

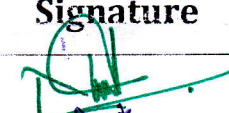

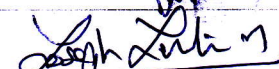

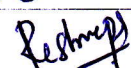



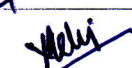



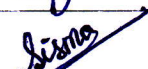
**SAHRDAYA COLLEGE OF ENGINEERING AND TECHNOLOGY, KODAKARA - 680684****Minutes of the meeting**Name of the meeting: **Library Committee and NDLI Club**

Period of Review : (optional)

Date & Time of meeting: **24-08-2024, 1:00 PM**Venue: **Central Library, SCET****Agenda:**

1. Welcome - Secretary
2. Status of the NDLI Club Events
3. Orientation to First semester students
4. Library Card Issue and Book Schemes
5. Purchase of Books and e-resources
6. National Library Week Celebration
7. Any other relevant matters

**Members attended:**

S. No.	Name	Designation	Signature
1.	<b>Dr. Nixon Kuruvila</b>	<b>Chairman</b>	
2.	Ms. Roshni R Menon	President, NDLI Club	
3.	Dr. Joseph Jestin	Secretary	
4.	Mr. Antu T C	Deputy Secretary	
5.	Ms. Reshma P S(EC)	Member	
6.	Ms. Silpa T (CS)	Member	
7.	Ms. Rani. Varghese (BM)	Member	
8.	Ms. Praveena P(BT)	Member	
9.	Ms. Maria Rose (EE)	Member	
10.	Mr. Sunny CP (CE)	Member	
11.	Ms. Savitha Paul(ASH)	Member	
12.	Mr. Manu K B (Vth EEE)	Member	
13.	Ms. Sismo Gagarene (Vth BT)	Member	

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>The members should take initiative to conduct at least two NDLI club events in their departments before the end of March 2025.</li> <li>Encourage and motivate our first year students to register in the NDLI Club.</li> </ul>	Faculty-in- charges ASH Faculty-in-charge	28.02.2025 30.09.2024
Library Orientation	<ul style="list-style-type: none"> <li>An orientation session to the first year students about the library rules, facilities and resources should be done by the librarian.</li> </ul>	Librarian	13.09.2024
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	24.09.2024
Purchase of Books & E-resources	<ul style="list-style-type: none"> <li>The faculty members should inform the librarian about the requirement of text books, reference books and e-resources for the new semesters.</li> </ul>	Faculty-in- charges	30.08.2024
National Library Week Celebration	<ul style="list-style-type: none"> <li>National library Week should celebrate with some events that will help students to motivate and use the library resources effectively.</li> </ul>	Librarian	15.11.2024

Date : 24/08/2024

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**

Period of Review : (optional)

Date & Time of meeting: **20-03-2024, 1:00 PM**Venue: **Central Library, SCET****Agenda:**

1. Welcome - Secretary
2. General Discussion
3. Status of the NDLI Club Events
4. Preparation of Event Schedule for NDLI Club
5. Purchase of Books and e-resources
6. Discussion on starting a Quiz Club
7. Any other relevant matters

**Members attended:**

S. No.	Name	Designation	Signature
1.	<b>Dr. Nixon Kuruvila</b>	<b>Chairman</b>	
2.	Ms. Roshni R Menon	President, NDLI Club	
3.	Dr. Joseph Jestin	Secretary	
4.	Mr. Antu T C	Deputy Secretary	
5.	Ms. Anett Antony (EC)	Member	
6.	Ms. Kavya Clare Shaji (CS)	Member	
7.	Ms. Minu C Davis (BM)	Member	
8.	Ms. Ranimol J(BT)	Member	
9.	Ms. Maria Rose (EE)	Member	
10.	Ms. Sujana R (CE)	Member	
11.	Ms. Swapna Joseph(ASH)	Member	
12.	Mr. Derick Davis (VI CSE)	Member	
13.	Ms. Namitha Ramalal (VI BT)	Member	

1. Decisions taken during this meeting

Points of Review	Decisions taken	Responsibility	Target date
Status of the NDLI Club Events	<ul style="list-style-type: none"> <li>The members explained the status of the events conducted in their departments. Some departments need some more days to complete the events. So decided to extent the date till the end of March 2024.</li> </ul>	Faculty-in-charges	31.03.2024
New NDLI Club event schedule and Club Membership Campaign	<ul style="list-style-type: none"> <li>Decided to prepare the schedule of the events to be conducted in the coming year.</li> <li>Encourage the second semester students to register in NDLI club</li> </ul>	Librarian & ASH Faculty-in-charge	15.04.2024
Purchase of Books, e-resources and budget utilization	<ul style="list-style-type: none"> <li>The utilization of the library budget for the financial year 2023-24 is above 85% and decided to settle all the pending bills, if any before the end of this month.</li> </ul>	Librarian	31.03.2024
Quiz Club	<ul style="list-style-type: none"> <li>Decided to start Quiz Club for helping students for competitions and interviews and getting better placements.</li> </ul>	Librarian	15.04.2024
World Book Day and National Reading Day	<ul style="list-style-type: none"> <li>Some events should be planned in connection with World Book Day and National Reading day to motivate and understand the importance and usage of books among the students</li> </ul>	Librarian	15.04.2024

Date : 20/03/2024

Prepared by: Dr. Joseph Jestin

Approved by: