



AIMAN COLLEGE OF ARTS AND SCIENCE FOR WOMEN

Sponsored by AIMAN EDUCATION AND WELFARE SOCIETY | 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/2024-2025/EVE/003

Date: 21.12.24

Venue: Principal Cabin

Dear HOD's,

Greetings There will be a Library Committee Meeting at Principal Cabin on 23.12.24 (Monday) at 2.15 p.m.

Agenda

1. Confirmation of the minutes of last meeting held on 28.10.24 (Monday)
2. Discussion on Book – Bank Scheme
3. Paper Presentation
4. User Statistics
5. Library Hour
6. Staff and Student Must wear the ID Card
7. 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
AIMAN COLLEGE OF ARTS AND
SCIENCE FOR WOMEN,
TIRUCHIRAPPALLI-620 021

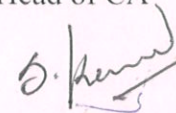
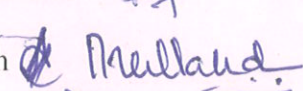
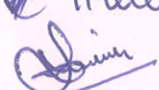
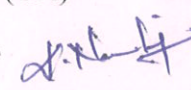
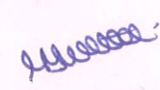
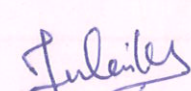
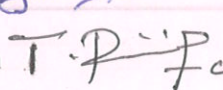


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MEMBERS

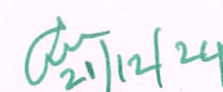
1. Dr.M.Munafur Hussaina	-	Principal & Head of CS	
2. Mrs.B.Fahameda Thabeseem	-	Director & Head of CA	
3. Dr.S.Kanagasundari	-	Librarian	
4. Dr. A. Iravithul Basira	-	Head of Mathematics	
5. Mrs. Meena Mahadevan	-	Head of English	
6. Dr. N. Five rose	-	Head of BBA	
7. Mrs. G. Revathi	-	Vice Principal & Head of B.Com	
8. Dr.M. Alam Jahaan	-	Head of B.Com (CA)	
9. Ms. K. Nandhini	-	Incharge of AFT	
10. Mrs. Jasmin Uhanitha	-	Vice Principal & Head of FSM&D	
11. Ms. T. Nasreen Banu	-	Incharge of Physics	
12. Dr. S. Sathiya	-	Head of Tamil	
13. Mrs.Shajidha Banu	-	Head of Arabic	
14. Ms.M.Zulaikha Beevi	-	Incharge of Psychology	
15. Dr.T. Priya	-	Head of Physical Education	



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CENTRAL LIBRARY

MINUTES OF THE LIBRARY COMMITTEE

Date : 23 December 2024

Time : 02.30 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 28.10.2024 (Monday)
	Resolution - Last Meeting of the Library committee was held on 28/10/2024 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: Discussion on Book-Bank Scheme
A.2.1	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.3	Action taken report: Paper Presentation



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A.3.1	She asked the principal mam, Librarian to encourage and help the librarian and staff to publish at least 2 paper publications per year by all the members.
A.4	Action taken report: User Statistics
A.4.1	1. The librarian informed all that there are many open access resources. Website links are included under the library resources tab, the library page will be updated daily, and the librarian explained how to download the files from the website. 2. Improving statistics of e-resources on a daily basis by the staff members.
A.5	Action taken report: Discussion on Newspapers.
A.5.1	Resolution-Daily Newspapers are subscribed for recent news and references. Our library subscribes seven newspapers for the benefit of all.
A.6	Action taken report: Library Hour
A.6.1	The librarian asked all the staff member to mention at least one class as a library class in the time table.
A.7	Action taken report: Staff and Student Must wear the ID Card
A.7.1	1. A notification has been issued to all staff and students regarding mandatory ID card wearing at all times within the library premises. 2. Signage has been placed at library entrances and prominent locations to remind individuals about the policy. 3. Library staff have been instructed to deny entry to individuals not wearing ID cards unless they have a valid exception.
A.8	Any other matters
A.8.1	1. We discussed publishing at least two books a year. 2. Encouraging students to buy more books for competitive exams. 3. After a discussion among the library member, the items were granted enormously.



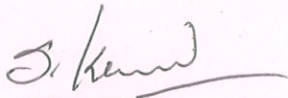
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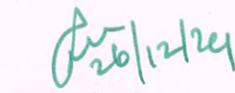
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	5. The librarian discussed how to increase the user statistics and staff.
The meeting ended at 3.30 p.m.	

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.


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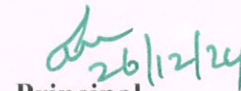
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Members:

- | | | |
|-----------------------------|---|--------------------------------|
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ACTIVITY PHOTOS



Librarian Discussed Previous Committee meet



Principal Mam- Explained few Points



Vice Principal Mam- Explained few Points



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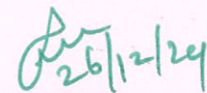
Librarian discussed the all agenda



Staff Comments


Librarian

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