



AIMAN COLLEGE OF ARTS AND SCIENCE FOR WOMEN

(Sponsored by AIMAN EDUCATION AND WELFARE SOCIETY)

Accredited with "A" Grade by NAAC (First Cycle) | Affiliated to Bharathidasan University

Recognized by UGC under section 2(f) and 12(B) | ISO 9001:2015 Certified Institution | K. Sathanur, Tiruchirappalli - 620 021

Library Committee Meeting Notice

Circular

Ref: LIB/2025-2026/ODD/001

Date: 09.06.25

Venue: Principal Cabin

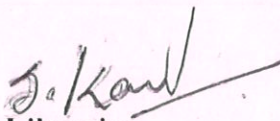
Dear HOD's,

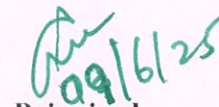
Greetings, There will be a Library Committee Meeting at Principal Cabin on 13.06.25 (Friday) at 2.15 p.m.

Agenda

1. Confirmation of the minutes of last meeting held on 23.12.24 (Monday)
2. Books to be bought(Department wise)
3. Certification of CLIS course
4. Discussion on Book – Bank Scheme
5. Discussion on Library budget for the academic budget 2025-2026.
6. Orientation Program
7. Paper Presentation
8. User Statistics
9. Library Hour
10. Staff and Student Must wear the ID Card
11. Any other Matters.

You are invited to attend the meeting and to give valuable suggestions.


Librarian


Principal

PRINCIPAL
AIMAN COLLEGE OF ARTS AND
SCIENCE FOR WOMEN,
TIRUCHIRAPPALLI-620 021



AIMAN COLLEGE OF ARTS AND SCIENCE FOR WOMEN

(Sponsored by AIMAN EDUCATION AND WELFARE SOCIETY)

Accredited with "A" Grade by NAAC (First Cycle) | Affiliated to Bharathidasan University
Recognized by UGC under section 2(f) and 12(B) | ISO 9001:2015 Certified Institution | K. Sathanur, Tiruchirappalli - 620 021.

MEMBERS

- | | | |
|-----------------------------|----------------------------------|------------------------|
| 1. Dr.M.Munafur Hussaina | - Principal & Head of CS | <i>09/6/25</i> |
| 2. Mrs.B.Fahameda Thabaseem | - Director & Head of CA | <i>11/06/2025</i> |
| 3. Dr.S.Kanagasundari | - Librarian | <i>0. K. K.</i> |
| 4. Mrs. Jasmin Uhanitha | - Vice Principal & Head of FSM&D | <i>11/06/25</i> |
| 5. Mrs. Sabitha | - Head of Mathematics | <i>H. Selin</i> |
| 6. Mrs. Meena Mahadevan | - Head of English | <i>Meena</i> |
| 7. Dr. N. Five rose | - Head of BBA | <i>Five rose</i> |
| 8. Mrs. Thasneem | - Incharge of B.Com | <i>A. Thasneem</i> |
| 9. Dr.M. Alam Jahaan | - Head of B.Com (CA) | <i>Alam Jahaan</i> |
| 10. Ms. K. Nandhini | - Incharge of AFT | <i>K. Nandhini</i> |
| 11. Ms. T. Nasreen Banu | - Incharge of Physics | <i>T. Nasreen Banu</i> |
| 12. Dr. S. Sathiya | - Head of Tamil | <i>S. Sathiya</i> |
| 13. Mrs.Shajidha Banu.M | - Head of Arabic | <i>M. Shajidha</i> |
| 14. Ms.M.Zulaikha Beevi | - Incharge of Psychology | <i>M. Zulaikha</i> |
| 15. Dr.T. Priya | - Head of Physical Education | <i>T. Priya</i> |

0. K. K.
Librarian

09/6/25
Principal
PRINCIPAL
AIMAN COLLEGE OF ARTS AND
SCIENCE FOR WOMEN,
TIRUCHIRAPPALLI-620 021



AIMAN COLLEGE OF ARTS AND SCIENCE FOR WOMEN

(Sponsored by AIMAN EDUCATION AND WELFARE SOCIETY)

Accredited with "A" Grade by NAAC (First Cycle) | Affiliated to Bharathidasan University

Recognized by UGC under section 2(f) and 12(B) | ISO 9001:2015 Certified Institution | K.Sathanur, Tiruchirappalli - 620 021

CENTRAL LIBRARY

MINUTES OF THE LIBRARY COMMITTEE

Date : 13th June 2025

Time : 2.15 p.m

Venue : Principal Cabin, AIMAN COLLEGE OF ARTS AND SCIENCE FOR WOMEN, Trichy.

