



*Minutes Book*

**Minutes of the Meeting of the Library Committee held on 17.08.2016**

1. Dr. K. R. Venkatesan, Principal
2. Dr. K. Naveen Kumar, Asst. Professor, English Dept. *KN*
3. Dr. T. S. Jeyalakshmi, Asst. Professor, Tamil Dept. *T.S.J.*
4. Dr. S. Guruprasad, Asst. Professor, Microbiology Dept.
5. Dr. V. Guruchandran, Asst. Professor, Biotechnology Dept. *V.G.*
6. Dr. R.K. Balachandar, HOD., Physics Dept. *B.K.*
7. Mr. K. Nithyanandan, Asst. Professor, Computer Science Dept. *K.N.*
8. Mrs. S. Geetha, Librarian and Convenor. *G.*

The meeting started with prayer.

Welcome address was delivered by Smt.T.S.Jayalakshmi, Assistant Professor, Department of Tamil .

The librarian presented the present status of the library.

The members of the committee shared their views.

General discussions were held.

The librarian suggested to introduce the digitilization process in the library.

The librarian also produced the bills & the stock register before the committee.

The bills were verified by the principal & the committee members.

The meeting came to a close with vote of thanks delivered by Sri.K. Naveenkumar,  
Assistant Professor, Department of English.

*S. Geetha*  
Librarian & Convenor

*K. R. Venkatesan*  
Principal