



**Shobhit  
University**

EDUCATION EMPOWERS



Top 101-125 Band  
in Pharmacy

## CRITERION 4 – Infrastructure and Learning Resources

### 4.3.4 AVERAGE ANNUAL EXPENDITURE FOR PURCHASE OF BOOKS AND JOURNALS (INCLUDING E-RESOURCES) DURING THE LAST FIVE YEARS

To reduce enormous use of paper and printing the ensure data, sign and a seal by the Competent Authority for all the papers, we have used the Class-3 Digital Signatures where a Registration Authority i.e. Dr. Mahipal Singh, Registrar of our University authenticate the documents and responses claimed in this pdf file.



**SHOBHIT UNIVERSITY, Gangoh**

[Notified by Government of U.P. Act No.3 of 2012, Established u/s 2(f) of UGC Act 1956]

Adarsh Institutional Area, Babu Vijendra Marg,  
Gangoh, Distt. Saharanpur - 247341, UP

**35** YEARS  
OF ACADEMIC  
EXCELLENCE



Ref No.- SUG/ADM/RO/LIB/2019/01



Date: 12/08/2019

**Office Order**

The following Library Committee is being constituted for the Academic year 2019-20 for the smooth functioning of the library.

S. No.	Name	Designation
1	Prof. (Dr.) Arif Naseer	Chairman
2	Dr. Jasvir Singh Rana	Convener, Library
3	Mr. Sunoj Kumar	Co-Convener, Library
4	Mr. Jai Prakash	Member
5	Mr. Pushpendra Kumar	IT and Digital Resources Expert
6	Mr. Rajeev Kumar Sharma	Member, Research Scholar
7	Mr. Sushil Kumar	Member
8	Mr. Pramod Kumar	Member
9	Mr. Azhar Khan	Member, Student Representative
10	Ms. Prabh Simran Kaur	Member, Student Representative
11	Ms. Veenu Chaudhary	Member, Student Representative

This issues with the approval of competent authority.

  
12/08/2019  


Registrar

Copy to:

1. All the Committee members
2. All the Dean(s)/HOD(s)
3. Guard File.

For Kind Information to:

1. PS to Hon'ble Chancellor Sir-for kind information of Hon'ble Chancellor Sir.
2. PS to Hon'ble Vice Chancellor Sir-for kind information of Hon'ble Vice Chancellor.
3. Sr. Director HR & CR- for kind information.



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U.: [www.sug.ac.in](http://www.sug.ac.in)

Ref No.- SUG/ADM/RO/LIB/2019/02

Date: 17/08/2019

**University Central Library**

**NOTICE**

A meeting of members of library committee is scheduled to be held on 20/08/2019 in the University Board room at 3 PM.

**Following are the agenda of the meeting**

1. Review the minutes of the previous meeting.
2. To discuss the Library Budget for the Academic Season 2019-2020.
3. Ensure the proper functioning of the library to make it easily accessible for the students as well as faculty.
4. To discuss and enlist the requirements in library as per course applied in UGC, AICTE & ISO norms.
  - Requirements of books
  - Requirements of journals
5. Other matter with the permission of chair.


**Registrar**

**Copy to:**

1. All the Members of Library Committee.
2. All the Deans.
3. Finance Officer
4. Director, Outreach Cell

**For kind Information to:**

1. PS to Hon'ble Chancellor – for kind information to Hon'ble Chancellor, Please.
2. PS to Hon'ble VC & PVC – for kind information to Hon'ble Vice-chancellor and Pro Vice-chancellor, Please.
3. Sr. Director CR/HR
4. Dean Academics/IQAC



## Minutes of the Meeting of Library Committee on 20.08.2019

A meeting of Library committee was held on 20/08/2019 in the University Board Room at 3 pm.

### Present Members:

S. No.	Name	Designation
1	Prof. (Dr.) Arif Naseer	Chairman
2	Dr. Jasvir Singh Rana	Convener, Library
3	Mr. Sunoj Kumar	Co-Convener, Library
4	Mr. Jai Prakash	Member
5	Mr. Pushpendra Kumar	IT and Digital Resources Expert
6	Mr. Rajeev Kumar Sharma	Member, Research Scholar
7	Mr. Sushil Kumar	Member
8	Mr. Pramod Kumar	Member
9	Mr. Azhar Khan	Member, Student Representative
10	Ms. Prabh Simran Kaur	Member, Student Representative
11	Ms. Veenu Chaudhary	Member, Student Representative

**WELCOME ADDRESS:** Dr. Jasveer Singh Rana (Convener, Library) welcomed all the members; and emphasized that as this was the first meeting of library committee of this session, members would need to put in rigorous efforts to develop well equipped library.

