

Minutes of Library Advisory Committee Meeting - 2019

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Date & Time: 18/12/19 at 02: 00 p.m. **Venue:** Office of the Principal

The following members attended the meeting.

Principal	: Dr. Sr. Rosy Joseph	firm
Secretary	: Sr. Susan Mathikal	firm
Vice Principal Shift I	: Dr. Felicia C. Kennedy	
Vice Principal Shift I	: Dr. Sandra Joseph	
Vice Principal Shift II	: Dr. Vidya Srinivasan	
Dean (Curric. & Bus. studies)	: Dr. Leema Francis	
Librarian	: Dr. M.Mahalakshmi	
IQAC Coordinator	: Dr. Lakshmi Priya Daniel	
Bursar	: Sr. Veera Jazette Barboza	firm
Faculty Representatives	: Dr. A. Punitha (PG) : Ms Anil. S. (SF)	
Student Representatives	: Ms. Angel Irene (19/PMTA/042) : Ms. Thilaga Pragasini (19/UTILA/002)	
Absentee	: Dr. Julianna Joe	

Agenda

- **Prayer**
- **Confirmation of Minutes of the previous meeting held on 19.12.2018**
- **Discussion on matters pertaining to the functioning of the College Library**
- **Presenting the highlights and activities of the Library for the year 2019**
- **Any other**

The Library Advisory Meeting began at 2.00 p.m. with a prayer by Sr. Susan, after which the student representatives, Angel Irene and Thilaga Pragasini from the Departments of Mathematics and Physics introduced themselves.

The meeting began with the Librarian projecting the Minutes of the last year's committee meeting. Action taken for points discussed at last year's Committee Meeting (2018) was also projected which were:

- Space for stacking the less used collection
- Permission to use the staircase situated inside the UG Library for the PG students to go to PG Library
- Painting the Exterior of the Library
- EBSCO Training for the PG 1st years (1 hour per year)
- Cost of the printing of Duplicate Identity card to be hiked
- Conduct a survey about library use of OPAC/ Library usage

The Librarian made a PowerPoint presentation highlighting the holdings of the Library, improvements made in the library, the programmes organised by the library and the programmes attended by the Librarian. Mention was also made about the Remedial books that have been distributed to the respective departments as discussed in the last committee meeting and also of using of the RFID stock device for taking the Inventory control.

With regard to the online General Elective courses being launched for the first time, the Librarian pointed that the students crowd the computer section in the Library during their GE hours to which Dr. Felbin Kennedy pointed that the students were supposed to bring their own laptops which was also mentioned during their registration process. She further said a separate room could be allotted in the Sistem Sofia (SS) block for online GE courses but the students should bring their own Laptops. She further said since SS Block had Wi-Fi facility the students can use their Laptops anywhere in the SS block. Sr. Principal added that the Wi-Fi facility would soon be extended to the big OAT also.

Dr. Felbin Kennedy stated as the first year hostel students were not allowed to bring their laptops to the hostel there would be problem in doing these online GE courses and other

online certification courses. Sr. Principal said this issue would be considered for the first year hostelites to use the Laptops for academic purposes.

Regarding the utility of the Audio Visual Room in the Library, it was decided in the meeting that the room can be allotted for Doctorate, MPhil and Post graduate Programmes apart from the holding lectures. The Librarian pointed that the Air conditioner in the AV Room had not enough cooling, to which Sr. Veera asked the Librarian to contact the AC mechanic and do the checkup.

Dr. Felbin Kennedy further pointed out that the books in the library especially in their subject had old editions. She suggested that as new reprints are brought out to buy those new ones to replace the older editions. She further said there should be minimum 5 copies of textbooks for circulation and 2 copies as reference for any title.

Dr. Vidya Srinivasan enquired about the Library in the SS Block to which Sr. Susan replied it would be ready by January 2020 and the book racks would be ordered soon. Dr. Puritha wanted the database E-stats to be renewed to which Librarian pointed out it would be looked upon as this database which was subscribed in the previous year had not much patronage.

The Librarian pointed out that the students are being sent to the Library even if it is not a Library hour in the recent times. Sr. Principal cited if a teacher takes leave with prior notice, her classes can be exchanged with other teachers or due to emergency if a teacher absents herself, her whole class of students can be sent to the Library. Hence the whole class can be sent to library only with a valid reason.

Sr. Principal mentioned about the Plagiarism software to be bought for the College. She asked the Librarian to check for the quotes for both Urkund Plagiarism software and Turn-it-in Plagiarism software. Sr. Principal also stated all the Postgraduate dissertations can undergo plagiarism check.

Dr. Felbin Kennedy pointed that the software for Visually Challenged students can be made available in the Library to which Librarian mentioned that the Library already had JAWS (Job Access with Speech) and NVDA(Non Visual Desktop Access) software for

the visually challenged. Dr. Leema Francis mentioned that an ex-student from commerce department had cleared Final Examination of Chartered Accountant using specific software for the visually challenged.

The student representative Angel Irani stated that she wanted more books on UGC Net in which Dr. Felbin Kennedy asked the student to be more specific whether she wanted books for Part A or Part B.

The Librarian requested the Principal to hand over to the Departments the charge of recording and uploading of the Online GE courses for which Dr. Felbin Kennedy after due training this would be considered.

After discussions, the various data and the reports of the library for the year 2019 like User Statistics, Issue Statistics, N-List Ranking, NPTEL Statistics, EBSCO usage Statistics, Revenue Report, Communities in DSpace, Month wise user Statistics, Month wise Charged resources and the department wise utilization of the library in the form of Pie Charts were presented. Photographs of the RFID Tags, Stock Control Device, Self Kiosk and the Drop Box were also projected in the Presentation. The Librarian thanked all the members who were present for the meeting which concluded at 3.10 p.m.
