

Library Advisory Committee Report


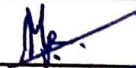


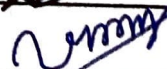
Library Advisory Committee of M.E.S Asmabi College was held on 15.07.2019 at 3 pm in the library under the chairmanship of Principal Dr Ajims P Mohammed

Library committee members presented the meeting

AGENDA

- 1.NAAC visit
- 2.Better utilisation of Library resources
- 3.Conducting seminars
- 4.Digital Library
- 5.Arrangements
- 6.Extension program

MEMBERS OF THE COMMITTEE

SL NO.	NAME	DESIGNATION	SIGNATURE
1	Dr. Ajims P Mohammed	Principal	
2	Dr.Muralikrishnan T R	Member Faculty	
3	Smt.Shaheeda T M	Member Faculty	
4	Smt.Rameesha K C	Member Faculty	
5	Mr.Abdul Nazar K M	Member Faculty	

Discussions

- 1.Committee discussed the NAAC report of the library and the Committee advised some instruction.
- 2.Committee was informed to create awareness to users about the books,journals and magazines and availability of the previous year question papers
- 3.The library staff will organise workshops and promotional events to enhance user engagement and gather real-time feedback.

4.The Principal informed the importance of online E resources .And arrange NLIST and other online resources orientation classes for users.

5.Committee suggested too more arrangement's needed for stacks and references

6.Discussed strategies to enhance community outreach programs and promote library services.

Library Advisory Committee Report





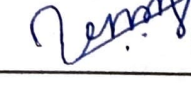
Library Advisory Committee of M.E.S Asmabi College was held on 05.02.2020 at 3 PM in the library under the chairmanship of Principal Dr.Ajims P Mohammed

Library committee members presented the meeting -2

AGENDA

- 1.Library maintenance and stock verification
- 2.Online access
- 3.NLIST registration
- 4.Purchase

MEMBERS OF THE COMMITTEE

SL NO.	NAME	DESIGNATION	SIGNATURE
1	Dr.Ajims P Mohamed	Principal	
2	Dr.Muralikrishnan T R	Member Faculty	
3	Smt.Shaheeda T M	Member Faculty	
4	Smt.Rameesha K C	Member Faculty	
5	Smt.Femin V T	Librarian	 (in charge Abdul Razzaq) KM

Discussions

- 1.Advisory committee suggested collect damaged books and shifted to restricted shelf and some books under binding section.and stock verification report submitted on or before march 31 st.
2. Committee proposes new software for online access and suggested all the students have to enrol in NLIST
- 3.The committee approved the purchase of [List of New Books/Journals/Media] to enrich the library collection.

4. Committee discussed how to use library resources online and the IT department will collaborate with library staff to initiate the implementation of online e resources to students.

The Library Committee remains committed to enhancing the quality and accessibility of resources for the benefit of our academic community

Meeting ended with thanks to the chair

Library Advisory Committee Report

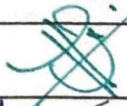



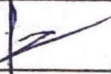
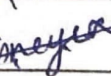
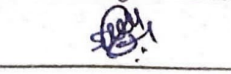


Library Advisory Committee of MES Asmabi College was held on 05.10.2020 at 7 pm in the Google meet platform under the chairmanship of Principal Dr A BIJU

Library committee members presented the meeting

AGENDA

- 1.Covid 19 arrangements
- 2.Usage of library
- 3.Conducting awareness programs
- 4.NLIST
- 5.Purchase of books and journals
- 6.Reopening

MEMBERS OF THE COMMITTEE

SL NO.	NAME	DESIGNATION	SIGNATURE
1	Dr. BIJU A	Principal	
2	Dr.MURALIKRISHNAN T R	Member Faculty	
3	Dr.DHANYA P R	Member Faculty	
4	MYNAG SURESH	Member Faculty	
5	SHEMI C B	Member Faculty	
6	Dr.JAISY DAVID	Member Faculty	
7	SHINEY C N	Member Faculty	
8	SALIHA P I	College Librarian	
9	IJAZ AHAMED A	Student Member	