All the following agendas were discussed.

### 1. Review of the Previous Meeting Minutes

The minutes of the previous meeting were reviewed and approved without amendments.

### 2. Discussion on the Library Budget for the Academic Session 2019-2020

The Committee reviewed the proposed library budget for the Academic session 2019-2020. The budget allocations for book acquisitions, journal subscriptions, and library infrastructure improvements were discussed and approved.

*J. Kumar* ... *A. S. I.* *A.* *Sun*  
*Sushil K.* *Rajeev* *Sipaross* *Purned*  
*A* *Azhar* *Qureshi*



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U.: [www.sug.ac.in](http://www.sug.ac.in)

### **3. Ensuring the proper functioning of the library to make it easily accessible for students and faculty**

The Committee discussed strategies to enhance the accessibility and functionality of the library for both students and faculty.

Duties and responsibility of committee was discussed in meeting.

Suggestions included increasing access to digital resources.

### **4. To discuss and enlist the requirements in library as per course applied in UGC, AICTE & ISO norms.**

- **Requirements of books**
- **Requirements of journals**

Committee adopted the procedure to purchase books as per the policy of Shobhit University, Gangoh.

All the faculty members must recommend books and journals in their subject to the committee for approval; then after approval of committee, purchase order will be sent.

Committee will bring in the notice to all faculties to keep adding new books and titles as well as new editions of present books in library every month through Librarian.

Committee also suggested that old issues of journals will be issued to the faculty on demand and latest copy of journals should be circulated.

There being no other matter for discussion, the meeting ended with a vote of thanks to the honorable chair.



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Ref No.- SUG/ADM/RO/LIB/2020/01

Date: 15/10/2020

**Office Order**

The following Library Committee is being constituted for the Academic year 2020-21 for the smooth functioning of the library.

S. No.	Name	Designation
1	Prof. (Dr.) Arif Naseer	Chairman
2	Dr. Jasvir Singh Rana	Convener, Library
3	Mr. Sunoj Kumar	Co-Convener, Library
4	Mr. Jai Prakash	Member
5	Mr. Pushpendra Kumar	IT and Digital Resources Expert
6	Mr. Rajeev Kumar Sharma	Member, Research Scholar
7	Mr. Sushil Kumar	Member
8	Mr. Pramod Kumar	Member
9	Mr. Azhar Khan	Member, Student Representative
10	Ms. Aarti Choudhary	Member, Student Representative
11	Ms. Veenu Chaudhary	Member, Student Representative

This issues with the approval of competent authority.

  
Registrar



**Copy to:**

1. All the Committee members
2. All the Dean(s)/HOD(s)
3. Guard File.

**For Kind Information to:**

1. PS to Hon'ble Chancellor Sir-for kind information of Hon'ble Chancellor Sir.
2. PS to Hon'ble Vice Chancellor Sir-for kind information of Hon'ble Vice Chancellor.
3. Sr. Director HR & CR- for kind information.

Ref No.- SUG/ADM/RO/LIB/2020/02

Date: 17/10/2020



**University Central Library**

**NOTICE**

A meeting of members of library committee is scheduled to be held on 19/10/2020 in the University Board room at 02.00 P.M.

**Following are the agenda of the meeting**

1. Review the minutes of the previous meeting.
2. To discuss the Library Budget for the Academic Season 2020-2021.
3. Ensure the proper functioning of the library to make it easily accessible for the students as well as faculty.
4. To discuss and enlist the requirements in library as per course applied in UGC norms.
  - a. Requirements of books for coming semester 2020-21.
  - b. Requirements of journals
  - c. Requirement of staff in library
5. Other matter with the permission of chair.

  
17/10/20  


Registrar

**Copy to:**

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4. Director, Outreach Cell

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3. Sr. Director CR/HR
4. Dean Academics/IQAC



## Minutes of the Meeting of Library Committee on 19.10.2020

A meeting of library committee was held on 19/10/20 at 02.00 P.M. in the University Board room.

