

SAO CHANG COLLEGE
LIBRARY ADVISORY BOARD MEETING AGENDAS


Notice

Date: 27/03/2023

This is to inform all the members that there shall be Library Advisory Board meeting at 2:00 P.M the 31st of March, 2023. Therefore, all members are requested to attend the meeting positively.

Meeting Agendas:

1. Purchase of Books.
2. Purchase of Laptop for library use.
3. Installation of light bulbs and switch box in reading room.
4. Computer lab maintenance.
5. Library Development Fund internal audit.
6. Subscription of e-newspaper.
7. Any other.


(Mahtok Konyak)
Librarian

Member secretary
Library Advisory Board

SAO CHANG COLLEGE
LIBRARY ADVISORY BOARD MEETING

Date: 31/03/2023

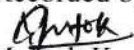
Time: 2:00 P.M

Meeting minutes:

The meeting was called to discuss certain issues pertaining to the college library. Following points/ agendas were adopted:

1. Principal welcomed all the members and highlighted the agendas to be discussed.
2. Librarian highlighted the action taken report of the last meeting.
3. A sum of Rs. 15,000/- (Fifteen thousand) each shall be sanctioned to all departments under science stream and a sum of Rs. 20,000/- (Twenty thousand) each shall be sanctioned to the following departments under arts stream (a). History (b). Political Science (c). Education (d). Economics (e). Sociology. A sum of Rs. 25,000/- (Twenty five thousand) each shall be sanctioned to the department of English and Environmental Studies. Last date for submission of relevant list of books shall be 20th of April 2023.
4. A Sum of Rs. 1,00,000/- (One lakh) shall be sanctioned for purchasing of laptop and installation of light bulbs and switch box in the library reading room.
5. A sum of Rs. 10,000/- (Ten thousand) shall be sanctioned towards repairing of computers in the computer lab which shall be forwarded to the Information Communication Technology (ICT) committee.
6. The house decided to conduct the internal audit of the college library development fund for the financial year 2022-2023. The following officers were appointed as auditors:
 - a. Dr. Lal Veda Chandra Kumar Coordinator
 - b. Dr. Limamanen Phom Member
 - c. Ms. Chideno Shitire Member
7. The members decided to subscribe one national and one regional e-newspaper for the college library.

Recorded by


(Mantok Konyak)

Librarian


Member secretary

Library Advisory Board

**SAO CHANG COLLEGE
LIBRARY ADVISORY BOARD MEETING**

Action taken report:

1. Books were purchased for all the departments.
2. One Dell laptop purchased
3. More light bulbs and switch box were installed in library reading room.
4. A sum of Rs. 10,000 handed over to Information Communication Technology (ICT) coordinator.
5. Library Development Fund internal audit conducted on 4th of April 2023.
6. E-newspaper subscribed.


(Mantok Konyak)
Librarian
Member secretary
Library Advisory Board