

OFFICE OF THE DIRECTOR PRINCIPAL
SURENDERA DENTAL COLLEGE & RESEARCH INSTITUTE
H.H GARDENS SRIGANGANAGAR

NO SDC&RI-22/3704-08

Date- 2.3.2022

Minutes of Meeting

A meeting was conducted by the Director Principal of the Dental College, Dr. Sandeep Kumar, regarding the Library orientation program at 12.00 PM in Director Principal's office, SDC&RI.

The following members were present in the meeting:

1. Dr. Rajnish Aggarwal
2. Dr.Navreet Basin
3. Mrs Preeti

Agenda of the meeting:

1. The main agenda of the meeting is to discuss about the timing for the Library orientation program
2. To select an organizing team for the event.
3. The record keeping for the concerned committee.

Minutes of meeting:

1. Meeting started at 1.00 PM.
2. Library committee of the institute organize an orientation program to the students and others in the beginning of every academic year.
3. Through this program, an effort is made to familiarize every new member of library about the resources, services, facilities offered by the library and its use policies. Library also has been organizing training programs from time to time, particularly in the areas of using e- resources.
4. All members suggested recording and coordinating for events.

ACADEMIC COUNCIL

Surendera Dental College & Research Institute, Sriganaganagar

Learner Sessions/ Library Usage Programme

Library of the institute of organize an orientation program to the students and others in the beginning of every academic year. Through this program, an effort is made to familiarize every new member of library about the resources, services, facilities offered by the library and its use policies. Library also has been organizing training programs from time to time, particularly in the areas of using e- resources.

At the beginning of the every academic year library department provide the learners session for the students. Through this program introduce the books, services, facilities and e- resources of library.



Surendera Dental College & Research Institute

H. H. Garden Power House Road Sri Ganganagar, Rajasthan- 335001

Phone: 0154-2440072, 2443412, 2440071 Email: Info@sgi.org.in

CONFERENCE/CONVENTION/WORKSHOP/SEMINAR/EDUCATIONAL PROGRAM

PERMISSION LETTER

TO
PRINCIPAL/ DIRECTOR
SDCRI,
SRIGANGANAGAR

SUB- PERMISSION TO CONDUCT - library orientation program

DEAR SIR

WE WOULD LIKE BRING TO YOUR KIND NOTICE THAT A
library orientation program HAS BEEN SCHEDULED ON DATE
19/9/2022 9:30 am TOPIC
" BDS 1st year student FOR DENTAL
FACULTY/UG/PG STUDENTS BY "Library Committee" FROM
19/9/2022 1.00 pm onwards KINDLY ALLOW US TO CONDUCT THE PROGRAM AS PER
SCHEDULE THE BROCHURE IS ATTACHED WITH THIS LETTER.

FROM: [Signature]
Chairman
Library committee

DATE: 12/9/2022

SDCRI
SRIGANGANAGAR

OK
[Signature]
12/9/22

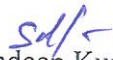
**OFFICE OF THE DIRECTOR PRINCIPAL
SURENDERA DENTAL COLLEGE & RESEARCH INSTITUTE
HH GARDENS SRI GANGANAGAR**

NO.SDC&RI-22/13704-08

Date: 16-09-2022

To whom it may concerned


This is to inform BDS 1st year students that library orientation program will be held on 19.09.2022 at 1.00 p.m. All the BDS first year students are instructed to report in the library on the scheduled day.


(Dr. Sandeep Kumar)
Director Principal

Copy, for information and necessary action, is forwarded to the following;

1. Board of Management.
2. All faculty members
3. Librarian
4. Notice Boards

Surendera Dental College & Research Institute, Sri Ganganagar. (Raj.)


(Dr. Sandeep Kumar)
Director Principal

19/9/2022

SURENDRA DENTAL COLLEGE & RESEARCH INSTITUTE
Attendance of Library Orientation program on 19-09-2022

Roll No.	Name of students	Signature
1	Akhilesh Kumar	Akhilesh
2	Akshita Garg	Akshita
3	Anita Yadav	Anita yadav
4	Bhawana Sadarangani	Bhawana
5	Diksha Verma	Diksha
6	Harish	Harish
7	Indu	Indu
8	Ishita	ABSENT
9	Kanika	Kanika
10	Komalpreet	Komal
11	Madhvi Pal	Madhvi
12	Manisha Sewani	Manisha
13	Manvendra Singh Rathore	Manvendra Singh Rathore
14	Niharika Yadav	Niharika
15	Omprakash Kumawat	Omprakash
16	Parshant Samota	Parshant
17	Praveen Soni	Praveen
18	Priyanka	Priyanka
19	Ritika Aggarwal	Ritika
20	Sameer Khan	Sameer
21	Shristi Beniwal	Shristi Beniwal
22	Shubhra Godara	Shubhra
23	Shweta Solanki	Shweta
24	Smile Bishnoi	Smile
25	Sukhman Kour	Sukhman
26	Sukhmandeep Kaur	Sukhman
28	Suryakant Joshi	Suryakant
29	Anil Kumar	ABSENT
30	Gourav Siroiya	ABSENT
31	Mohit Kumar Mundotiya	Mohit
32	Nikita Gharu	Nikita
33	Purnima	Purnima
34	Purva Soni	Purva
35	Rohit Kumar	Rohit Kumar

36	Sangeeta Bairwa	Sangeeta
37	Sayed Abdul Rahman	Rahman
38	Tasleem Bano	Tasleem Bano
39	Vibha Khatri	Vibha
40	Vijender	ABSENT
41	Abhishek	Abhishek
42	Akriti Singh	Akriti Singh
43	Altaf Hussain	Altaf
44	Anwesha Subhasree Nanda	Anwesha
45	Arshdeep Kaur	Arsh
46	Astha Singh	Astha
47	Chetana Yaikhom	Chetana
48	Divyanshi Bansal	Bansal
49	Gautam Mahindru	Gautam
50	K Lalchhandami	K
51	Kaushiki Kumari	Kaushiki
52	Khushboo Choudhary	Khushboo
53	Malu Shyam Dattprasad	Malu
54	Manshi Sinha	Manshi Sinha
55	Mansi (Bikram Singh)	Mansi
56	Misha Roy	Misha Roy
57	Mishra Himanshu Mahender Kumar	Mishra
58	Moirangthem Birjit Singh	Birjit
59	Nayana Vilas Tayade	Nayana
60	Penchala Akshitha Patel	ABSENT
61	Pragati Choubey	Pragati
62	Rakesh Kumar	Rakesh Kumar
63	Reeta Rani	Reeta Rani
64	Ritika Panwar	Ritika
65	Sakshi Shipra	Sakshi
66	Seiboir Dhar	Seiboir
67	Vinod I	Vinod
68	Jaishree Modi	Jaishree
69	Abhishek Jain	Abhishek Jain
70	Ashlesha Jadhav	Ashlesha
71	Donel Moirangthem	Donel Moirangthem
72	Gunjan Pareek	Gunjan Pareek

73	Rishidas Thongam	Rishidas Th.
74	Sanghmitra	Sanghmitra
75	Anita Das	Anita Das
76	Aryan Kaswan	Aryan
77	Gaurvi Jindal	Gaurvi
78	Gursimrat Kaur	Gursimrat
79	Priyanka	Priyanka
80	Puja Das	
81	Sakshi Hotwani	Hotwani. S
82	V V V S Bhavani	V. (Boop) / 00

Faculty attendance is not applicable in library orientation program



Surendera Dental College & Research Institute

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CONFERENCE/CONVENTION/WORKSHOP/SEMINAR/EDUCATIONAL PROGRAM EVENT COMPLETION REPORT

TO

THE EDUCATION CELL
SDCRI
SRIGANGANAGAR

SUB: - COMPLETION REPORT OF library orientation program

DEAR SIR/MADAM

THE SCHEDULED PROGRAM AS MENTIONED IN THE BROCHURE DATED 19/9/2022 HAS BEEN CONDUCTED AS PER SGI NORMS. PROGRAM WAS STARTED AT 1.00 PM IN Central library. THE TOPIC OF THE EVENT WAS orientation of library books WHICH WAS PRESENTED BY Dr Rajnish Aggarwal AND IT WAS ATTENDED BY 1st BPS OF FACULTY/STUDENTS. PROGRAM WAS COMPLETED AT 3.00 PM ON 19/9/2022.

