

STELLA MARIS COLLEGE

(Autonomous)

Minutes of the Library Advisory Committee Meeting

19 December 2023

The Library Advisory Committee Meeting for the year 2023 was held on 19 December at 1.30 pm in the Office of the Principal, CC Block.

Members Present

Principal i/c	: Sr. Dr. Stella Mary fmm
Secretary	: Sr. Judith Anita Gonsalvez fmm
Vice Principal Shift I	: Dr. J. Regi Manimegala
Vice Principal Shift I	: Dr. Shiny John Vairamon
Vice Principal Shift II	: Ms. U. Jeyapriya
Dean (Comm & Bus.Studies)	: Dr. Leema Francis
Librarian	: Dr. M. Mahalakshmi
IQAC Coordinator	: Dr. Rebacca Devaprasad
Bursar	: Sr. Veera Janette Barboza fmm
Faculty Representatives	: Dr. A.S. Shanthi (PG) Dr. Susan Paul (UG) Dr. S. Aruna Sharmili (SF)
Student Representatives	: Ms. Divya Dharshini (23/UECA/037) : Ms. Shwetha (23/PELA/014)

The meeting commenced with a prayer by Dr. Susan Paul, Head of the Department of History and Tourism after which the student representatives namely Ms. Divya Dharshini from the Department of Economics and Ms. Shwetha from the Department of English introduced themselves.

Confirmation of Minutes of the Previous Meeting

The members of the Library Advisory Committee Meeting confirmed the minutes of the Meeting held on 20 December 2022 and it was approved to pass the previous minutes.

The Librarian presented the action points for matters discussed during the last year's (2022) committee meeting which are:

- The cost of the Identity card to be hiked – Maintained at Rs. 125/-.
- Request to display quotes from the Bible and Thirukkural in the Library - Completed.
- Teleprompter procurement for the Digital Studio - Completed and also informed Ms. Meenakshi of the Department of the Fine Arts to get it fixed.
- Racks to be added to the mezzanine floor to overcome the space constraint - Not feasible.
- Hosting the OPAC on the Internet - Yet to be completed.

In this year's meeting, the cost of the Identity card to be raised was discussed and it was agreed to raise the cost of the Identity card which had an RFID Chip from Rs.125 to Rs.150 which would be implemented from next academic year. About the hosting of the OPAC (Online Public Access Catalog) on the Internet it was decided to put this issue on hold for some time as procuring the Internet Protocol (IP) as a set of eight was a costly affair which also included a recurring cost every year.

Discussion on the matters about the functioning of the College Library for the Academic Year 2023

The Librarian made a PowerPoint presentation highlighting the holdings of the library. Mention was also made in the presentation about the activities conducted by the library for the year 2023 which included completion of Orientation and distribution of Identity cards for the first-year undergraduates and first-year postgraduates, Facilitation of Coursera for Campus and NPTEL courses, conduct of the Book exhibition in February 2023 and Renewal of the Library Membership of the American Center in August 2023. Special mention was made about the four faculties who had expressed their interest in offering online courses in SWAYAM for which they had submitted the course layouts to the University of Madras and UNOM after scrutiny had given a Letter of

Consent to offer credit on behalf of Stella Maris College for courses to be offered by these faculties and these course layouts have been forwarded to SWAYAM for final approval.

The Librarian also pointed out the addition of an E-Learning Tab on the College website under which two more menus were added namely General Electives and Video Lectures. The existing contents of the General Electives courses were already uploaded under the General Elective's menu. The Librarian pointed out that the video lectures are yet to be developed to which Dr. Rebacca IQAC Coordinator pointed out that many video lectures are already available in the Department of Computer Science to which the Librarian said those lectures would be collected and uploaded under the respective menu. The Librarian also mentioned the inclusion of UGC CARE LIST and e-PG Pathshala menus in the College Website. Sr. Principal asked the Librarian to include more information about the titles of journals which would help the faculty to publish their articles.

