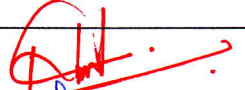
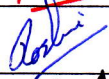
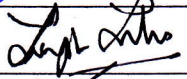
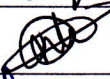
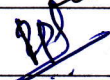

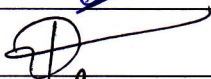

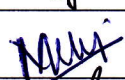
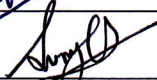


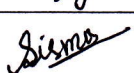


SAHRDAYA COLLEGE OF ENGINEERING AND TECHNOLOGY, KODAKARA - 680684**Minutes of the meeting****Name of the meeting:** Library Committee and NDLI Club**Period of Review** : (optional)**Date & Time of meeting:** 04-03-2025, 1:00 PM**Venue:** Central Library, SCET**Agenda:**

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

Members attended:

S. No.	Name	Designation	Signature
1.	Dr. Nixon Kuruvila	Chairman	
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.	Ms. Sunny.C.P (CE)	Member	
11.	Ms. Savitha Paul (ASH)	Member	
12.	Mr. Manu.K.B (VI EEE)	Member	
13.	Ms. Sismo Gagarene (VI BT)	Member	

1. Decisions taken during this meeting

Points of Review	Decisions taken	Responsibility	Target date
Purchase of Books, e-resources and budget utilization	<ul style="list-style-type: none"> The utilization of the budget for the year 2024-25 for the journals and periodicals is above 90%, but for the books, it is not satisfactory and has to improve. So decided to purchase some more books. 	Librarian	31.03.2025
Status of the NDLI Club Events	<ul style="list-style-type: none"> The members explained the status of the events conducted in their departments. Some departments explained the technical issues related to NDLI website and asked some more days to complete the events. So decided to extend the date till the end of March 2024. 	Faculty-in-charges	31.03.2025
New NDLI Club event schedule and Club Membership Campaign	<ul style="list-style-type: none"> Encourage the second semester students to register in NDLI club Decided to prepare the schedule of the events to be conducted in the coming year. 	ASH Faculty-in-charge Librarian	21.04.2025
Library Hour	<ul style="list-style-type: none"> Motivate the students to utilize the library hour effectively. 	Librarian	
World Book Day and National Reading Day	<ul style="list-style-type: none"> 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 	Librarian	

Date : 04/03/2025

Prepared by: Dr. Joseph Jestin



Approved by:

