

The Members Present for the meeting held on 10.08.2017 (Wednesday).

1. Mrs. Jagatha Lakshmanan *Jagatha Lakshmanan*
2. *[Signature]*
3. Mrs. S. Esther Daisy *[Signature]*
4. Mrs. S. A. Ghanalakshmi *[Signature]*
5. Dr. N. Chandra *[Signature]*
6. Dr. P. M. Gomathi *[Signature]*
7. Mrs. P. Jayalakshmi *[Signature]*
8. Dr. P. Nataraj *[Signature]*
9. Mrs. Radhika *[Signature]*
10. Mrs. P. N. Pushpalatha *[Signature]*
11. Dr. V. Kavitha *[Signature]*
12. Mrs. K. Hemamalini *[Signature]*

Minutes of the meeting held on 10.8.2017


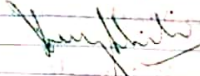


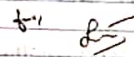
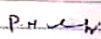

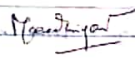
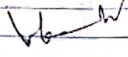
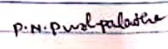

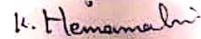
1. The Committee has decided to purchase books for commerce and management courses and also research books for scholars along with regular purchase of books.
2. It was decided to download E-books from various website and decided to make printout of it to keep in stock area.
3. Library Time-table is scheduled for all students.
4. All the question papers and Journals are given for binding.
5. It was decided to organise orientation programme on using library to all the students.

*Jagatha Lakshmanan*

*[Signature]*  
(Co-ordinator)

(Principal)


The Members Present for the Meeting  
held on 04.07.2018

1. Mrs. Jagathalakshmanan, CEO 
2. Dr. D. Muthuli, Principal 
3. Mrs. S. A. Dhanalakshmi  
Dean & Vice Principal 
4. Dr. P. Natesan, Head & Dean  
Dept of Commerce 
5. Dr. N. Chandra, Head &  
Dept of Tamil 
6. Dr. P. M. Gomathi, Head  
Dept of Computer science 
7. Mrs. R. Jayalakshmi, Head  
Dept of Maths 
8. Dr. N. Radhika, Head  
Dept of Physics 
9. Dr. V. Hanitha, Head  
Dept of MBA 
10. Mrs. P. N. Pushpalatha, Head  
Dept of English 
11. S. Esther Daisy, Librarian 
12. Mrs. K. Hemamalini, Asst Librarian 

Minutes of the meeting held on 04.07.2018

1. Library time-table is scheduled for all the students both UG and PG.
2. It was decided to conduct orientation programme on usage of library to all the first year students.
3. Principal madam insisted that when students visit library during library hours or free hours, staff members should accompany them to the library everyday. Staff should regularly visit the library.
4. The committee discussed about "Readers Club".
5. The committee proposed to purchase new books for prescribed syllabus & books for competitive examination.

  
(Co-ordinator)

  
(Principal)

The Members Present for the meeting held on 03.04.2019

1. Mrs. Jyatha Lakshmanan, CEO *Jyatha Lakshmanan*

2. Dr. D. Mythili, Principal *Dr. D. Mythili*

3. Mrs. S. A. Dhanalakshmi, MA Principal *S. A. Dhanalakshmi*

4. Dr. P. Natarajan, HOD & Dean Department of Commerce

5. Dr. N. Chandras, HOD Dept of Tamil *N. Chandras*

6. Dr. P. M. Gomathi, HOD Dept of Computer Science *P. M. Gomathi*

7. Mrs. P. Jayalaxshmi, HOD Dept of Maths *P. Jayalaxshmi*

8. Dr. V. Radhika, HOD Department of Physics *Radhika*

9. Dr. V. Kavitha, HOD Dept of MBA *V. Kavitha*

10. Mrs. P. N. Pushpalatha, HOD Dept of English *P. N. Pushpalatha*

11. S. Esther Debit, Librarian *S. Esther Debit*

12. Mrs. R. Hemamalini, Asst Librarian *R. Hemamalini*

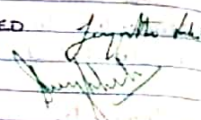
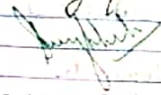
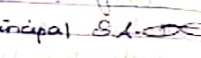
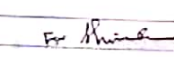

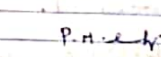

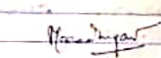
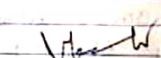
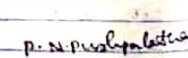
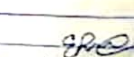
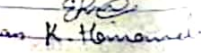
Minutes of the Meeting held on 3.04.2019

- The Committee suggested the staff and students to return the books issued within a stipulated time period.
- Committee members instructed that students should follow rules strictly inside the library.
- Proper list should be given to Librarian for purchasing of books.
- Every year atleast 1000 books are to be purchased.
- <sup>Every</sup> Each faculty should visit library every day.
- All the classes are given one hour library reference in regular class hours.
- Stock verification is to be carried by staff from 4<sup>th</sup> April 2019.
- It was decided to give damaged books Journals and newspapers for binding.