The Librarian mentioned the creation of a personalized page for the Library using Linktree which allowed a customizable page to be built that housed all the important links that need to be shared with the College community. Sr. Principal pointed out to check if statistics of users who are using this link can be acquired to which the Librarian replied she would check the feasibility of adding this feature. The Librarian also mentioned that 80 faculty profiles were registered in IRINS (Indian Research Information Network System) by which a User name and a Password were created for each faculty after which the faculty can update their profile by themselves. The Librarian also presented the top ten profiles in IRINS of SMC Faculty and showcased the profiles of faculties from the Department of Economics and the h- INDEX of all the departments that had appeared in IRINS.

The Librarian stated about the **Inaugural of the Chennai Student Readers' Forum** of Stella Maris College on 16 August 2023 in which Sr. Principal gave the welcome address and presented about the various programmes conducted by the Chennai Student Readers' Forum which are as follows:

- Poster design competition to commemorate the International Day of Peace on 18 September 2023.
- Special Lecture by Mr. S. Ganesa Subramanian on the Theme "Peace – Not a mere Term but a Concept of Life" on 21 September 2023.
- Book Review Competition of books authored by Dr. APJ Abdul Kalam to celebrate

Students' Day on 16 October 2023.

- Cricket World Cup Special E-QUIZ from 17 November to 24 November, 2023.
- Online Collage competition from 18 - 31 December 2023 on the theme "Celebrating Christmas and New Year".

The Librarian also mentioned the three Students who were selected for the Global Literary Agents Training Program held from 16 November to 06 December 2023. This programme was an initiative of the Directorate of Public Libraries. The students were:

- Iniya G (Dept no: 22/UECA/043)
- Harini Rajkumar (Dept. no: 22/UECA/020)
- V. Joshika Mary (Dept. no: 21/UZLA/031)

The Librarian also presented her accomplishments which included:

- Recognition as an active SPOC for the SWAYAM-NPTEL Local Chapter for the January - April 2023 semester given by IIT, Madras.
- Receiving a Certificate of Appreciation from Turnitin on National Librarians Day - 12th August 2023.
- Contribution of a paper "Proficiencies of Library & Information Science Professionals: The Road Ahead" for the National Conference on "Revitalizing Libraries in the Google Generation" held in National Engineering College, Kovilpatti on 14 and 15 October 2023.
- Contribution of a chapter "Application of SWOT Analysis in Academic Libraries" in the book "Academic Libraries: Challenges and Opportunities" published in 2023 by MJP Publishers with ISBN 9789355282491.

The first point for discussion for this year was the usage of Turnitin plagiarism detection software. It was decided to do a Plagiarism check for all the PG Thesis of Science and Commerce Departments from the year 2024. Currently, only PG Thesis of Departments of Arts undergo a Plagiarism check. The second issue discussed was if the remuneration of the students who are doing the part-time job under Earn while your Learn Scheme can be hiked from Rs. 50 to Rs.70 to which

Sr. Principal agreed which would be implemented from the next academic year. About the change of the reading area to hold book racks and the current stack area to be converted to a reading area, Sr. Principal said they are planning something that will be discussed later. Concerning the request of the Librarian to change the Computer Systems in the Library Sr. Principal asked for a detailed list of all the computer systems and the issues with them.

After discussions, the various data and the reports of the library for the year 2023 like Issue statistics, Expenditure reports, Library user's reports, and Revenue reports were presented. The feedback from the Student Representatives was also received. Ms. Divya Dharshini pointed out that the Wi-Fi in the library was very slow at times to which the Librarian said she would check with the technical team. Ms. Shwetha from the Department of English mentioned that Keyword search was not available in OPAC (Online Public Access Catalog). The Librarian said in the Title field they can type any keyword and select the Criteria "Contains" at the top menu to get maximum hits.

The Librarian thanked all the Committee members who were present for the meeting which concluded at 2.30 p.m.

