



St. Xavier's College of Education (Autonomous)

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

Palayamkottai – 627 002, Tamil Nadu.

Date: 26.09.2020

Library Committee Meeting

The Library Committee meeting for the academic year 2020-2021 was held on 26th September 2020 at 03.00 p.m. in the Mother Teresa Hall. The following members were present in the meeting.

| Name | Signature |
|---|----------------|
| 1. Rev. Dr. D. Thomas Alexander, S.J., Principal, SXCE. | : |
| 2. Rev. Dr. G. Pushparaj, S.J., College Secretary, SXCE. | : - 26.9.2020 |
| 3. Dr. T. Raja, Coordinator & Librarian, Fr. Utarid Lib., SXCE. | : |
| 4. Dr. A. John Lawrence, Asso. Prof. in English, SXCE. | : |
| 5. Dr. M. Antony Raj, Asst. Prof. in History, SXCE. | : |
| 6. Dr. A. Punitha Mary, Asst. Prof. in Education, SXCE. | : |
| 7. Dr. A. Michael J. Leo, Asst. Prof. in Education, SXCE. | : |
| 8. Dr. Y. Daniel, Asst. Prof. in Biological Science, SXCE. | : |
| 9. Mrs. A. Metilda Jasmine Shanthi, Asst. Prof. in Maths, SXCE. | : |
| 10. Rev. Fr. J. Martin George, S.J., Director, Fr. Utarid Lib., SXCE. | : |
| 11. Dr. S. Sherlin, Asst. Prof. in Physical Science., SXCE. | : |
| 12. Rev. Dr. F.X. Dominic Royce, S.J., Asst. Prof. in Edn., SXCE.: | : — |
| 13. Mrs. M. Rosary Kiruba Alexy, Asst. Prof. in Physical Sci., SXCE. | : |
| 14. Mrs. R. Poornam Thayammal, Office Assistant, SXCE. | : |
| 15. Ms. S. Steffy Selcia, II B.Ed., SXCE. | : |
| 16. Rev. Br. M. Nelson Raj, II B.Ed., SXCE. | : |
| 17. B. Asan meesan, II B.Ed. | : |
| 18. P. Jobin Solomon, II B.Ed. | : |
| 19. C. Harini Suba Ioteshuvari, II B.Ed. | : |
| 20. M. Saranya Baby, II B.Ed. | : |


Minutes of the Library Committee Meeting on 26th September 2020

To consider and approve the resolutions of Library Committee meeting held on 26th September 2020 for the academic year 2020-21.

The members of Library Committee on discussion suggested the following:

- To purchase Tamil Nadu State Board school textbooks for Standard 6th to 9th.
- To add 25% of the purchased books to Book Bank system every year.
- To include details of lending books through Book Bank system in the monthly statistics report.
- To add additional copies of frequently used books in book bank.
- To invite more external participants from other institutions in the book exhibition.
- To display more general reading and motivational books in the book exhibition.
- To maintain a Journal Reference Register for students, faculty members, and scholars.
- To install a new library automation software such as Web – OPAC cum remote access facility.
- To install a new Digital Repository Software for adding all study materials in one platform and integration of library website.
- To prepare the educational policies & reports in book formats.
- To provide with drinking water and a wash basin.
- To display the NET qualified candidates in the library from 2013.
- To purchase a rack to place school text books.
- To display 'silence' card on the reading tables.
- To continue the Orientation Programme for 1st year & 2nd year students.
- To conduct 'Best Practices Colloquium' for neighbouring Colleges of Education in November 2020.

The meeting came to an end at 4 pm.


