

MINUTES OF MEETING

SU/Library/2025/MoM/01

A meeting of the **Library Advisory Board** was conducted under the chairpersonship of the **Honorable Vice Chancellor** with all members of the Library Advisory Board.

Date: 4th December 2025

Time: 11:00 AM onwards

Venue: University Conference Hall

Members Present

1. Dr. Gurdial Singh – Vice Chancellor, Sanskaram University (Chairperson)
2. Mr. Satish Kumar – Registrar
3. Mr. Sandeep – Chief Finance Officer
4. Dr. Divya Tyagi – Dean Academics
5. Dr. Vishal Choudhary – Deputy Head, IQAC
6. Dr. Seema Sharma – Head Librarian (Member Secretary)
7. Ms. Manju – Librarian
8. Dr. Ganesh Dixit – HOD, School of Engineering
9. Dr. Narayan Dixit – Dean, School of Management
10. Dr. Sushil Kumar Sharma – Dean, School of Law
11. Dr. Sunil Kumar Rastogi – Dean, School of Veterinary
12. Ms. Vandana – Student Member

Proceedings of the Meeting

S. No.	Agenda	Proceedings	Action to be Taken	Responsibility
01	Opening Remarks	The Member Secretary welcomed all members of the Library Advisory Board to the first meeting of the	—	—

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		Academic Year 2025-26.		
02	Review of Library Policy	The Chairperson requested the Member Secretary to present the Library Policy. After discussion, the Library Policy was approved by the Chairperson.	Approved Library Policy to be implemented.	Head Librarian.
03	Presentation of Library Audit Report (AY 2024-25)	Dr. Vishal Choudhary, Deputy Head IQAC, presented the findings of the Library Audit for the Academic Year 2024-25.	Regular follow-up and compliance of audit observations in coordination with the library team.	Deputy Head IQAC, Head Librarian, Librarian
04	Library Survey	The Deputy Head IQAC presented the findings of the Library Survey conducted for the Academic Year 2024-25.	Analysis and implementation of survey recommendations in coordination with the library staff.	Deputy Head IQAC, Head Librarian, Librarian
05	KOHA Software Automation	The Head Librarian presented the current status of library automation using KOHA Software.	Submission of proposal for full automation of KOHA Software.	Head Librarian, Librarian, Deputy Head IQAC
06	Library Budget	The Chairperson directed the Head Librarian to prepare the Library	Preparation and submission of Library Budget.	Head Librarian, Librarian, Deputy Head IQAC

S. No.	Agenda	Proceedings	Action to be Taken	Responsibility
		Budget for the Financial Year 2025-26 in coordination with IQAC.		
07	Vote of Thanks	The Chairperson expressed his sincere thanks to all members of the Library Advisory Board for their valuable participation and suggestions.	—	—

Seema
19/11/26

Prepared by:

Dr. Seema Sharma
Head Librarian & Member Secretary

Dr. Gurdial Singh
19/11/26

Dr. Gurdial Singh
Vice Chancellor, Sanskaram University
Signature of Chairperson of the Meeting