Central Library, Loyola College
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Library Committee Meeting: 2015-2016

Date: 23-09-2015 **Time: 11:40 A.M.** **Venue: Principal's Office**

AGENDA

1. Duplication of assigning of I.D numbers for Staff (Teaching as well as Non-Teaching) for the ERP process to be stopped.

2. Issue of T.C. without getting Library clearance. Intimation not being provided regarding Group change by the First Years (especially from the Shift-1 office).

3. Intimation not being provided well in advance regarding work schedule for the Administrative staff if there is no day order for the students (apart from Sundays and Government Holidays).

4. Assigning punishment duty to students in Library needs to be avoided (it interferes with the regular work of the Library staff).

5. To make it mandatory for the Research Scholars to submit a soft copy of their Theses (M.Phil & Ph.D) to the Library.

6. Suggestion to change the Fees Heading as E-Resources charges, instead of Internet Charges.

7. Accounts statement provided by the Finance Section, to be submitted to the funding agencies (which have to be certified by the Librarian) are not in tune with the Library Accounts.

8. Computer configuration to be upgraded in all machines in the Digital Library.

9. Any other matter.

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Minutes of Library Committee Meeting – 2015-2016

The Library Committee meeting was held at Rev. Fr Principal's room on 23rd September, 2015. It began at 11.40 a.m. with a silent prayer.

The following members were present:

Rev. Dr. G. Joseph Antonysamy SJ, Principal & Chairman
Rev. Dr. S.Lazar SJ, Secretary & Correspondent (Library Director)
Prof. G. Ramamurthy, Deputy Principal
Dr. K.T. Dilli, Librarian
Prof. S. Pencier, Vice-Principal
Dr. R. Ravindhran, Dean of Research
Dr. Joe G.M. Jesudurai, Dean of Science
Dr. A. Marcus, Dean of Arts
Dr. Xavier Mahimairaj, Coordinator, IQAC
Prof. S.A. Nagarajan, Member
Dr. M. Parthiban, Asst. Librarian

Fr. Library Director welcomed the library committee members. Then the Librarian read out the minutes of the previous library committee meeting held on 17th September, 2014 and the same was approved by the committee. Fr. Principal insisted on presenting a separate Action Taken Report based on the last year Minutes.

The Librarian informed the committee that the management

- has allotted a separate section in the Library for Research Scholars (M.Phil & Ph.D) and staff members to access the E-Resources.

- Adjacent to the Library a reading Room has been ear marked for the students to study with their own materials is coming soon.
- Centralized Printing and Photocopy facilities are being arranged for the benefit of students in the reading room.
- Like E-Journals a package of 50 subscribed popular E-Magazines is going to be added to the existing e-resources of our college.

Then the Librarian initiated the discussion as per the agenda.

- With reference to the Duplication of staff I.D. numbers for the ERP purpose – members raised various doubts. Major issues are authentication of staff and their category. Appointing authority is Secretary. Students are assigned automatic I.D. numbers through the process of ERP. Finally it was decided that allotment of I.D. numbers for staff should be brought through the ERP and that part of ERP would be controlled by Fr. Secretary's Office. The committee approved that the Library would be assigning I.D. numbers for staff till ERP takes charge of assigning the ID.
- With reference to the Issue of T.C. without Library Clearance – The officials stated that the process is fool proof, in spite of this if there is any malpractice the Librarian is asked to report it immediately. To avoid this problem in future the Committee insisted that the Library should be brought under ERP in all aspects so that Library can keep track of any transactions with regard to the issues of T.C. and group change.
- With reference to non-intimation of work schedule for Administrative staff well in advance – the Fr.Secretary was under the impression that the Office would remain closed if it is holiday for the students. The Deputy Principal clarified that the Secretary was the deciding authority regarding this. Father Secretary assured that here after he would look into it.
- With reference to assigning punishment duty for the students – the committee unanimously decided that it should be stopped.
- With reference to the submission of a copy of Theses to the Library – the committee after much discussion (with reference to plagiarism) came to the

conclusion that Hard & soft copy of the Ph.D theses should be submitted to the Dean of Research, in turn he would send them to the Library. The Soft copy can be uploaded in the Digital Library. It was decided that the M.Phil Theses can be submitted to the Department Library instead of the Central Library. The Dean of Research would take initiative to make it as mandatory.

- With reference to changing the Title of Internet Charges in Fees collection – the committee approved the suggestion and informed that the Librarian to intimate during the process of next semester fees collection to change the heading as E-Resources fees instead of Internet charges.
- With reference to the Accounts statement of Finance Section not in tune with the Library Accounts – Father Principal said that the actual account statement submitted by the Librarian should be taken as final and there should not be any interference from the Finance Section. This was approved by the Committee.
- With reference to upgrading the configuration of computers in the Digital Library – Father Secretary assured, that revamping of I.T team is going on and soon every problem would be sorted out quickly.
- In other issues –The Committee members gave suggestions on various issues – The Dean of Science - Adding or strengthening more Department Libraries. Prof.Nagarajan - advance intimation need to be given to the department while allotting funds for the purchase of Library books. IQAC coordinator - a book store inside our campus. Dean of Arts – e-resources list to be sent to the departments. Dean of Research – funds available for advance automation in Library. Father Principal – status of Maran Library to be settled soon. Deputy Principal – difference between aided and management teaching staff in book allotment to be sorted out. Vice Principal - reading atmosphere inside the Library to be refurbished.

Finally Father Library Director thanked everyone of the Library committee for attending and providing valuable suggestions for this meeting.

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23.09.2015 **LIBRARY COMMITTEE MEETING** **11:20 A.M.**

S.No	NAME	DEPARTMENT	SIGN
01.	Rev . Dr. G. Joseph Antony Samy, S.J.	Principal & Chairman	
02.	Rev . Dr. S. Lazar, S.J.	Secretary & Correspondent (Library Director)	
03.	Prof. G. Ramamurthy	Deputy Principal	
04.	Dr. K. T. Dilli	Librarian	
05.	Prof. S. Pencier	Vice – Principal (Shift- I)	
06.	Dr. R. Ravindharan	Dean of Research	
07.	Dr. Joe G. M. Jesudurai	Dean of Science	
08.	Dr. A. Marcus	Dean of Arts	
09.	Dr. Xavier Mahimairaj	Coordinator, IQAC	
10.	Prof. S. A. Nagarajan	Member	
11.	Dr. M. Parthiban	Member	