A list of the members who attended the meeting of the library committee and those who sought leave of absence is appended.

The principal i/c mam welcomed the members to the meeting of the library committee of the AIMAN library and instructed the member secretary to proceed with the agenda.

A.	Action Taken Report : Discussion items
A.1	Confirmation of minutes of the last meeting held on 23.12.24 (Monday)
	Resolution - Last Meeting of the Library committee was held on 23.12.24 at the Librarian's cabin. Minutes of such a meeting were read by a librarian, and discussions made among the members and confirmed by the President of the committee.
A.2.	Action Taken Report: Books to be bought.(Department wise)
A.2.1	Department's submitted updated lists of required books; procurement initiated.
A. 3.	Action taken report: Certificate of Library and Information Science – Course (CLIS) Certificate Course
A.3.1	In this meeting, all committee members attended and discussed the CLIS Certificate Course. Librarian Dr. S. Kanagasundari clearly explained the applications of the CLIS Course, how it can help students secure employment more easily, and the various job opportunities available upon completion. The



AIMAN COLLEGE OF ARTS AND SCIENCE FOR WOMEN

(Sponsored by AIMAN EDUCATION AND WELFARE SOCIETY)

Accredited with "A" Grade by NAAC (First Cycle) | Affiliated to Bharathidasan University

Recognized by UGC under section 2(f) and 12(B) | ISO 9001:2015 Certified Institution | K. Sathanur, Tiruchirappalli - 620 021

	librarian requested the Heads of Departments (HODs) to take advantage of this opportunity and inform their students accordingly. Please note that admissions are open only until June 25, 2025. Kindly inform the students to enroll immediately and make use of this valuable opportunity.
A.4.	Action taken report: Discussion on Book-Bank Scheme
A.4.1	Resolution –Our library has earmarked 1000 books for a book bank scheme. The librarian asked teachers to tell the students to take advantage of this scheme for students from below the income group. Through this scheme, a whole set of books is provided on payment of Rs.20/-as deposit to students for one academic year. The committee agrees with the librarian about the purchasing of books and sanctioned.
A.5.	Action Taken Report: Discussion on Library budget for the academic budget 2025-2026.
A.5.1	A meeting was convened with all committee members present to discuss and review the proposed library budget for the academic year 2025–2026. The following points were covered: • Evaluation of the previous year's library budget and expenditure. • Identification of current and future resource requirements, including books, journals, e-resources, and digital infrastructure • Recommendations for maintenance and upgrades of library facilities.
A.6.	Action Taken Report: Orientation Program
A.6.1	Orientation session conducted for first-year students during the induction week.
A.7	Action taken report: Paper Presentation



AIMAN COLLEGE OF ARTS AND SCIENCE FOR WOMEN

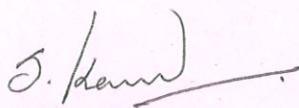
(Sponsored by AIMAN EDUCATION AND WELFARE SOCIETY)

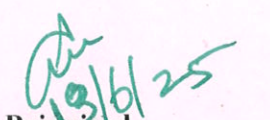
Accredited with "A" Grade by NAAC (First Cycle) | Affiliated to Bharathidasan University

Recognized by UGC under section 2(f) and 12(B) | ISO 9001:2015 Certified Institution | K. Sathapur, Tiruchirappalli - 620 021

A.7.1	A proposal was drafted to encourage research paper presentations with library support.
A.8	Action taken report: User Statistics
A.8.1	User statistics were compiled; data showed increased usage of digital resources.
A.9	Action taken report: Library Hour
A.9.1	Departments allocated time slots for student library hours; schedule shared.
A.10	Action taken report: ID Card Usage
A.10.1	Circular issued to enforce compulsory ID card usage in the library.
A.11	Action taken report: Any other matters
A.11.1	Additional feedback from members was noted for further improvements.
The meeting ended at 3.15 p.m.	

The librarian thanked the Library committee members for spending time on this meeting in spite of a busy schedule and also appreciated members for giving their suggestions and thanked them for attending the meeting.


