

CIRCULAR

Coimbatore
21.08.2015

There will be a library committee meeting on 25.08.2015 at to discuss the following agendas.

1. Orientation class for staff members
2. Increasing the book numbers
3. Increasing the seating capacity of the library
4. Establishment of scholar's room reg.
5. Increasing the number of users
6. Infrastructure issues
7. Introduction of Google scholar home page
8. Conduct of Book expo reg.

I request all the members of the library committee to attend the meeting.

Date of Meting : 25.08.2015
Time : 10.00 am
Venue : library


CO-ORDINATOR

CIRCULAR

All the members of Library committee are requested to attend the meeting on 24.08.2015 without fail.

Time : 10.00 am
Venue : library

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CO-ORDINATOR

Signature of Committee members:

S.No	Members	Signature
1.	Mr. M Muthukrishnan (Library in)	<i>M. Muthukrishnan</i>
2.	Mr.S.Vijayakumar (HOD/Asst.Prof. in Catering Science and Hotel Management)	<i>S. Vijayakumar</i>
3.	Mrs. Nirmala (Asst.Prof. in Computer Application)	<i>N. Nirmala</i>
4.	Mrs.Bagyalakshmi (Asst.Prof. in International business)	<i>B. Bagyalakshmi</i>
5.	Mrs.Linda Mary Simon (Asst.Prof. in commerce With professional accounting)	<i>L. Mary Simon</i>
6.	Mrs.P.Menaka (Asst.Prof. in Information Technology)	<i>P. Menaka</i>
7.	. Mrs.T.Girija (Asst.Prof. in Computer Technology Com.CA)	<i>T. Girija</i>
8.	Mrs.N.Vanitha (Asst.Prof. in Information technology)	<i>N. Vanitha</i>

Dr.N.G.P Arts and Science College, Coimbatore
Library committee
Minutes of the meeting

The Library Committee member meeting is held in the library on 25.08.2015, at 11.00 am. Measures needed for its effective functioning is discussed by its members and the following points have been taken into consideration.

- The committee has decided to conduct of book exhibition during even semester by inviting more number of book publishers and also to promote the book reading habits among the students.
- It was decided to increase the number of books from (21,000 to 30,000) new books and journals based on the requirements provided by the respective departments.
- The committee has decided to improve the infrastructure facilities so as to increase the seating capacity from 150 to 250.
- The committee has decided to establish a exclusive discussion room for scholars with LCD and net facility.
- The committee has decided to increase the number of orientation programs for first year students to introduce themselves with the N-list and rules and regulations to be followed in the library.
- It was decided to develop institutional google scholar home page

S.No	Members	Signature
1.	Mr.K.Muthukrishnan (Library)	M. Muthukrishnan
2.	Mr.S.Vijayakumar (HOD/Asst.Prof. in Catering Science and Hotel Management)	S. Vijayakumar
3.	Mrs. Nirmala (Asst.Prof. in Computer Application)	Nirmala
4.	Mrs.Bagyalakshmi (Asst.Prof. in International business)	K. Bagyalakshmi
5.	Mrs.Linda Mary Simon (Asst.Prof. in commerce With professional accounting)	L. M. Simon
6.	Mrs.P.Menaka (Asst.Prof. in Information Technology)	P. Menaka
7.	. Mrs.T.Girija (Asst.Prof. in Commerce with CA)	T. Girija
8.	Mrs.N.Vanitha (Asst.Prof. in Information technology)	N. Vanitha

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CO-ORDINATOR