Principal
St. Xavier's College of Education
(Autonomous)
Palayamkottai - 627 002



Date : 10/7/2019

Library Committee Meeting

The library Committee Meeting met on 10/7/2019 at 3 pm and the following members were attended the meeting.

| S.No | Name | Signature |
|------|---|----------------------|
| 1. | Rev. Dr. D. Thomas Alexander SJ | |
| 2. | Rev. Dr. G. Raspharaj SJ | G. Raspharaj 10.7.19 |
| 3. | Rev. G. Martin George SJ | |
| 4. | Dr. T. Raja | |
| 5. | Mr. A. John Lawrence | |
| 6. | Dr. NT. Antony Raj | |
| 7. | Dr. A. Punita Mary | A. Punita Mary |
| 8. | Dr. A. Michael J. Leo | |
| 9. | Dr. Y. Daniel | Y. Daniel |
| 10. | Dr. S. Sherlin | |
| 11. | Rev. Dr. F. X. Dominic Royce SJ | |
| 12. | Dr. M. Balasaraswarthi | MB |
| 13. | Mr. M. Rosary Kiruba Alexy | Mr. Alexy |
| 14. | C Harini Suba Lecheswar, (1 st & 2 nd) | C. Harini |
| 15. | Bro. M. Nelson Raj | |

Minutes of the Library Committee Meeting on 10th July 2019

The meeting began at 3 pm with a short prayer by Rev. Fr. Principal. Dr. T. Raja, Librarian read out the minutes of the previous library committee meeting.

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


1. 352 books purchased for the library including 15 reference books through three days books exhibition at library, and 6 reference books which have been transferred to the research centre.
2. Subscribed the following new journals and magazines in the place of the existing irregular publication of journals
 - Asian Journal of Psychology and Education
 - Science Reporter
 - Quest in Education
 - The IUP Journal of Soft Skills
3. Organized a two-day book exhibition for both staff and students of the college on 5th and 6th March 2019.
4. Organized a three-day UGC-NET preparatory programme for LIS professionals and Teacher Educators on 30th November, 1st December and 2nd December 2018.
5. Organized one day ICSSR sponsored National level workshop on Restriction of Plagiarism on 25th August 2018.
6. Organized the library orientation programme to the first year B.Ed students on 4th August 2018.
7. Displayed the best library users list of names among B.Ed, M.Ed, M.Phil and Staff for the odd and even semester in the notice board.

The Committee, after a long discussion, suggested the following:

- Requested the faculty members to suggest the books from catalogues and through book exhibition.
- Staff members must be inside the library at the time of library hour with the students for subject clarification.
- Planning to conduct the book exhibition in a big level for the nearest colleges and schools.
- Appreciation to Dr. T. Raja, Librarian for sending the article alert service to the faculty members.
- Planning to organize the colloquium for the librarians working in the college of education from Tirunelveli, Thoothukudi, and Kanniyakumri districts.
- Calculating the photocopier expenses and income in the previous academic year and planning to increase amount for photocopier and printout.

- Arrange to collect the school textbooks (new curriculum), and SCERT school curriculum.
- To conduct the orientation programme to the first year students and on 17th July 2019.
- To organize one day national level seminar on Smart Skills with LIS Professionals in the month of September 2019.
- UGC-NET preparatory programme to the library and information science professionals in the month of October 2018.
- To organize UGC-NET preparatory programme to the library and information science professionals in the month of October 2019.

The meeting came to an end at 4.10 pm.


Principal
St. Xavier's College of Education
(Autonomous)
Palayambottai - 627 002



20.06.2018

Library Committee Meeting

The library Committee meeting met on 20/06/2018 at 11 am and the following members were attended the meeting.

| S.No | Name | Signature |
|------|---------------------------------|-----------|
| 1. | Rev. Dr. D. Thomas Alexander SJ | |
| 2. | Rev. Dr. G. Rusparraj SJ | — |
| 3. | Rev. Dr. F. X. Dominic Royce SJ | |
| 4. | Dr. T. Raja | |
| 5. | Mr. A. John Lawrence | — |
| 6. | Dr. M. Antony Raj | |
| 7. | Dr. A. Purnitha Mary | |
| 8. | Dr. A. Michael J. Leo | |
| 9. | Mrs. A. Metilda Jasmine Shanthi | |
| 10. | Rev. Fr. J. Martin George SJ | |
| 11. | Mr. A. Nicholas Jagan. | |



St. Xavier's College of Education (Autonomous)

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Palayamkottai, Tirunelveli – 627002.

