



## Criteria 4

### 4.2.1 Minutes of Library Committee, Available Booklist and E-Resources

4.2.1. Library Services:						
	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	12571	166958	296	58445	12867	225403
Reference Books	1757	104860	67	7650	1824	112510
e-Books	25500	5500	12000	0	37500	5500
Journals	50	10000	40	10000	90	20000
e-Journals	2	25370	300	0	302	25370
Digital Database	2	650	10	0	12	650
CD & Video	316	17070	30	0	346	17070
Library automation	6	71850	0	0	6	71850
Weeding (Hard &	155	10576	35	0	190	10576
Others (specify)	332	16600	10	0	342	16600

DR.R.K.SHANMUGAM COLLEGE OF ARTS AND SCIENCE

INDILI ,KALLAKURICHI.

DEPARTMENT OF LIBRARY.

DEPARTMENT WISE BOOKS DETAILS.

S.NO	DEPARTMENT	TOTAL NO. OF BOOKS AVAILIABLE	TITLES
01.	TAMIL	3522	273
02.	ENGLISH	2671	2135
03.	MATHS	1675	800
04.	PHYSICS	547	295
05.	CHEMISTRY	474	298
06.	COMPUTER SCIENCE	1835	758
07.	BCA	537	173
08.	COMMERCE	876	532
09.	BBA	957	534
10.	GENERAL & REFERENCE	1465	1290
11.	BOOK BANK VOLUMES	314	-
12.	QUESTION BANK	261	-
13.	CD S	310	-
14.	JOURNALS	50	-
15.	MAGAZINES	40	-
16.	NEWS PAPER	06	-
17.	E JOURNALS	20000	-
18.	E MAGAZINE	10	-
19.	E BOOKS	1005835	-
20.	AUDIO & VIDEO	129	-
TOTAL			7088



Principal,  
Dr.R.K.Shanmugam College of Arts & Science,  
Kallakurichi - 606 202

**E-RESOURCES & TECHNIQUES**

<b>S.NO.</b>	<b>E-RESOURCES &amp; TECHNIQUES</b>	<b>AVAILABLE</b>
1.	E-BOOKS	AVAILABLE
2.	E-NEWS PAPERS	AVAILABLE
3.	E-JOURNALS,	AVAILABLE
4.	E-REFERENCE	AVAILABLE
5.	E-MAILS	AVAILABLE
6.	E-MAGAZINES	AVAILABLE
7.	E-LIBRARY / DIGITAL LIBRARY	AVAILABLE
8.	E-LEARNING (LESSONS)	AVAILABLE
9.	E-DICTIONARIES	AVAILABLE
10.	MOBILE SMS / MMS	AVAILABLE
11.	SEARCH ENGINES	AVAILABLE
12.	WHATS APP	AVAILABLE
13.	FACE BOOK	AVAILABLE
14.	TWITTER	AVAILABLE
15.	INSTAGRAMME	AVAILABLE
16.	WIFI	AVAILABLE
17.	ONLINE DATABASE	AVAILABLE

**DR.R.K. SHANMUGAM COLLEGE OF ARTS AND SCIENCE,**

**INDILI, KALLAKURICHI.**

**DEPARTMENT OF LIBRARY**

**LIBRARY DEVELOPMENT COMMITTEE**

**DR.R.K. SHANMUGAM COLLEGE OF ARTS AND SCIENCE,**  
**INDILI, KALLAKURICHI.**

**DEPARTMENT OF LIBRARY**

**LIBRARY DEVELOPMENT COMMITTEE MEMBERS**

S.NO	NAME & DESIGNATION	POSITION
1.	Dr. P. JOHN VICTOR-(VICE PRINCIPAL)	VICE PRESIDENT
2.	MRS.V.REVATHI-(LIBRARIAN)	SECRETARY
3.	MR.N.RAJINIKANTH-ASSIST LIBRARIAN	MEMBER
4.	MRS.R.PRAVEENA- H.O.D OF TAMIL	MEMBER
5.	MRS.D.SAKTHIBRINDHA-H.O.D OF ENGLISH	MEMBER
6.	DR.E.NARGEES BEGAM-H.O.D OF MATHS	MEMBER
7.	MR.G.ANGURAJ- H.O.D OF PHYSICS	MEMBER
8	DR.J.AHAMED SULTHAN-H.O.D OF CHEMISTRY	MEMBER
9.	MR.D.ASHOK- H.O.D OF B.C.A	MEMBER
10.	MR.M.SAKTHIVEL- H.O.D OF COMPUTER SCIENCE	MEMBER
11.	DR.T.ARUL- H.O.D OF COMMERCE	MEMBER
12.	DR.R.SANKARAN- H.O.D OF B.B.A	MEMBER

## LIBRARY DEVELOPMENT COMMITTEE

To act as a channel of communication between the institute library and the students. It shall assist in developing operational procedures, suggest various measures for improvement and development of the library resources. It shall strive to inculcate the enriching habit of reading books in a technologically enabled and intellectual atmosphere.

