

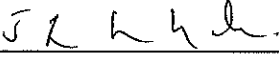
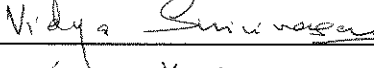
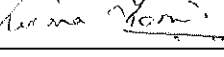

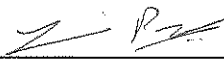
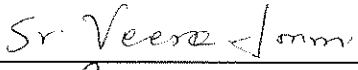
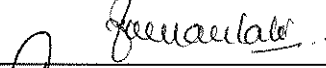

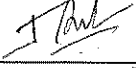
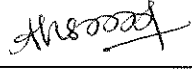
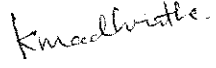


STELLA MARIS COLLEGE (AUTONOMOUS), CHENNAI**LIBRARY ADVISORY COMMITTEE MEETING**

DATE	16.12.2021	
TIME	12.00 noon	
VENUE	Office of the Principal, CC Block	
S. No.	Name	Signature
1	Dr. Sr. Rosy Joseph fmm	
2	Sr. Susan Matheikal fmm	
3	Dr. Felbin C. Kennedy	
4	Dr. Regi Manimegala	
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. Antony Rose Immaculate	
11	Dr. Ajie George	
12	Dr. Anbumalarmathi	
13	Ms. Monisha (20/UPYA/144)	
14	Ms. Madhumitha (20/PISA/112)	

STELLA MARIS COLLEGE

(Autonomous)

Minutes of the Library Advisory Committee Meeting

16 December 2021

The Library Advisory Committee Meeting for the year 2021 was held on 16 December 2021 at 12.00 noon in the Office of the Principal, CC Block.

Members Present

Principal	: Dr. Sr. Rosy Joseph fmm	44
Secretary	: Sr. Susan Matheikal fmm	
Vice Principal Shift I	: Dr. Regi Manimegala	
Vice Principal Shift II	: Dr. Vidya Srinivasan	
Dean (Comm & Bus.studies)	: Dr. Leema Francis	
Librarian	: Dr. M. Mahalakshmi	
IQAC Coordinator	: Dr. Lakshmi Priya Daniel	<u>2/12</u>
Bursar	: Sr. Veera Janette Barboza fmm	
Faculty Representatives	: Dr. Antony Rose Immaculate (UG)	
	: Dr. Ajie George (PG)	
	: Dr. Anbumalarmathi (SF)	
Student Representatives	: Ms. Monisha (20/UPYA/144)	
	: Ms. Madhumitha (20/PISA/112)	

Member Absent

Dr. Felbin C. Kennedy

The meeting commenced with a prayer by Sr. Susan, the Secretary of the College after which the student representatives namely Ms. Monisha and Ms. Madhumitha from Departments of Psychology and International Studies 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 31 December 2020 and it was approved to pass the previous minutes.

The Librarian presented the Action points for matters discussed in the last year's (2020) committee meeting which was:

- Mutilated books for discarding
- Online GE Course material
- Copies of textbooks to be procured for Dept. of Commerce (Shift 2)
- Newspapers for SS Library
- Sanitizing Dispenser - PG library

Discussion on the matters pertaining to the functioning of College Library for the Academic Year 2021

The Librarian made a PowerPoint presentation highlighting the holdings of the library. Mention was also made in the presentation about some of the activities conducted by the library for the year 2021 like procurement of Urkund plagiarism detection software, training for Urkund software and creating user IDs for Urkund, The presentation also pointed out the conduct of Online Course Department Coordinators Meeting in July 2021 through Google Meet and conduct of Web based orientation which was completed for the first year students in September 2021

The presentation also showed the highlights of the library like our college occupying the 4th position for the month of February 2021 among the Top Ten College users of the N-List programme. It was also mentioned that the faculty got their profiles registered in VIDWAN which is Expert Database and National Researcher Network and creation of IRINS Instance for our College. The presentation also displayed the improvements made in the library like addition of eight Core I5 Gen 11 Computer systems, and installation of Electronic Board

The presentation also showcased the accomplishments of the Librarian like the Librarian securing the first rank in the final test of the Refresher course and she was also nominated as

University of Madras Board of Studies Member for the Department of Library. Mention was also made about the Librarian receiving the Nonage Mamani award from Tamil Nadu librarian.com and nomination of Librarian as External Library Committee Member of Shaun College of Arts and Science, Chennai

The Librarian checked with the principal if 10 hours of logging to NPTEL courses from the library also is to be continued for which the attendance is posted by the Librarian. Sr. Principal said this practice can be continued so that students will make use of the library more effectively. Suggestions had come to consider the NPTEL course as ME or GE course. It was discussed that the faculty would identify NPTEL courses for the students. Discussion on this matter further led to how to accommodate these courses into our curriculum and to equate the credits. Hence it was decided to have a brainstorming session to have more clarity.

About the computer systems to be added to the SS Block Library, Sr. Principal said as students are coming in full swing computers would be added to the Mezzanine floor. Sr. Principal also gave permission to procure a new newspaper rack for the SS block Library.

Dr. Lemma Francis, Dean of Commerce pointed out at times when the library is crowded, one staff manning the library is too tough and it was decided to take Ms. Lemma who looks after the Digital studio to help at required times. Dr. Lemma Francis pointed out that study materials are given by many institutes which needs to be classified for which the Librarian said it would be accessioned separately as Gift books.

The Librarian requested a Prompter for the recording of Online Courses for which Sr. Principal gave her consent to procure one

With regard of usage of EBSCO Journal Database, it was decided to conduct class wise orientation for all the students from the coming academic year.

The Librarian pointed out the no usage of Unkind Plagiarism detection software even though user IDs were created for all Research supervisors and PG Heads. Request came from Dr. Anbumalarmathi to conduct special Urkund training for their PG Students in their 3rd semester. It was further discussed by all the members present and it was agreed that all Thesis of the PG

Departments, UG Research projects, and papers submitted for Journals, Conferences, and seminars would go through a Plagiarism check using Urkund. The PG Research Supervisors would do the uploading of the PG thesis of their respective Departments.

The Librarian pointed out that the back area of the library work area was always smelling very badly due to the six drainage outlets there for which Sr. Principal said that it would be discussed with the Chennai Corporation.

About the feedback from the Student Representatives, Ms. Monisha, an Undergraduate student representative from Department of Psychology said all the latest books and question banks on Civil Services Examination can be procured in the library. Ms. Monisha further expressed her desire to consider increasing the book eligibility for the second-year undergraduate students to which the Librarian said it would be looked upon. Ms. Madhumitha Post graduate (PG) student representative said more copies of the books for the Department of International Studies can be procured in the PG Section.

After discussions, the various data, and the reports of the library for the year 2021 like Issue statistics, Coursera reports, Expenditure report, N-List Ranking, and Revenue reports were presented. Mention was made by the Librarian to highlight the library activities during Lockdown like providing remote access to EBSCO Journal Database, Facilitating the Coursera for Campus program, and updating the library webpage. The Librarian thanked all the Committee members who were present for the meeting which concluded at 1.00 p.m.
