



# D.B.M.S. College of Education

(Recognised by National Council for Teacher Education)

Affiliated to Kolhan University, Chaibasa & J. A. C., Ranchi, Jharkhand

Road No. 23, Farm Area, Kadma, Jamshedpur-831005 | Phone : 2309097

E-mail : dbms.edu23@gmail.com | Website : dbmscollege.in

## NOTICE

DATE: 11-01-2025

### LIBRARY COMMITTEE MEETING

Members of the Library Committee are hereby notified that a meeting will be held on 12.01.2025 at 11:30 p.m. in the library.

The following are the agenda of the meeting:

<b>AGENDA 1</b>	Selection of new committee members from the B.Ed. batch 2024-26.
<b>AGENDA 2</b>	Assigning book reviews to the new batch and organizing a monthly "Battle of the Books" competition to foster a culture of reading and literary discussion.
<b>AGENDA 3</b>	Finalizing the annual budget for the procurement of books, journals, magazines, and other resources for the library.

All the committee members are requested to attend the meeting without fail.

*Kajal Lakshmi*  
11.01.2025  
LIBRARIAN

*Joshi Samarpita*  
PRINCIPAL  
11.1.25



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## MINUTES OF THE LIBRARY COMMITTEE MEETING- HELD ON 12-01-2025

The following are the agenda of the meeting:

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<b>AGENDA 2</b>	Assigning book reviews to the new batch and organizing a monthly "Battle of the Books" competition to foster a culture of reading and literary discussion.
<b>AGENDA 3</b>	Finalizing the annual budget for the procurement of books, journals, magazines, and other resources for the library.

### MEMBERS PRESENT:

SL. NO.	MEMBERS	DESIGNATION	SIGNATURE
1.	MRS. SRIPRIYA DHARMARAJAN	SECRETARY	<i>Sripriya Dharmarajan</i>
2.	MRS. SUDHA DILIP	JT. SECRETARY	<i>Sudha Dilip</i>
3.	DR. JOOHI SAMARPITA	PRINCIPAL	<i>Joohi Samarpita</i>
4.	DR. SURINA SINGH BHULLAR	FACULTY	<i>Surina</i>
5.	MS. MOUSUMI DUTTA	FACULTY	<i>Mousumi Dutta</i>
6.	MS. KAJAL MAHATO	LIBRARIAN	<i>Kajal Mahato</i>
7.	MRS. ANJEL MUNDA	ASST. LIBRARIAN	<i>Anjel Munda</i>
8.	ROHIT PODDAR (BATCH 2024-2026)	STUDENT	<i>Rohit Poddar</i>
9.	PARIMAL PAUL (BATCH 2024-2026)	STUDENT	<i>Parimal Paul</i>



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## DISCUSSION

At the beginning Librarian welcome to all present members. As per agenda within the members' discussion is started among the members.

### **AGENDA 1: Selection of New Committee Members:**

**RESOLUTION-** The committee selected new members from the B.Ed. batch 2024-26. The selected members are ROHIT PODDAR and PARIMAL PAUL. These members will contribute to library activities and decision-making processes.

### **AGENDA 2: Assignment of Book Review and Battle of the Books:**

**RESOLUTION-** The new batch of students has been tasked with preparing book reviews. Additionally, a monthly "Battle of the Books" competition will be organized to encourage students to read, analyse, and discuss books, thereby enhancing their critical thinking and communication skills.

### **AGENDA 3: Annual Budget:**

**RESOLUTION-** The committee discussed and approved the annual budget for purchasing books, journals, magazines, and other library resources. The allocation will consider the academic needs of B.Ed. students and aim to enhance the overall library collection.



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## ACTION TAKEN

- Newly selected committee members are expected to actively participate in library activities.
- Book reviews will be regularly assigned, evaluated, and used to encourage meaningful discussions.
- The "Battle of the Books" competition will be conducted on a monthly basis to promote reading and healthy competition among students.
- The library budget will be utilized effectively for acquiring relevant and necessary resources including books, journals, and magazines.

*Kajal Malhotra*  
LIBRARIAN

*Joshi Samarpita*  
PRINCIPAL



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## NOTICE

Date: 04.03.2025

To: All members of the Library Committee

From: Principal, D.B.M.S. College of Education

Subject: Meeting Regarding Purchase of New Books for the Library

A meeting of the Library Committee has been scheduled to discuss the request made by Mr. Ankur Kumar, B.Ed. Semester II student, for the purchase of English Language and Literature books for students of the English method. All concerned members are requested to attend.

Date of Meeting: 07.03.2025

Time: 11:00 AM

Venue: Management room

### AGENDA

1. Discussion on the need for additional English Language and Literature books.
2. Budget allocation for the purchase of books.
3. Selection of publishers/vendors.

*Kajal Alakab*  
4.3.2025  
LIBRARIAN

*Joshi Samarpita*  
PRINCIPAL  
4.3.25



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## MEMBERS PRESENT

NAME OF MEMBER	DESIGNATION	SIGNATURE
Mrs. Sripriya Dharmarajan	Secretary	<i>Sripriya Dharmarajan</i>
Dr. Joohi Samarpita	Principal	<i>Joohi Samarpita</i>
Dr. Monika Uppal	Vice-Principal and Faculty (English Method)	<i>Monika Uppal</i>
Mrs. Gayatri Kumari	Faculty Member and Moderator	<i>Gayatri Kumari</i>
Ms. Kajal Mahato	Librarian	<i>Kajal Mahato</i>
Mr. Ankur Kumar	Student Representative	<i>Ankur</i>



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## **MINUTES OF THE MEETING**

Date: 07.03.2025

Time: 11:00 AM

Venue: Management Room

Chairperson: Mrs. Sripriya Dharmarajan, Secretary

- The meeting began with the reading of the application submitted by Mr. Ankur Kumar regarding the purchase of English Language and Literature books for the library.
- He emphasized the need for updated books that align with the ICSE and CBSE syllabi for Classes IX and X.
- The librarian acknowledged the need and informed the committee about the outdated collection of related books.
- Faculty members supported the student's request and suggested adding reference materials and model question papers as well.
- A proposal was drafted and approved to purchase books within the allocated library budget.
- The proposal was forwarded for final approval on 07.03.2025.



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## ACTION TAKEN REPORT

DATE	ACTION DESCRIPTION	RESPONSIBLE PERSON	STATUS
04.03.2025	Received application from student representative.	Principal	Completed
07.03.2025	Conducted meeting with library committee.	Library Committee	Completed
07.03.2025	Forwarded proposal to the Dispensary (Management).	Principal	Completed
13.03.2025	Books purchased and added to the library were acknowledged by students.	Management & Librarian	Completed
27.03.2025	Letter of Gratitude submitted by Mr. Ankur Kumar on behalf of the students.	Student Representative	Completed

*Kajal Lakshmi*  
LIBRARIAN

*Joshi Samarpita*  
PRINCIPAL