



Aruthenganvilai, Kallukatti Junction, Azhikkal Post, Kanyakumari District, Tamilnadu - 629 202

Website : [www.stellamarys.in](http://www.stellamarys.in) | E-mail : [smce@outlook.com](mailto:smce@outlook.com)

03.02.2020



SMCE/LIB/18/2022

MEETING AGENDA

Date: 17/10/2022

Meeting Name:	Library Committee Meeting		
Date of Meeting Planned: (DD/MM/YYYY)	21/10/2022	Time:	11.00 hrs
Meeting Chair:	Director	Location:	College Library
Meeting Facilitator:	Principal		
Meeting Minute Taker:	Librarian	Meeting Documenter:	Librarian

### 1. Meeting Objective

Announcement, Planning

### 2. Members to Attend

Name	Department	E-mail	Phone
Dr. Jenix Rino			
Dr. R. Suresh Premil Kumar			
Mrs. M. V. Helen			
Mr. Rajkumar			
Mr. Milton			
Mrs. Sony			
Mrs. Maria Joseph Beaula			

### 3. Meeting Agenda

Topic	Time
1. Action taken on previous minutes of the meeting	
2. Purchase of Text Books, Reference Books and journals	
3. Awareness program on library resources and services	
4. Increase of furniture in the library	

Signature: .....  
Meeting Documenter  
Date: 17/10/22

Signature: .....  
Principal  
Date: .....





2. Signature- Members to Attend

S.No.	Name	Designation	Department	Signature
01	Dr. Jenix Rino	Director		
02	Dr. Suresh Premil Kumar	Principal		
03	Mrs. M.V.Helen	Librarian		
04	Mr. Raj Kumar	Asst. Professor	Mechanical	
05	Mr. Milton	Asst. Professor	EEE	
06	Mrs. Sony	Asst. Professor	CIVIL	
07	Mrs. Maria Joseph Beaula	Lab Assistant	S&H	



SMCE/LIB/18/2022

MEETING MINUTES

Date: 21/10/2022

Meeting Name:	Library Committee Meeting		
Date of Meeting: (MM/DD/YYYY)	21/10/2022	Time:	11.00 hrs
Minutes Prepared By:	Librarian	Location:	College Library
1. Meeting Objective			
Action Plan			
2. Attendance at Meeting			
Name	Department	E-mail	Phone
List Enclosed			
3. AGENDA ITEM	4. DISCUSSION/OUTCOMES / DECISIONS		5. ACTIONS TO BE TAKEN, COMMUNICATIONS REQUIRED
1. ACTION TAKEN ON PREVIOUS MINUTES OF THE MEETING	Minutes of 17 <sup>th</sup> Library advisory committee meeting held on 28/02/22 was discussed and action taken on each case.		As no changes were suggested by the members, the committee confirmed the minutes of the previous meeting.
02. PURCHASE OF TEXT BOOKS, REFERENCE BOOKS AND JOURNALS	The Principal instructed the librarian to get required book list from all the Hods for the academic year 2022-23 as per new regulations. And also the purchase of printed journals should be increased.		All the proposals forwarded to the management through principal and the amount has been sanctioned by the management for the purchase of books and journals and it is in process.
03. AWARENESS PROGRAM ON LIBRARY RESOURCES AND SERVICES	The Principal instructed the librarian to organize an orientation programme for the benefit of new students in the beginning of academic year. They are taken around the library to familiarize them with various resources and services available for them.		The librarian will take necessary action, if any user desiring to know more about library resources and service or to learn how to use a particular resource like OPAC, e-journals, databases etc
04. INCREASE OF FURNITURE IN THE LIBRARY	Discussed the necessity of increasing the book racks as the existing book racks are not enough for arranging the purchased books.		Will get approval from the management, and do the necessary action to get the new book racks.
30.12.2022			
With immediate effect			
7. Next Meeting (if applicable)			
Date: (MM/DD/YYYY)	March 2023	Time:	Location: Central Library
Objective:			

Signature:   
Meeting Documenter  
Date: 21.10.22

Signature:   
Principal  
Date: .....