Minutes of the Library Committee Meeting on 20.06.2018

The Meeting began at 11.00 am with a short prayer by Dr. T. Raja, the Librarian. He read out the minutes of the previous library committee meeting.

The Librarian read out the action taken on the resolutions of the previous meeting:

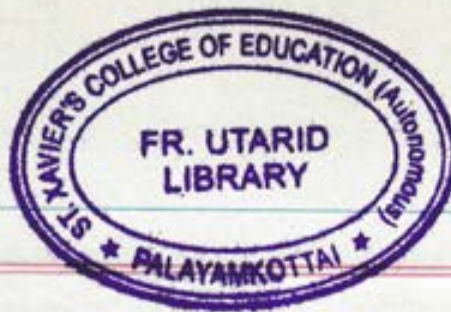
- Completed the installation of the Inverter.
- Five book shelves with glass door were purchased to the library.
- "St. Xavier's Informatics Centre" sticker pasted in front of the e-Resources laboratory.
- Successfully organized the library orientation programme on 03rd September 2017.
- Successfully organized the UGC-NET Preparatory Programme on 06th to 8th October 2018.
- Successfully organized the book exhibition on 18th to 20th December 2017.
- 215 books purchased through the book exhibition.

The Committee, after a long discussion, suggested the following:

- Relevant reference books in education recommended by the staff members to be purchased.
- Recommendations from the staff members are to be invited to buy new journals.
- Identifying the best student who borrows books from library and display his/her name in the library notice board and honour him/her in the college assembly with prize.
- One hour will be allotted in the time table for each subject group in a week and to conduct the book review session smoothly to promote the reading habit.
- To conduct the orientation programme to the first year students and workshop on "Plagiarism" to Research Scholars, Professors in the field of Social Sciences.
- To organize UGC-NET preparatory programme to the library and information science professionals in the month of October 2018.
- To organize a one day orientation programme to librarians working in the College of Education in Tirunelveli Region.

The meeting came to an end at 12 pm.

Handwritten signature
Principal



05.07.2017

Library Committee Meeting

The Library Committee meeting met on 05/07/2017 at 3 pm and the following members were attended the meeting.

| Name | Signature |
|--------------------------------------|--------------------------|
| 1. Rev. Dr. D. Thomas Alexander SJ. | <i>Thomas</i> |
| 2. Rev. G. John Gualbert SJ | <i>Gualbert</i> |
| 3. Rev. Dr. I. Jesudoss SJ | <i>I. Jesudoss</i> |
| 4. Dr. T. Raja | <i>T. Raja</i> |
| 5. Mr. A. John Lawrence | <i>A. John Lawrence</i> |
| 6. Dr. M. Antony Raj | <i>Antony Raj</i> |
| 7. Rev. Dr. S. Amaladoss Xavier SJ | <i>S. Amaladoss</i> |
| 8. Dr. A. Rinita Mary | <i>A. Rinita Mary</i> |
| 9. Dr. A. Michael J. Leo | <i>A. Michael J. Leo</i> |
| 10. Mrs. A. Metilata Jasmine Shanthi | <i>A. Metilata</i> |

Minutes of the Library Committee Meeting on 05.07.2017

The Meeting began at 3 pm with a short prayer by Dr. T. Raja, the Librarian and also read out the minutes of the previous library committee meeting.

The Librarian read out the action taken on the resolution of the previous meeting:

- E-books and TET study materials were uploaded in the Kindle e-Reader
- 149 books were bound on 02/06/2017
- Canon Xerox cum printer worth Rs.75000/- was purchased on 31/03/2017

The Committee, after a long discussion, suggested the following:

1. Purchase of Books for Library

- Purchase of more books related to curriculum during book fair ;
- Purchase of books of Mrs.Dhanvathi, Assistant Professor, VOC College of Education
- Need to subscribe for a quality international journal at affordable cost

2. Enhancing Infrastructure facilities in Library

- Putting up a ramp at the library entrance for the Differently abled students.
- Providing a Ladder type wooden or steel stool to take journals and periodicals from the shelves
- Furnishing the walls with apt scenery images with captions
- Need of Bio-Metric Scanner, Books Scanner, wooden racks, a steel almirah and Inverter for library
- ✓ • Getting quotation for Bio-Metric Scanner, Books Scanner, wooden racks, a steel bureau and Inverter.