### Present Members:

S. No.	Name	Designation
1	Prof. (Dr.) Arif Naseer	Chairman
2	Dr. Jasvir Singh Rana	Convener, Library
3	Mr. Sunoj Kumar	Co-Convener, Library
4	Mr. Jai Prakash	Member
5	Mr. Pushpendra Kumar	IT and Digital Resources Expert
6	Mr. Rajeev Kumar Sharma	Member, Research Scholar
7	Mr. Sushil Kumar	Member
8	Mr. Pramod Kumar	Member
9	Mr. Azhar Khan	Member, Student Representative
10	Ms. Aarti Choudhary	Member, Student Representative
11	Ms. Veenu Chaudhary	Member, Student Representative

**WELCOME ADDRESS:** Dr. Jasveer Singh Rana (Convener, Library) welcomed all the members of library committee.

All the following agendas were discussed.

### 1. Review of the Previous Meeting Minutes

The minutes of the previous meeting were reviewed.

### 2. Discussion on the Library Budget for the Academic Session 2020-2021

The Committee reviewed the proposed library budget for the Academic session 2020-2021. The budget allocations for book acquisitions, journal subscriptions, and library infrastructure improvements were discussed and approved.

*[Handwritten signatures and initials]*  
Sushil Kumar  
Ajay  
Jai Prakash  
Arif Naseer  
A. Khan  
Pamuel  
Anurag





**Shobhit  
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U.: [www.sug.ac.in](http://www.sug.ac.in)

**3. Ensuring the proper functioning of the library to make it easily accessible for students and faculty**

The Committee discussed strategies to enhance the accessibility and functionality of the library for both students and faculty.

**4. To discuss and enlist the requirements in library as per course applied in UGC norms.**

- a. Requirements of books for coming semester 2020-21.
- b. Requirements of journals
- c. Requirement of staff in library

The committee reviewed the requirement for books and journal for upcoming session. Committee also discussed staff requirements and advertisement for the same.

There being no other matter for discussion, the meeting ended with a vote of thanks to the honorable chair.



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Ref No.- SUG/ADM/RO/LIB/2021/01



Date: 03/08/2021

**Office Order**

The following Library Committee is being constituted for the Academic year 2021-22 for the smooth functioning of the library.

S. No.	Name	Designation
1	Prof. (Dr.) Arif Naseer	Chairman
2	Dr. Jasvir Singh Rana	Convener, Library
3	Mr. Sunoj Kumar	Co-Convener, Library
4	Mr. Jai Prakash	Member
5	Mr. Pushpendra Kumar	IT and Digital Resources Expert
6	Mr. Rajeev Kumar Sharma	Member, Research Scholar
7	Mr. Sushil Kumar	Member
8	Mr. Pramod Kumar	Member
9	Mr. Azhar Khan	Member, Student Representative

This issues with the approval of competent authority.

  
Registrar 

**Copy to:**

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**For Kind Information to:**

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U.: [www.sug.ac.in](http://www.sug.ac.in)

Ref No.- SUG/ADM/RO/LIB/2021/02

Date: 07/08/2021

**University Central Library**

**NOTICE**

A meeting of members of Library Committee is scheduled to be held on 10/08/2021 in the University Board Room at 3pm.-

**Agenda:**

1. Review of the minutes of the previous meeting.
2. Discussion on the Library Budget for the Academic Season 2021-2022.
3. Ensuring the proper functioning of the library to make it easily accessible for the students as well as faculty.
4. Requirements for books for coming semester 2021-2022.
5. Requirements for journal.
6. Emphasis on decoration of library.
7. Staff requirements for the library.
8. Requirement of space & furniture in library according to need.

Any Other Points.


**Registrar**

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## Minutes of the Meeting of Library Committee on 10.08.2021

A meeting of Library Committee was held on 10/08/21 at University Board Room at 3 pm

### Present Members:

S. No.	Name	Designation
1	Prof. (Dr.) Arif Naseer	Chairman
2	Dr. Jasvir Singh Rana	Convener, Library
3	Mr. Sunoj Kumar	Co-Convener, Library
4	Mr. Jai Prakash	Member
5	Mr. Pushpendra Kumar	IT and Digital Resources Expert
6	Mr. Rajeev Kumar Sharma	Member, Research Scholar
7	Mr. Sushil Kumar	Member
8	Mr. Pramod Kumar	Member
9	Mr. Azhar Khan	Member, Student Representative

**Welcome Address** – Dr. Jasveer Singh Rana (Convener, Library) welcomed all the members of the Library Committee and emphasized that as this was the first meeting of this session, the Committee members would need to put in rigorous efforts to develop a well-equipped and functional library.