Discussion

1. Advisory committee discussed the necessary arrangements of online resources and online orientation class.
2. The library staff representative presented an overview of the digital services that were implemented during the lockdown, such as online resources, e-books, and virtual events. The committee evaluated the effectiveness of these services and discussed ways to improve them.
3. Committee takes decisions to conduct workshops and seminars through Google meet, webex etc. It will help to complete their project works.
4. Committee discussed and checked all the students who have enrolled in the NLIST consortium.
5. Committee sanctioned the journal and book purchase
6. The committee addressed the planning for the eventual reopening of the library, considering safety measures, staffing requirements, and potential changes in services offered.

The Library Advisory Committee meeting concluded with a summary of the key points discussed. The committee expressed optimism about the library's ability to adapt and continue serving effectively despite the challenges posed by the lockdown.

Meeting ended thanks to the chair

Library Advisory Committee Report

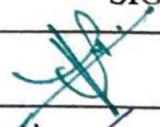

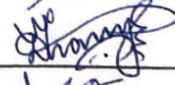


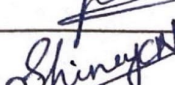

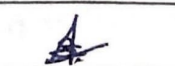

Library Advisory Committee of M.E.S Asmabi College was held on 01.03.2021 at 6 pm in the Google meet under the chairmanship of Principal Dr A Biju

Library committee members presented the meeting

AGENDA

- 1.Hybrid library model
- 2.Stock verification
- 3.Open access e resources
- 4.Acquisition
- 5.Library utilisation analysis

MEMBERS OF THE COMMITTEE

SL NO.	NAME	DESIGNATION	SIGNATURE
1	Dr. BIJU A	Principal	
2	Dr.MURALIKRISHNAN T R	Member Faculty	
3	Dr.DHANYA P R	Member Faculty	
4	MYNAG SURESH	Member Faculty	
5	SHEMI C B	Member Faculty	
6	Dr.JAISY DAVID	Member Faculty	
7	SHINEY C N	Member Faculty	
8	SALIHA P I	College Librarian	
9	IJAZ AHAMED A	Student Member	

Discussion

- 1.The committee recommended the development of a hybrid library services model that integrates both physical and virtual

services. Emphasized the importance of ongoing technological innovation to adapt to evolving user needs and preferences

2. Committee listed the stock verification team and submitted on or before March 31st

3. Considered expanding access to open educational resources and open-access journals.

Explored partnerships with publishers and organisations to enhance digital resource availability.

4. Evaluated the need for new acquisitions based on changes in academic programs and curricula. Discussed collaborative efforts with faculty to identify key resources required for post-lockdown academic needs.

5. Analyzed the impact of the lockdown on library usage patterns, considering changes in foot traffic, borrowing trends, and resource utilization. Discussed strategies to accommodate shifts in user behaviour, such as increased reliance on digital resources.

6. Feedback from library users regarding the digital services and the lockdown period, collected through surveys and comments, was presented. The committee considered this feedback in making decisions for future services and operations

Meeting ended with thanks to the chair


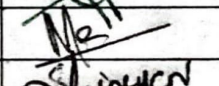







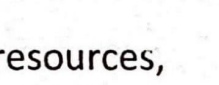
Library Advisory Committee of MES Asmabi College was held on 9.8.2021 at 7 pm in Google meet platform under the chairmanship of Dr Biju A

Library committee members presented the meeting - 3

AGENDA:

1. Presentation of library site.
2. Physical stock verification report
3. Library orientation & webinar
4. Library space management
5. Plagiarism checking software

MEMBERS OF THE COMMITTEE

SL NO.	NAME	DESIGNATION	SIGNATURE
1	Dr. BIJU A	Principal	
2	Dr.MURALI KRISHNAN	Chairman	
3	SHINEY C N	Member Faculty	
4	Dr.AMITHA BACHAN K H	Member Faculty	
5	SHEMI C B	Member Faculty	
6	Dr.JAISY DAVID	Member Faculty	
7	MYNAG SURESH	Member Faculty	
8	Dr.DHANYA P R	Member Faculty	
9	SALIHA P I	Librarian	
10	IJAZ AHAMED A (MARLO)	Students Member	

Discussion

- Creation of a library website to maintain library details, e-resources, OPAC and other useful links. And its link will be added to the college website. It is easier to understand their library & librarian presented details of the website.
- Students were made aware about the various functions of a library, library policy, library rules and online library.

