

**SRI SARADA COLLEGE OF EDUCATION (AUTONOMOUS), SALEM-16**  
**REACCREDITED BY NAAC WITH “A” GRADE (III Cycle)**



**MINUTES OF THE MEETINGS OF LIBRARY COMMITTEE**

**SRI SARADA COLLEGE OF EDUCATION  
(AUTONOMOUS) SALEM - 16**

**AFFILIATED TO TAMILNADU TEACHERS  
EDUCATION UNIVERSITY**

**RE-ACCREDITED AT THE "A" LEVEL BY NAAC**

**LIBRARY COMMITTEE REGISTER**



## 2017 - 2018

Minutes of the meeting held on 19.01.18 at 2 PM in the principal's chambers in order to discuss the strategies to improve the functioning of the library activities.

The following members were present in the meeting.

\* Chairman - Dr. C. Janakaralli

\* Secretary - Mrs. A. Kavitha

\* Staff member - Dr. V. Priya.

\* Student member U.G - N. DEEPA

\* Student member P.G - N. Geetha

\* Office representative - Mrs. S. Chitra

The following resolutions have been passed with consent of the committee members.

Agenda:

Item No: 1 Opening remarks by the chairman  
 => The chairman welcomed all the committee members.

Item No: 2 To approve the minutes of last meeting of the library committee

⇒ Minutes of last meeting were approved.

Item no : 3: To consider stock verification of Books and purchase of additional Encyclopaedias.

Resolution :-

The above mentioned items are Unanimously resolved by the committee members. The Committee members approved the grant for stock verification and purchase of additional Encyclopaedias for the year 2017-2018.

Signature of the Committee Members :-

C. J. Nithi

V. Priya

S. S. S. S.

A. Kenitho

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2017.151



## 2018 - 2019

A meeting of the Library Committee was held on 06.08.18 at 2 pm in the Principal's chamber in order to discuss the strategies to improve the functioning of the library activities.

The following members were present in the meeting :

- \* Chairman - Dr. S. Santhi
- \* Secretary - Mrs. A. Karitha
- \* Staff member - Dr. R. Selvamathi Sugirtha
- \* Student member U.G - K. Dhivya
- \* Student member P.G - N. Vinopriya
- \* Office representative - Mrs. S. Chitra.

The following resolution have been passed with the consent of the committee members attended the meeting.

### Agenda

Item no : 1 : Opening remarks by the chairman  
 ⇒ The chairman welcomed all the committee members.

Item no : 2 : To approve the minutes of last meeting of the library committee.



=> Minutes of last meeting were approved.

Item no : 3 : To weed out the library stocks and to consider renewal of N-list journal.

Resolution:-

The above mentioned items are Unanimously resolved by the Committee members. The committee approved the weed out of library stocks and grant for the renewal of the N-list journals for the year 2018-2019.

Signature of the Committee Members:

1. S. S. ai - Principal.

A. Kenneth

R. S. S. S. S.

Shit

- D. D. S. S. S.

Vinfa N

## 2018-2019

A Meeting of the library committee was held on 06.02.19 at 2pm in the principal's Chamber in order to discuss the strategies to improve the functioning of the library activities

The following members were present in the meeting :

★ Chairman - Dr. S. Santhi

★ Secretary - Mrs. A. Kavitha

★ Staff Member - Dr. R. Selvamathi Sugirtha

★ Student Member - UG - K. Dhivya  
PG - N. Vinopriya

★ Office representative - Mrs. S. Chitra

The following resolution have been passed with the consent of the committee members attended the meeting.

### AGENDA :

Item NO : 1 Opening remarks by the chairman  
→ The chairman welcomed all the committee members.

Item NO : 2  
TO approve the minutes of last meeting of the library committee.



⇒ Minutes of last meeting were approved

Item No : 3

To purchase of books, Journals and Magazines, To Discuss on the best library user award and To consider stock verification of books.

Resolution :

The above mentioned items are Unanimously resolved by the committee members. The committee decided to purchase of books, Journals and Magazines for the year 2018-2019. It is also decided K. Anusha to be the best user of library of the year 2018-19 and Alloted the staff members to take stock verification for the year 2018-2019.

Signature of the committee Members :

1. S. S. S. S. S.  
A. K. K. K.
2. R. S. S. S. S.  
S. S. S. S.  
D. D. D. D.  
V. V. V. V.



## 2019-2020

A meeting of the Library Committee was held on 05.08.2019 at 2Pm in the Principal's Chamber in order to discuss the strategies to improve the functioning of the library activities.

