



Phone : (033) 2555-4562

Maharaja Manindra Chandra College

20, RAMKANTA BOSE STREET, KOLKATA-700 003
(NAAC Accredited)

Ref. No.....

Date.....


NOTICE

A meeting of the Library Sub-committee will be held on 26 July 2024, Friday at 12:30 pm in the Principal's chamber to discuss the following matters:-

Agenda:

1. Confirmation of the resolutions of the last meeting (held on 05.06.2023).
2. To approve the discarded Hindi books
3. To consider the matter of selling out/disposing permanently the already discarded books(Phase II) from the library(including item no. 2).
4. To consider the filling of the post of Library Clerk (trained) lying vacant since 01.01.2017.
5. To consider the appointment (trained)/re-engagement of one (1) library attendant withdrawn from the library.
6. To consider the matter of a special cleaning drive in the library stack before data entry project work begins.
7. To consider the possibilities of physical expansion of the existing library to meet the need of the modern library services.
8. To discuss the matter of bringing out an e-Newsletter(annually) from Central Library
9. To consider the matter of some necessary electrical works and purchase of sufficient number of wall-mounted/pedestal fans for Library stack room.
10. To discuss the matter of proper accounting of *late fines* and *caution money* from students.
11. Miscellaneous, if any.

Honourable members are requested to be present and take part in the said meeting.


(Shamba Dutta) 22.07.24

Convener, Lib. Sub Comm.

Dated 22 July 2024

 22.7.24
(Countersigned by the TIC)

Teacher-in-charge
M M C. College, Kolkata