



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

09.07.21

Venue: Library

Dear Professor,

Greetings, There will be a Library Committee Meeting at our Library on 14.07.21
(Wednesday) at 2.00 p.m.

Agenda

1. Confirmation of the minutes
2. Subscription of Printed journals
3. Orientation Programme
4. Library Volunteers
5. Any other matter

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

Librarian

Principal

PRINCIPAL

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SCIENCE FOR WOMEN
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Members Present:

- | | | |
|----------------------------|---|-----------------------------|
| 1. Dr.Suhashini Erest | - | Principal & Head of Physics |
| 2. Mrs.B.FahamedaThabeseem | - | Vice Principal &Head of CA |
| 3. Mrs. S.Jancy | - | Librarian |
| 4. Dr.M.MunafurHussaina | - | Head of CS |
| 5. Mrs.C.Priya | - | Head of Mathematics |
| 6. Mrs.M.Prabavathi | - | Head of English |
| 7. Mrs.M.Jahitha Begum | - | Head of BBA |
| 8. Mrs.G.Revathi | - | Head of B.Com |
| 9. Mrs.M.Ponmani | - | Head of AFT |
| 10. Mrs.M.JasminUhanitha | - | Head of N&D |
| 11. Mrs. ShajidhaBanu | - | Head of Arabic |
| 12. Dr. S.Sathya | - | Head of Tamil |

Librarian

Principal
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Minutes of the Library Committee

Date : 14th July, 2021
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 a 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 14 th July 2021 were confirmed by the members after a discussion
A.2.	Action taken report: Subscription of Printed journals
A.2.1	The committee approved to purchase of journals or departments and also suggested purchasing journals for computer science, nutrition dietetics and commerce.
A.3	Action taken report: Orientation Programme
A.3.1	Library orientation sessions were conducted for all UG and PG students in July 2021. Students from the fresher section also visited the library during the period.
A.4	Action taken report: Library Volunteers
A.4.1	Library volunteers are being used for book arrangement
A.5	Any other matters
A.5.1	Library users' details may be prepared with department-wise faculty and students; manual preparation of user details is a little difficult. It is possible only with ID card readers
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 2021-2022, under the Chairperson of the Principal of the AIMAN College of Arts and Science for women with the following representatives as members.

Librarian

Principal
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