All the following agendas were discussed.

### 1. Review of the Previous Meeting Minutes

The minutes of the previous meeting were reviewed and approved without amendments.

### 2. Discussion on the Library Budget for the Academic Season 2021-2022

The Committee reviewed the proposed library budget for the Academic season 2021-2022. The budget allocations for book acquisitions, journal subscriptions, and library infrastructure improvements were discussed and approved.

*J. Kumar* ...  
*Sushil Kumar*  
*Arif Naseer*  
*Jai Prakash*  
*Pramod Kumar*  
*Azhar Khan*

### **3. Ensuring the Proper Functioning of the Library to Make It Easily Accessible for Students and Faculty**

The Committee discussed strategies to enhance the accessibility and functionality of the library for both students and faculty.

Suggestions included extending library hours, improving the layout for better space utilization, and increasing access to digital resources.

### **4. Requirements for Books for the Coming Semester 2021-2022**

The Committee reviewed the book requirements for the upcoming semester.

Faculty members were reminded to submit recommendations for books to be acquired for the semester. The Committee will finalize the list by 18-08-2021.

### **5. Requirements for Journals**

The Committee discussed the journal requirements for the upcoming Academic year.

Faculty feedback was gathered regarding necessary journal subscriptions. The library will continue current subscriptions and add any new recommended journals.

### **6. Emphasis on Decoration of the Library**

The Committee emphasized the importance of improving the library's environment to make it more welcoming and conducive to learning.

Suggestions for improving decor included updating furniture, improving lighting, and introducing more aesthetic elements. Feedback from faculty will be collected for further improvements.

### **7. Staff Requirements for the Library**

The Committee reviewed the current staffing levels and discussed the need for additional staff in certain areas to ensure the efficient operation of the library.

The Librarian will prepare a staffing proposal for the next meeting.

### **8. Requirement of Space & Furniture in the Library According to Need**

The Committee discussed the need to expand the library's space and upgrade furniture to accommodate increasing demand.

A space utilization assessment will be conducted, and a proposal for new furniture and space allocation will be developed.

There being no further matters for discussion, the meeting was adjourned with a vote of thanks to the Honorable Chair and Library Committee.

Ref No.- SUG/ADM/RO/LIB/2022/01

Date: 04/08/2022

**Office Order**

The following Library Committee is being constituted for the Academic year 2022-23 for the smooth functioning of the library.

S. No.	Name	Designation
1	Prof. (Dr.) Madan Lal Kaushik	Chairman
2	Prof. (Dr.) Krishnanand C.	Convener, Library
3	Mr. Sunoj Kumar	Co-Convener, Library
4	Mr. Ankur Kumar	Member
5	Mr. Tayyab	Member
6	Mr. Pushpendra Kumar	IT and Digital Resources Expert
7	Mr. Harsh Panwar	Member, Research Scholar
8	Mr. Sagar Verma	Member, Student Representative
9	Mr. Vinit Kumar Sharma	Member, Student Representative

This issues with the approval of competent authority.


Registrar

**Copy to:**

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3. Sr. Director HR & CR- for kind information.

Ref No.- SUG/ADM/RO/LIB/2022/02

Date: 10/08/2022

**University Central Library**

**NOTICE**

A meeting of members of library Committee is scheduled to be held on 12/08/2022 in the University Board Room at 2.30 pm-

Following are the agenda of the meeting

1. Constitution of Committee, duties & responsibilities.
2. To discuss the Library Budget for the Academic Season 2022-2023.
3. Rules & regulations of library
4. List of journals & books for renewal and purchasing.
5. Distribution of publisher's catalogue to the faculty for selection of books.
6. Decision of Committee for books & journals.
7. Fine charge
8. Suggestion box
9. Journal issue register

Any Other Points.

  
**Registrar**



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## Minutes of the Meeting of Library Committee on 12.08.2022

A meeting of Library Committee was held on 12/08/22 at University Board Room at 2.30 pm.

