

**ST. XAVIER'S CATHOLIC COLLEGE OF ENGINEERING**

**(Autonomous)**

**Nagercoil-629003**

29/10/2024

**SCCE/CIR/PRL/**

**CIRCULAR**

**SXCCE- Library Advisory Board – Review Meeting- Reg**

Library advisory committee meeting is arranged on 4<sup>th</sup> October, 2024 at 12:15pm at Board room.

**Agenda:**

1. Review of minutes of previous meeting and action taken
2. Review of year plan for 2024-25
3. Other matters

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

To

Members

 Principal

St. Xavier's Catholic College of Engineering  
Chunkankadai

### Library Advisory Board

Academic year 2024-2025

### Minutes of Meeting


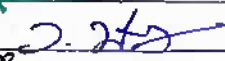
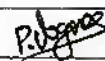



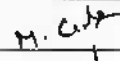

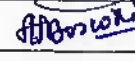




Date: 04-11-2024

Venue: Board room



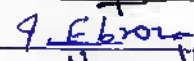

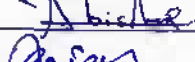

Time: 12.15 p.m

### Members Present

#### Teaching members

Sl.No.	Name	Signature
1	Dr. J. Mahaswara	
2	Dr. J. Jerlin Regin	
3	P. Agnes Alex Rathy	
4		
5	S. Josephin Kala	
6	Dr. R. P. Anato Kumar	
7	Dr. M. Vignashree	
8	M. Ganesan	
9	Felix. M	
10	Dr. J. LEON BOSCO RAJ	
11	M. JIYA SUTHA	
12	A. Maria Sheela	
13	M. JASMINA MARY	
14	S. T. SHERIBA	
15		

#### Student members

Sl.No.	Name	Signature
1	Denaashma. M.P	
2	Joseph Shelvinson. Z	
3	Ebron. Z	
4	Hemanth R.L.	
5	Abishak R	
6	B.R. SELVA SAJEEV	

7	Sam Raj Kumar SR	Samraj SR
8	Gayathri CL	Gayathri CL
9	Nandhana S	Nandhana S
10	J. RENEE JENISHA	J. RENEE JENISHA
11	S.R. Srinbu	S.R. Srinbu
	Satinyo J.S	Satinyo J.S



**St. XAVIER'S**  
CATHOLIC COLLEGE OF ENGINEERING  
(Autonomous)

Chunkankadal, Nagercoil - 629003  
Kanyakumari District, Tamil Nadu

Approved by AICTE & Affiliated to Anna University, Chennai  
Accredited with 'A' Grade by NAAC  
UG Programs (ECE, EEE, Mech, CSE & IT) Accredited by NBA  
Anna University Recognized Research Institute  
Recognized under section 2(f) & 12(B) of U.G. Act, 1956  
UG Programs (ECE, EEE, Mech, CSE & IT)  
MBA & MCA Programs Permanently Affiliated

## Library Advisory Committee

**Date:** 04/11/2024

**Time:** 12:15 pm – 1:00 pm

**Venue:** Board room

The fifth meeting of Library Committee under Autonomous stream was held on 04/11/2024.

**Members Attended:** enclosed

### Agenda:

1. Review of minutes of previous meeting and action taken
2. Review of year plan 2024-2025
3. Other Matters

The meeting started with the prayer by Mr. M. Felix, Department of Mechanical Engineering and Dr. J.Jerlin Regin, Convenor, Library Advisory Committee 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 Convenor Dr. J.Jerlin Regin.

### Action taken Report

Sl. No	Minutes	Action Taken
1.	<p><b><u>Digital Library</u></b></p> <ul style="list-style-type: none"> <li>Increasing the e-books and e-journal facilities.</li> <li>Adding 15 computing facility in the library to access the e-journals and e-books.</li> </ul>	<ul style="list-style-type: none"> <li>Every year Rs.14,00,000 are spent for the subscription of e-journals IEEE and Science Direct.</li> <li>NList and DELNET facilities are available for accessing e-books.</li> <li>Three computing facilities are added in the library to access the e-journals and e-books.</li> <li>E-books and e-journals can be accessed from anywhere inside the institution.</li> </ul>

	<ul style="list-style-type: none"> <li>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.</li> </ul>	<ul style="list-style-type: none"> <li>Discussed with system administrator about the identification of already used system in the computer lab.</li> <li>The computer lab is not yet replaced with new i7 systems.</li> </ul>
2.	<p><b><u>Book Bank for Socially weaker section</u></b></p> <p>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.</p>	<ul style="list-style-type: none"> <li>As per the suggestion, a separate book bank for the socially weaker section is formulated and books are issued to economically weaker students already.</li> </ul>
3.	<p><b><u>Other Matters</u></b></p> <ul style="list-style-type: none"> <li>Fixing additional camera inside the library first floor.</li> <li>Department wise Best Student and staff Voracious awards</li> <li>Placing a rolling rack near the college reception to display</li> </ul>	<ul style="list-style-type: none"> <li>As per the suggestion additional camera was installed in first floor of library. Already 4 cameras are available in Library.</li> <li>To encourage the staff and students, this year department wise Best Voracious award will be given to faculty during the Christmas day and student during the College day function.</li> <li>This will be implemented in the next year after</li> </ul>

