting minutes and discussed on all the activities and achievement done by the library.
2. Principal incharge was entrusted to serve a notice to all the teachers and students to register in the N-List.
3. The house discussed the application submitted by Alumni Association regarding the library access to alumni and decided that since it is not possible to allow them as per the prevailing library rules, their application was declined.
4. The house decided to give orientation to all the teachers and students on how to access to E-Books and E-resources and also upload a youtube video on this matter.
5. The house decided to form a committee to frame policies related to the function and maintenance of the college library. The following members were selected to the committee:
 - a. Mr. Akyuba Sangtam –Co-Ordinator
 - b. Mr. Mudang Khamniungan - Member
 - c. Ms. K. Vidila Jings - Member
 - d. Mr. Mantok Konyak - Member
6. Mr. Tomukum is entrusted to collect documents of the college from post office for which Principal Incharge will issue an official letter.
7. The House decided to buy the following equipments for the current semester:
 - a. Projector
 - b. Two Computers (one for computer lab and one for library)
 - c. Racks (two)
8. The house decided to buy books for Rs. 20,000 each for all the departments. HoDs were requested to submit the book list to the Librarian at the earliest.
9. The house decided to keep the remaining amount of the library after purchasing the required equipments and books in fixed deposit for a period of 2 years initially and discuss the utilization of the interest amount in the next library meeting.
10. The house decided to do the library internal audit at the end of even semester and for which the following members were selected:
 - a. Ms. Shilumongla - Convenor
 - b. Dr. S. Arenla - Member
 - c. Ms. Imnatula Kechular - Member
 - d. Mr. Mantok Konyak - Ex-Officio member

Recorded by


(Mantok Konyak)

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Action taken report:

1. Notice was served to teachers and students to register in the N-List.
2. Application submitted by Alumni Association regarding the library access to alumni was declined.
3. Committee was formed and policies were framed on 31st August 2022.
4. An official letter was issued to Mr. Tomukum (Peon).
5. Projector, two computer and two racks were purchased.
6. Books were bought for all the departments.
7. Internal audit was conducted for the even semester on 6th of May 2022



(Mantok Konyak)

Librarian

Member secretary

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