



AIMAN COLLEGE OF ARTS & SCIENCE FOR WOMEN

(Sponsored by AIMA 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

04.07.22

Venue: Library

Dear Professor,

Greetings. There will be a Library Committee Meeting at our Library on 09.07.22 (Saturday) at 10.30 a.m.

Agenda

1. Confirmation of the minutes
 2. Budget Approval and Utilization
 3. Orientation Programme
 4. Stock verifications
 5. Approval of Demand books for the current semester
- You are invited to attend the meeting and to give valuable suggestions.

Librarian

Principal

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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

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Minutes of the Library Committee

Date : 09th July, 2022

Time : 10.30 a.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 09 th July 2022 were confirmed by the members after discussion.
A.2.	Action taken report: Budget Approval and Utilization
A.2.1	The member secretary presented the library budget for the year 2022-23 before the committee. A copy of the budget proposal was given to all the members. The members have gone through the same and after the brief discussion on each item, the chairman approved the budget proposal submitted by the member secretary and the same has been forwarded to the principal, accounts and finance. She has also presented details of funds utilized for the year 2021-22.
A.3	Action taken report: Orientation Programme
A.3.1	Library orientation sessions were conducted for all UG and PG students in July 2022. Students from the fresher section also visited the library during the period.
A.4	Action taken report: stock verifications
A.4.1	The Principal instructed the member secretary to do the stock verification of the college library and submit the report. And also instructed the member secretary to issue one copy of the reference books and textbooks to the department library for reference.
A.5	Approval of Demand books for the current semester
A.5.1	The member secretary presented the list of demand books and approximate budget before the committee. The chairman asked for available copies in the library against demand books. For these members, the secretary gave the details of available copies in the library. The committee approved demand books for purchase.
The meeting ended at 11.45 a.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 2022-2023, under the Chairperson of the Principal of the AIMAN College of Arts and Science for women with the following representatives as members.

Librarian

Principal

PRINCIPAL

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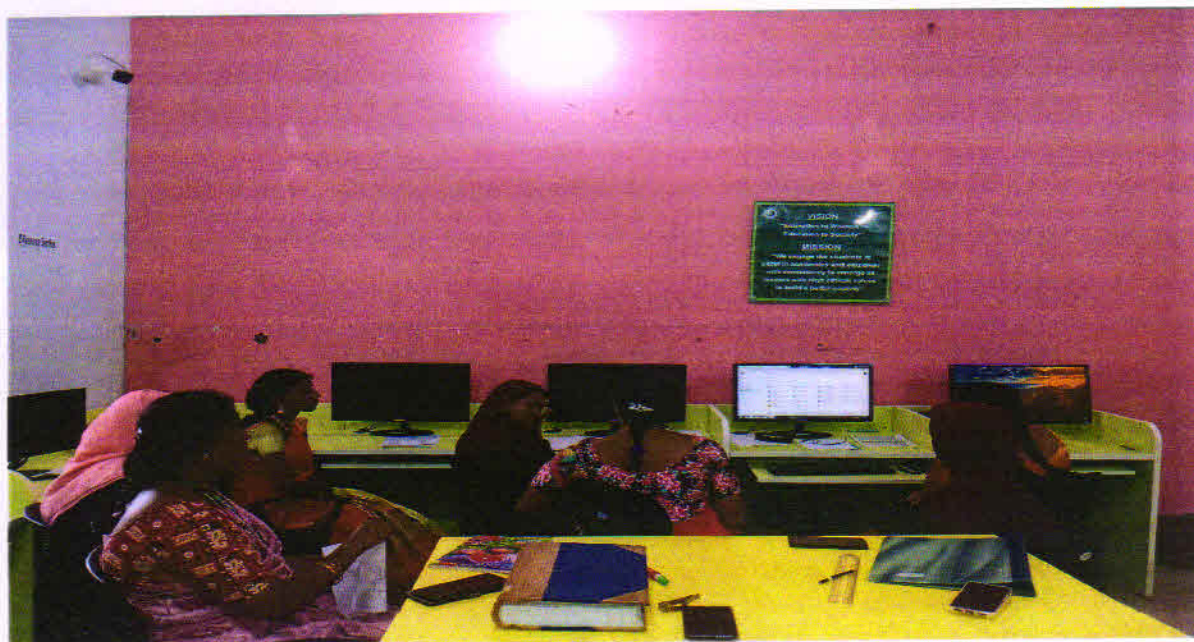
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Committee Report



Discussion of Committee



Vice Principal –Suggestion

Librarian

Principal

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