Librarian


Principal
PRINCIPAL
AIMAN COLLEGE OF ARTS AND
SCIENCE FOR WOMEN,
TIRUCHIRAPPALLI-620 021



AIMAN COLLEGE OF ARTS AND SCIENCE FOR WOMEN

(Sponsored by AIMAN EDUCATION AND WELFARE SOCIETY)

Accredited with "A" Grade by NAAC (First Cycle) | Affiliated to Bharathidasan University

Recognized by UGC under section 2(f) and 12(B) | ISO 9001:2015 Certified Institution | K.Sathanur, Tiruchirappalli - 620 021.

MEMBERS

- | | | | |
|-----------------------------|---|--------------------------------|------------------------------|
| 1. Dr.M.Munafur Hussaina | - | Principal & Head of CS | <i>13/6/25</i> |
| 2. Mrs.B.Fahameda Thabaseem | - | Director & Head of CA | <i>13/06/2025</i> |
| 3. Dr.S.Kanagasundari | - | Librarian | <i>S. Kanagasundari</i> |
| 4. Mrs. Jasmin Uhanitha | - | Vice Principal & Head of FSM&D | <i>Aswathy</i> |
| 5. Mrs. H. Sabitha Begam | - | Head of Mathematics | <i>H. Sabitha</i> |
| 6. Mrs. Meena Mahadevan | - | Head of English | <i>Meena Mahadevan</i> |
| 7. Dr. N. Five rose | - | Head of BBA | <i>N. Five rose</i> |
| 8. Mrs. A. Thasneem Zeenath | - | Incharge of B.Com | |
| 9. Dr.M. Alam Jahaan | - | Head of B.Com (CA) | <i>Dr. M. Alam Jahaan</i> |
| 10. Ms. K. Nandhini | - | Incharge of AFT | <i>Ms. K. Nandhini</i> |
| 11. Ms. T. Nasreen Banu | - | Incharge of Physics | <i>T. Nasreen Banu</i> |
| 12. Dr. S. Sathiya | - | Head of Tamil | |
| 13. Mrs.M.Shajidha Banu | - | Head of Arabic | |
| 14. Ms.M.Zulaikha Beevi | - | Incharge of Psychology | <i>Ms. M. Zulaikha Beevi</i> |
| 15. Dr.T. Priya | - | Head of Physical Education | <i>T. Priya</i> |

S. Kanagasundari
Librarian

13/6/25
Principal
PRINCIPAL
AIMAN COLLEGE OF ARTS AND
SCIENCE FOR WOMEN,
TIRUCHIRAPPALLI-620 021



AIMAN COLLEGE OF ARTS AND SCIENCE FOR WOMEN

(Sponsored by AIMAN EDUCATION AND WELFARE SOCIETY)

Accredited with "A" Grade by NAAC (First Cycle) | Affiliated to Bharathidasan University

Recognized by UGC under section 2(f) and 12(B) | ISO 9001:2015 Certified Institution | K.Sathanur, Tiruchirappalli - 620 021.

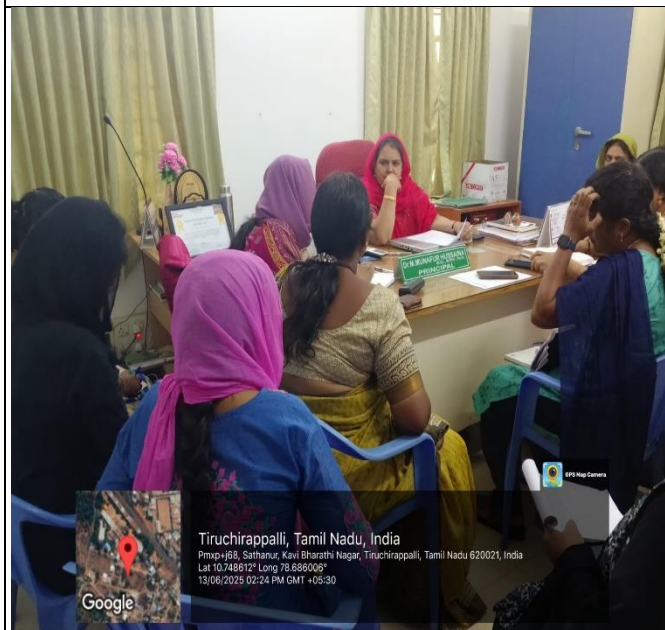
ACTIVITY PHOTOS



The Principal discussed all the agenda



Principal Mam- Explained few Points



The librarian discussed the previous committee meeting



Staff Comments

Librarian

Principal