3. Organisation of Programmes

- ✓ To conduct a one day library orientation programme for first year B.Ed. students
- To organise Book exhibition in the second semester,
- To conduct UGC-NET preparatory programme in the last week of October
- To celebrate World Book Day on April 23rd 2018.

4. Any Others

- ✓ To update and install antivirus software in all the systems in the library
- To replace the missing dissertations (35 No's) from 2006 – 2011 from Controller of Examinations, SXCE.
- Need to frame guidelines for the usage of our library by the public to prepare for TET/PG-TRB/NET/SET in Education as there is a request from the public.

The meeting came to an end at 4 pm.



20.09.2017

Library Committee Meeting

The library Committee meeting met on 20/09/2017 at 3.30pm and the following members were attended the meeting.

| S.No | Name | Signature |
|------|---------------------------------|----------------|
| 1. | Rev. Dr. D. Thomas Alexander SJ | Thomas |
| 2. | Rev. Fr. John Gualbert SJ | Gualbert |
| 3. | Rev. F. x. Dominic Royce SJ | Royce |
| 4. | Dr. T. Raja | Raja |
| 5. | Mr. A. John Lawrence | — |
| 6. | Dr. M. Antony Raj | Antony Raj |
| 7. | Rev. Dr. S. Amaladoss Xavier | Amaladoss |
| 8. | Dr. A. Punita Mary | A. Punita Mary |
| 9. | Dr. A. Michael J. Leo | Michael J. Leo |
| 10. | Mrs. A. Metilda Jasmine Shanthi | A. Metilda |
| 11. | Rev. J. Martin George SJ | Martin |
| 12. | Mrs. M. Rosary Kiruba Alexy | M. R. K. Alexy |

Minutes of the Library Committee Meeting on 20.09.2017

The Meeting began at 3.30 pm with a short prayer by Dr. T. Raja, the Librarian. He read out the Minutes of the previous library committee meeting.

The Librarian read out the action taken on the resolution of the previous meeting:

- Finalized the quotations and placed the order for Inverter
- Finalized the quotations and placed the order for closed book shelves
- Organized the library orientation programme on 03/09/2017

The Committee, after a long discussion, suggested the following:

- Circulation of the books catalogue to the staff members in order to finalise the books list
- Visiting the book fair that will be held in nearest places to buy relevant books
- Check the availability of reference books in the library as per our curriculum
- Fast steps can be taken to change the new location of the books in the racks and OPAC
- Putting up the ramp at the entrance of the library for the physically challenged students
- Pasting the new name "St. Xavier's Informatics Centre" at the entrance of library e-Resources lab
- Finalising the organising committee for the forthcoming UGC-NET preparatory programme on 6th to 8th October 2017 and getting approval from the Principal

Cultivation of Reading Habits

There was a discussion about the promotion of reading habits among students. Some valuable suggestions were put forth by the members present.

- Identify the student who has taken and used the highest number of books from the college library and display the student's name on the notice board.
- Every month an hour will be allotted to the students for book review. Students can take the book and review the whole book within 15 days and then each student will give the summary of the book during the book review session.
- One of the students from respective pedagogy subject will expose the review of the book in the weekly college assembly for 5 minutes and he will be rewarded.

The meeting came to an end at 4.30 pm.

Handwritten signature

Principal
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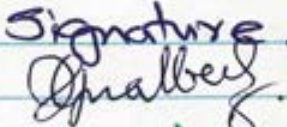

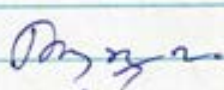
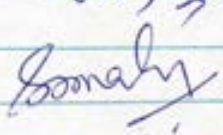

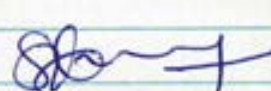


13.03.2017

3 pm.