FROM:

Chairman
Library Committee

DATE:

22/9/22





SURENDERA DENTAL COLLEGE AND RESEARCH INSTITUTE

H.H. GARDENS, SRIGANGANAGAR

LIBRARY ORIENTATION PROGRAM

LETTER OF DISPATCH

Dispatch Number : LC-2/23

DATE: 11-03-2023

SATURDAY

To
The Head of Department (Student Welfare Committee)
Department of Conservatory Dentistry & Endodontics
Surendera Dental College and Research Institute
Sriganganagar

Subject: Event Report of "Library Orientation Program" on 24/02/2023

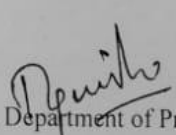
Respected Mam,

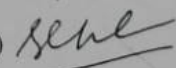
On the behalf of **Library Committee**, the event report of "Library Orientation Day for BDS 1ST Year" has been sent to you. These include:

1. Circular
2. Permission Letter
3. Completion Letter
4. Event Report
5. Minutes of Meeting
6. Fiscal Report
7. Photographs taken on the day of the event
8. Attendance sheet

Yours Thankfully

Library Committee

Dr. Rajnish Aggarwal (Professor, Department of Prosthodontics) 

Dr. Gurveen Chawla (Reader, Oral Pathology Department) 

OFFICE OF THE DIRECTOR PRINCIPAL
SURENDERA DENTAL COLLEGE & RESEARCH INSTITUTE
HH GARDENS SRI GANGANAGAR

NO.SDC&RI-23/14436-40

Date: 20-02-2023

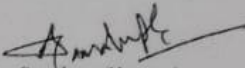
To whom it may concerned

This is to inform BDS 1st year students that library orientation program will be held on 24.02.2023 at 12.00 noon. All the BDS first year students are instructed to report in the library on the scheduled day.

sd/-
(Dr. Sandeep Kumar)
Director Principal

Copy, for information and necessary action, is forwarded to the following;

1. Board of Management.
 2. All faculty members
 3. Librarian
 4. Notice Boards
- Surendera Dental College & Research Institute, Sri Ganganagar. (Raj.)


(Dr. Sandeep Kumar)
Director Principal
↓



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CONFERENCE/CONVENTION/WORKSHOP/SEMINAR/EDUCATIONAL PROGRAM PERMISSION LETTER

TO
PRINCIPAL/ DIRECTOR
SDCRI,
SRIGANGANAGAR

SUB- PERMISSION TO CONDUCT - "Library Orientation Program" for
BDS- 1st year Students session 2022.

DEAR SIR

WE WOULD LIKE BRING TO YOUR KIND NOTICE THAT An
Orientation Program-LIBRARY HAS BEEN SCHEDULED ON DATE
24-02-2023 ON TOPIC
" ERP system and library Identity Card " FOR DENTAL
FACULTY/UG/PG STUDENTS BY "LIBRARY COMMITTEE" FROM
SDC and RI. KINDLY ALLOW US TO CONDUCT THE PROGRAM AS PER
SCHEDULE THE BROCHURE IS ATTACHED WITH THIS LETTER.

FROM: Dr. Rajnish Aggarwal.
(Head - Library Committee).

DATE: 24-02-2023.

SDCRI
SRIGANGANAGAR

OK
Ay
24/2/23



Surendera Dental College & Research Institute

H. H. Garden Power House Road Sri Ganganagar, Rajasthan- 335001
Phone: 0154-2440072, 2443412, 2440071 Email: Info@sgi.org.in

CONFERENCE/CONVENTION/WORKSHOP/SEMINAR/EDUCATIONAL PROGRAM EVENT COMPLETION REPORT

TO

THE EDUCATION CELL
SDCRI
SRIGANGANAGAR

SUB: - COMPLETION REPORT OF "LIBRARY ORIENTATION PROGRAM"

DEAR SIR/MADAM

THE SCHEDULED PROGRAM AS MENTIONED IN THE BROCHURE DATED 24-02-2023 HAS BEEN CONDUCTED AS PER SGI NORMS. PROGRAM WAS STARTED AT 12:00 PM IN Library Central. THE TOPIC OF THE EVENT WAS ERP System, Student Identity Card & Journal Club WHICH WAS PRESENTED BY Dr. Rajnish Aggarwal and others AND IT WAS ATTENDED BY students OF BDS 1st Year FACULTY/STUDENTS. PROGRAM WAS COMPLETED AT 1:00 PM ON 24-02-2023.

FROM:

Rajnish
Dr. Rajnish Aggarwal
Head of Library Committee.

DATE: 24-02-2023.

	Surendera Dental College And Research Institute, H.H. Gardens, Power House Road, Sri Ganganagar, Rajasthan
	Conferences/Seminar/CDE/Workshop/quiz/Debate/Guest Lectures/competitions etc.
No.	EVENT REPORT
1.	Name & Level of events- Library Orientation Programme 24-02-2023
2.	Background/Introduction Learner Sessions/ Library Usage Programme- Library of the institute of organize an orientation program to the students and others in the beginning of every academic year. Through this program, an effort is made to familiarize every new member of library about the resources, services, facilities offered by the library and its use policies. Library also has been organizing training programs from time to time, particularly in the areas of using e- resources. At the beginning of the every academic year library department provide the learners session for the students. Through this program introduce the books, services, facilities and e- resources of library.
3.	Venue- College Library 2nd Floor, A-Block, Surendera Dental College and Research Institute, H.H. Gardens, Karni Marg Road, Sriganganagar.
4.	Sponsors- Surendera Dental College & Research Institute, Sriganganagar
5.	Inauguration- -
6.	Speakers/Judges/Chairman/Panel Team- Brief introduction with their achievements Librarian Mrs. Veerpal and Mr. Sandeep Dr Rajnish Aggarwal (Prof. Department of Prosthodontics) Dr Vinuthna (Post-Graduate Student- Department of Prosthodontics)

	Surendera Dental College And Research Institute, H.H. Gardens, Power House Road, Sri Ganganagar, Rajasthan
	Academic Event Resort
	Conferences/Seminar/CME/Workshop/quiz/Debate/Guest Lectures etc.
No.	Event Report
7.	Participants & Delegates- No of participants & delegates/ teams with their names
	BDS 1 ST Year students
8.	Prize distribution etc.- Brief summary of the processing
	-
9.	Valedictory Ceremony- Brief of proceedings including chief guest etc and who conducted it
	-
10.	Highlights of the event- Brief about the main highlights of the event.
	1. Orientation Programme 2. ERP system of library 3. Library ID Card and Bar Code System 4. Access to Journals and Novels etc.

Ranjit

24-02-2023

FRIDAY

SURENDRA DENTAL COLLEGE AND RESEARCH INSTITUTE

HH GARDENS SRIGANGANAGAR

LIBRARY ORIENTATION PROGRAM

MINUTES OF MEETING

S.NO	SPEAKER	TOPIC	TIME
1	Dr Rajnish Aggarwal	Library Discipline	12:00-12:15 PM
2	Dr Vinuthna (PG Student)	Apply Library Card	12:15-11:30 PM
3	Dr Sandeep Kumar	Rules and Regulations	12:30-12:40 PM
4	Discussion with students		12:40-12:50 PM
6	Refreshments		12:50-01:00 AM


Signature

Head of Library Committee

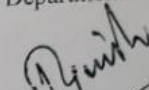
24-02-2023

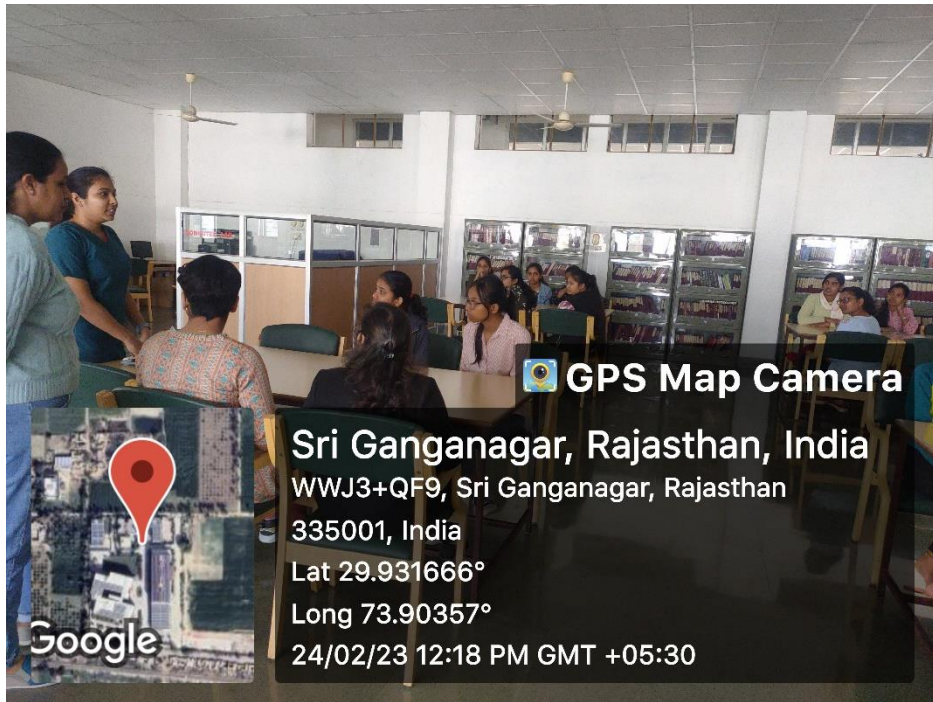
FRIDAY

SURENDERA DENTAL COLLEGE AND RESEARCH INSTITUTE
LIBRARY ORIENTATION PROGRAM
REFRESHMENTS

S.NO	EATABLE	QUANTITY	MONEY
1	SANDWICH	55	825/-
2	APPY (BEVERAGE)	55	550/-
TOTAL			1375/-

The money was given through Department funds from Oral Pathology Department.


