



RAJAGIRI VISWAJYOTHI
COLLEGE OF ARTS AND APPLIED SCIENCES
VENGOOR, PERUMBAVOOR KERALA- 683546

An ISO 9001 : 2015 Certified Institution

Affiliated to Mahatma Gandhi University, Kottayam | Approved by AICTE



CRITERION 4

INFRASTRUCTURE AND LEARNING RESOURCES

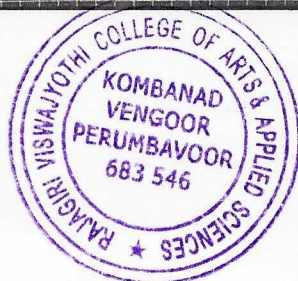
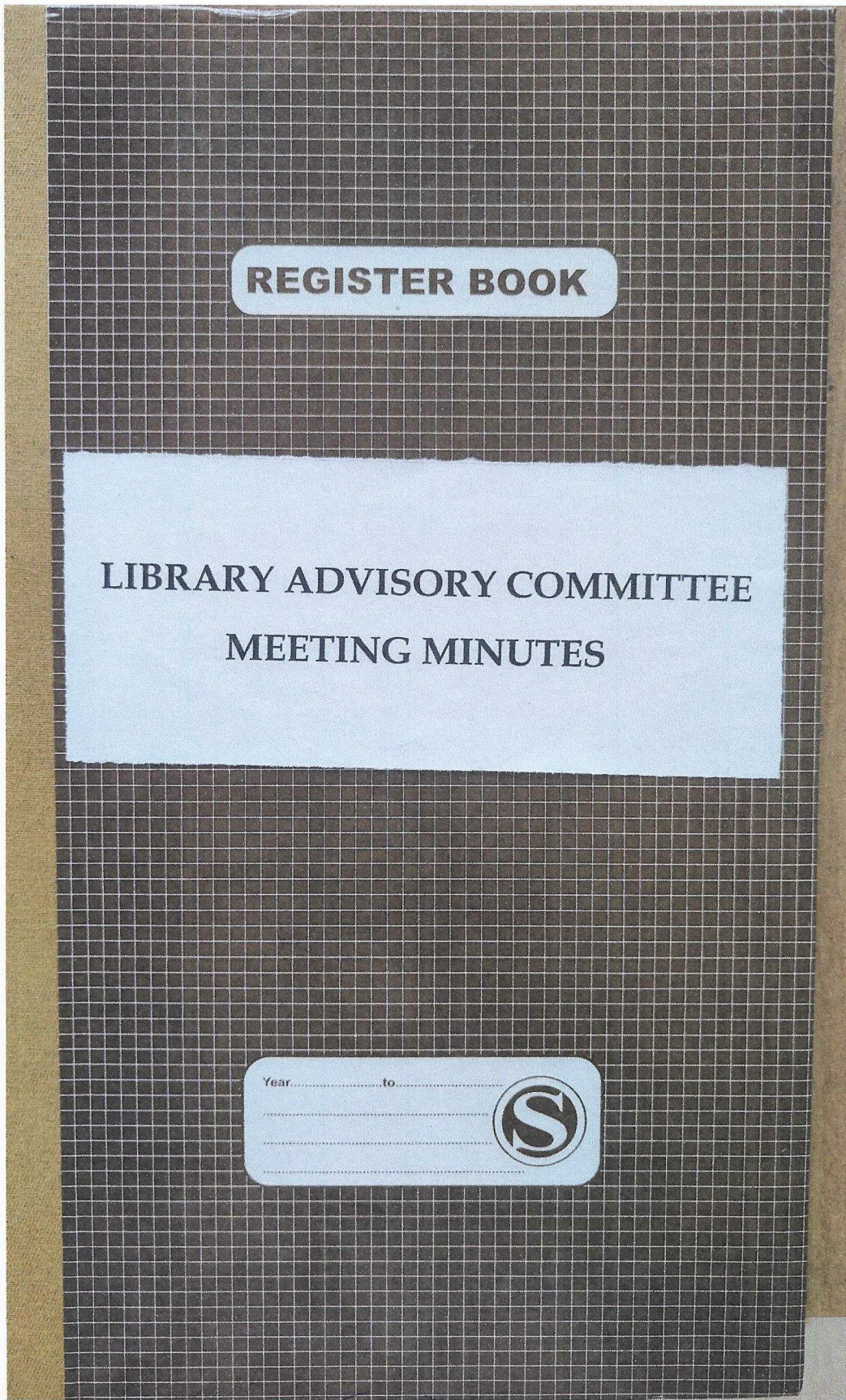
4.2 Library as a Learning Resource

