



Minutes Book

Minutes of the meeting of the Library committee held on 20 .10.2017

Members present

1. Dr. K.R. Venkatesan, Principal
2. Dr. K. Naveen Kumar, Assistant Professor, English Dept.
3. Dr. T.S. Jayalakshmi, Assistant Professor, Tamil Dept.
4. Dr. V. Guruchandran, Assistant Professor, Biotechnology Dept.
5. Mr. K. Nithyanandan, Assistant Professor, Computer Science Dept.
6. Dr. R.K. Balachandar, HOD., Physics Department
7. Mrs. S. Geetha, Librarian

The meeting started at 11.00 am in the committee room.

The librarian welcomed all of the committee members and read the minutes of the Previous meeting held on 17.08.2017.

The librarian pointed out some of the activities of the Library :

- A book exhibition was successfully conducted for all the departments by the library.
- The digitalization process of the library.
- Booklist was sent for purchase for the Academic year 2017-18.
- The subscription of N-List to the library.

The librarian also pointed out that step to be taken towards the disposal of Condemned books, missing books & old staff member's pending books. She also produced the relevant registers.

Discussions were held with the committee members and they shared their views. The following decisions were taken in the meeting:

The condemned books will be sorted out department wise in the library itself.

The sorted out books will be given to the concern departments and let them

Keep the useful books in their department library. The remaining condemned

And most damaged books will be disposed.

The missing and the books not returned by the outgone staff members should be removed from the library stock list.

Dr.K.Naveenkumar , Asst professor, Department of English was advised to Enhance the process of purchase of journals for the Department of English. He also gave assurance to complete the process quickly.

The librarian was also adviced to do these actions immediately.

The meeting came to a conclusion with the vote of thanks by Dr. T.S. Jayalakshmi

Principal

Librarian and Convenor



SRI SANKARA ARTS & SCIENCE COLLEGE
Kanchipuram - 631 561.

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Proceedings of the Meeting of the Library Committee held on 20th October, 2017 at 11.00 am in the College Committee Room.

Members Present:

1. Dr. K. R. VENKATESAN
2. Mrs. S. GEETHA
3. Dr. V. GURUCHANDRAN
4. Mr. K. NITHYANANDAN
5. Dr. T. S. JEYALAKSHMI
6. Dr. K. NAVEEN KUMAR
7. Dr. R.K. BALACHANDRAN R

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20/10/17

S. Geetha
20/10/17.

V. Guruchandran

K. Nithyanandan

T.S. Jeyalakshmi

K. Naveen Kumar

R.K. Balachandran