

## Meeting Notice

21.06.2017

A meeting of Library Advisory Committee will be held on 23/06/2017 at library @ 2.30 pm. All are requested to participate.

### Agenda

subscriptions & purchase  
Infrastructural development  
Reader's Forum Constitution  
Others

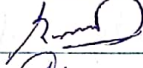
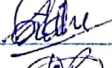

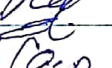
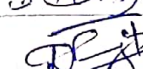

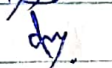

1. ~~Principal~~ ✓
2. Reyesabharan. K. ✓ Prud.
3. Abidha. K.V. Abid
4. Rejitha. O.K. Rejitha
5. P.V. A. Lakshmi Lakshmi
6. Isaacia T.V. Isaacia
7. Abdul Shuklan Abdul Shuklan
8. Dhanya. P.S. Dhanya
9. Abdul Aziz Abdul Aziz

Minutes of the meeting of Library  
Advisory Committee held on 28/06/2017 at  
2.30 pm

## Agenda

- 1) Subscription & Purchase
- 2) Infrastructure Development
- 3) Readers Forum Constitution
- 4) Other relevant matters

## Members Present

1. Rajasekharan KE  (Chairman - 1st day)
2. Abidha-k-P. 
3. Kenjitha-o-k. 
4. P.V.A. Lakshmi 
5. Zaana T.V. 
6. Dhanya P.S. 
7. Abdul Shetkoon 
8. Abdul Aziz 

## Decisions

- 1) EMEA College Readers forum constitution
- 2) To evaluate the existing stock of information resources
- 3) Orientation to the freshmen (PG & UG Oriented)
- 4) Book shelf to be purchased.
- 5) To keep a register for using internet/Dig. library in order to restrict the use.





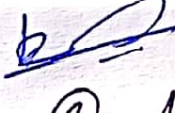
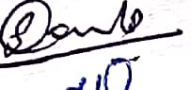


## Meeting Notice

23/08/2017

A meeting of Library Advisory Committee held on 28/08/2017 at Pannampal's Chamber at 2:30pm. All are requested to participate.

### Agenda:

1. Distribution of Library Cards
2. Orientation Class
3. Subscription of new journal
4. N. list processed distribution
5. Confirmation of Readers Forum.

1. Pannampal 
2. Zaccary T. V. 
3. Rajesekharan 
4. Dhanya. P. S. 
5. Abdul Shukker 
6. Mohamad Kanyal 

Minutes of the meeting of Library ~~Staff~~ Advisory Committee held on 28/08/2017 at 2.30 pm in the Principals Chamber.

### Agenda.

1. Distribution of Library cards to new students
2. Orientation classes to new students.
3. Subscription of Journals (new)
4. N-list user name and password creation to students
5. ~~The~~ <sup>Constitution</sup> of Readers forum

### Members Present

1. Principal ✓
2. Librarian in charge ✓
3. Zucaris T.V. ✓
4. Rajasekaran. K.E. ✓
5. Dhanya. P.S. ✓
6. Abdul Shakir ✓

### Decisions

1. Decide to distribute the <sup>Library Cards to the</sup> newly admitted students ✓
2. Conduct the Orientation class by Mr. Borkin Chotakhal including N-list & e Journals
3. Adding new subject journals to the library, give the list and detailed information about each journal by each department HODs within 2 week.
4. ~~The~~ <sup>Constitution</sup> of the Readers forum committee is confirmed. ✓