### Present Members:

S. No.	Name	Designation
1	Prof. (Dr.) Madan Lal Kaushik	Chairman
2	Prof. (Dr.) Krishnanand C.	Convener, Library
3	Mr. Sunoj Kumar	Co-Convener, Library
4	Mr. Ankur Kumar	Member
5	Mr. Tayyab	Member
6	Mr. Pushendra Kumar	IT and Digital Resources Expert
7	Mr. Harsh Panwar	Member, Research Scholar
8	Mr. Sagar Verma	Member, Student Representative
9	Mr. Vinit Kumar Sharma	Member, Student Representative

**Welcome Address** - The meeting began with a warm welcome by Prof. (Dr.) Krishnanand C. (Convener, Library) to all Committee members. The Chairman Prof. (Dr.) Madan Lal Kaushik thanked everyone for attending and highlighted the key agenda items, including the constitution of the Committee, the library budget, and decisions on book and journal renewals. The Chairman emphasized the importance of the Committee's input in improving library services. The meeting was then proceeded in an orderly manner.

All the following agendas were discussed.

### 1. Constitution of Committee, Duties & Responsibilities

The Committee discussed the constitution of the Library Committee and clarified the duties and responsibilities of each member.

It was agreed that the Chairperson and Co-convener will oversee key decisions and ensure that all members fulfill their roles in procurement, policy implementation, and library development.

### 2. Library Budget for the Academic Season 2022-2023

The proposed budget for the Academic year 2022-2023 was reviewed and discussed. Emphasis was placed on allocating funds for book acquisitions, journal subscriptions, and technological resources.

The Committee approved the budget with slight adjustments to ensure alignment with the library's goals for the year.

*Handwritten signatures of the committee members:*  
Prof. (Dr.) Madan Lal Kaushik  
Prof. (Dr.) Krishnanand C.  
Mr. Sunoj Kumar  
Mr. Ankur Kumar  
Mr. Tayyab  
Mr. Pushendra Kumar  
Mr. Harsh Panwar  
Mr. Sagar Verma  
Mr. Vinit Kumar Sharma





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U.: [www.sug.ac.in](http://www.sug.ac.in)

### **3. Rules & Regulations of the Library**

The Committee discussed and approved the library's updated rules and regulations. Key points included library usage hours, borrowing policies, and guidelines for students and faculty.

The Committee agreed to ensure that these rules are communicated effectively to all users.

### **4. List of Journals & Books for Renewal and Purchasing**

The Librarian presented a list of journals and books up for renewal and those recommended for new purchase.

The Committee reviewed the list and decided to renew the most essential journals. Faculty members will be asked to submit recommendations for additional books to purchase for the upcoming semester.

### **5. Distribution of Publisher Catalogues to Faculty for Selection of Books**

It was decided that publisher catalogues will be distributed to faculty members to assist in the selection of new books for the library.

Faculty will have a set period to review the catalogues and submit their book requests for Committee approval.

### **6. Decision of Committee for Books & Journals**

After reviewing faculty recommendations and the available budget, the Committee approved the purchase of selected books and journals.

The Librarian will issue purchase orders in alignment with the Committee's decisions.

### **7. Fine Charges**

The Committee discussed the existing fine charges for overdue books and materials.

It was agreed to revise the fines slightly to encourage timely return of library resources while remaining fair to users.

New fine charges will be posted at prominent locations within the library.

### **8. Suggestion Box**

The Committee agreed to introduce a suggestion box in the library to gather feedback from users on ways to improve library services and facilities.

The suggestion box will be reviewed periodically, and actionable suggestions will be considered in future meetings.

### **9. Journal Issue Register**

The Committee discussed the need for a more detailed and organized system for issuing journals.

A new journal issue register will be implemented to ensure proper tracking of journal circulation and to minimize the risk of misplaced or unreturned issues.

There being no other matter for discussion, the meeting ended with a vote of thanks to the honorable chair.



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Ref No.- SUG/ADM/RO/LIB/2023/01


Date: 02/08/2023

**Office Order**

The following Library Committee is being constituted for the Academic year 2023-24 for the smooth functioning of the library.

S. No.	Name	Designation
1	Prof. (Dr.) Madan Lal Kaushik	Chairman
2	Prof. (Dr.) Krishnanand C.	Convener, Library
3	Mr. Sunoj Kumar	Co-Convener, Library
4	Mr. Ankur Kumar	Member
5	Mr. Tayyab	Member
6	Mr. Pushpendra Kumar	IT and Digital Resources Expert
7	Mr. Harsh Panwar	Member, Research Scholar
8	Ms. Vaishali Sharma	Member, Student Representative
9	Aarti Choudhary	Member, Student Representative

This issues with the approval of competent authority.