### RESPONSIBILITIES OF LIBRARY COMMITTEE

- ⇒ To purchase the books and magazines periodically to fulfill the requirement of university norms
- ⇒ To work towards modernization and improvement of library and documentation services.
- ⇒ To adopt measures to enhance readership
- ⇒ To organise book week, books display on special occasions
- ⇒ To provide digital library facilities with national and international online journals

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- ⇒ To see that library issue/return of books are maintained through software
  - ⇒ To acquire books for book bank and distribute to the deserving students.
  - ⇒ To maintain a record of the services rendered / activities conducted and submit the same to the IBAC Committee
  - ⇒ Plans and recommends the annual budget.
  - ⇒ Reviews library readership depute
  - ⇒ Frames rules and regulations and other policies for the smooth operation of the library system.
  - ⇒ Organizes book exhibitions in the college campus in association with publishers.
  - ⇒ Organizes Orientation programmes for students on various e-resources available in the library, utilization of library software and database
  - ⇒ Conducts annual stock verification and approves annual reports etc..



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- ⇒ Security of library properties
  - ⇒ Introduction of new schemes
  - ⇒ Management and utilization of resources
  - ⇒ Conduct of seminars and workshops on library resources and services
  - ⇒ updation of books and e-journals
  - ⇒ Seeking feedback on library from readers.


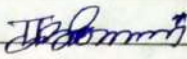
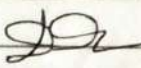
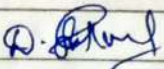
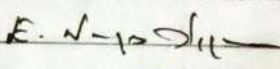
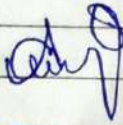
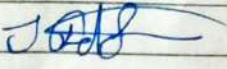
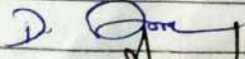
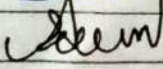


### PERIODICITY OF THE MEETINGS

The Committee will meet twice in a Semester. Such as in the month of June/July and Oct/Nov for odd Semester. December and March for even Semester.

## APPOINTMENT:

AS per the direction of management following members are appointed as library committee for the academic year [2020-2021], via, Google meet.

~~copy~~  
**Principal** [President]

	<b>Name &amp; Designation</b>	<b>Position</b>	<b>Signature</b>
1	Dr. P. John victor [Vice president]	vice-president	
2	Mrs. V Revathi	Secretary	
3	Mr. N. Rajini Kanth [Asst. Librarian]	Member	
4	Mrs. R. Praveena Tamil [HOD]	Member	
5	Mrs. D. Sakthi binda Eng [HOD]	Member	
6	Dr. F. Nargeesbegam Maths [HOD]	Member	
7	Mr. C. Anguraj phy [HOD]	Member	
8	Dr. J. Ahammed Sulthan che [HOD]	Member	
9	Mr. D. Ashok, Bca [HOD]	Member	
10	Dr. T. Arul, Commerce [HOD]	Member	
11	Mr. M. Sakthivel CS [HOD]	Member	
12	Dr. R. Sankaran BBA [HOD]	Member	

**LIBRARY DEVELOPMENT MEETING**

# LIBRARY COMMITTEE MEETING

## CIRCULAR


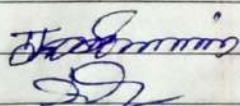
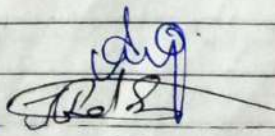
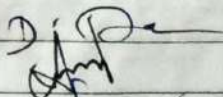

The Library Committee meeting held on 3.8.2022 between 3pm to 4pm at Library

## AGENDA OF THE MEETING

- ⇒ Book purchasing for odd semester
- ⇒ Discussion on the number of books, Journals, E-journals are required for each department
- ⇒ Discussion about Internet facility