Signature



 **GPS Map Camera**

Sri Ganganagar, Rajasthan, India

WWJ3+QF9, Sri Ganganagar, Rajasthan

335001, India

Lat 29.931666°

Long 73.90357°

24/02/23 12:18 PM GMT +05:30



 **GPS Map Camera**

Sri Ganganagar, Rajasthan, India

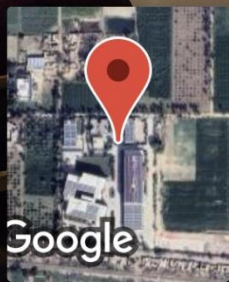
WWJ3+QF9, Sri Ganganagar, Rajasthan

335001, India

Lat 29.931697°

Long 73.903629°

24/02/23 12:19 PM GMT +05:30







SURENDRA DENTAL COLLEGE & RESEARCH INSTITUTE
H H GARDENS SRI GANGANAGAR

List of students

1st year BDS Session 2022-23 (Regular Batch)

Attendance sheet for ...LIBRARY...ORIENTATION...PROGRAM...

Dated: ...24-02-2024

Roll No.	Batch	Name	Signature
1	2022	Aarchi Soni	Aarchi Soni
2	2022	Amit Kumar S/o Mr. Anirudh Kumar	Amit Kumar
3	2022	Anshika Kawat	Anshika Kawat
4	2022	Anushka Srivastava	Anushka Srivastava
5	2022	Aryan	Aryan
6	2022	Aryan Rao	Aryan Rao
7	2022	Gurpreet Singh	Gurpreet Singh
8	2022	Isshita Choudhary	Isshita Choudhary
9	2022	Jitendra Punia	Jitendra Punia
10	2022	Kanika Sharma	Kanika Sharma
11	2022	Kartik	Kartik
12	2022	Kunal Meena	Kunal Meena
13	2022	Mahak Pandey	Mahak Pandey
14	2022	Mannat Bajaj	Mannat Bajaj
15	2022	Mitanshi Kalra	Mitanshi Kalra
16	2022	Piyush Saini	Piyush Saini
17	2022	Rahul Meena	Rahul Meena
18	2022	S Likitha	S Likitha
19	2022	Sahil Soni	Sahil Soni
20	2022	Syed Mohd Osama Hasan	Syed Mohd Osama Hasan
21	2022	Shivani Mittal	Shivani Mittal
22	2022	Swati	Swati
23	2022	Amit Kumar S/o Mr. Ratan Lal	Amit Kumar
24	2022	Harsha Suthar	Harsha Suthar
25	2022	Mihika	Mihika
26	2022	Muskan	Muskan
27	2022	Narendra Goura	Narendra Goura
28	2022	Anjali	Anjali
29	2022	Anushka Singh	Anushka Singh
30	2022	Asfaque Iftjam Rashid	Asfaque Iftjam Rashid
31	2022	Gaganjot Singh	Gaganjot Singh
32	2022	Hansraj Raigar	Hansraj Raigar
33	2022	Karan Brar	Karan Brar
34	2022	Khushanjali	Khushanjali
35	2022	Payal Kumari	Payal Kumari
36	2022	Riman Kumar	Riman Kumar
37	2022	Sahila Shahin	Sahila Shahin
38	2022	Sakshi	Sakshi
39	2022	Saloni Singh	Saloni Singh
40	2022	Sapna Kumari	Sapna Kumari
41	2022	Shreya Patodia	Shreya Patodia
42	2022	SK Amaan Rahaman	SK Amaan Rahaman
43	2022	Vinod Kaler	Vinod Kaler
44	2022	Ankita Nitharwal	Ankita Nitharwal
45	2022	Abhishek Arora	Abhishek Arora
46	2022	Bhumika	Bhumika
47	2022	Kamble Diksha Lala	Kamble Diksha Lala
48	2022	Khushi	Khushi
49	2022	Manisha Godara	Manisha Godara
50	2022	Sukhdev Singh	Sukhdev Singh
51	2022	Tanishka Mahawar	Tanishka Mahawar