STELLA MARY'S COLLEGE OF ENGINEERING

(Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai)
Aruthenganvilai, Kallukatti Junction, Azhikkal Post, Kanyakumari District, Tamilnadu - 629 202

Website: www.stellamarys.in | E-mail: smce@outlook.com

Ref: SMCE/OEDTN/OR/23/2020

03.02.2020

OFFICE ORDER

The Library Committee is reconstituted with the following members with immediate effect till further orders.

Sl. No	Name	Designation	Dept.	Position
1.	Mrs. Helen	Librarian	Library	Convener
2	Mrs. Sony	Asst. Professor	Civil	Member
3	Mrs. Aldo Tenis	Asst. Professor	CSE	Member
5	Mr. Vinoj	Asst. Professor	ECE	Member
6	Mr. Milton	Asst. Professor	EEE	Member
7	Mr. Raj Kumar	Asst. Professor	Mech	Member
8	Mrs. Maria Joseph Beaula	Lab Assistant	Physics (S& H)	Member



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Aruthenganvilai, Kallukatti Junction, Azhikal Post, Kanyakumari District - 629202.

SMCE/OEADTN/FM-450/18/MGAA-LIB 2021 - 2022 Odd/Even)

Meeting Minute Taker: Meeting Facilitator: Meeting Chair: Date of Meeting Planned: Meeting Name: SMCE/LIB/18/2022 21/10/2022 Librarian Principal Director Library Committee Meeting **MEETING AGENDA** Time: Meeting Documenter: Librarian Location: College Library 11.00 hrs Date:17/10/2022

1. Meeting Objective

Announcement, Planning

2. Members to Attend					
Name	Department	E-mail	Phone		
Dr. Jenix Rino		Company of the last of the las			
Dr. R.Suresh Premil Kumar					
Mrs. M.V.Helen					
Mr. Rajkumar					
Mr. Milton					
Mrs. Sony					
Mrs. Maria Joseph Beaula			-		
3. Meeting Agenda					
Горіс				Time	
1. Action taken on previous minutes of the meeting	Action taken on previous minutes of the meeting	eeting			
3 Awareness program on library resources and services	n on library resources	and services			
o. Awareness program	II of ilotaly lesources	ally ocivices			

Increase of furniture in the library

Signature:

Bate:



STELI MARY'S COLLEGE OF ENGINEER .G

Aruthenganvilai, Kallukatti Junction, Azhikal Post, Kanyakumari District - 629202. 2021 - 2022 (Odd/Even)

SMCE/OEADTN/FM-450/18/MGAA-LIB

i Junction, Azhikal Post, Kanyakumari District – 62920

	07	06	05	04	03	02	01	S.No.	
	Mrs. Maria Joseph Beaula	Mrs. Sony	Mr. Milton	Mr. Raj Kumar	Mrs. M.V.Helen	Dr. Suresh Premil Kumar	Dr. Jenix Rino	Name	
	Lab Assistant	Asst. Professor	Asst. Professor	Asst. Professor	Librarian	Principal	Director	Designation	2. Signature- Members to Attend
	S& H	CIVIL	EEE	Mechanical				Department	rs to Attend
	3	& F.	and a	Salah	Medw	Sel.		Signature	



STE LA MARY'S COLLEGE OF ENGINE ING

Aruthenganvilai, Kallukatti Junction, Azhikal Post, Kanyakumari District - 629202. 2021 - 2022 ((Odd/Even)

SMCE/OEADTN/FM-460/18/MEMS/LIB

Minutes Prepared By: Date of Meeting: (MM/DD/YYYY) Meeting Name: 1. Meeting Objective SMCE/LIB/18/2022 Librarian 21/10/2022 **Library Committee Meeting** MEETING MINUTES Time: Location: 11.00 hrs College Library Date: 21/10/2022

Action Plan

2. Attendance at Meeting				
Name	Department	E-mail	Phone	
List Enclosed				
3. AGENDA ITEM	4. DISCUSSION/O	4. DISCUSSION/OUTCOMES / DECISIONS	5. ACTIONS TO BE TAKEN, COMMUNICATIONS REQUIRED	6. Date & Time of completion
1. ACTION TAKEN ON PREVIOUS MINUTES OF THE MEETING	Minutes of 17 th Library held on 28/02/22was deach case.	Minutes of 17 th Library advisory committee meeting held on 28/02/22was 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 book list from all the 2022-23 as per new purchase of printed jour	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.	30.12.2022
03. AWARENESS PROGRAM ON LIBRARY RESOURCES AND SERVICES	The Principal instructed the librarian to orgonientation programme for the benefit of n in the beginning of academic year. They a around the library to familiarize them with resources and services available for them	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	With immediate effect
04. INCREASE OF FURNITURE IN THE LIBRARY	Discussed the necessity of increasing the boo as the existing book racks are not enough for arranging the purchased books.	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

 7. Next Meeting (if applicable)

Date: (MM/DD/YYYY)

March 2023

Time:

Location:

Central Library

Objective:

Signature:
Principal
Date:



STELL MARY'S COLLEGE OF ENGINEERI G SMCE/OEADTN/FM-460/Aruthenganvilai, Kallukatti Junction, Azhikal Post, Kanyakumari District - 629202. 2021 - 2022 ((Odd/Even)

SMCE/OEADTN/FM-46O/18/MEMS/LIB

	07	06	05	04	03	02	01	SI. No.
	Mrs. Maria Joseph Beaula	Mrs. Sony	Mr. Milton	Mr. Raj Kumar	Mrs. M.V.Helen	Dr. R. Suresh Premil Kumar	Dr. Jenix Rino	Name
	Lab Assistant	Asst. Professor	Asst. Professor	Asst. Professor	Librarian	Principal	Director	Designation
	S& H	CIVIL	933	Mechanical				Department
	3	2	WA .	See Les		Mark The Control of t		Signature



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

Aruthenganvilai, Kallukatti Junction, Azhikal Post, Kanyakumari District - 629202.