2019-2024

Submitted to



4.2.1 LIBRARY ADVISORY COMMITTEE MEETING MINUTES



Library Advisory Committee Meeting Minutes

Date : 14/6/2022

Agenda

- 1) Increasing the number of Library Books
- 2) Formation of Library Policy
- 3) Review of Current Library Operations

Attendees

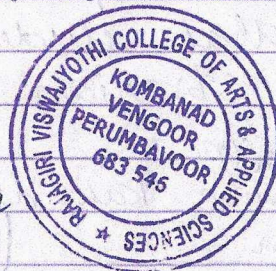
1. Dr. Joy P Joseph, Principal
2. Rev. Fr. Dlpin Karlingen CMI, Associate Director
3. Ms. Nimna Kassim, Librarian
4. Ms. Ashly Paul
5. Mr. Akhil Raju
6. Ms. Solymon V.L.

Decisions

1. The committee decided to identify new book titles and submit it to the librarian.
2. It was decided that a draft policy document would be prepared by Ms. Nimna Kassim, Librarian.
3. Current Library Operations were reviewed and the committee advised the librarian to take measures to increase resource utilization.

Nimna Kassim

Ms. Nimna Kassim
Librarian



Dr. Joy P Joseph
Principal

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Dr. Joy P Joseph
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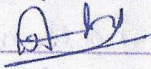
Meeting Minutes

Date : 10/03/2023

Agenda

- 1) Review of Previous Year Library Usage
- 2) Library Book Return
- 3) Stock Verification

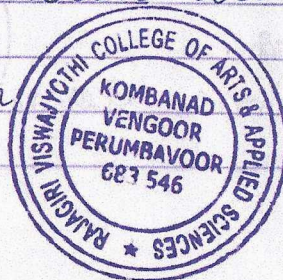
Attendees


1. Dr Joy P Joseph, Principal 
- 2 Rev Fr Dipin Karungen CMI, Associate Director 
3. Ms Nimma Kaseem, Librarian Nimma Kaseem
4. Ms Ashley Paul 
5. Mr Akhil Raju 


Decisions

- 1) The library usage of the Academic Year 2022-23 was reviewed and the librarian Ms Nimma Kaseem was asked to take measures to increase book checkouts.
- 2) It was decided to ask teachers and students to return library books on or before March 18th 2022. Anybody who wanted to receive book after 18th can only do it on the C/O of ^{respective} HODs.
- 3) It was decided to appoint teachers from each department for stock to ensure that students returned their book so that librarian can do stock verification.

Nimma Kaseem
Ms Nimma Kaseem
Librarian




Dr Joy P Joseph
Principal
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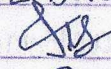


Meeting Minutes

Date: 16/06/2023

Agenda


- 1) Library Internship - Analysis and Feedback
- 2) Planning Library activities for the upcoming academic year

Attendees

- 1) Dr. Joy P Joseph, Principal 
- 2) Rev Fr Dipin Karingen CMI, Associate Director 
- 3) Ms. Annu Mariya Mathew, Librarian 
- 4) Ms. Thana Irine George 
- 5) Mrs. Rengini D 
- 6) Mrs. Anja Antony 

Decisions

- 1) The committee reviewed the outcomes of the recent library internship programme and decided to continue it in the upcoming years.
- 2) The committee decided to conduct reading competition in association with literary club on 22nd June 2023



Ms. Annu Mariya Mathew
Librarian



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Dr. Joy P Joseph
Principal

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

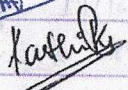
Meeting Minutes

Date: 21/03/2024

Agenda


- 1) Stock Verification
- 2) Subscription of e-resources and Journals
- 3) Library Audit


Attendees

- 1) Dr. Joy P Joseph, Principal 
- 2) Ms. Annu Mariya Mathew Librarian 
- 3) Ms. Thera Irine George 
- 4) Mrs. Anju Anthony 
- 5) Karthika Balachandran 

Decisions

- 1) The committee decided that the librarian should ensure that all books are returned on or before 31st March 2024 so that the stock verification can be conducted.
- 2) It was decided to subscribe e-resources like AI-LIST DELNET and journals to help students in their academic pursuits.
- 3) It was decided to conduct library audit to optimize resources as well as evaluate and improve efficiency.


Ms. Annu Mariya Mathew
Librarian


Dr. Joy P Joseph
Principal

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