



Atria Institute of Technology, Anandnagr, Bengaluru
Department of Library and Information Centre

Date: 25.03.2023

To,

The Principal and All HODs
Atria Institute of Technology,
Bengaluru-24

Respected Sir/Madam,

Subject: Library committee meeting on Tuesday, 28.03.2023 at 3.00 PM

This is to bring to your kind notice that the Library committee meeting will be held on **28.03.2023 at 3.00 P.M in Board Room, AIT, Bengaluru**. In this regard I request you to kindly attend the meeting.

I request all the committee members, please inform your department library committee student members about the meeting in advance to attend the meeting.

Thanking you,

Yours faithfully,


(LIBRARIAN)



Atria Institute of Technology, Anandnagar, Bengaluru
Dept. of Library and Information Centre

LIBRARY COMMITTEE MINUTES OF MEETING

Ref: Library Committee Meeting /22/AIT/Dated 28.03.2023

Minutes of the meeting held on 28.03.2023.

Total Members: 13

Attendees: 13

Absentees: Nil

The meeting started with the Library committee Member Secretary welcoming the members present.

The following points were discussed and deliberated:

1) Review of previous minutes of the meeting (MOM 20) and action taken:

- a. **Budget and Its Utilization:** The committee was informed of the total budget for the year 2023-24
- b. **Books Procurements and Binding of old books and Journals:** Books have been purchased for the department of MCA and MBA. Purchase of BE books is in process.
- c. **Awareness Programme on e-resources and its utilization:** Conducted one round of awareness programme for UG and PG programme.
- d. **Purchase of Remaining RFID Tags:** committee was informed about the implementation of RFID in the department of Library and Information Centre. 15000 Books have been tagged. Principal has approved to purchase 10000 RFID tags in addition to the existing ones.
- e. **Addition to the Library:** Received the soft copies of project reports and internship details from the department of E & C Engg, Mech Engg and MBA.

2. **Faculty details update in Atria IRINS Portal:** The committee was informed that the faculty details have to be updated in the Atria IRINS portal.

3. **Students and Staff details registration in mintbook and mapsystem:** The committee was informed that I year UG and PG students details have to be registered in mintbook and mapsystem after receiving the USN to access the e-resources remotely.



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4. **Addition to the Library:** The committee was informed that the Librarian cabin has to be placed at the centre of the Library. The proposal was approved by the Principal for the further process.
5. **Suggestions:** The Principal suggested to provide Just vending machine facility in the library.

Next Meeting is on 20.09.2023


Signature of the Member Secretary
LIBRARIAN
ATRIA INSTITUTE OF TECHNOLOGY
Anandanagar, Bangalore-560 074


Signature of the Principal
Principal Chairman
Atria Institute of Technology
Anandanagar, Bengaluru-2