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SHADAN COLLEGE OF ENGINEERING &TECHNOLOGY

Established by SHADAN EDUCATIONAL SOCIETY.
Approved by A.I.C.T.E and Affiliated to JNTUH, Hyderabad.
Website: www.scet.in E- Mail:scet_shadan@yahoo.co.uk

LIBRARY AND PROFESSIONAL SOCIETIES COMMITTEE

Academic year: 2019 -2020

MINUTES OF MEETING

Meeting of the Library & Professional Society Committee was held on Decbr 12th2019 at 02:00 PM in the board room, SCET.

The following committee members attended the meeting.

Sl.No	Name	Designation	Department	Signature
1	Dr. Ravi Chandran	Committee [Convener]	CSE	
2	Mr. Mohammed Mohiuddin	Member	MECH	
3	Mr.Syed Abdul Wahab	Member	IT	
4	Mr. Pandu Rangaiah	Member	EEE	
5	Mr.Syed Abdul Mannan	Member	MBA	
6	Mr.Md.Wajid Hussain	Member	ECE	
7	Mr. Mohammed.Jani	Member	H&S	

8	Mr.Syed Abdul Mannan	Member	MBA
9	Mr.Md.Anwar Pasha	Member	Librarian [H&S]

Frequency of Meeting: Once in a year

Functions and Responsibilities :

- The Librarian prepare the lists of books as per the requirement of various departments.
- The Librarian suggest improvements to run the library smoothly, orderly and satisfactorily.
- The Librarian prepare the journal's list subscribed and to be subscribed.
- The Librarian suggest the structure of fine for the late returning of books.
- Suggestions for revising remedial activities for violating the guidelines of the library.

PRINCIPAL

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Shadan College of Engineering & Technology
Peeran Cheru, Hyderabad-86, T.S.
College Code: 08

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