- Stock verification report submitted and inform the details about the stock report.
- Organize new programs like webinar, library extension programs .And to promote library as knowledge center.
- A plan to extend the library building and more space allocated for research and reading purpose.
- Discuss the New software installed for plagiarism checking.
- Teachers gave an idea regarding reading room, archives, and extension programs.
- Decided to conduct library orientation program for all students to update the library development and facilities.

Meeting ended with thanks to the Chair.

Library Advisory Committee Report





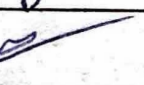
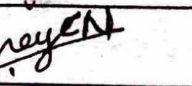
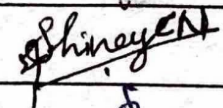


Library Advisory Committee of M.E.S Asmabi College was held on 15.02.2022 at 3 pm in the library under the chairmanship of Dr A Biju

Library committee members presented the meeting -

AGENDA

- 1.New library management software Koha installation.
- 2.Better utilization of Library resources after covid-19 situation.
- 3.Conducting awareness program for Remote accesses usability.
- 4.Approval for purchase of Books, Special Books/Rare Books, Journals & Other materials for the library and information about funds allocation.

MEMBERS OF THE COMMITTEE

SL NO.	NAME	DESIGNATION	SIGNATURE
1	Dr. BIJU A	Principal	
2	Dr.AMITHA BACHAN K H	Member Faculty	
3	Dr.DHANYA P R	Member Faculty	
4	MYNAG SURESH	Member Faculty	
5	SHEMI C B	Member Faculty	
6	Dr.JAISY DAVID	Member Faculty	
7	SHINEY C N	Member Faculty	
8	SALIHA P I	College Librarian	
9	IJAZ AHAMED A	Student Member	

Discussion

- The library management software Koha installation and fund allocation was discussed.
- The Committee reviewed the Book requirements received by all the departments, and approved the same for procurement. The Librarian was assigned the responsibility to call for Competitive quotations and prepare comparative statements from different publishers.
- The Library Committee was informed to create awareness to the students about the books, journals, magazines and online journals. Also, they were informed to create awareness about the availability of the e resources. The committee decided to arrange workshops and webinars about usage of e resources and plagiarism Software.
- Discussed the user awareness programs and importance of online information access workshops for students and to improve the dissertation of post graduate students with below 10% plagiarism.

Meeting ended with thanks to the chair.

Library Advisory Committee Report

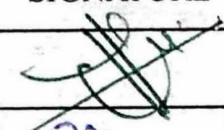

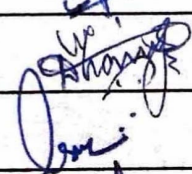


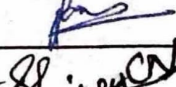
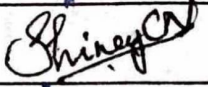


Library Advisory Committee of M.E.S Asmabi College was held on 19.09.2022 at 3.30 pm in the library under the chairmanship of Dr A Biju

Library committee members presented the meeting -10

AGENDA

1. Write off library books
2. Usage of library digital repository , DELNET and Gate register
3. Journals for next academic year
4. Maintenance of computers
5. Usage and Importance of Nlist
6. Library Website upgrade to new domain
7. Registration of Vidwan Portal.

