SENGUNTHAR ENGINEERING COLLEGE

(AUTONOMOUS)

(Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai)
Recognized Under Section 2(f) & 12(B) of the UGC Act, 1956
NAAC Accredited with 'A' Grade
TIRUCHENGODE - 637 205 NAMAKKAL (Dt) TAMILNADU

MINUTES OF LIBRARY COMMITTEE

Date: 26.03.2024

I. Agenda

5.1 To Present the availability of the books and journals in the library

5.2 To Discuss about the library for academic year 2023-2024

5.3 To Select the student representative for library committee

5.4 To Discuss about the purchase of the book for central library

5.5 To Discuss about the e resources

5.6 Suggestions given by the members

II. List of Members Attended the Meeting

The academic year 2023-2024 was held on 26.03.2024 under the chairmanship of Dr.R.Satish kumar, Principal of the college, in library seminar hall at 11.00 AM.

The following members attended the meeting:

S.No	Name	Designation	Position	Signature with Date
1	Dr.R.Satish kumar	Principal	Chairman	
2	Dr.N.Suthakar	Librarian	Convener	
3	Dr.T.R.Chinnusamy	Dean/MS	Member	
4	Dr.P.Rameshkumar	Dean/R&D	Member	
5	Dr.M.Seenirajan	HOD/CIVIL	Member	
6	Dr.M.Sakthivel	HOD/CSE	Member	
7	Dr.C.Aarthi	HOD/ECE	Member	
8	Dr.K.Umadevi	HOD/EEE	Member	
9	Mr.N.Thiru senthil Adhiban	HOD/MECH	Member	
10	Dr.M.Sree Sakthivelan	HOD/MBA	Member	
11	Dr.M.Muhammad Sathik Raja	HOD/MDE	Member	
12	Dr.G.P.Raja	HOD/AI&DS	Member	
13	Mr.A.Senthilkumar	HOD/R&A	Member	
14	Mr.M.Karthikeyan	HOD/IT	Member	
15	J.Surya	III-CSE Student	Member	
16	A.Shivani	III-MDE Student	Member	
17	G.Gopal	III-MECH Student	Member	

III. Minutes of Meeting

Dr.R.Satish kumar, Chairman, library committee, welcomed the gathering. Then all the points of agenda were taken up for discussion and after details discussion, the following resolutions were made by the members.

5.1 To present the availability of the books and journals in the library

Books

S.No	Name of Departments	Titles	Volumes
1	B.E. Civil Engineering	1353	3359
2	B.E. Mechanical Engineering	1454	3688
3	B.E. Electrical and Communication Engineering	2872	6022
4	B.E. Electrical and Electronics Engineering	1720	3517
5	B.E. Computer Science & Engineering	4457	7352
6	B.E. Computer Science & Engineering(Cyber security)	56	259
7	Master of Business Administration (MBA)	4599	9016
8	B.E. Medical Electronics	1302	4323
9	B.E. Robotics & Automation	341	2056
10	B.Tech. Artificial Intelligence and Data Science	348	2007
11	B.Tech. Information Technology	1066	4229
12	B.E.Pharmaceutical Technology	10	10
13	M.E. Computer Science Engineering	632	1089
14	M.E. Structural Engineering	343	674
15	M.E. Medical Electronics	568	1141
16	M.E.VLSI	549	1056
17	Science & Humanities	1595	4273
	TOTAL	**23265**	**54071**

Journals

S.No	Name of Departments	National	International
1	B.E. Civil Engineering	6	6
2	B.E. Mechanical Engineering	6	6
3	B.E. Electrical and Communication Engineering	6	6
4	B.E. Electrical and Electronics Engineering	6	6
5	B.E. Computer Science& Engineering	6	6
6	B.E. Computer Science & Engineering(Cyber security)	6	6
7	B.E. Medical Electronics	6	6
8	B.E. Robotics & Automation	6	6
9	B.Tech. Artificial Intelligence and Data Science	6	6
10	B.Tech. Information Technology	6	6
11	Master of Business Administration (MBA)	6	6
12	M.E. Computer Science &Engineering	6	6
13	M.E. Structural Engineering	6	6
14	M.E. Medical Electronics	6	6
15	M.E.VLSI	6	6
16	B.E.Pharmaceutical Technology	6	6
17	Central library(magazine)	16	0
	Total	**112**	**96**

Resolution: The following resolved to approve that the above maintained books and National & International Journals are kept in the library and advised to maintain a stock book register regularly.

