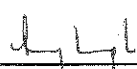

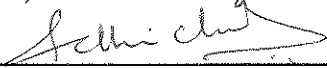
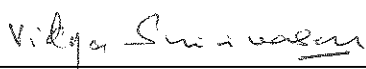
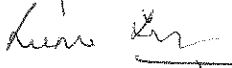


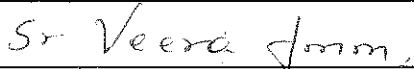
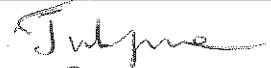
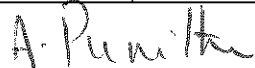


**STELLA MARIS COLLEGE (AUTONOMOUS), CHENNAI**

**LIBRARY ADVISORY COMMITTEE MEETING -2020**

<b>DATE</b>	31.12.2020	
<b>TIME</b>	12 00 Noon	
<b>VENUE</b>	Mini Conference Room, CC Block	
<b>S. No.</b>	<b>Name</b>	<b>Signature</b>
1	Dr. Sr. Rosy Joseph fmm	
2	Sr. Susan Matheikal fmm	
3	Dr. Felbin C. Kennedy	
4	Dr. Regi Manimegala	ABSENT
5	Dr. Vidya Srinivasan	
6	Dr. Leema Francis	
7	Dr. M. Mahalakshmi	
8	Dr. Lakshmi Priya Daniel	
9	Sr. Veera Janette Barboza fmm	
10	Dr. Juliana Joe (UG)	
11	Dr. A. Punitha (PG)	
12	Ms. Aarti. S. (SF)	ABSENT

# STELLA MARIS COLLEGE

(Autonomous)

## Minutes of the Library Advisory Committee Meeting

31 December 2020

The Library Advisory Committee Meeting for the year 2020 was held on 31 December 2020 at 12.00 noon in the Mini Conference Room in CC Block .

### Members Present

Principal	: Dr. Sr. Rosy Joseph fmm	44
Secretary	: Sr. Susan Matheikal fmm	
Vice Principal Shift I	: Dr. Felbin C. Kennedy	
Vice Principal Shift II	: Dr. Vidya Srinivasan	
Dean (Comm & Bus.studies)	: Dr. Leema Francis	
Librarian	: Dr. M. Mahalakshmi	
IQAC Coordinator	: Dr. Lakshmi Priya Daniel	
Bursar	: Sr. Veera Janette Barboza fmm	
Faculty Representatives	: Dr. Juliana Joe ( UG)	
	: Dr. A. Punitha (PG)	
Student Representatives	: Ms. Bhavya (18/UMTA/048)	
	: Ms. Candy (19/PELA/021)	

### Members Absent

Dr. Regi Manimegala

Ms. Aarti. S.

The meeting commenced with a prayer by Sr. Susan, the Secretary of the College after which the student representatives namely Ms. Bhavya and Ms. Candy from Departments of Mathematics and English Literature introduced themselves.

### **Confirmation of Minutes of the previous minutes**

The members of the Library Advisory Committee Meeting confirmed the minutes of the Meeting held on 18 December 2019 and it was approved to pass the previous minutes.

A two minute silence was observed in memory of Ms. Arockia Mary, Library Assistant who left us on 23 August, 2020.

### **Discussion on the Matters pertaining to the functioning of College Library for the Academic Year 2020**

The Librarian presented the Action points for matters discussed in the last year's (2019) committee meeting which were:

- Crowding of computer section in the Library during the GE Hours
- Utility of the Audio Visual Room in the Library
- Recommendation to buy new reprints
- Opening of SS Block Library
- E-stats Database to be renewed
- Procurement of Plagiarism software

The Librarian made a PowerPoint presentation highlighting the holdings of the Library, Salient features of the Library, Information services carried out in the Library, Improvements made in the Library, the Programmes attended by the Librarian.

The Librarian pointed out that Mutilated books have been identified for Discarding. The approval of the Committee members was sought who were asked to sign the approval form for discarding the mutilated books and the list of discarded books was readily available and both the discarded book list and sample of the mutilated books was shown to the Committee members. The Librarian further pointed that Pest control Procedure and Inventory control was also carried out in June 2020/

With regard to the Online General Elective (GE) courses being offered for the first year undergraduate students, suggestion had come from Dr. Lakshmi Priya, Associate Professor,

Department of Fine Arts to host the GE contents which were currently available via Intranet, in our College official You tube channel. Taking into consideration the Copyrights issues it was decided to post the GE contents through Google classroom for the time being.

Dr. Leema Francis, Dean – Commerce and Business studies expressed that copies of text books bought for commerce department (Shift 2) were not enough and wanted 3 copies of text books per section to be procured for the current semester to which Sr. Principal agreed. Dr. Leema Francis also wanted Newspapers to be bought for SS block Commerce Library to which Sr. Principal said if good use of the newspapers would be made, then it can be procured. Suggestion had come to buy Newspapers like Economic Times, Business Line, Financial Express and Business Line. With regard to adding more computer systems for the SS block commerce library, Sr. Principal said more computer systems would be added in the Mezzanine floor in the SS block commerce library.

With regard to the feedback from the Student Representatives, Ms. Bhavya Undergraduate student reprehensive from Department of Mathematics appreciated the attitude of the Library staff and had expressed that the atmosphere in the Library was conducive for silent learning. She also expressed even though the books are kept by students in different shelves, the next day when the students come to the Library all the books are in the correct place to which Sr. Susan ,the secretary of the college appreciated the Librarian for the good work done by the Library staff. Ms. Bhavya further expressed her desire to consider increasing the book eligibility for the final year undergraduate students to which the Librarian said it was already increased from 2 books to 3 books for the final undergraduate students. Ms. Bhavya expressed her desire not to renew the books more than twice for a student.

Ms. Candy, Post graduate (PG) student representative also praised the Library staff and said the staff were all very courteous and always helped the students who were in need. Ms. Candy said availability of sanitizers in the Library was a great safety measure being followed during this COVID times. She further expressed that a sanitizing machine like the one kept in the undergraduate Library to be made available in the PG Library also to which Sr. Principal said it would be done. Ms. Candy said Head phones in the PG library were not working properly to which Sr. Principal said it would be better if the students bring their own Head phones as a safety

measures. Ms. Candy further said N-List was not working for many students to which Librarian said to give a list of all names for whom N-List was not working which would be rectified Ms. Candy further complained that many of the computer systems in the Library were not working properly. She also mentioned that J-Stor in the N-List was not accessible for her class mates to which the Librarian said it would be sorted out soon. Ms.Candy also wanted remote access to DSpace to which Librarian said it was already hosted on the Internet.

The Librarian wanted to know if Faculty can use the Library for their online class or Invigilation to which Sr. Principal said if need rose, can be used.

After discussions, the various data and the reports of the Library for the year 2020 like User statistics, Issue statistics, N-List Ranking, NPTEL Statistics, EBSCO Usage Statistics, and Revenue Report were presented. Mention was made by the Librarian to highlight the Library activities during Lockdown like conduct of Webinars, Online quiz and Compilation of open Educational Resources, Statistics of students who took Coursera Courses. The Librarian thanked all the Committee members who were present for the meeting which concluded at 1.00 p.m.

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