**Registrar**

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**Ref No.- SUG/ADM/RO/LIB/2023/02**

**Date: 09/08/2023**

**University Central Library**

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Following are the agenda of the meeting: -

1. Constitution of Committee, duties & responsibilities.
2. To discuss the Library Budget for the Academic Season 2023-2024.
3. Rules & regulations of library.
4. List of journals & books for renewal and purchasing.
5. Distribution of publisher's catalogue to the faculty for selection of books.
6. Decision of Committee for books & journals.
7. Fine charge
8. Journal issue register

Any Other Points.

  
**Registrar**



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U.: [www.sug.ac.in](http://www.sug.ac.in)

## Minutes of the Meeting of Library Committee on 12.08.2023

A meeting of Library Committee was held on 12/08/23 at University Board Room at 3 pm.

### Present Members:

S. No.	Name	Designation
1	Prof. (Dr.) Madan Lal Kaushik	Chairman
2	Prof. (Dr.) Krishnanand C.	Convener, Library
3	Mr. Sunoj Kumar	Co-Convener, Library
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8	Ms. Vaishali Sharma	Member, Student Representative
9	Aarti Choudhary	Member, Student Representative

**Welcome Address** - The meeting was started with a warm welcome by Prof. (Dr.) Krishnanand C. (Convener, Library) to all Committee members. The Chairman Prof. (Dr.) Madan Lal Kaushik expressed appreciation for their attendance and briefly outlined the key agenda items, including the Committee's constitution, the library budget, and decisions on renewing books and journals. The Chairperson highlighted the significance of the Committee's contributions to enhancing library services. The meeting then continued smoothly.

All the following agendas were discussed.

### 1. Constitution of Committee, Duties & Responsibilities

The Committee reviewed and confirmed its constitution, establishing the roles and responsibilities of each member.

It was agreed that the Chairperson and Co-convener would oversee key decisions and ensure the smooth implementation of library policies.

Each Committee member will be responsible for specific areas such as procurement, library development, and user services.

### 2. Library Budget for the Academic Season 2023-2024

The proposed library budget for the 2023-2024 Academic year was discussed.

The Committee focused on allocating funds for book purchases, journal renewals, electronic resources, and infrastructure development.

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*[Handwritten signature: J. Kumar]*

*[Handwritten signature: Mr. Sunoj Kumar]*

*[Handwritten signature: Ankur Kumar]*

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*[Handwritten signature: Harsh Panwar]*

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After discussion, the budget was approved with minor adjustments to better align with library needs.

### **3. Rules & Regulations of the Library**

The Committee reviewed the current library rules and regulations, which cover library usage hours, borrowing policies, and fine charges.

It was agreed that the rules would be updated and displayed in key areas within the library and published on the library's website.

The updated rules will ensure better compliance and smoother library operations.

### **4. List of Journals & Books for Renewal and Purchasing**

The Librarian presented a list of journals due for renewal and new books recommended for purchase.

The Committee reviewed the list and approved the renewal of essential journals.

Faculty members were encouraged to submit further book recommendations for the upcoming semester, and the list will be finalized in due course.

### **5. Distribution of Publisher Catalogues to Faculty for Selection of Books**

It was decided to distribute publisher catalogues to faculty for the selection of new books for the library.

Faculty members will be asked to review the catalogues and submit their book selections within a specified timeframe for Committee approval.

### **6. Decision of Committee for Books & Journals**

Based on faculty recommendations and available budget, the Committee made final decisions on which books and journals to purchase for the upcoming Academic year.

The Librarian will proceed with placing purchase orders for the selected books and journals.

### **7. Fine Charges**

The Committee discussed the current fine charges for overdue books.

It was agreed that the fine structure would be revised slightly to encourage timely returns, while ensuring fairness for all users.

The new fine charges will be communicated to the library users and displayed within the library.

### **8. Journal Issue Register**

The Committee discussed the need to improve the tracking system for journal circulation.

A new journal issue register will be introduced to better monitor the borrowing and return of journals.

This will help reduce the risk of misplaced or unreturned journal issues.

There being no other matters for discussion, the meeting concluded with a vote of thanks to all Committee members.