



*Minutes Book*

**Minutes of the Meeting of the Library Committee held on 16.10.2019**

The meeting was started at 11.00 a.m in the committee room.

The librarian welcomed the committee members and presented the current status of the Library and also the findings of the internal stock verification report.

Following the report, principal in his recommendation advised the librarian to maintain the Stock carefully.

He also suggested the following points to be followed:

- To conduct library exhibition for the UG students.
- To conduct bibliographic reference services for the PG students.

The librarian suggested few changes for the book issue process.

- The mode of book issue process may be changed from day study to week study.
- The number of books issued to the students may also be increased.
- For all UG students - 3 Books + 1 Magazine / Journal.
- For all PG students - 4 Books + 1 Magazine / Journal.

The suggestion was welcomed and approved by the principal.

The meeting came to a close at 12.30 p.m with the vote of thanks proposed by

Dr.L.Rajesh, Department of computer application.

PRINCIPAL

LIBRARIAN AND CONVENOR



*Minutes Book*

Proceedings of the Meeting of the Library Committee held on 16<sup>th</sup> October, 2019 at 11.00 AM  
at the college committee room.

**Members Present:**

1. Dr. K. R. VENKATESAN
2. Dr. K. NAVEEN KUMAR
3. Dr. T. S. JEYALAKSHMI
4. Dr.N.PRASANNA BALAJI
5. DR.L.RAJESH
6. Dr. R.K. BALACHANDRAN
7. Mr.M.VENKATESAN
8. Mrs.S.GEETHA

*Mmmmmmm*

*K. Naveen Kumar*

*T. S. Jeyalakshmi*

*N. Prasnna Balaji*

*L. Rajesh*

*R. K. Balachandran*

*M. Venkatesan*

*S. Geetha*