Meeting Minute Taker: Meeting Facilitator: Date of Meeting Planned: Meeting Chair: Meeting Name: SMCE/LIB/19/2023 (DD/ MM /YYYY) 03/03/2023 Principal Director Librarian Library Committee Meeting MEETING AGENDA Time: Meeting Documenter: Location: Librarian College Library 11.00 hrs Date: 28/02/2023

1. Meeting Objective

Announcement, Planning

 Action taken on previous minutes of the meeting Update on books & journals procured in current academic year 2022-23 	Topic	3. Meeting Agenda	Mrs. Maria Joseph Beaula	Mrs. Sony	Mr. Milton	Mr. Rajkumar	Mrs. M.V.Helen	Dr. R.Suresh Premil Kumar	Dr. Jenix Rino	Name Department	2. Members to Attend
f the meeting and in current academic year 2022-23		· · · · · · · · · · · · · · · · · · ·								E-mail Phone	
	Time										

Signature: Alelo

Confirmation of ID cards

Renewal of Delnet membership Preparation for AICTE Inspection



STELL MARY'S COLLEGE OF ENGINEER G SMCE/OEADTN/FM-45 Aruthenganvilai, Kallukatti Junction, Azhikal Post, Kanyakumari District - 629202. 2022 - 2023 (Odd/Even)

SMCE/OEADTN/FM-450/19/MGAA-LIB

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		a sur	07	06	05	04	03	02	10	S.No.	
	The state of the s		Mrs. Maria Joseph Beaula	Mrs. Sony	Mr. Milton	Mr. Raj Kumar	Mrs. M.V.Helen	Dr. Suresh Premil Kumar	Dr. Jenix Rino	Name	
red			Lab Assistant	Asst. Professor	Asst. Professor	Asst. Professor	Librarian	Principal	Director	Designation	2. Signature- Memb
			S& H	CIVIL	EEE	Mechanical				Department	bers to Attend
			B	Qi4	000	saleyla-	Stetho			Signature	



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SMCE/OEADTN/FM-46O/19/MEMS/LIB

Aruthenganvilai, Kallukatti Junction, Azhikal Post, Kanyakumari District - 629202. 2022 - 2023 ((Odd/Even)

1. Meeting Objective Minutes Prepared By: (MM/DD/YYYY) Meeting Name: SMCE/LIB/19/2023 Librarian 03/03/2023 Library Committee Meeting MEETING MINUTES Time: Location: 11.00 hrs College Library Date: 03/03/2023

Action Plan

2. Attendance at Meeting	· 1000 1000 1000 1000 1000 1000 1000 10		THE PARTY
Name	Department E-mail	Phone	
List Enclosed			
3. AGENDA ITEM	4. DISCUSSION/OUTCOMES / DECISIONS	5. ACTIONS TO BE TAKEN, COMMUNICATIONS REQUIRED	6. Date & Time of completion
ACTION TAKEN ON PREVIOUS MINUTES OF THE MEETING	Minutes of 18 th Library advisory committee meeting held on 21/102022 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. UPDATE ON BOOKS & JOURNALS PROCURED IN CURRENT ACADEMIC YEAR 2022-23.	The committee members discussed about the purchase of books and journals.	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	30/05/2023
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 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	With immediate effect

Objective: To re	Date: (MM/DD/YYYY)	7. Next Meeting (if applicable)
To review of this meeting	October 2023	
	Time:	
	Location:	
	Central Library	
>		

04.

RENEWAL OF DELNET

Discussed the necessity of renewal of delnet

Will get approved from the management and will

30/03/2023

year, Lateral entry students and newly appointed staff The Librarian confirmed the issuance of ID cards to first

Completed

membership

MEMBERSHIP

CARDS

CONFIRMATION OF ID

issuance of ID cards for new students and staffs The committee members discussed about the

Signature: Itelu Meeting Documenter Date: 3.13.12.3

Date: Principal



STELL. MARY'S COLLEGE OF ENGINEERI 3 SMCE/OEADTN/FM-460/Aruthenganvilai, Kallukatti Junction, Azhikal Post, Kanyakumari District - 629202. 2022 - 2023 ((Odd/Even)

SMCE/OEADTN/FM-460/19/MEMS/LIB

2. Attendance at Meeting

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		07	06	05	24	03	02	01	SI. No.	
		Mrs. Maria Joseph Beaula	Mrs. Sony	Mr. Milton	Mr. Raj Kumar	Mrs. M.V.Helen	Dr. R. Suresh Premil Kumar	Dr. Jenix Rino	Name	7: All
		Lab Assistant	Asst. Professor	Asst. Professor	Asst. Professor	Librarian	Principal	Director	Designation	2. Attenuance at Meeting
		S& H	CIVIL	BEE	Mechanical				Department	
		3	4:18	No.	Alexander 1	Stolia		1 200	Signature	