

Minutes of Meeting

Venue: Library
Date: 26-12-2022
Time: 11.30 – 12. 30 pm

Details of Committee members present for meeting

FACULTY NAME	DESIGNATION	SIGNATURE
Shally Paul	Chief Librarian	<i>Shally Paul</i>
Umaiba P M	Assistant Librarian	<i>Umaiba P M</i>
Dr Athira C P	Faculty member	<i>Dr Athira C P</i>
Dr Manju Babu	Faculty member	<i>Dr Manju Babu</i>
Dr Gis George	Faculty member	<i>Dr Gis George</i>
Dr Pauline Susan Palose	Faculty member	<i>Dr Pauline Susan Palose</i>
Dr Anjitha Devaraj	Faculty member	<i>Dr Anjitha Devaraj</i>








1. Chairperson welcomed all the members gathered for meeting.
2. Librarian proposed the agenda for the meeting. Present agenda:
 - EBSCO orientation class to be done for the newly joined staffs and students.
 - Library orientation class to be done for the newly joined first year students (2022 batch).
 - Books to be rearranged in new shelves and changes to be done in the software catalogue.
 - Purchase of print journals and textbooks.
 - Purchase of non-academic books.
 - To promote teachers to add more lecture videos to website for students to refer.
3. Assistant librarian reviewed the agenda of previous meeting:
 - EBSCO renewal done for the year 2022-23.
 - UPS replaced.

Copy to: All members, Notice board.

Minutes of Meeting

Venue: Library
Date: 25-04-2023
Time: 12.00 – 12. 30 pm

Details of Committee members present for meeting

FACULTY NAME	DESIGNATION	SIGNATURE
Shally Paul	Chief Librarian	
Umaiba P M	Assistant Librarian	
Dr Athira C P	Faculty member	
Dr Manju Babu	Faculty member	
Dr Gis George	Faculty member	
Dr Pauline Susan Palose	Faculty member	
Dr Anjitha Devaraj	Faculty member	

1. Chairperson welcomed all the members gathered for meeting.
2. Librarian proposed the agenda for the meeting.

Present agenda:

- Place a poster in digital library to enhance the awareness among students and to give guidance to the webpage of various e content resources.
- To promote staffs to enroll courses in SWAYAM.
- To do thermal scanning for people entering library as part of adherence to COVID-19 protocol.

3. Assistant librarian reviewed the agenda of previous meeting:

- EBSCO orientation class conducted on 27th March.
- Library orientation class done for the first year students (2022 batch) on 17th March 2023.
- Books rearranged in new shelves and software cataloguing going on.
- Purchase order placed for print journals and textbooks.
- Non-academic books purchased.
- More lecture videos added to website.

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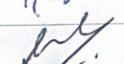


Minutes of Meeting

Venue: Library

Date: 24-05-2023

Time: 11.00 – 11.30 pm

Details of Committee members present for meeting

FACULTY NAME	DESIGNATION	SIGNATURE
Dr. Sanu Tom Abraham	Principal	
Dr. Eldho T Paul	Vice principal	
Shally Paul	Chief Librarian	
Umaiba P M	Assistant Librarian	
Dr Athira C P	Faculty member	
Dr Manju Babu	Faculty member	
Dr Gis George	Faculty member	
Dr Anjitha Devaraj	Faculty member	
Ms. Nikhila R Ms. Josy B Jose Ms. Gopika P Menon Ms. Joena Susan Biji Ms. Meher Kunnummal	Student representatives	

8. Chairperson welcomed all the members gathered for meeting.

9. Librarian proposed the agenda for the meeting. Present agenda:

- Opening of Evening library for hostellers from June 1st, 2023.
- Selection of batch representatives to take charge of evening library.

10. Minutes:

- Evening library will function from 5 pm to 9 pm.

- Nikhila R, 2018 batch will be the student librarian.
- Representatives selected from each batch.
- Movement register to be maintained at hostel and library separately for evening library along with library E gate. Once exit is done from hostel, student should be in library within 10 minutes.
- During dinner time half an hour is allowed for the students to have food and come.
- Registers will be monitored periodically by librarian and lapses will be reported to head of the institution.

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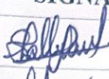




Minutes of Meeting

Venue: Library

Date: 17-10-2023

Time: 10.00 – 11. 00 pm

Details of Committee members present for meeting

FACULTY NAME	DESIGNATION	SIGNATURE
Shally Paul	Chief Librarian	
Umaiba P M	Assistant Librarian	
Dr Manju Babu	Faculty member	
Dr Gis George	Faculty member	
Dr Anjitha Devaraj	Faculty member	

11. Chairperson welcomed all the members gathered for meeting.

12. Librarian proposed the agenda for the meeting. Present agenda:

- Library orientation and EBSCO orientation programme for 2023 batch first BDS students to be done on 28th November.
- EBSCO orientation class for new users planned.
- Update on Journal and book purchase and EBSCO renewal for coming year.
- Assessment of student library functioning done.
- Evening library Batch representative for 2023 batch selected.

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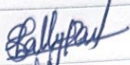


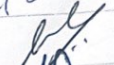

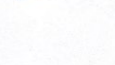
Minutes of Meeting

Venue: Library

Date: 5-3-2024

Time: 10.00 – 11.00 pm

Details of Committee members present for meeting

FACULTY NAME	DESIGNATION	SIGNATURE
Shally Paul	Chief Librarian	
Umaiba P M	Assistant Librarian	
Dr. Athira C P	Faculty member	
Dr Manju Babu	Faculty member	
Dr Gis George	Faculty member	
Dr Anjitha Devaraj	Faculty member	

13. Chairperson welcomed all the members gathered for meeting.

14. Librarian proposed the agenda for the meeting. Present agenda:

- Reviewed the request for purchase of new books.
- Stock verification done.
- Assessment of student library functioning done.
- Change of evening library batch representative from 2020 batch approved, new representative- Ms. Hitha.

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Minutes of Meeting

Venue: Library
Date: 09-7-2024
Time: 10.00 – 11.00 pm

Details of Committee members present for meeting

FACULTY NAME	DESIGNATION	SIGNATURE
Shally Paul	Chief Librarian	
Umaiba P M	Assistant Librarian	
Dr. Athira C P	Faculty member	
Dr Manju Babu	Faculty member	
Dr Gis George	Faculty member	
Dr Anjitha Devaraj	Faculty member	

1. Chairperson welcomed all the members gathered for meeting.
2. Librarian proposed the agenda for the meeting. Present agenda:

- Stock verification.
- Assessment of student library functioning.






Minutes:

- Stock verified.
- Assessment of student library functioning done.

Minutes of Meeting

Venue: Library
Date: 5-12-2024
Time: 10.00 – 11.00 pm

Details of Committee members present for meeting

FACULTY NAME	DESIGNATION	SIGNATURE
Shally Paul	Chief Librarian	
Dr. Athira C P	Faculty member	
Dr Manju Babu	Faculty member	
Dr Gis George	Faculty member	
Dr Anjitha Devaraj	Faculty member	

3. Chairperson welcomed all the members gathered for meeting.
4. Librarian proposed the agenda for the meeting. Present agenda:

- Stock verification.
- Assessment of student library functioning.
- Library orientation program for 2024 batch.
- Selection of new batch representative for 2024 batch.

Minutes:

- Stock verified.
- Library orientation programme decided to be conducted on 10th December 2024 between 12-2 pm.
- Decided to conduct EBSCO orientation webinar along with the library orientation programme.
- Decided to select batch representative for evening library from 2024 batch.