

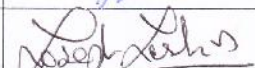

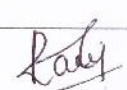
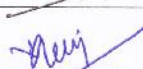


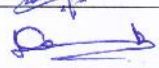
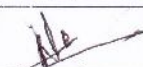


**SAHRDAYA COLLEGE OF ENGINEERING AND TECHNOLOGY, KODAKARA - 680684****Minutes of the meeting**Name of the meeting: **Library Committee and NDLI Club**Period of Review : *(optional)*Date & Time of meeting: **22-08-2023, 12:00 PM**Venue: **Central Library, SCET****Agenda:**

1. Welcome - Secretary
2. Principal - Address the new committee
3. Status of the NDLI Events and NDLI Club Membership for New Students
4. Orientation to the New Students
5. Issue of Library Cards and Book Bank Schemes to first year students
6. Purchase of Books and e-resources
7. Any other relevant matters

**Members attended:**

| S. No. | Name                           | Designation          | Signature   |
|--------|--------------------------------|----------------------|---|
| 1.     | Dr. Nixon Kuruvila(P)          | Chairman             |  |
| 2.     | Ms. Roshini R Menon(CS)        | President, NDLI Club |  |
| 3.     | Dr. Joseph Jestin (Librarian)  | Secretary            |  |
| 4.     | Ms. Jisha Davis (Non-Teaching) | Deputy Secretary     |   |
| 5.     | Ms. Minu Johny (EC)            | Member (Faculty)     |   |
| 6.     | Ms. Kavya Clare Shaji (CS)     | Member (Faculty)     |  |
| 7.     | Ms. Nitha Sabu Johnson (BM)    | Member (Faculty)     |   |
| 8.     | Ms. Ranimol G(BT)              | Member (Faculty)     |  |
| 9.     | Ms. Maria Rose (EE)            | Member (Faculty)     |  |
| 10.    | Ms. Sujana R (CE)              | Member (Faculty)     |  |
| 11.    | Ms. Swapna Joseph(ASH)         | Member (Faculty)     |  |
| 12.    | Mr. Derick Davies (VCSE-A)     | Member (Student)     |  |
| 13.    | Ms. Namitha Ramalal (VBTE)     | Member (Student)     |  |

1. Decisions taken during this meeting

| Points of Review                     | Decisions taken  | Responsibility                              | Target date              |
|--------------------------------------|--|---|--------------------------|
| NDLI Events and NDLI Club Membership | <ul style="list-style-type: none"> <li>All the six departments should conduct at least two NDLI Club events before the end of March 2023</li> <li>Encourage and motivate our first year students to register in the NDLI Club.</li> </ul>                                    | Faculty-in-charges<br>ASH Faculty-in-charge | 28.02.2024<br>30.09.2023 |
| Library Orientation                  | <ul style="list-style-type: none"> <li>Librarian should arrange an orientation session to the first year students.</li> </ul>  | Librarian                                   | 08.09.2023               |
| Library Card Issue and Book Schemes  | <ul style="list-style-type: none"> <li>Issue Library cards to all the first year students immediately after the allotment of S. R. No. and invite the application for the book schemes.</li> </ul>   | Librarian                                   | 15.09.2023               |
| Purchase of Books and e-resources    | <ul style="list-style-type: none"> <li>Students can apply books through book schemes and the e-resources for this financial year are subscribed as per the recommendation of the faculty members. Faculty members can also recommend books for their departments.</li> </ul> | Librarian                                   | 30.03.2024               |
| National Library Week Celebration    | <ul style="list-style-type: none"> <li>Some events should be planned in connection with National Library Week for attracting and encouraging students to utilize library resources, services and facilities.</li> </ul>  | Librarian                                   | 17.11.2023               |

Date : 22/08/2023  
C.C.TO :

Prepared by:

Dr. Joseph Jestin



Approved by:



## SAHRDAYA COLLEGE OF ENGINEERING AND TECHNOLOGY, KODAKARA - 680684

### Minutes of the meeting

Name of the meeting: Library Committee and NDLI Club  
Date & Time of meeting: 04-03-2023, 12:00 PM

Period of Review : (optional)  
Venue: Central Library, SCET

#### Agenda:

1. Welcome - Secretary
2. Importance of the Committee - Principal
3. General Discussion
4. Preparation of Event Schedule for NDLI Club
5. Purchase of Books and e-resources
6. Any other relevant matters

#### Members attended:

| S. No. | Name   | Designation          | Signature |
|--------|--|----------------------|-----------|
| 1.     | Dr. Nixon Kuruvila(P)                            | Chairman             |           |
| 2.     | Ms. Divya R                                      | President, NDLI Club |           |
| 3.     | Dr. Joseph Jestin                                | Secretary            |           |
| 4.     | Ms. Jisha Davis                                  | Deputy Secretary     |           |
| 5.     | Ms. Anju Babu(EC)                                | Member               |           |
|        | Ms. Roshini R Menon(CS)                          | Member               |           |
| 7.     | Ms. Sukanya <sup>Sudarsanan</sup> Sadananth (BM) | Member               |           |
| 8.     | Ms. Shalini P J(BT)                              | Member               |           |
| 9.     | Ms. Maria Rose (EE)                              | Member               |           |
| 10.    | Ms. Sujana R (CE)                                | Member               |           |
| 11.    | Ms. Swapna Joseph(ASH)                           | Member               |           |

1. Decisions taken during this meeting

| Points of Review   | Decisions taken  | Responsibility      | Target date |
|--|--|---------------------|-------------|
| NDLI Club events   | Principal suggested preparing schedule for NDLI club events for the year 2023-2024.  | Librarian           | NA          |
| Poor Participation in Central library & NDLI Club events | Secretary Informed that the participation of the students in the event organized by the Central library and NDLI club in connection with National Library week was not up to the mark. The Principal suggested that the committee members should encourage the students to participate in the events in the future.                    | All Faculty members | NA          |
| Subject Code   | The Secretary said that the library should get the subject names and codes of each course before the beginning of the semester for checking the availability of books in the library. The principal entrusted this duty to the committee members.  | All Faculty members | NA          |
| Turnitin Plagiarism Software Training & Knimbus Training | Secretary informed that Turnitin team is ready to give training for the staff members on Turnitin plagiarism software on online mode, the date of training they will inform us. Principal entrusted secretary to inform the Knimbus team a convenient date for Training in April/May without affecting academic or any other programs. | Librarian           | NA          |
| Purchase of books and e-resources.                       | The librarian reminded the members that they should collect and give the requirements of the department library and also for the Central Library.  | All Faculty members | NA          |

|                              |   |   |            |
|------------------------------|---|---|------------|
| Library events               | The Committee recommended to conduct some events on 28 <sup>th</sup> April in connection with the World Book day.                         | Librarian                                 | 28.04.2023 |
| NDLI Student Representatives | The Secretary informed the committee members should give the names of the students' representatives from each department at the earliest. | All Faculty members                       | 15.03.2023 |
| New NDLI Club Members        | The committee members and student conveners should take necessary steps to increase the club membership in their respective departments.  | All Faculty members and Student conveners | NA         |



Approved by:



Prepared by: Dr. Joseph Jestin

Date : 04/03/2023

C.C.TO :