ST. XAVIER'S COLLEGE, SIMDEGA

(Affiliated to Ranchi University, Ranchi)

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Estd: 2016

REPORT ON LIBRARY COMMITTEE MEETING

Date: 30th October 2026 **Time: 3:35 pm to 4: 00 pm** **Venue: College Library**

Members Present

1. Asst. Prof. Anamika Nisha Runda ~~(Coordinator)~~ Chairman
2. Shashi Jyoti Baxla
3. Mary Kanta P. Minz
4. Sunny Basant Kindo

Agenda of the Meeting

1. Requirement of magazine stand and newspaper reading stand
2. Shifting of bookshelves from reading area
3. Cleanliness and Library code of conduct

Proceedings of the Meeting

A meeting of the Library Committee was held on 30th October 2026 at 3:35 pm in the College Library, led by Coordinator Asst. Prof. Anamika Nisha Runda. The following points were discussed and decided:

Agenda 1: Requirement of Magazine Stand and Newspaper Reading Stand

The committee noted a critical requirement for a dedicated magazine stand and newspaper reading stand in the library, as they are currently unavailable. Without these stands, daily newspapers and periodicals cannot be displayed or organized properly for students.

Agenda 2: Shifting Bookshelves from the Reading Area

The committee observed that bookshelves currently placed in the reading area are placed in front of the windows, which blocks natural sunlight. Furthermore, having bookshelves in the reading area makes it difficult to monitor which student is taking which book, whether books are returned after reading, and creates a high risk of books being misplaced. Therefore, it was decided that all bookshelves in the reading area will be relocated to allow free sunlight and ensure proper book tracking.

Anamika
Chairman
Library Committee
St. Xavier's College, Simdega
(Affiliated to Ranchi University, Ranchi)
Jharkhand (INDIA)

Central Co-ordinator
Cells/Committees/Clubs
St. Xavier's College, Simdega
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For IQAC
Internal Quality Assurance Cell
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Agenda 3: Cleanliness and Maintenance

Regular daily dusting, sweeping, and weekly deep cleaning of tables, stands, and bookshelves will be carried out.

Agenda 4: Library Code of Conduct

Complete silence must be maintained in the reading area. Students must return books to the proper desk counter instead of leaving them on reading tables. Using mobile phones for loud calls or audio inside the reading zones will not be allowed.

Conclusion

The meeting concluded successfully with all members committing to the continuous improvement of library facilities and services to better support the academic needs of the students.



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