	<p>college magazine, newsletter and dailies to give access to visitors.</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Enhancing the library facilities like computers, AC, and reading tables and regular maintenance work like painting.</li> <li>• Book exhibition can be planned every year.</li> <li>• Review of Readers club local book authors can be introduced and invited for programs.</li> </ul>	<p>including in the proposed budget.</p> <ul style="list-style-type: none"> <li>• This work is under progress. Already request was given to higher official. This will be implemented in the coming semester.</li> <li>• Water filter, additional camera and computing facilities are added to improve the library facility.</li> <li>• Regular UPSC maintenance and electrical maintenance were carried out in the library.</li> <li>• As per the plan, Book exhibition was conducted on 22/10/24 and 23/10/24. Four book stalls were placed. All students visited the stall and purchased books.</li> <li>• New office bearers were introduced on 29/8/24 during the Nonprofessional cell inauguration.</li> <li>• Readers club organized programs such as 'Connect with Kanyakumari's Literary minds: A progressive writer's meet on 28/9/24 and Book exhibition on 22/10/24 and 23/10/24.</li> </ul>
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<ul style="list-style-type: none"> <li>• Malayalam books can be added in the library based on the number of Kerala students.</li> <li>• 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.</li> </ul>	<ul style="list-style-type: none"> <li>• It is planned to collect the Malayalam books through book donation. So, it is informed to Alumni and Malayalam Association.</li> <li>• Library is functioning from 8:30 am to 5:30pm on all working days.</li> </ul>
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## 2. Status of Year plan 2024-2025

As per the year plan, actions are taken, and the following tasks are completed.

### **New Book purchase**

320 additional books were purchased in this semester.

Rs. 3,54,878/- was spent for purchase of new books.

### **Increasing the utility of e-journals**

UG and PG students can utilize the e journals during the project periods and library periods.

Research scholars both part time and full time are using e journals for their research.

Online journal usage: IEEE - 42,294

Elsevier - 5319

### **Orientation program for first year students**

Orientation program for the first-year students was conducted by the Librarian Dr.M.Vijaya Kumar on 3/9/24 to 12/9/24.

### **Improve library usage**

Library usage is improved by including Library hours in timetable.

To motivate the students and staff, department wise Best Voracious award will be given.

Total library visit up to October 2024 is 15738.

### **Book donation camp**

Book donation camp was initiated on 30/5/2024.

Sixty books are donated by students.

### Department wise Best Voracious award

Department wise Best Voracious award will be given to students and staff during college day and Christmas day respectively.

### Library Audit

Library audit will be conducted in the end of academic year 2024-25.

### Book Exhibition

Book exhibition was conducted on 22/10/24 and 23/10/24. Four book stalls were placed. All students visited the stall and purchased books.




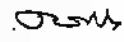



### 3. Other Matters

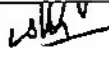
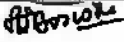
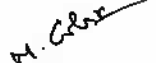
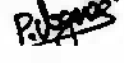
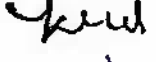

- Request Alumni to donate book and encouraging the students to donate books to the library by sending circular.
- Faculties can purchase books through online with the support of Institution and it should be reimbursed to the library after the usage.
- Make a Standard Operating Procedure to purchase the latest books through Online.

The meeting came to an end by 1:00pm.

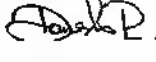
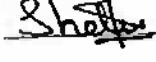
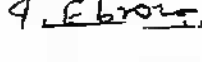
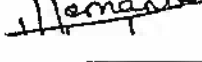
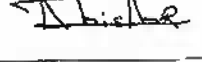
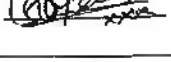
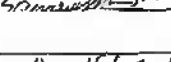
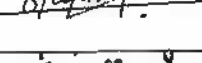
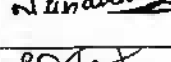



**Encl: Members attended**

### Faculty Members

Sl.No.	Name of the Faculty	Signature
1.	Dr.J.Maheswaran (Principal)	
2.	Dr.R.P.Anto Kumar (Dean Academic)	
3.	Dr. J.Jerlin Regin (Convener)	
4.	Dr. M. Vijaya Kumar (Librarian)	
5.	Ms.M.Jasmine Mary (Secretary)	
6.	Dr.M.Jeya Sutha	
7.	Ms. A.Maria Sheela	

8.	Dr.S.T.Sheriba	
9.	Dr.J.Leon Bosco Raj	
10.	Mr.M.Galesh	
11.	Ms.P.Agnes Alex Rathy	
12.	Ms.S.Josphin Kala	
13.	Mr.M.Felix	