MEMBERS OF THE COMMITTEE

SL NO.	NAME	DESIGNATION	SIGNATURE
1	Dr. BIJU A	Principal	
2	Dr.SANJEEV	Member Faculty	
3	Dr.DHANYA P R	Member Faculty	
4	MONA V	Member Faculty	
5	SHEMI C B	Member Faculty	
6	Dr.JAISY DAVID	Member Faculty	
7	SHINEY C N	Member Faculty	
8	SALIHA P I	College Librarian	
9	HADIYA	Student Member	

Discussions:

1. The Committee discussed the proposal to weed out mutilated and damaged books. It was resolved that instead of weeding out, the library should initiate replacing the separate rack (restricted rack) of these books. Considering the importance of rare books, the Committee recommended that the library should maintain an archive section for these books.
2. The library has undertaken the stock verification of the library records procured in 2018 in the period of Principal Dr. Ajims P Mohammed and the Librarian Abdul Nazar K M (Temporary). The total number of books which were identified as missing is 1807. The file containing a list of 1807 missing records was placed before the Library Advisory Committee for writing off. The Committee recommended writing off 1807 missing books as per the list given. The Committee advised Librarian to put effort to trace these books and update the missing status. The Committee recommended that in the process of tracing if the library finds any book out of missing 1807, it should be updated accordingly.
3. The committee discussed details collected from various departments and confirmed the listed out journals are in the UGC carelist. The journals available free in electronic format in the library were placed before the committee for discontinuation.
4. The library advisory committee recommended the maintenance of damaged computers and replacing new computers.
5. Library committee discussed the usage of digital repository software and databases DELNET and gate entry register
6. Discuss the usage statistics of Nlist and arrange the orientation class to Final year students for project work.
7. The committee discussed and start the registration process of VIDWAN portal and take necessary arrangements.

Meeting ended with thanks to the chair.

Library Advisory Committee Report



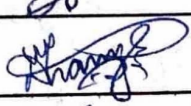
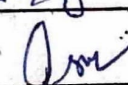

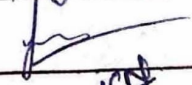
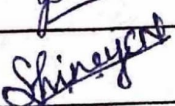

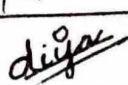
Library Advisory Committee of M.E.S Asmabi College was held on 03.03.2023 at 1.30 pm in the library under the chairmanship of Prof.Dr A Biju

Library committee members presented the meeting - 1

AGENDA

- Staff recommendation for new books
- Accumulated Fund Utilization
- Library Extension Programs
- Cloud storage for e resources
- Library Renovation
- VIDWAN registration progress
- Library Policy

MEMBERS OF THE COMMITTEE

SL NO.	NAME	DESIGNATION	SIGNATURE
1	Prof.Dr. BIJU A	Principal	
2	Dr.SANJEEV KUMAR	Member Faculty	
3	Dr.DHANYA P R	Member Faculty	
4	Smt.MONA V	Member Faculty	
5	Smt.SHEMI C B	Member Faculty	
6	Dr.JAISY DAVID	Member Faculty	
7	Smt.SHINEY C N	Member Faculty	
8	Smt.SALIHA P I	College Librarian	
9	HADIYA	Student Member	

Discussions:

Supervise the allocation and utilization of funds for different departments for purchase of books and journals for the library, and decided to purchase new books using PD accounts and accumulated fund.

Committee decided to conduct book exhibition in reading day 2023 and cultural programs.

Librarian presented online resources and cloud storage for digital library and its importance of these digital age and committee decided to purchase cloud storage and make available remote access the Dspace and OPAC and other e resources.

Library renovation: Principal introduce new library building plan and various areas of library. The committee proposed some suggestions for reading areas.

All the faculties registered VIDWAN portal and created their profile .

Committee sanctioned to renew the DELNET membership.

Library committee strictly suggested the use of ID cards by students in the library.

Formulating the general library policies and regulations which govern the functions of the library, and procedures for efficient use of Library resources. To provide uninterrupted access to physical and online information to satisfy the requirements of the learners.

Meeting ended with thanks to the chair.