

Minutes of The Library Council Meeting [4^{th]}]

Date : 26-4-2016

Time : 3.40 pm

Venue : Library

Attendees

The following members were present in the meeting.

S.I.No	Name	Designation	Dept	Signature
1.	Mrs. Sunu P. Raju	Librarian(Gr.III)	Library	Sunu
2.	Mr. Elias Janson	HOD	EC	
3.	Mrs. Alpha Vijayan	HOD	CS	
4.	Mrs. Aligamma Nargadee	AP	SH	
5.	Ms. Ashima J. Catherine	AP	CE	

Agenda

1. Reading report and minutes at the meeting held on 1-3-2016.
2. Introduce smart card facility in the library for the entry of authorised readers.
3. Necessity of more space in the library.
4. Separate notice board for displaying notices relating to workshops, trainings, publications etc.

Discussion

1. The report and minutes of meeting held on 1-3-2016 were read and it was passed by Mrs. Aligamma Nargadee and seconded by Ms. Ashima J Catherine.

2. Discussed about the introduction of smart card facility in the library. The smart card facility helps to record the details entrance and exit time of the authorised readers.
3. Discussed on the topic of necessity of more space in the library.
4. Discussed about fixing separate noticeboard for displaying notices relating to workshops, seminars, conferences, publications etc for getting special attention of the readers.

Measures

1. Permission granted for the subscription of "Economic & Political Weekly" magazine.

Prepared by : Sunu P. Raju

Sunu

DST"

Collage
70

Technology
530