*S. Esther Debit*  
(Co-ordinator)

*Jyatha Lakshmanan*  
(Principal)

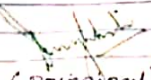
The members present for the meeting held on 24.7.2019

1. Mrs. Jagatha Lakshmanan, CEO 
2. Dr. D. Mitheli, Principal 
3. Mrs. S. A. Dhandakshmi, Vice Principal 
4. Dr. P. Nalasan, Head of Dept  
Department of Commerce 
5. Dr. N. Chandra, Head  
Department of Tamil 
6. Dr. P. M. Gomathi, HOD  
Department of Computer Science 
7. Mrs. R. Jayalakshmi, HOD  
Department of Mathematics 
8. Dr. V. Radhika, HOD  
Department of Physics 
9. Dr. Kaviana, HOD  
Dept of MBA 
10. Mrs. P. N. Puchpalatha, HOD  
Dept of English 
11. S. Esther Daisy, Librarian 
12. Mrs. K. Hanamalini, Asst Librarian 

Minutes of the meeting held on 24.07.2019

1. Library time-table is scheduled for all the students.
2. Principal Madam insisted that all the staff members visit the library everyday.
3. It was decided to conduct orientation programme on using library to all the first year students.
4. The Committee Proposed to purchase new books for prescribed syllabus.
5. The syllabus are collected from various departments and filed in the library.
6. Students visiting the library are to maintain silence. When they use computers for reference of e-journals utmost care to be taken to switch off the internet after use.

  
(Co-ordinator)

  
(Principal)

The members Present for the meeting held on 03.12.2020

1. Mrs. Jagath Lakshmanan, CEO Jagath Lakshmanan
2. Dr. D. Muthi, Principal Muthi
3. Mrs. S.A. Dhanalakshmi, Vice Principal S.A.
4. Dr. P. Natarajan, Dean, Dept. of Commerce Natarajan
5. Dr. N. Chandira, Commerce H. Chandira
6. Dr. P.M. Gomathi, HOD Dept. of Computers P.M.
7. Mrs. R. Jayalakshmi, HOD Dept. of Mathematics R. Jayalakshmi
8. Dr. V. Rathika, HOD Dept. of Physics Rathika
9. Mrs. P.N. Pushpalatha, HOD Dept. of English P.N. Pushpalatha
10. Dr. S.V. Kavitha, HOD Dept. of MBA Kavitha
1. Mrs. S. Esther Delys, Librarian S. Esther Delys
2. Mrs. K. Homamini, Asst. Librarian K. Homamini

The members Present for the meeting held on 03.12.2020

1. The Committee advised to purchase books for prescribed status.
2. The Principal insisted staff to go to the library everyday.
3. All the question papers and journals are given for binding.
4. Committee members instructed that students should follow rules strictly inside the library.

S.A.  
(Co-ordinators)

Muthi  
(Principal)

The Members Present for the Meeting held on 09.04.2021

1. Mrs Jagatha Lakshmanan, CEO *Jagatha Lakshmanan*
2. Dr. D. Nuthali, Principal *Nuthali*
3. Mrs S. A. Dhanalakshmi, Vice Principal *S.A. Dhanalakshmi*
4. Dr. P. Natesan, Dean, Dept of Commerce *P. Natesan*
5. Dr. N. Chandra, HOD Dept of Commerce
6. Dr. P. M. Gomathi, HOD Dept of Computer Science *P.M. Gomathi*
7. Mrs. R. Jayalakshmi, HOD Dept of Mathematics
8. Dr. V. Rathika, HOD Dept of Physics *Rathika*
9. Mrs P.N. Pushpalatha, HOD Dept of English *P.N. Pushpalatha*
10. Dr. P. V. Kaviana, HOD Dept of MBA *P.V. Kaviana*
11. Mrs. S. Esther Daisy, Librarian *ERD*
12. Mrs. K. Hemamalini, Asst Librarian *K. Hemamalini*

The members Present for the Meeting held on 09.04.2021

1. The Committee requested the staff and students to return the books issued within a stipulated time period.
2. Committee members instructed that students should follow rules strictly inside the library.
3. Proper list should be given to Librarian for cataloging of books.
4. It was decided to give damaged books, journals and newspapers for binding.

*ERD*  
(Co-ordinator)

*Nuthali*  
(Principal)