

ST.XAVIER'S CATHOLIC COLLEGE OF ENGINEERING
(Autonomous)
NAGERCOIL - 629 003

4865

SXCCE/CIR/PRL/G/71/2024

25.06.2024

CIRCULAR

Sub: SXCCE- Library Advisory Board – Review Meeting- Reg.

Library advisory committee meeting is arranged on 2nd July, 2024 at 3:00pm at Board room.

Agenda:

1. Minutes of previous meeting and action taken
2. Review of year plan for 2023-24 and formulation for 2024-25
3. Other matters

All the members of the committee are requested to attend the meeting without fail.


PRINCIPAL

To
Members

St. Xavier's Catholic College of Engineering
Chunkankadai

Library Advisory Board

Academic year 202~~3~~⁴-202~~4~~⁵

Minutes of Meeting

Date: 02-07-2024

Venue: Board room

Time: 3 p.m

Members Present

Teaching members

Sl.No.	Name	Signature
1	fr. S. GODWIN SELVA JUSTUS	fr. S. Godwin 02/07/2024
2	Dr. J. MAHESWARAN	Dr. J. Maheswaran 2-7-24
3	Dr. J. JERLIN REWIN	J. Jerlin
4	Dr. M. V. Mahalingam	Dr. M. V. Mahalingam
5	P. Agnes Alex Rathy	P. Agnes Alex Rathy
6	Dr. Subi. Mol. G. S	Dr. Subi. Mol. G. S
7	A. C. Jinisha	A. C. Jinisha
8	Dr. G. S. Shobana Ghinay	Dr. G. S. Shobana Ghinay
9	A. Maria Sheela	A. Maria Sheela
10	Dr. Mr. Deyan Smita	Dr. Mr. Deyan Smita
11	Dr. J. LEON BOSCO RAJ	Dr. J. Leon Bosco Raj
	M. Chalesh	M. Chalesh
	F. Adenotower	F. Adenotower

**St. Xavier's Catholic College of Engineering
(Autonomous)
Nagercoil-3
Library Advisory Committee**

Date: 02/07/2024

Time: 3:00 pm - 4:45 pm

Venue: Board room

The fourth meeting of Library Committee under Autonomous stream was held on 02/07/2024.

Members Attended: enclosed

Agenda:

1. Review of minutes of previous meeting and action taken
2. Proposed year plan 2024-'25
3. Digital Library
4. Book Bank for Socially weaker section
5. Other Matters

The meeting started with the prayer and the Principal welcomed the members and took up the agenda

Points Discussed

1. Review of minutes of previous meeting and action taken

Minutes of previous meeting were presented by the Principal Dr J.Maheswaran.

Action taken Report

Sl. No	Minutes	Action Taken
1	Students have requested for permission to read Tamil books during the library period.	<ul style="list-style-type: none">▪ It is strictly told that the library period is meant for referring the various reference books and journals.
2.	Students requested for Water filter facility in the library.	<ul style="list-style-type: none">• This is under progress. Filter water connection will be given to library from the centralized RO plant installed by alumni.
3.	Data entry time is more during the library period. That should be reduced by providing additional scanners or computers.	<ul style="list-style-type: none">• As per the request additional scanner was purchased.
4.	Promote book donation camp by encouraging the students through staff and student representative of library advisory board. Book donation can be planned in every semester.	<ul style="list-style-type: none">• Book donation camp was initiated on 30/5/2024.
5.	Department wise best Voracious award can be given to students during	<ul style="list-style-type: none">• Best Voracious award was given to ECE student during the College Day.

	the College Day.	
6.	Roll of Honour can be displayed every month in the library.	<ul style="list-style-type: none"> • Efforts are taken to display the roll of honour every month. For the month May it was already displayed in the library notice board.
7.	Reviewed the activities of Readers club and appreciated for active group of readers.	<ul style="list-style-type: none"> • Readers club organized programs such as reading awareness program to first years, Poster presentation competition, national level technical seminar on Recent Trends in Libraries, Book review.
8.	Status of Year Plan 2023-2024 is reviewed.	<p>As per the year plan, actions are taken and the following tasks are completed.</p> <p>New Book purchase</p> <ul style="list-style-type: none"> • 982 additional books were purchased in this year. • Rs. 4,09,511 was spent for purchase of new books. <p>Increasing the utility of e-journals</p> <ul style="list-style-type: none"> • UG and PG students are utilizing the e journals during the project periods and library periods. • Online journal usage : 31510 <p>Orientation program</p> <ul style="list-style-type: none"> • Orientation program for the first year students was conducted by the Librarian Dr. M. Vijaya Kumar on 12/09/23, 19/09/23, 20/09/23, 22/09/23, 25/09/23, and 06/10/23. ▪ Library usage is improved by including Library hours in timetable. Based on the request, library timing is extended from 8:00am to 5:30 pm. ▪ Total library visit up to May 2024 is 13586.