2. Attendance at Meeting

Sl. No.	Name	Designation	Department	Signature
01	Dr. Jenix Rino	Director		
02	Dr. R. Suresh Premil Kumar	Principal		
03	Mrs. M.V.Helen	Librarian		
04	Mr. Raj Kumar	Asst. Professor	Mechanical	
05	Mr. Milton	Asst. Professor	EEE	
06	Mrs. Sony	Asst. Professor	CIVIL	
07	Mrs. Maria Joseph Beaula	Lab Assistant	S & H	



SMCE/LIB/19/2023

MEETING AGENDA

Date: 28/02/2023

Meeting Name:	Library Committee Meeting		
Date of Meeting Planned: (DD/MM/YYYY)	03/03/2023	Time:	11.00 hrs
Meeting Chair:	Director	Location:	College Library
Meeting Facilitator:	Principal		
Meeting Minute Taker:	Librarian	Meeting Documenter:	Librarian

1. Meeting Objective

Announcement, Planning

2. Members to Attend

Name	Department	E-mail	Phone
Dr. Jenix Rino			
Dr. R. Suresh Premil Kumar			
Mrs. M. V. Helen			
Mr. Rajkumar			
Mr. Milton			
Mrs. Sony			
Mrs. Maria Joseph Beaula			

3. Meeting Agenda

Topic	Time
1. Action taken on previous minutes of the meeting	
2. Update on books & journals procured in current academic year 2022-23	
3. Preparation for AICTE Inspection	
4. Renewal of Delnet membership	
5. Confirmation of ID cards	

Signature: .....  
Meeting Documenter  
Date: 28.02.23

Signature: .....  
Principal  
Date: 28.02.23

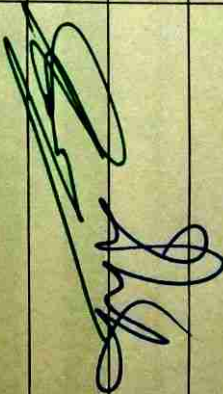
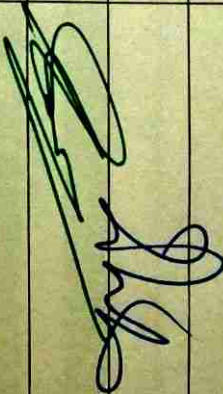









**STELLA MARY'S COLLEGE OF ENGINEERING**  
Aruthengavilai, Kallukatti Junction, Azhikal Post, Kanyakumari District - 629202.

SMCE/OEADTN/FM-450/19/MCAA-LIB  
2022 - 2023 (Odd/Even)

**2. Signature- Members to Attend**

S.No.	Name	Designation	Department	Signature
01	Dr. Jenix Rino	Director		
02	Dr. Suresh Premil Kumar	Principal		
03	Mrs. M.V.Helen	Librarian		
04	Mr. Raj Kumar	Asst. Professor	Mechanical	
05	Mr. Milton	Asst. Professor	EEE	
06	Mrs. Sony	Asst. Professor	CIVIL	
07	Mrs. Maria Joseph Beaula	Lab Assistant	S& H	





SMCE/LIB/19/2023

MEETING MINUTES

Date: 03/03/2023

Meeting Name:		Library Committee Meeting	
Date of Meeting: (MM/DD/YYYY)	03/03/2023	Time:	11.00 hrs
Minutes Prepared By:	Librarian	Location:	College Library
1. Meeting Objective			
Action Plan			
2. Attendance at Meeting			
Name	Department	E-mail	Phone
List Enclosed			
3. AGENDA ITEM		4. DISCUSSION/OUTCOMES / DECISIONS	
1. ACTION TAKEN ON PREVIOUS MINUTES OF THE MEETING	Minutes of 18 <sup>th</sup> Library advisory committee meeting held on 21/10/2022 was discussed and action taken on each case.		6. Date & Time of completion
02. UPDATE ON BOOKS & JOURNALS PROCURED IN CURRENT ACADEMIC YEAR 2022-23.	The committee members discussed about the purchase of books and journals.		As no changes were suggested by the members, the committee confirmed the minutes of the previous meeting.
03. PREPARATION FOR AICTE INSPECTION.	Discussed about the necessity of updating all registers and files and also purchase of books for the new courses.		Librarian presented the details of books purchased for the year 2022-23 as per new regulations for all the department and also for Industrial safety Engineering
04. RENEWAL OF DELNET MEMBERSHIP	Discussed the necessity of renewal of delnet membership		Librarian has been instructed to update all new arrivals in the accession register and in the software and also start the procedure for purchase of books for MBA, AI & DS
05. CONFIRMATION OF ID CARDS	The committee members discussed about the issuance of ID cards for new students and staffs		Will get approved from the management and will proceed
7. Next Meeting (if applicable)			
Date: (MM/DD/YYYY)	October 2023	Time:	Central Library
Objective:	To review of this meeting		

Signature: .....  
Meeting Documenter  
Date: .....8/3/23.....

Signature: .....  
Principal  
Date: .....





2. Attendance at Meeting

Sl. No.	Name	Designation	Department	Signature
01	Dr. Jenix Rino	Director		
02	Dr. R. Suresh Premil Kumar	Principal		
03	Mrs. M.V.Helen	Librarian		
04	Mr. Raj Kumar	Asst. Professor	Mechanical	
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