LIBRARY COMMITTEE MEETING

The Library Committee meeting began in Rev. Fr Principal's room at 12.30 pm, on 25-07-2005 with a silent prayer.

The following members were present:
Rev. Fr Albert Muthumalai SJ, Principal and Chairman, Library Committee.
Dr Ramanand, HOD, Physics
Dr Jayasurya Kingsley, Dean of Sciences
Mr K T Dilli, Librarian, and
Rev. Dr A G Leonard SJ, Library Warden and Convenor, Library Committee.
Rev. Fr F Andrew SJ, Secretary is as a special invitee.

Absence and Apologies:
Prof. Vincent Jeyakumar, HOD, Economics and
Prof. Santhanam, Vice-Principal have sent letters expressing their inability to attend the meeting due to official work.

Rev. Dr A G Leonard SJ, Library Warden welcomed the Library Committee members.

Mr K T Dilli, Librarian proceeded with the Agenda. The following points were presented as 'Updating on Library Matters'.

01. The total number of books available in the college library as on June 16, 2005 is 1,10,000.
02. The number of journals subscribed is 275.
03. The efforts at creating 'Digital Library' are going on.
04. Rev. Fr Secretary has made arrangement for photocopying library materials at Rs 0.25 per exposure. A separate machine is installed inside our library.
05. The Book Bank system is in operation from 23.07.2005.
06. The Audio Library facilities are available for the visually challenged students.
07. Students are making use of the CD facilities for effective learning.
08. The Library is kept open upto 2000 hours on all working days. (It was expressed that the students are not making use of this facility.)
09. Beginning from June 16, 2005, the Library Staff are preparing a WEEKLY REPORT of their activities as part of *Healthy Practices* as

suggested by NAAC. With a view to strengthening the transparency systems and accountability, the officials at the library are presenting the weekly report. All these reports, it is observed, would be kept in bound form for future reference. The format was prepared by Rev. Dr A G Leonard SJ, Library Warden and wholeheartedly received by the library officials. The duly filled in Weekly Reports till the week ending 23-07-2005 were exhibited at the meeting. The exercise was appreciated by the members present.

Mr K T Dilli, Librarian, then presented the *Administration Report* for the years 2002-03, 2003-04 and 2004-05.

Rev. Dr A G Leonard SJ, Library Warden, suggested that the money allotted to the various departments should be according to some well laid criteria. A department functioning under both the Aided Section and the Self Supporting Section and having UG, PG and Research courses should be allotted more money than the ones not enjoying these facilities.

With a view to working out the per head Library expenditure, year wise, subject wise, section wise the list of students for the years beginning from 1st NAAC visit in 1999-2000 is needed. Rev. Fr Albert Muthumalai SJ, Principal directed Mr Cleophus, Personal Assistant, to give the college library the break-up of student strength.

With reference to the money allotted to the library for the academic year 2005-06, Rev. Fr F Andrew SJ, Secretary informed that the office of the Bursar would soon communicate the decision. He further mentioned that henceforth all financial dealings in the college would be the work of the office of the Bursar.

It was suggested that the *No Due Certificate* must be got from the Library by the staff members before the members leave the institution. It was agreed that the caution deposit for the teaching faculty would be increased from Rs. 300 to Rs. 1000 from the next academic year (2006 – 07) onwards.

Dr Ramanand, HOD Physics suggested that the monthly addition of books subject-wise be sent to all the departments. Sending information through internet is not very much useful.

As of now, the practice is that the books and journals bought are the ones recommended by the Heads of the Departments concerned. Rev. Fr F Andrew SJ remarked that our college, having the *Five Star Status* and now the recognition *College with Potential for Excellence* should be in a position to negotiate for greater concession from the book-sellers than the 12% and the 15% we are getting. Mr K T Dilli has accepted to look into that observation.

It was also mentioned that the staff members as of now are issued a maximum of 12 library books.

It is proposed to buy three trolleys for quicker and easier movement of books and Journals within the Library. A model of the trolley is available with Rev. Fr F Andrew SJ, Secretary.

As the present construction at the library would have the potential to create more space in the library, it was proposed to put a similar structure in the left wing also. Rev. Fr F Andrew SJ, Secretary assured the committee that he would favourably consider the suggestion.

The committee asked Mr K T Dilli, Librarian, to take the initiatives in establishing *Smart Card system* as is obtaining in the Anna University to restrict the unauthorized users.

The committee unanimously granted permission to hold a one day workshop for the Librarians during Feb 2006.

The committee members had tea.

Fr Library Warden
and Convenor, Library Committee.

Librarian

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