PRINCIPAL /  
President

Signature of the Committee Members

1. Dr. P. John Victor [VICE Principal]   
[Vice president]
2. Mr. Muthaiyan
3. Mr. N. Rajivikanth 
4. Mrs. R. Praveena
5. Mrs. D. Sakthi Bindha
6. Dr. E. Nargees Begum
7. Mr. G. Anwaraj
8. Dr. J. Alhamed Salthan 
9. Mr. D. Ashok 
10. Dr. T. Asul
11. Mr. M. Sakthivel
12. Dr. R. Sankaran 

## MINUTES OF THE MEETING


- ⇒ Discussion on the requirements of books for odd semester
- ⇒ Discussion the rules and regulations in the library
- ⇒ Discussion on development of library infrastructure and maintenance
- ⇒ Discussion on the Internet facility for library
- ⇒ Discussion on the library software development
- ⇒ Allocation of budget

## RESOLUTION :


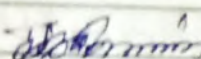

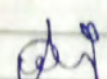
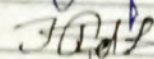
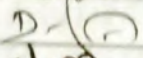



Accept the book purchase for Even Semester

Accept to change library infrastructure

Accept the library software renewal

  
PRINCIPAL [president]

## Signature of the Committee Members

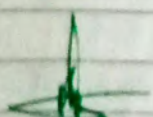
1. Dr. P. John Victor [Vice prainipal]   
[Vice president]
2. Mr. Muthaiyan  
[Secretary]
3. Mr. N. Rajinikanth 
4. Mrs. R. Praveena 
5. Mrs. D. Sakthi Bindu
6. Dr. E. Nargees Begam
7. Mr. C. Anguraj 
8. Dr. J. Akhamed Sultan 
9. Mr. D. Ashok 
10. Dr. T. Arul 
11. Mr. M. Sakthivel 
12. Dr. R. Sankaran 

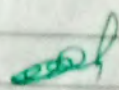
## ACTION TAKEN

Books purchased RS. 21503

Library Software Renewal [Deluct]

Purchased Some Journals

  
IOAC COORDINATOR

  
TRAC CHAIR  
PERSON

# LIBRARY COMMITTEE MEETING

## CIRCULAR:


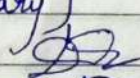
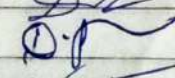
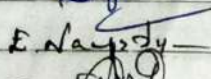
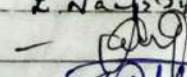



The Library Committee meeting held on 2.9.2023 between 3pm to 4pm at Library.

## AGENDA OF THE MEETING

- ⇒ Book purchasing for even semester
- ⇒ Filling - up vacant positions
- ⇒ Discussed on the number of books, journals, E-journals are required for each department.
- ⇒ Post-audit reports

Principal/President

## Signature of the committee members

1. Dr. P. John Victor [vice principal]   
[vice president]
2. Mr. N. Rajinikanth [Secretary]
3. Mrs. R. Praveena 
4. Mrs. D. Sakthi Brindha 
5. Dr. E. Nargees Begum   
E. Nargees Begum
6. Mr. G. Anjuraj 
7. Dr. J. Akhamed Sultan 
8. Mr. D. Ashok 
9. Dr. T. Asul 

10. Mr. M. Sakthivel  
11. Mrs. B. Chitradevi

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## MINUTES OF THE MEETING



- ⇒ Discussed on the requirements of journals, E-journals, books for even semester
- ⇒ Discussed on the rules and regulations we followed in the library.
- ⇒ Discussed on filling up vacant positions.
- ⇒ Discussed about post-audit reports

## RESOLUTION



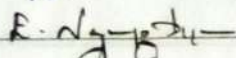
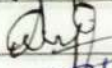

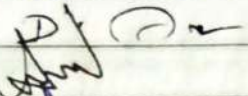

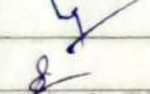

Accept the book purchase for even semester

Accept filling vacant position

## SIGNATURE OF THE COMMITTEE MEMBERS:

1. Dr. G. Mohana Sundar [Principal]   
[president]
2. Dr. P. John Victor [Vice Principal]   
[vice president]
- Mr. N. Rajinikanth [Secretary]





3. Mrs. R. Praveena 
4. Mrs. D. Sakthi Bindha 
5. Dr. E. Nargees Begum 
6. Mr. Dr. Angiraj 
7. Dr. J. Ahamed Sulthan 
8. Mr. D. Ashok 
9. Dr. T. Asul 
10. Mr. M. Sakthivel 
11. Mrs. B. Chitra Devi 

### ACTION TAKEN:

Purchased books for even semester

Appointment librarians for this semester

  
IBAC COORDINATOR

  
IBAC CHAIR-  
PERSON