

Minutes of the Library Committee Meeting Held on 21<sup>st</sup> October 2022

Members Present

Dr.S.Raja Samuel, Principal, Chairperson  
Dr.V.Sakthi Rekha. Librarian, Secretary  
Dr.Sonia S, Faculty Representative, MA-HROD  
Dr.J. Lakshmi, Faculty Representative,MSW(A)  
Ms.Priya Doris, Faculty Representative, MSW (SF)  
Ms.Madhar Shameem, Faculty Representative, MSc  
Ms.Madhuri, A, Faculty Representative, B.Sc  
Ms. Suriya S,Faculty Representative, MA-DS  
Ms.Sona Varghese, Faculty Representative, MSc- FC  
Mr.Avinassh.V.R., Student Representative, MSW – A  
Mr.Nevil Thomas, Student Representative, MA-HRM  
Ms.Sowmyaa D, Student Representative, MA-HROD  
Ms.Tejaswini, R, Student Representative, B.Sc  
Ms.Abirami Ramesh, Student Representative, MSc- FC  
Mr.Santhosh Kumar K, Student Representative, MA-DS

Proceedings

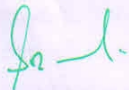
Principal welcomed the gathering. Librarian presented the minutes of the previous meeting held on 9<sup>th</sup> may 2022 and the action taken on the points came out of the meeting.


Principal suggested preparing a letter recommending to assigning marks for the References for assignments and theses.

Librarian presented the report including the usage statistics, stock verification carried out, the process followed to discard the books, and so on. She also presented the feedback received from the passed-out students. As one of the suggestions received from students to extend the library timing during the examination time, librarian informed that one of the assistant librarians will work till 8.00 p.m. during the examinations. And it was also informed that during the examinations, one particular table in the reading hall will be reserved for students to sit and read with their books and notebooks, provided if the students agree to report to the assistant librarian while leaving the library.

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It was reported that the library conducts the Friday Quiz continuously for the past 23 weeks this year every Friday and open discussion under the wisdom tree on every Tuesday for 9 weeks on various topics so far. Though the open discussion series was started based on the suggestion came from the library committee, the concern was expressed that attendance of students including the library committee members is poor. The constant effort of Ms.Tejasvini, II B.Sc Psychology in this regard was well appreciated. Librarian informed that the library week celebration will be scheduled in the month of January 2023 as the students will be busy with sports day and semester exams in the month of November 2022. The meeting came to an end as there was no other point to discuss.

  
(Dr.S.Raja Samuel)  
Principal

 29/10/2022  
(Dr.V.Sakthi Rekha)  
Librarian