



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/004

17.07.23

Dear Professor,

Greetings. There will be a Library Committee Meeting at our Library on 19.07.23 (Wednesday) at 10.30 a.m.

Agenda

1. Increasing User statistics
2. Orientation Programme
3. Books to be bought – (Department wise).
4. Any other Matters.

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

Librarian

Principal

Members:

- | | | |
|-----------------------------|---|-----------------------------|
| 1. Dr. AVK Shanthi | - | Principal |
| 2. Dr.M.Munafur Hussaina | - | Vice Principal & Head of CS |
| 3. Mrs.B.Fahameda Thabeseem | - | Head of CA |
| 4. Dr.S.Kanagasundari | - | Librarian |
| 5. Mrs.C.Priya | - | Head of Mathematics |
| 6. Dr.K.Sumathy | - | Head of English |
| 7. Dr.V.Sumathy | - | Head of BBA |



AIMAN COLLEGE OF ARTS & SCIENCE FOR WOMEN

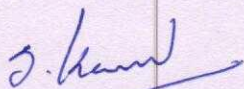
(Sponsored by AIMAAN Education & Welfare Society)

Affiliated to Bharathidasan University

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

K.Sathanur, Tiruchirappalli-620 021

- | | | |
|---------------------------|---|-----------------------|
| 8. Dr.K.Kalpana | - | Head of B.Com |
| 9. Dr.A.krithika | - | Head of B.Com with CA |
| 10. Ms.K.Nandhini | - | Incharge of AFT |
| 11. Ms. H.Shamsun nafeela | - | Incharge of N&D |
| 12. Ms.T.Nasreen Banu | - | Incharge of Physics |


Librarian



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



AIMAN College of Arts & Science for Women

Sponsored by AIMAN Education & Welfare Society | Affiliated to Bharathidasan University

Recognized by UGC under section 2(f) and 12(B) | K.Sathanur, Tiruchirappalli - 620 021.

Minutes of the library committee

Date : 17th July, 2023

Time : 2.00 p.m

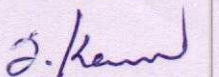
Venue : Principal Hall, Aiman college of Arts and Science for Women, Trichy.

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

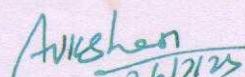
The principal mam welcomed the members to the meeting of the library committee of the AIMAN library and instructed the member secretary to proceed with the agenda.

A.	Action Taken Report : Discussion items
A.1	Confirmation of minutes
	The minutes of the library committee meeting held on 15 th July 2023 was confirmed by the members after discussion
A.2.	Action taken report: User Statistics
A.2.1	Principal also asked Librarian about use of library by students and staffs. The committee also discussed the relevant points to develop the habit of reading among students from the early child hood. All the staffs discussed and decided what efforts can be made to increase the attendance of students in the library.
A.3	Action taken report: Orientation Programme
A.3.1	Library orientation sessions were conducted for all UG and PG students in the month of July 2023. Students from fresher section were also visited the library during the period.
A.4	Action taken report: Book Purchased
A.4.1	On the third 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	Any other matters
A.5.1	Dr.S.Kanagasundari requested that the college library should conduct a librarian's day when the country celebrates 131 st birth anniversary of the father of library. It was resolved that a librarian's day will be conducted from 9 th August, 2023 for one day.
The meeting ended at 2.45 p.m.	

To monitor the functions of the library and the services provided by the library to the students and staff of the AIMAN, a Library Committee was constituted for the academic year 2023-2024, under the Chairperson of the Principal of the AIMAN College of arts and science for women with the following representatives as members.


Librarian

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


Principal

AIMAN COLLEGE OF ARTS &
SCIENCE FOR WOMEN
TIRUCHIRAPPALLI - 620 021

Library Committee





AIMAN College of Arts & Science for Women

Sponsored by AIMA Education & Welfare Society | Affiliated to Bharathidasan University
Recognized by UGC under section 2(f) and 12(B) | K.Sathanur, Tiruchirappalli - 620 021.

Minutes of the library committee

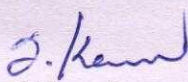
Date : 17th July, 2023
Time : 2.00 p.m
Venue : Principal Hall, Aiman college of Arts and Science for Women, Trichy.

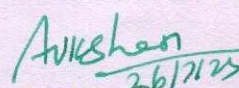
A list of the members who attended the meeting of the library committee and those who sought leave of absence is appended.

The principal 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
	The minutes of the library committee meeting held on 15 th July 2023 was confirmed by the members after discussion
A.2.	Action taken report: User Statistics
A.2.1	Principal also asked Librarian about use of library by students and staffs. The committee also discussed the relevant points to develop the habit of reading among students from the early child hood. All the staffs discussed and decided what efforts can be made to increase the attendance of students in the library.
A.3	Action taken report: Orientation Programme
A.3.1	Library orientation sessions were conducted for all UG and PG students in the month of July 2023. Students from fresher section were also visited the library during the period.
A.4	Action taken report: Book Purchased
A.4.1	On the third 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	Any other matters
A.5.1	Dr.S.Kanagasundari requested that the college library should conduct a librarian's day when the country celebrates 131 st birth anniversary of the father of library. It was resolved that a librarian's day will be conducted from 9 th August, 2023 for one day.
The meeting ended at 2.45 p.m.	

To monitor the functions of the library and the services provided by the library to the students and staff of the AIMA, a Library Committee was constituted for the academic year 2023-2024, under the Chairperson of the Principal of the AIMA College of arts and science for women with the following representatives as members.


Librarian


Principal
AIMAN COLLEGE OF ARTS &
SCIENCE FOR WOMEN
TIRUCHIRAPPALLI

Members:

- | | |
|-----------------------------|-------------------------------|
| 1. Dr. AVK Shanthi | - Principal |
| 2. Dr.M.Munafur Hussaina | - Vice Principal & Head of CS |
| 3. Mrs.B.Fahameda Thabeseem | - Head of CA |
| 4. Dr.S.Kanagasundari | - Librarian |
| 5. Mrs.C.Priya | - Head of Mathematics |
| 6. Dr.K.Sumathy | - Head of English |
| 7. Dr.V.Sumathy | - Head of BBA |
| 8. Dr.K.Kalpana | - Head of B.Com |
| 9. Dr.A.krithika | - Head of B.Com with CA |
| 10. Ms.K.Nandhini | - Incharge of AFT |
| 11. Ms. H.Shamsun nafeela | - Incharge of N&D |
| 12. Ms.T.Nasreen Banu | - Incharge of Physics |

Library Committee