Library Committee Meeting

The Library Committee meeting met on 13/03/2017 at 3pm and the following members attended the meeting.

| Name | Signature |
|-------------------------------------|---|
| 1. Rev. Fr. G. John Gualbert SJ |  |
| 2. Rev. Dr. D. Thomas Alexander SJ |  |
| 3. Rev. Dr. J. Jesudoss SJ | J. Jesudoss |
| 4. Dr. T. Raja | MRC |
| 5. Mr. A. John Lawrence | — |
| 6. Dr. M. Antony Raj |  |
| 7. Rev. Dr. S. Amaladoss Xavier SJ |  |
| 8. Dr. A. Punitha Mary | A. Punitha Mary |
| 9. Dr. A. Michael J. Leo |  |
| 10. Mrs. A. Metilda Jasmine Shanthi | A. Metilda |
| 11. Dr. S. Arockiasamy |  |
| 12. Mrs. M. Balasaraswathi | MRS |
| 13. Mrs. G. Kokila Selva Kumari | G. Kokila |

MINUTES OF LIBRARY COMMITTEE MEETING FOR THE ACADEMIC YEAR 2016-2017

The Library Committee meeting for the academic year 2016-2017 was held on 13th March 2017 at 03.00 p.m. in the Principal's Office. The following members were present in the meeting.

Rev. Dr. D. Thomas Alexander, S.J.

Rev. Fr. G. John Gualbert, S.J.

Mr. A. John Lawrence

Rev. Dr. I. Jesudoss, S.J.

Dr. M. Antony Raj

Rev. Dr. S. Amaladoss Xavier, S.J.

Dr. A. Punitha Mary

Dr. A. Michael J Leo

Mrs. A. Metilda Jasmine Shanthi

Dr. T. Raja

Dr. S. Arockiasamy

Mrs. M. Balasaraswathi

Mrs. G. Kokila Selva Kumari

The Meeting began with a short prayer by Dr. T. Raja, the Librarian. He presented Minutes of the previous library committee meeting. The members present approved the minutes.

The Librarian presented the following:

- Current available resources in the library (June 2016 to February 2017).
- Library usage report for the academic year 2015-2016.
- Number of Books added up-to February 2017.
- Number of new journals added up-to February 2017.
- Books received (No.923) from Shantha publishers, Chennai as compliment.

Programmes organized by the library


- A National Conference on "Electronic Resources and Academic Libraries: Exploring New Trends, Technologies, Practices, Services and Management - (NCERAAL 2016)" was organized on 21st and 22nd October 2016.
- Library Orientation Programme was organized on 23rd September 2016.
- UGC-NET Preparatory Programme was organized on 16th to 18th December 2016.

- Mr. Vinoth, Asst. Librarian from Lakshmi Ammal Polytechnic College, Kovilpatti who participated in the UGC-NET Preparatory Programme organized in our college had cleared his NET examinations conducted in the month of December 2015.

The Committee after a long discussion suggested the following.

- To improve e-Resources in the Library.
- To install more e-books in the kindle.
- To celebrate the World Book Day on 23rd April 2017.
- To care and maintain the damaged books in the library by way of binding.
- To purchase more books related to our college curriculum.
- To purchase 10 book shelves and one Almira for the library.
- To purchase a Xerox cum Printer Machine for the use of Students Service Centre.

The meeting came to an end at 4 p.m.


Principal
St. Xavier's College of Education
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Palayamkottai - 627 002



09.08.2016
10.30 am

Library Committee Meeting.

The Library Committee meeting met on 09.08.2016 at 10.30 am and the following members attended the meeting.

| Name | Signature. |
|-------------------------------------|-------------------|
| 1. Rev. G. John Gualbert, SJ | |
| 2. Rev. Dr. S. Amaladoss Xavier, SJ | |
| 3. Rev. Dr. I. Jesudoss, SJ | I. Jesudoss |
| 4. Mr. A. John Lawrence | |
| 5. Dr. M. Antony Raj | Dr. M. Antony Raj |
| 6. Dr. A. Punitha Mary | A. Punitha Mary |
| 7. Dr. A. Michael J. Leo | |
| 8. Dr. T. Raja | Dr. T. Raja |
| 9. Dr. S. Arockiasamy | |

Minutes of the Library Committee Meeting on 09.08.2016

The Meeting began at 10.30 am with short prayer by Dr. T. Raja, the Librarian. The Committee members accepted the following resolutions.