The following members were present in the meeting

\* Chairman - Dr. S. Santhi

\* Secretary - Mrs. A. Kavitha

\* Staff Member - Dr. K. P. Shanmuga Vadivu

\* Student Member - UG - S. Kavya  
PG - P. Kavyani

\* Office Representative - Mrs. S. Chitra

The following Resolution has been passed with the consent of the committee members attended the meeting.

### AGENDA :

Item No: 1 Opening remarks by the Chairman  
The chairman welcomed the committee members

Item No: 2 To approve the minutes of last meeting of the library committee.  
Minutes of last meeting were approved.

Item No: 3 The following agenda has been discussed for effective functioning of library.



- To weed out the library stocks
- To purchase new books, to make hard bindings of back volume books.
- To create the library website for student portal. The magazine such as pudhiya Thalaimuraikalvi and wisdom should be subscribed by the library.
- Committee suggested that a "Read-a-thon club" should be started in the library.

### Resolution :

The above mentioned items are unanimously resolved by the committee members. The committee approved to weed out the library stocks for the year 2018-2019. Back volume journals and magazines are to be sent to the press for hard binding. Library has to start subscription for pudhiya Thalaimuraikalvi and wisdom magazines from 2019. A "Read-a-thon club" activity to be conducted on 14 November 2019 in the library premises.

### Signature of the Committee Members :

1. S. S. ———  
A. J. ———  
———  
———  
A. ———  
A. ———



## 2019 - 2020

A meeting of the library committee was held on 03-02-2020 at 2pm in the Principal's Chamber in order to discuss the strategies to improve the functioning of the library activities.

The following members were present in the meeting

- \* Chairman - Dr. S. Santhi
- \* Secretary - Mrs. A. Kavitha
- \* Staff Member - Dr. K. P. Shanmuga Vadivu
- \* Student Member - UG - S. Kavanya  
PG - P. Kalyani
- \* Office Representative - Mrs. S. Chitra.

The following Resolution has been passed with the consent of the committee members attended the meeting.

### AGENDA :

Item No: 1 Opening remarks by the Chairman  
The chairman welcomed the committee members

Item No: 2 To approve the minutes of last meeting of the library committee.  
Minutes of last meeting were approved.



Item NO: 3 The following agenda has been discussed for effective functioning of library.

- Out of eight computers in the library, five should be always made available for the use of students.
- "Best book review award" should be given to the students during library week celebration.
- Selection and purchasing of books by staff.

Resolution:

The above mentioned items are unanimously resolved by the committee members. Out of eight computers in the library, five computers are to be made available for the use of students as suggested by the committee members. "Best book review award" will be given to the students those who review the book during the library week celebration with effect from November 2020. The committee decided to purchase of books and journals for the year 2019-2020.

Signature of the Committee Members

S. S.             
 A. Krishna  
 M. P.             
 P.             
 P.             
 Shilpa



2020 - 2021

A meeting of the library committee was held on 07.09.2020 at 2 pm in the Principal's Chamber in order to discuss the strategies to improve the functioning of the library activities.

The following members were present in the meeting

- Chairman - Dr. S. Santhi
- Secretary - Mrs. A. Kavitha
- Staff Member - Dr. S. Volvizhi
- Student Members - UG - SP. Kashiya  
PG - GA. Kalyani
- Office Representative - Mrs. S. Chitra

The following Resolutions have been passed with the consent of the committee members attended the meeting.

AGENDA:

Item No:1 Opening remarks by the Chairman  
The chairman welcomed the committee members.

Item No:2 To approve the minutes of last meeting of the library committee.  
Minutes of last meeting were approved.



Item No: 3 The following agenda has been discussed for effective functioning of library.

- To keep a copy of the question papers of Ph.D exams and course work in the library for future reference by the students and teachers.
- To conduct orientation program for all teaching staff to update on recent developments in library (Library utilization, OPAC, INFLIBNET - UGC Consortium etc...)

Resolution :

The above mentioned items are unanimously resolved by the committee members. Copy of the Question papers of Ph.D exams are to be kept in the library for the reference by students and teachers. It was decided to conduct the library orientation programme for all the staff members to update the developments in library.

Signature of the Committee Members.

S. S. S. S.

A. J. J. J.

S. V. V. V.

A. A. A. A.

P. P. P. P.

S. S. S. S.



2020 - 2021

A Meeting of the library committee was held on 01.02.2021 at 2pm in the principal's Chamber in order to discuss the strategies to improve the functioning of the library activities.

The following members were present in the meeting.

\* Chairman - Dr. S. Santhi

\* Secretary - Mrs. A. Kavitha

\* Staff Representative - Dr. S. Velvizhi

\* Student Representative - UG - P. Kaaviya  
PG - G. Ambika

\* Office Representative - Mrs. S. Chitra

The following Resolutions have been passed with the consent of the committee members attended the meeting.

