



# SANDRA SHROFF COLLEGE OF NURSING

Recognized by INC, GNC & affiliated to Veer Narmad South Gujarat University-Surat  
Plot No. 334, 335, 336 & 338, Near Haria L.G. Rotary Hospital Campus, GIDC, Vapi - 396195. Gujarat, India  
Mobile No: +91-6357647901, +91-6357647902 E. [info@sscnvapi.org](mailto:info@sscnvapi.org)

## 4.3.4: LIBRARY COMMITTEE MEETING

### LIBRARY - MINUTES OF MEETING

Agenda: To work out for Library Audit

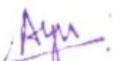
**Date :30/12/25 at 2pm**

Venue: Principal Mam office

Meeting Attended by: Nithya & Mr. Bhavesh Panwala

#### Points Discussed:

- To prepare circular related to submission of all borrowed books before 5<sup>th</sup> Jan 2026
- To outline the job description of the librarian
- Rules and regulation to be displayed in the library
- Proper tagging of the library file with year wise
- To do entry of all the books in accession Register
- To prepare the Donation book list & complementary book list.
- To get receipt books from the admin office and do entry of the fine amount collected from the students.
- To prepare the list of books with title name and total number of books.
- To arrange the books according to subject wise.

  
Dr. Anita Nawale  
I/C. Principal  
S.S.C.N. VAPI

**Sign of In-charge Principal**



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## LIBRARY - MINUTES OF MEETING

Agenda: Upgradation of library usage

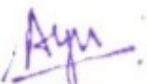
**Date :6/3/25 at 2pm**

Venue: Principal Mam office

Meeting Attended by: Nithya & Mr. Bhavesh Panwala

### Points Discussed:

- To prepare the standard operating procedure for library
- To do barcode printing of all the books.
- To prepare the batch wise 5years of question paper file.
- To give procurement for computer in the library
- Dissertation submitted by the M.sc, B.sc & GNM students should get the clearance from the library in the no due form.
- Subject wise journals and books should be arranged.
- Student seating should be changed, as facing towards librarian seat.
- To find out the journal available.

  
Dr. Anita Nawale  
I/C. Principal  
S.S.C.N. VAPI

**Sign of In-Charge Principal**