		<p>Obtain book requisition from students</p> <ul style="list-style-type: none"> • Separate Book request form was circulated among students to purchase new books. • No. of request –35 • No. of books purchased - 16 <p>Department wise Best library usage award</p> <ul style="list-style-type: none"> • Best Voracious award was given to ECE student during the College Day. • The roll of honour was displayed in the library notice board for the month May. <p>Programs organized</p> <ul style="list-style-type: none"> • A State level Seminar on Recent Trends in Libraries on 25th August 2023. • Two days Seminar on Archaeology on 4th and 5th November 2023 and field visit to Padmanabhapuram Palace. • Reading awareness program to first years, Poster presentation competition, and Book review. <p>Book donation camp.</p> <ul style="list-style-type: none"> • Book donation camp was initiated on 30/5/2024 by sending a circular. <p>Library Audit</p> <p>Library Audit was completed in June 2024.</p> <p>Observation and Suggestions:</p> <ul style="list-style-type: none"> ▪ RFID Tag can be used. ▪ Books should be placed in respective racks. ▪ Avoid repetition of accession number for books.
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2. Proposed Year plan 2024-2025

- New Book purchase
- Increasing the utility of e-journals.
- Orientation program for first year students
- Improve library usage
- Book donation camp
- Department wise Best Voracious award
- Library Audit
- Book Exhibition
- Enhancing the library facilities

3. Digital Library

- ✓ • [Increasing the e-books and e-journal facilities.
- ✓ • Adding 15 computing facility in the library to access the e-journals and e-books.]
- Librarian is requested to discuss with system administrator for identifying the systems for this purpose available in the computer lab wherein some systems were replaced with new i7 computer.

4. Book Bank for Socially weaker section

- ✓ • [As per the suggestion of Autonomous Governing body, a separate book bank for the socially weaker section is to be maintained in the library. The same can be extended for economically weaker students such as single parent and sick parents.]

5. Other Matters

- ✓ • Fixing additional camera inside the library first floor.
- ✓ • Department wise Best Voracious award can be given to students during the college day.
- ✓ • Department wise Best Voracious award can be given to Faculty and staff during the Christmas day function.
- ✓ • Placing a rolling rack near the college reception to display college magazine, newsletter and dailies to give access to visitors.

- Based on the suggestions of library audit members, Radio frequency ID (RFID) tag can be used in one department book and can be extended to others in the future. A scanning gate will be installed at the entrance of the library to avoid theft.
- Enhancing the library facilities like computers, AC, and reading tables and regular maintenance work like painting.
- Book exhibition can be planned every year.
- Review of Readers club – local book authors can be introduced and invited for programs.
- Malayalam books can be added in the library based on the number of Kerala students.
- (Discussed about the change of Library working hours 8:30 am to 5:30pm.) Working time for Librarian is 8:30 am to 4:45pm and Assistant librarian is 9:15 am to 5:30pm.

The meeting came to an end by 4:45pm.

Encl: Members Attended

Rev.Father. S.Godwin Selva Justus

Dr.J.Maheswaran (Principal)

Dr. J.Jerlin Regin (Convener)

Dr. M. Vijaya Kumar (Librarian)

Ms.P.Agnes Alex Rathy

Dr.M.Jeya Sutha

Ms. A.C.Jinisha

Ms. A.Maria Sheela

Dr. T.S.Sheela Shiney

Dr.J.Leon Bosco Raj

Mr.M.Galesh

Dr.G.S.Subi Mol

Mr.F.Adrintowin

Dr. Godwin Selva Justus
12/07/2024

Dr. J. Maheswaran
31/7/24

Dr. J. Jerlin Regin
31/7/24

P. Agnes Alex Rathy

Dr. M. Jeya Sutha

Ms. A.C. Jinisha

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Dr. T.S. Sheela Shiney

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Mr. M. Galesh

Dr. G.S. Subi Mol

Mr. F. Adrintowin



GPS Map Camera

Nagercoil, Tamil Nadu, India

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