5.2 To Discuss about Library Budget of the academic year 2023-2024

Resolution: The library committee suggested to the management to consider the amount of Rs.5,00,000/- for purchasing of books & journals.

5.3 To Select the student representative for library committee

Resolution: It is resolved to approve the selection of student representative from every department.

5.4 To Discuss about the purchase of books for central library

Resolution: It is resolved to approve the purchase of department wise book in every year.

5.5 To Discuss about the e-resources

Resolution: It is resolved to mobile to the students to utilize the e resources effectively by the students and all the Teaching and Non-Teaching faculty members.

5.6 To Promote any kind of suggestion given by the chairman

Resolution: It is resolved to approve the Best Intellectual Award and Best User Award are to be given to students from various departments in every year.

5.7 To Discuss the book verification

Resolution: It resolved to libraries are subject to stock verification periodically; usually every year to know the status of the library collection. There are a number of manual and automatic methods are in practice to verify the stock.

Dr.N.Suthakar proposed the vote of thanks to all the committee members.

Suthakar 26/3/24
Convener

26/3/2024
Chairman

Copy to:

1. Members of Committee
2. Librarian
3. IQAC File
4. All HoDs

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Library Committee

Objectives: **26.03.2024**

- To develop collection of reading material useful for various courses
- To provide full information support to the teaching learning process in the college
- Up gradation of library resources
- To support research activity for its progress and qualitative development
- To provide various library services and facilities to the readers

List of Members:

S.No	Name	Designation	Position	Contact Number	E- mail
1	Dr.R.Satish kumar	Principal	Chairman	9842755552	principal@scteng.co.in
2	Dr.N.Suthakar	Librarian	Convener	9944836085	Suthakarn2002@yahoo.co.in
3	Dr.T.R.Chinnusamy	Dean/ MS	Member	9842869100	dean.research@scteng.co.in
4	Dr.P.Rameshkumar	Dean/R&D	Member	9842869100	Dean.rearch@scteng.co.in
5	Dr.M.Seenirajan	HOD/CIVIL	Member	8111013199	hod.civil@scteng.co.in
6	Dr.M.Sakthivel	HOD/CSE	Member	8248466676	msakthivel.cse@scteng.co.in
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8	Dr.k.Umadevi	HOD/EEE	Member	8667484320	kumadevi.eee@scteng.co.in
9	Mr.N.Thirusenthil Adhiban	HOD/ MECH	Member	8838976536	mechhod@scteng.co.in
10	Dr.M.Sree Sakthivelan	HOD/MBA	Member	9942555300	mbahod@scteng.co.in
11	Dr.M. Muhammad Sathik Raja	HOD/MDE	Member	9943861818	msmuhamathusathikraja.mee@scteng.co.in
12	Dr.G.P.Raja	HOD/AI&DS	Member	9123562245	aidshod@scteng.co,in
13	Mr.A.Senthil kumar	HOD/R&A	Member	9865118127	rahod@scteng.co.in
14	Mr.M.Karthikeyan	HOD/ IT	Member	8825699650	ithod@scteng.co.in
15	J.Surya	III-CSE Student	Member	6382020470	Suryajcse2025@scteng.co.in
16	A.Shivani	III-MDE Student	Member	9944931802	Siwania.md21@scew.org
17	G.Gopal	III-Mech Student	Member	9751649451	Gopalgmech2025scteng.co.in

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Roles and Responsibilities:

1. The Library Committee provides a forum for open discussion of matters relating to the Library and its services
2. To allocate funds, from the sanctioned annual budget of the library, Departments of UG AND PG and Research Centers of Studies for the purchase of books, journals and periodicals
3. Collecting the requirements of the text books, reference books, journal, ensuring adequate no. of copies are made available in the library as per the norms
4. Planning and implementing the library automation procedures, digital library the development and usage
5. Finalizing the list of books and journals measures of equipments to the college as well as department library and propose budgetary estimates to the administration. Conducting annual stock verification
6. Suggestion box is kept in the library for readers.

Convener

Chairman