### Student Members

Sl.No.	Name of Students	Signature
1.	Ms. Denashma M.P	
2.	Mr. Joseph Shelvinson I	
3.	Mr. Ebron I	
4.	Mr. Hemanth R.L	
5.	Mr. Abishek R	
6.	Mr. Selva Sajeen B.R	
7.	Mr. Sam Rajkumar S.R	
8.	Ms. Gayathri C.L	
9.	Ms. Nandhana S	
10.	Ms. Renees Jenisha J	
11.	Ms. Sinchu S.R	
12.	Ms. Satinya J.S	



Google

Nagercoil, Tamil Nadu, India  
59wm+2pj, Chunkankadai, Nagercoil, Alur, Tamil Nadu  
629003, India

Lat 8.194949° Long 77.3842°

04/11/24 12:44 PM GMT +05:30



GPS Map Camera



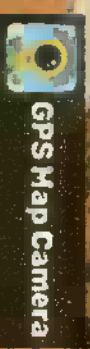
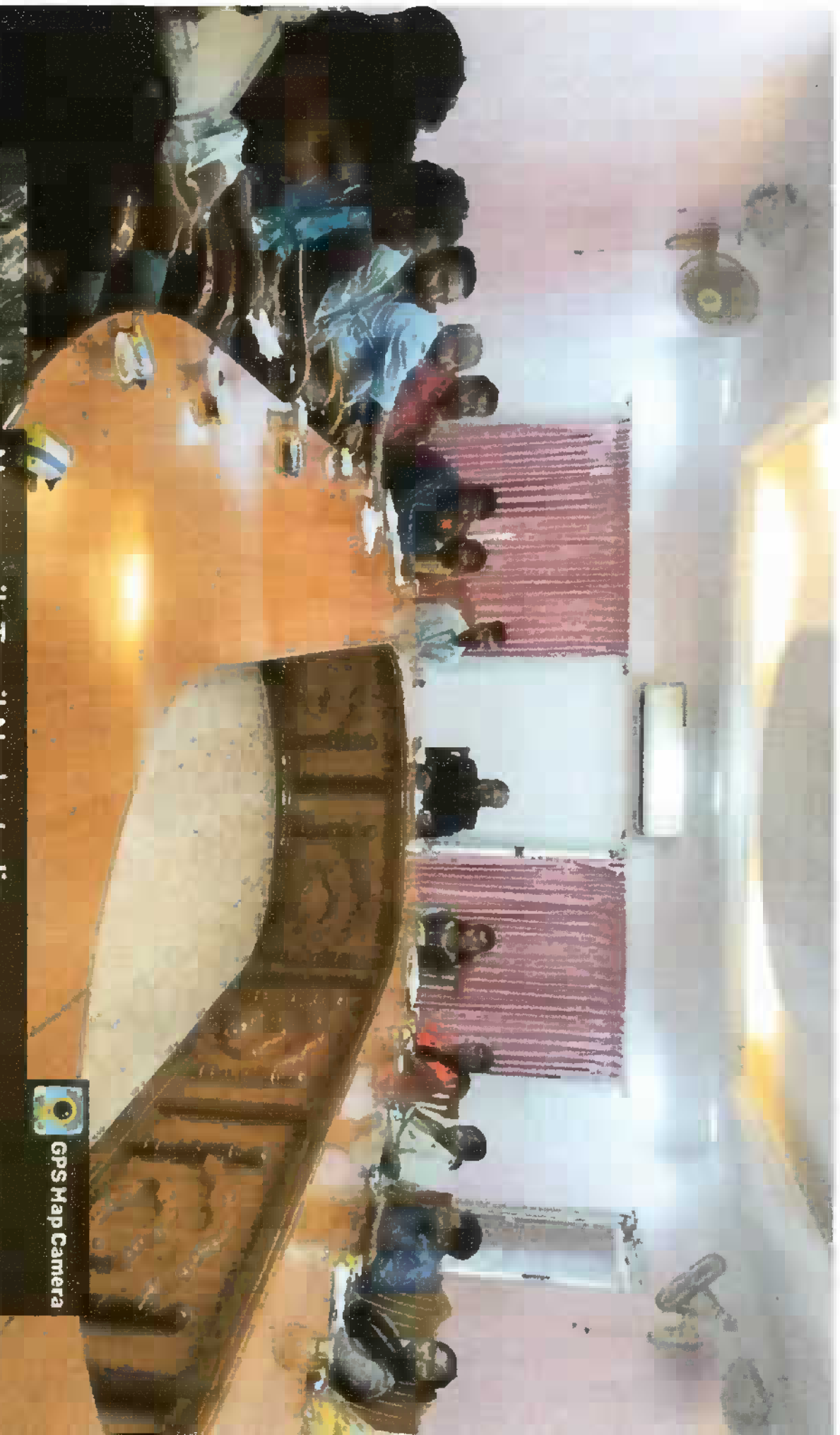
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629003, India

Lat 8.194968° Long 77.384243°  
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GPS Map Camera



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