






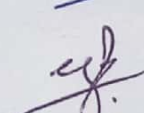
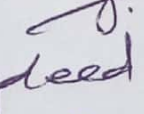

## Meeting Notice

14.06.2018

A meeting of Library Advisory Committee will be held on 14/06/18 at Ponnappal's chambers on 3pm. All are requested to participate.

### Agenda

1. Stock Verification
2. Library Staff meeting recommendations.
3. Orientation to new courses.
4. Barcoding of all books
5. Change 'Book magic' & install of Koha

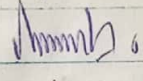
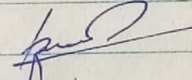


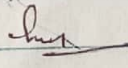

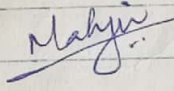
1. Ponnappal 
2. Rajesekharan. K. K. 
3. Zakaria. T. V 
4. Dr. IBRAHIM CHOLAKKAL 
5. Rajitha. OK 
6. Zahara Bunn 
7. Dr. Mahjabeen Aydeed  Malji
8. Abdul Azeez 

Minutes of the meeting of Library Advisory Committee held on 19/06/18 at 3:pm in the Principal's Chamber.

### Agenda

1. library stock verification
2. Implementing the recommendations of library staff meeting decisions as held on 05/06/2018.
3. Orientation of freshers
4. Barcoding of all books & wanted barcode machine (printer)
5. change of book magic & install koha.

### Members Present

1. Principal 
2. Rajasekharan K-E 
3. Zahera Bahr 
4. Zameer T.V 
5. SRIKRISHNA SRIKRISHNA 
6. Ranjitha O.K. 
7. Dr. Mahjabeen Aydeed 
- 8.
- 9.

### Decisions

1. stock verification of library books will conduct soon. Principal constitute the stock verification committee.

2. Implementing the recommendations of lib<sup>y</sup> staff meeting decisions

- a) Implementing the smart card for library purposes
- b) Reminding the staff for returning books before stock verification
- c) Library working hours rescheduled as 9:30 to 5:pm.
- d) Duplicate copy of missing Accession Register.
- e) Keep question papers to library.

- f) Decided to subscribe the subject journals
- g) To make arrangement for maintenance of systems

3. Implementing koha software instead of book magic.

4. Decided to Barcode of all books. For this wanted to purchase the barcode printer.

The meeting adjourned with vote of thanks at 4:30 pm.

*[Signature]*  
PRINCIPAL  
SRI S A COLLEGE OF ARTS  
& SCIENCE, KONDOTTY  
MALAPPURAM DT. 673 638

15-10-18

## Meeting Notice

A meeting of Library Advisory Committee will be held on 23-10-18 at Librarian's office on 2.30 pm. All are requested to participate

### Agenda

1. Library extension works
2. Revision of book purchase policy
3. Readers forum
4. Requirement of additional staff
5. Book shelving and re-classification
6. New journal subscription
7. Opening of library during noon on Friday
8. Other matters

1. Principal Jammal
2. Dr. Zaedia T.V Stas
3. Rajasekharan K.E Km
4. Rajesh T.K RP
5. N.K. Zabeer Bann Jan
6. Dr. Mursid Atammed. M d
7. Dr. Mahjabeen Aydeed Mahj
8. Ibrahim Chulokkal Im
9. Rejitha. O.K RP
10. Abdul Azeez Az

# Minutes of the meeting of the Library

Advisory Council held on 23-10-18 2:30 PM

at the Librarian's office

## Agenda

1. Welcome
2. Approval of agenda
3. library extension work.
4. Book Purchase Policy revision
5. Digital library maintenance
6. Readers Forum Reconstitution
7. Requirement of additional staff.
8. New journal/Magazine subscription/renewal
9. Opening of library during noon on Friday.
10. Orientation for faculty by an external library professional especially on e-resource usage.
11. Book Shelving and re-classifying
12. Other relevant matters

PTO.

## Members Present

1. Dr. Ayoub - C.P.
2. Rajasekharam K.E.
3. Dr. Zaccaria T.V.
4. Rajesh T.K.
5. Dr. Muroshid Mohammed.M.
6. N.K. Zahera Bannu
7. Dr. Ibrahim Chozab Khan
8. Ranjitha - O.K.
9. Dr. Maljabeen Aydeed
10. Abdul Ageez


## Decisions

1. Book issue time extended from 2.30 to 4.00 pm.
2. Library extension work will consider urgently for in the next RUSA fund. Till then certain internal arrangements are planned to bring books to the first floor.
3. Book purchase policy is revised as the centralised purchase procedure giving authorisation to the librarian & principal.
4. Separate Internet connection is planned to be subscribed separately for library. A nominal fee is decided to collect from the students availing digital library services by giving first half an hour free use and Rs.10/- for the next one hour.
5. Decided to reconstitute readers forum. A sub-committee to look after this forum formed with the members, (Ranjitha, Zahera Bannu, Abidha, Zaccaria) Decided to celebrate monthly celebration of Basheer literature by book reviews, displaying books, competitions,

talks etc, during November. (from Nov 1<sup>st</sup> onwards.)

6. Additional staff will be provided from next week (Kunhappu).
7. Must collect a list of journals/magazines required for each department and then forward to principal for corresponding action.
8. Friday also library must remain open during noon time making certain internal staff adjustment.
9. Decided to arrange an orientation for faculty by a library professional on the next suitable day.
10. Books must be classified and arranged based on each dept. especially making use of all Saturdays with additional staff.

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 PRINCIPAL  
 B.M.A. COLLEGE OF ARTS  
 & SCIENCE, KONDOTTY  
 MALAPPUZHAM DT 671 638

14.12.2018


## Meeting Notice


A meeting of Library Advisory Committee held on 20-12-2018 at librarian's office on 2:30 pm. All are requested to participate.

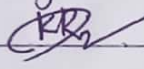
### Agenda

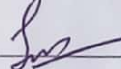
1. Conducting Book expo
2. Evaluation of Library programme
3. Stock verification interim report.
4. Other matters


1. Principal

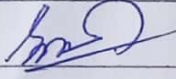
2. Dr. Zeena T.V. 


3. Zaheda Banu 


4. Rajesh. T.K. 

5. Dr. IPRAJITHA CHITRAKUMAR 

6. Revytha O.K. 

7. Rajasekharan. K.E. 

8. Dr. Mahjabeer Aydeed 

9. Abdul Azeer 





2. Decided to conduct the book expo on February 2009 - 21 & 22. in collaboration with English Department.

3. The Chairman of State unification committee presented the interim report. The detailed report will submit within three months.

The meeting adjourned with vote of thanks by Librarians

*(Signature)*

LIBRARY  
 & SCIENCE, UNIVERSITY  
 MALAPPURAM DT. 673 009