The Librarian Should read out the following:

- Minutes of the previous library committee meeting.
- Current available resources in the library and library usage report for the academic year 2015-2016.

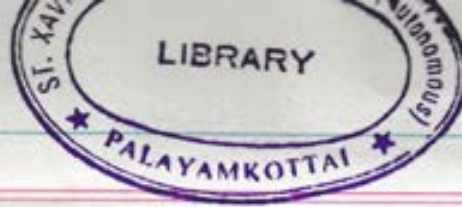
The Committee suggested to implementing the following:

- Stock verification report abstract pasted in the minutes note.
- Receive the book recommendations from all the staff members and purchase the books for the academic year 2016-17 and tentative date for give the recommendations up to 31.08.2016.
- Increase the book bank books up to 1000
- Antivirus Package installed in the Student Center Computer and also the Tamil fonts.
- Upload e-books in the digital library computers.
- Rectify the bar-code printer.
- Adding our college conference proceedings in the stock register for student's reference.
- Purchase 2 e-book Readers (Kindle).
- Purchase 5 Racks for arranging the books.
- Printout the online e-journals in education through UGC N-List package.
- Fine will be collected from the non-user of the library (May be Rs.100/-).

The meeting Came to an end 12 pm.



Principal
St. Xavier's College of Education
(Autonomous)
Palayamkottai - 627 002



30.09.2015

3 PM.

Library Committee Meeting

The Library Committee meeting met on 30/9/2015 at 3pm and the following members attended the meeting.

| Name | Signature |
|-------------------------------------|-----------|
| 1. Rev. Dr. G. John Gualbert, SJ | |
| 2. Rev. Dr. S. Amaladoss Xavier, SJ | |
| 3. Rev. Dr. I. Jesudoss, SJ | |
| 4. Mr. A. John Lawrence | |
| 5. Dr. M. Antony Raj | |
| 6. Dr. A. Punita Mary | |
| 7. Dr. A. Michael J. Leo | |
| 8. Dr. T. Raja | |
| 9. Mr. S. Arockiasamy | |
| 10. Mrs. K. Devi Gomathei Narayani | |

Minutes of the Library Committee Meeting on 30.09.2015

The Meeting began at 3 pm with short prayer by Dr.T.Raja, the Librarian. The Committee members accepted the following resolutions.

The Librarian read out the following:

- Minutes of the previous library committee meeting.
- Stock verification report of the year 2014-2015.
- Current available resources in the library and library usage report for the academic year 2014-2015.

The Committee suggested to implementing the following:

- Increasing the books up to 20000 before NAAC Committee Visit.
- Receiving the book recommendations from all the staff members and purchasing the books for the academic year 2015-16.
- Increasing the book bank books up to 1000
- Getting the UGC N-List Password for Rev.Fr.Secretary, New Staff, and New Students.
- Subscribing the University News and Journals from neighbouring institutions.
- Collecting and maintaining the lesson plans and practicum (soft copy) from controller of examinations office.
- Increasing the books as per the following:

B.Ed Students: 5 Regular + 3 Book Bank (8 Books) / 15 days

M.Ed Students: 5 Books / 15 days

M.Phil (FT and PT): 2 Books / 15 days

Staff: 10 Books / 30 days

- Collecting the e-books from staff members and Aluminous and also downloaded the e-books and e-journals from the assistance of Mr.Nicholas and Mr.Rajkumar.
- Purchasing the e-Reader
- Getting the sponsors for new furniture items purchase to the new library.
- Maintaining the college publications in the library.
- Providing the printer facility (official Printouts) to the staff members in the student's service centre or library.


Principal
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