



AIMAN COLLEGE OF ARTS & SCIENCE FOR WOMEN

(Sponsored by AIMAAN Education & Welfare Society)

Affiliated to Bharathidasan University

Recognized by UGC under Section 2(f) & 12 (B)

K.Sathanur, Tiruchirappalli-620 021

Library Committee Meeting Notice

Ref: LIB/2023-2024/ODD/013

01.11.23

Venue: Library

Dear Professor,

Greetings. There will be a Library Committee Meeting at our Library on 04.11.23 (Saturday) at 10.30 a.m.

Agenda

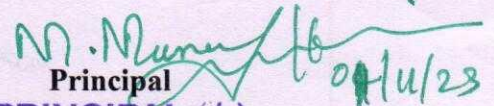
1. Confirmation of the minutes of last meeting held on 19.07.23 (Wednesday)
2. Library Week
3. Discussion on Book-Bank Scheme
4. Discussion on Library budget for the academic budget 2023-2024.
5. Training program for students and staff members
6. Discussion on Newspapers.
7. Library websites
8. Any other Matters.

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



Librarian

LIBRARIAN
Aiman College of Arts and
Science for Women, Trichy-21



Principal

PRINCIPAL (i/c)
AIMAN COLLEGE OF ARTS &
SCIENCE FOR WOMEN
TIRUCHIRAPPALLI-620 021



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Members Present:

- | | | | |
|-----------------------------|---|-----------------------------|--|
| 1. Dr.M.Munafur Hussaina | - | Principal i/c & Head of CS | <i>M. Munafur Hussaina</i>
04/11/23 |
| 2. Mrs.B.Fahameda Thabeseem | - | Vice Principal & Head of CA | <i>B. Fahameda Thabeseem</i>
04/11/2023 |
| 3. Dr.S.Kanagasundari | - | Librarian | <i>S. Kanagasundari</i> |
| 4. Dr.S.Malathy | - | Head of Mathematics | <i>S. Malathy</i>
04/11/2023 |
| 5. Dr.K.Sumathy | - | Head of English | <i>K. Sumathy</i>
4/11/23 |
| 6. Dr.N.Five Rose | - | Head of BBA | <i>N. Five Rose</i>
04/11/23 |
| 7. Dr.K.Kalpna | - | Head of B.Com | <i>K. Kalpna</i>
4/11/23 |
| 8. Dr.A.Krithika | - | Head of B.Com with CA | |
| 9. Ms.K.Nandhini | - | Incharge of AFT | <i>K. Nandhini</i>
4/11/23 |
| 10. Mrs.M.Jasmin Uhanitha | - | Head of FSM&D | <i>M. Jasmin Uhanitha</i>
4/11/23 |
| 11. Mrs. ShajidhaBanu | - | Head of Arabic | <i>M. Shajidha Banu</i>
4/11/23 |
| 12. Dr. S.Sathya | - | Head of Tamil | <i>S. Sathya</i> |
| 13. Ms.T.Nasreen Banu | - | Incharge of Physics | <i>T. Nasreen Banu</i> |
| 14. Ms.M. Zulaikha Beevi | - | Incharge of Psychology | <i>M. Zulaikha Beevi</i>
4.11.23 |

S. Kanagasundari
Librarian

LIBRARIAN

Aiman College of Arts and
Science for Women, Trichy-21

M. Munafur Hussaina
Principal i/c
PRINCIPAL (i/c)
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MINUTES OF THE LIBRARY COMMITTEE

Date : 04th November, 2023

Time : 10.30 a.m

Venue : Library, 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 AIMA 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 19.07.2023(Wednesday)
	Resolution- Last Meeting of Library committee was held on 19/07/2023 at Principal's cabin. Minutes of such meeting were read by librarian, and discussions made among the members and confirmed by President of the committee.
A.2.	Action taken report: Library Week
A.2.1	Library week is celebrated from 14th November to 21st November every year. The librarian consulted with the library members and decided what competitions and awareness could be held on those days. -A Book-Bank scheme is given to needy and clever student.
A.3	Action taken report: Discussion on Book Bank Scheme
A.3.1	Resolution -Our library has earmarked 1000 books for book bank scheme. The librarian asked teacher to convey to the students to take advantage of this scheme for students from below income group. Through this scheme a whole set of books is provided on payment Rs.20/- as deposit to student for one academic year. Committee agrees with librarian for purchasing of the books and sanctioned.
A.4	Action taken report: Discussion on Library budget for the academic budget 2023-24

ND. Arunachalam
PRINCIPAL (I/C)
AIMAN COLLEGE OF ARTS &
SCIENCE FOR WOMEN
07/11/23



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A.4.1	Resolution - On the fourth point regarding the suggestion of books by staffs, all the subject teachers forwarded the list of books needed for their subjects. Librarian presented the expenditure statement for the year 2023- 2024 for books and journals. There were queries from members regarding various items and were clarified in the meeting. It was decided to inform the concerned Heads of the Departments, the details of the procurement of books recommended by them, from this financial year onwards. There was an instruction from the Finance Office to get purchase approvals for every purchase. It was decided to adhere to this instruction of the Finance Office.
A.5	Action taken report: Training program for students and staff members
A.5.1	1. The committee members told the librarian to arrange training program for faculty members, during semester ending/starting. 2. Creating awareness on funding agency by an expert person.
A.6	Action taken report: Discussion on Newspapers
A.6.1	Resolution- Daily Newspapers are subscribed for recent news and references. Our Library subscribes seven Newspapers for the benefit of all.
A.7	Action taken report: Library websites
A.7.1	1. The librarian informed all that there are many open access resources website links are included under the library resources tab, library page will be updated daily, and Librarian explained how to download the file from the website. 2. Improving statistics of e-resources on daily basis by the staff members.
A.8	Any other matters
A.8.1	1. Provision of e-resources may be made available to students and staff. 2. Librarian discussed how to increase the user statistics. 3. A discussion among the library member, the items were granted enormously. 4. Discussion on various subjects among library committee members for development of library. 5. To allot a library hour once in a week for UG students and weekly twice for the PG students. 6. Extend the book requirement within the even semester.
The meeting ended at 11.45 a.m.	

M. N. Arunachalam
PRINCIPAL
07/11/23



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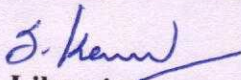
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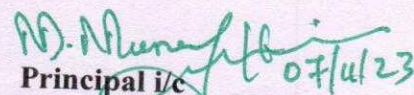
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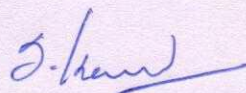
The librarian thanked the Library committee members for spending time for this meeting in spite of a busy schedule and also appreciated members for giving their suggestion and thanked for attending the meeting.


Librarian

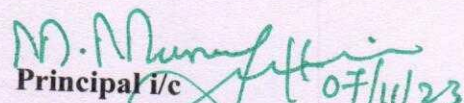

Principal i/c 07/11/23

Members:

- | | | |
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| 13. Mrs.Shajidha Banu | - | Head of Arabic |
| 14. Ms.M.Zulaikha Beevi | - | Incharge of Psychology |
| 15. Dr.Priya | - | Head of Physical Education |


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Library Committee Meeting Photos



Welcome Address



Discussions



Explain the Library websites



Committee members – Suggestion



Conclusion of the Meeting

Librarian

Vote of thanks

PRINCIPAL (NH) 07/11/23