



**PIMPRI CHINCHWAD EDUCATION TRUST'S  
S B PATIL INSTITUTE OF MANAGEMENT**

Sector No.26,Pradhikaran,Nigdi,Pune-44, Ph.No.020-2765 6900  
E-mail ID: [sbpatilmba@gmail.com](mailto:sbpatilmba@gmail.com) Website: [www.sbpatilmba.com](http://www.sbpatilmba.com)



28/09/2017

Library Advisory Committee

Minutes of meeting

Member's present

- 1 Dr. Daniel Penkar
- 2 Dr.H D Thorat
- 3 Dr.Kirti Dharwadkar
- 4 Mrs.Anuradha Phadnis
- 5 Mrs.Panse S B
- 6 Mrs.Swati Satpute
- 7 Ms. Diksha Patil

This being the Seventh meeting of LAC committee Librarian will prepare annual budgetary requirement for the smooth functioning of the library. Syllabus is change for 2 nd year two new subjects are added accordingly books procurement will be there.

- 1 Director Sir's suggested that this year library should organize book exhibition for procurement of books.
- 2 Librarian should do needful arrangement accordingly.
- 3 Director Sir, Faculty Members and Students will select the books and Director Sir will finalized and give the approval for the same
- 4 Faculty representative and student Representative has changed as follows
  1. Mrs. Anuradha Phadnis - faculty Representative.
  2. Ms. Diksha Patil – Student Representative.
4. Director Sir suggested that to keep Collection of text books and case studies separately.
5. Next year our Institute is planning to go for NAAC accreditation so do preparation accordingly.
- 6 Next LAC meeting will be conduct in the next year.

With this resolution the meeting is concluded.



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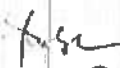
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22/09/2017.

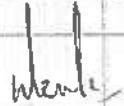
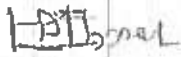

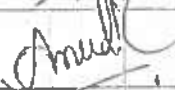
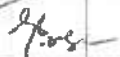

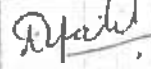
**NOTICE**

All LAC members are informed that our meeting will be conduct on  
28/09/2017 at 2.30 p.m.in conference hall.


  
Mrs. Panse S B  
Secretary  
Library Advisory Committee



  
**Director**  
S. B. Patil Institute of Management  
Sector No. 26, Nigdi,  
Pradhikaran, Pune-411 044.

Sr No	Name	Designation	Sign
1	Dr. Daniel Penkar	Director, SBPIM.	
2	Dr.H D Thorat	Research Head	
3	Dr.Kirti Dharwadkar	HOD, Academics	
4	Mrs Anuradha Phadnis Faculty Representative	Asst.Professor	
5	Mrs.Panse S B	Librarian	
6	Mrs.Swati Satpute	Asst. Librarian	
7	Ms.Diksha Patil	Student Representative	



  
**Director**  
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29/09/2017

**Library Advisory Committee- Meeting 2**

**Member's present**

- 1 Mrs. Anuradha Phadnis
- 2 Mrs. Panse S B
- 3 Mrs. Swati Satpute
- 4 Ms. Diksha Patil

**Minutes of meeting**

- 1 Vendor finalized for book exhibition
- 2 Date for book exhibition is finalized as 6<sup>th</sup> October 2017
- 3 Student coordinators are finalized
- 4 Student coordinators must coordinate all allotted tasks in guidance of Librarian and Faculty Members to make the exhibition successful
- 5 Librarian should do needful arrangement accordingly.

With this resolution the meeting is concluded.

Sr. No	Name	Designation	Sign
4	Mrs. Anuradha Phadnis Faculty Representative	Asst. Professor	
5	Mrs. Panse S B	Librarian	
6	Mrs. Swati Satpute	Asst. Librarian	
7	Ms. Diksha Patil	Student Representative	



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28/09/2017.

**NOTICE**

Regarding book exhibition internal meeting will be conduct on  
29/09/2017 at 12.30 p.m.in the Library.

*Panse*  
Mrs.Panse S B  
Secretary  
Library Advisory Committee



*[Signature]*  
**Director**  
S. B. Patil Institute of Management  
Sector No. 26, Nigdi,  
Pradhikaran, Pune-411 044.

Sr No	Member's Name	Sign
1	Mrs. Anuradha Phadnis	Anuradha
2	Mrs. Panse S B	S. B. Panse
3	Mrs. Swati Satpute	Swati
4	Ms. Diksha Patil	D. Patil



  
**Director**  
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07/10/2017

**Library Advisory Committee- Meeting 3**

**Member's present**

- 1 Mrs. Anuradha Phadnis
- 2 Mrs. Panse S B
- 3 Mrs. Swati Satpute
- 4 Ms. Diksha Patil

**Minutes of meeting**

- 1 Book exhibition conducted successfully
- 2 Books recommendations from students and faculty were secured during the Book exhibition
- 3 Evaluation and short-listing of the listed books as per the content and price
- 4 Final List of books is prepared
- 5 Final List of books, number of copies with price and 'Proposal to buy' to be sent for approval to the Director
- 6 Librarian should prepare final event Report
- 7 Librarian should do all the needful

With this resolution the meeting is concluded.

Sr. No	Name	Designation	Sign
4	Mrs. Anuradha Phadnis Faculty Representative	Asst. Professor	
5	Mrs. Panse S B	Librarian	
6	Mrs. Swati Satpute	Asst. Librarian	
7	Ms. Diksha Patil	Student Representative	



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6/10/2017.

**NOTICE**

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07/10/2017 at 12.30 p.m. in the Library.

  
Mrs.Panshe S B  
Secretary  
Library Advisory Committee



  
**Director**  
S. B. Patil Institute of Management  
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Sr No	Member's Name	Sign
1	Mrs. Anuradha Phadnis	<i>Anuradha</i>
2	Mrs. Panse S B	<i>Panse</i>
3	Mrs. Swati Satpute	<i>Satpute</i>
4	Ms. Diksha Patil	<i>Patil</i>



*[Signature]*  
**Director**  
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7/11/2017

**Library Advisory Committee- Meeting 4**

**Member's present**

- 1 Mrs. Anuradha Phadnis
- 2 Mrs. Panse S B
- 3 Mrs. Swati Satpute
- 4 Ms. Diksha Patil

**Minutes of meeting**

- 1 Books arrived from the vendor shall be processed with stamping, accession number and bar code
- 2 To be checked as per the list and number of copies
- 3 Report any discrepancy to vendor
- 4 Feedback is analyzed and suggestions are discussed.
- 5 Payments to be made to the vendor
- 6 Put up list of new books in Library notice board
- 7 Information e-mail to faculty and students about the addition of new books in Library
- 8 Librarian should do all the needful

With this resolution the meeting is concluded.

Sr. No	Name	Designation	Sign
4	Mrs. Anuradha Phadnis Faculty Representative	Asst. Professor	
5	Mrs. Panse S B	Librarian	
6	Mrs. Swati Satpute	Asst. Librarian	
7	Ms. Diksha Patil	Student Representative	



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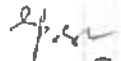
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06/11/2017.

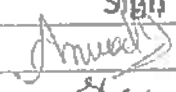



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07/11/2017 at 12.30 p.m.in the Library.

  
Mrs.Panse S B  
Secretary  
Library Advisory Committee



  
Director  
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Sr No	Member's Name	Sign
1	Mrs. Anuradha Phadnis	
2	Mrs. Panse S B	
3	Mrs. Swati Satpute	
4	Ms. Diksha Patil	



  
**Director**  
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