AGENDA :

Item No: 1 Opening remarks by the chairman  
The chairman welcomed the committee members.

Item No: 2 To approve the minutes of last meeting of the library committee.  
Minutes of last meeting were approved.



Item No: 3 The following agenda has been discussed in the meeting.

- To collect suggestions of all teachers for the procurement of new books for the academic year 2020-2021.
- To purchase books and journals from special fees account.
- To conduct Information Literacy Programme for new students.
- Issuance of books: 3 books should be issued to B.Ed students, 4 books for M.Ed students, 5 books for M.Phil students and 6 books for Ph.D students.
- To issue 20 books to staff.

Resolution:

The above mentioned items are unanimously resolved by the committee members. Staff are to be requested to suggest books by referring the catalogue available in the library. Read out the budget (for books, journals and other facilities) allocation to various subjects for the year (2020-2021). Books are to be issued to the students as mentioned above. The staff may borrow 20 books in case of students 3 books for B.Ed students, 4 books for M.Ed students, 5 books for M.Phil students and 6 books for Ph.D students at a time.



The committee also discussed the relevant points to cultivate reading habits among students.

Signature of the committee Members

S. S.     

A.     

P.     

Ahaariya

G.     

Selita



## 2021 - 2022

A meeting of the library committee was held on 03.09.2021 at 2pm in the Principal's Chamber in order to discuss the strategies to improve the functioning of the library activities.

The following members were present in the meeting.

- \* chairman - Dr. S. Santhi
- \* Secretary - Mrs. A. kavitha
- \* staff representative - Dr. K. Kamala Devi
- \* Student Representative UG - S. Sandhiya  
PG - G. Ambika
- \* Office Representative - Mrs. S. Chitra

The following Resolution has been passed with the consent of the committee members attended the meeting.

### AGENDA

Item No: 1 Opening remarks by the chairman  
The chairman welcomed the committee members.

Item No: 2 To approve the minutes of last meeting of the library committee.

Minutes of last meeting were approved.




Item no: 3 The following Agenda were discussed in the meeting.


- Allotment of staff for the Stock verification process.
- To conduct user orientation programme to the fresher's.
- Planned to purchase books and Journals from Special fees account.
- To purchase more books in Tamil languages suggested by students members.
- To subscribe some weekly magazines like employment news in Tamil and English as suggested by student members.
- The members also suggested to conduct library week celebration and Read-a-thon club activities through offline mode.
- The staff members also enumerated the list of books purchased after the previous Committee meeting.

Resolution:

The above mentioned items are Unanimously resolved by the committee members. The committee approved the staff allotment for stock verification process, conduct user orientation programme, library week celebration, read-a-thon club activities, purchasing of new books, subscription of magazines for the year 2021-2022.


Signature of the committee Members:

S. S. 

A. J. 

K. 



G. 





## 2021 - 2022

A meeting of the library committee was held on 04.02.2022 at 2pm in the Principal's Chamber in order to discuss the strategies to improve the functioning of the library activities.

The following members were present in the meeting.

- \* chairman - Dr. S. Santhi
- \* Secretary - Mrs. A. Kavitha
- \* Staff Representative - Dr. K. Kamala Devi
- \* Student Representative - UG - J. Jebrin zerah  
PG - S. Renuka
- \* office Representative - Mrs. S. Chitra

The following resolution have been passed with the consent of the committee members attended the meeting.

### AGENDA:

Item NO: 1 Opening remarks by the chairman  
The chairman welcomed the committee members.

Item NO: 2 To approve the minutes of last meeting of the library committee

Minutes of last meeting were approved.



Item No : 2

The following Agenda were discussed

- The committee members suggested to give N-list user award to students to encourage the usage of N-List.
- The committee members discussed to take initiation for the development of infrastructure and maintenance in the library.
- To purchase the American Psychological Association (APA) Publication for research scholars.
- To place a draft of National Education Policy -2020 in the library.
- To subscribe NCERT journals.
- To purchase more school textbooks for the purpose of preparing competitive exams like TET, PGTRB and other examinations.
- Suggestions were given by the staff to buy some reference books related to curriculum.
- The staff representative also enumerated the list of books purchased after the previous committee meeting.



### Resolution:

The above mentioned items are unanimously resolved by the committee members. The committee approved the N-List user award, development for infrastructure and maintenance of library, purchasing of APA 7th edition manual, a copy of NEP-2020 in the library, subscription of NCERT journals, purchase of school textbooks and reference books for the academic year.

### Signature of the committee Members.

S. S. ...  
A. Krishna  
H. ...  
J. ...  
S. ...  
S. ...