



ST. XAVIER'S COLLEGE OF EDUCATION (AUTONOMOUS)

[Re-accredited (3rd Cycle) at 'A' Grade by NAAC with CGPA: 3.67]

PALAYAMKOTTAI – 627 002, TIRUNELVELI, TAMIL NADU, INDIA.

Minutes of the Library Committee Meeting on 12th September 2023

The Library Committee meeting for the academic year 2023- 2024 was held on 12th September 2023. The meeting began at 4 pm with short prayer by Librarian and Fr. Principal welcomed the members present. The Librarian read out the minutes of previous library committee meeting.

The librarian read out the action taken report based on the resolutions of the previous meeting:

ACTION TAKEN REPORT (AFTER 21/12/2022)

- Purchased a book on Ambedkar (Tamil Version) through Fr. Secretary.
- Displayed the new arrivals in Library reading table.
- Purchased the books on Gender issues with recommended by Dr. M. Antony Raj
- Koha and Dspace orientation given to the students.
- Conducted the Book Exhibition with St. John's and St. Ignatius College of Education.

The Committee after a long discussion suggested the following:

- ✓ To maintain the journal usage register.
- ✓ To update the KOHA and Dspace software with User Statistics.
- ✓ To collect the statistics on Book Bank Books usage.
- ✓ To purchase the books on self study courses and cyber security paper.
- ✓ To send the reminder to University News magazine.
- ✓ To inaugurate the NDLI Readers Club in the fourth semester.

The meeting came to an end at 4.45 pm.



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Minutes of the Library Committee Meeting on 21st December 2022

The Library Committee meeting for the academic year 2022- 2023 was held on 21st December 2022. The meeting began at 2 pm with short prayer by Librarian and Fr. Principal welcomed the members present. The Librarian read out the minutes of previous library committee meeting.

The librarian read out the action taken report based on the resolutions of the previous meeting:

ACTION TAKEN REPORT (AFTER 09/2021)

- Included the CAS GO No. 5 (Govt. of TN)
- Updated the DSpace Digital Library Software
- Sent the UGC-CARE list and Scopus list of journals to Staff E-Mail Ids
- **Fr. Utarid Library** of St. Xavier's College of Education (SXCE), Palayamkottai organized library orientation programme to first year B.Ed students on 12th September 2022. **Dr. C. Martin Arockiasamy**, Librarian of St. Xavier's College (Autonomous), Palayamkottaidelivered the guest lecture on "**Today a Reader... Tomorrow a Leader**". **Dr.T.Raja**, librarian of SXCE shared the library facilities, rules and regulations of the library, and how to use the library and OPAC.

The Committee after a long discussion suggested the following:

- ✓ To purchase the full set of Ambedkar volumes through Fr. Secretary.
- ✓ To prepare the list of books on self study courses from faculty members
- ✓ To collect the new arrivals list and pasted in the notice board regularly.
- ✓ To send the list of newly added journals to faculty members.
- ✓ To give the orientation on KOHA and DSPACE to students.
- ✓ To collect the list of books from Dr. Antony Raj on Gender Issues
- ✓ To get the feedback on usage of books from students and faculty members.
- ✓ Fr. Principal congratulated the librarian for got the seminar grant from RRRLF
- ✓ Fr. Secretary suggested the resource person for motivating the students on reading habits
- ✓ Fr. Secretary proposes to conduct the book exhibition to our students and invite nearby colleges.

The meeting came to an end at 3.00 pm.