

2022 -2023

CAUVERY COLLEGE FOR WOMEN, TRICHY-18

CENTRAL LIBRARY

Date: 20.10.2022

**CIRCULAR**

The Library Advisory Committee meets to discuss the library movement and developing the activities of the library. The members to be present are the Principal, Vice- Principals, Dean of Arts, Science, Alumni, Heads of the Department and the members of the Library Advisory Committee.

**Date and Time:** 21.10.2022 (Tuesday), 11.00 am

**Place and venue:** A- Block, II Floor

**Agenda:**

- Budget Allocation
- Acquisition of Journals
- Access Turnitin plagiarism detection Tool and Grammarly software
- Increasing users of E- Resources, Specially UG and PG final year students
- Acquisition of books & E- Books
- Delnet and N List Account activated for all the Staff members access through 24/7
- Increasing user
- User orientation Course conducted by every academic year
- All the data and Report to be maintained the Library Register and files

Library Advisory Committee meeting held on

21.10.2022 (Tuesday) Time 11:00 am.

Date : 21.10.2022

Day : Tuesday

Time : 11:00 am

Venue : A Block - II Floor.

Members Present :

Principal, Vice-Principal,  
Dean of Arts, Science, Alumni, COE,  
Heads of the Departments, Library  
Committee members.

Agenda:

1. Budget Allocation
2. Acquisition of Journals
3. Access Turnitin plagiarism detection tool and grammarly software
4. Increasing users of E-Resources, specially UG and PG final year students.

5. Acquisition of Books & E-Books

6. Delnet and list account activated for all the staff members access through 24/7

7. Increasing user.

8. User orientation course conducted by every academic year

9. All The data and report to be maintained the library Register and files.

Discussion:

• Every year, each department spent their budget Allocation & submit the bill copy to library.

• Acquisition of Journals every year renewal the subscription. (All the departments)

Staff & students access the Turnitin Anti plagiarism software. we maintained the records of users and reports should be send through their mail ID.

Especially s/w accessing students and staff members, maintained the users report also.

Increasing N-list, Delnet, British council usage staff accounts, we are created the individually user account with password. All the staff members and PG final year students must be have a account to access the sources.

Library has conducted the final year PG students "How to access the E Resources our library" with US/and PW. account for individually. library

provide the service for all the departments (staffs and students).

Maintain for stock verification every year, we are maintained the data department wise. General library collections of Books, Reference, Scopy. projects, CD's, Back volumes, Journals counting, magazine, status of Issue / Return, Renewal and Binding also.

we are newly purchased membership for British council online /offline access 2022-2023. Online Access we have a username and password. offline mode ~~we~~ they provide (10 cards) for access the sources.

Acquisition of Books & E Books. planned for conduct the Book Exhibition for upcoming days. E-Books access for multidisciplinary wise.

Library Advisory committee meeting held on

21.10.2022, Tuesday (Time: 11.00 am)

Library maintained the schedule for Access staff members department wise. Library sources available for online mode also.

Every year library has selected the best utilizer award for students (UG/Pg), This year library planned the award for staff members also.



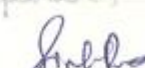


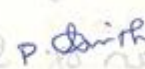
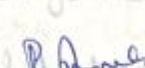

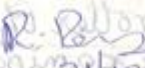
Submitted your thesis work (Phd) wherever staff members done by research must be given for one copy (hard/softcopy) library.

Conducted orientation programme for every year (UG and Pg) First year students.

All the reports and data file maintained the library Registers and files.

Members Present Department	Name of the Members	Signature
Principal	Dr. V. Sujatha	V. Sujatha 21.10.22
Vice-Principal	Dr. S. Ramalakshmi	S. Ramalakshmi 21/10/22
Vice-Principal	Dr. S. Shomeen	S. Shomeen 21.10.22
Dean of Arts	Dr. N. Savithri	N. Savithri 21/10/22
Dean of Science	Dr. V. Srinthu Janitha	V. Srinthu Janitha 21/10/22
Dean of Commerce	Dr. E. Kanaga	E. Kanaga 21/10/22
controller of Examination	V. Ramya	V. Ramya 21/10/22
Deputy COE	Dr. N. Siva Priya	N. Siva Priya 21/10/22
Dept. of Tamil HOD	Dr. S. Ramalakshmi	S. Ramalakshmi 21/10/22
English UG	Dr. S. Jayashree Agarwal	S. Jayashree 21/10/22
English Pg	Dr. P. Usmilla	P. Usmilla 21/10/22
Social work	Dr. E. Metlia	E. Metlia 21/10/22
Commerce	Dr. N. Savithri	N. Savithri 21/10/22
BBA	Dr. E. Tamilselvi	E. Tamilselvi 21/10/22
Maths	Dr. S. Premalatha	S. Premalatha 21/10/22

Library ~~Advisory~~ Advisory committee meeting held on 21.10.22  
 Tuesday, 11.00 am

Members Present Departmentwise	Name of the Members	Signature
Physics HOD	Dr. G. Maheswari	 21/10/22
CA	Dr. R. Merlin Packiam	 21/10/22
CS	Dr. V. Srinthu Janita	 21/10/22
IT	Dr. M. Parveen	 21/10/22
Chemistry	Dr. P. Pungayee Alias Amirtham	 21/10/22
Microbiology	Dr. B. Tamilmaraiselvi	 21/10/22
Bio-Tech	Dr. R. Rameshwari	 21/10/22
FSM & ND	B. Tanuja	 21/10/22
PD	Dr. B. Baby Shakila	 21/10/22
	Dr. P. Venkatesh	English PD
	Dr. P. Muthu	Social work
	Dr. N. Saritha	Commerce
	Dr. P. Tamizselvi	BBA
	Dr. S. Praveen	MBA

CENTRAL LIBRARY

CIRCULAR

The Library Advisory Committee meets to discuss the library movement and developing the activities of the library. The members to be present are the Principal, Vice- Principals, Dean of Arts, Science, Alumni, Heads of the Department and the members of the Library Advisory Committee.

Date and Time: 12.04.2023 (Wednesday), 11.00 am

Place and venue: A- Block, II Floor

Agenda:

- Budget Allocation
- Acquisition of Journals & E- Journals
- Conducted Book Exhibition- Various vendors participated this year
- Installed Webopac- Nirmal Automation Software - *website - copy*
- Visually challenged person Access E- Resource - NVDA (Non visual Desktop Access)
- Access Turnitin plagiarism detection Tool and Grammarly software
- Delnet and N List Account renewed for this year 2023, all the Staff members access through 24/7
- Maintaining library time in both (library and language hour) All UG and PG students get internal scores out of 5.
- User orientation Course conducted by every academic year
- All the data and Report to be maintained the Library Register and files

*[Signature]*  
12/04/2023  
(LIBRARY)

*V. G. Jagan*  
12-4-23

Date : 12.04.2023

Day : Wednesday

Time : 11.00 am

Venue : A- Block, II Floor

Members Present :

Principal, Vice-Principal,  
Dean of Arts, Science, Alumni, COE,  
Heads of the Department, Library  
Committee members.

Agenda :

1. Budget Allocation for every year  
Books & Journals, we spend the amount for  
Purchase.

2. Academic year 2023-2024 we allot  
the Budget Allocation Books : 6,00,000 and  
Journals : 3,00,000

3. Acquisition of Journals & E-Journals.

4. Conducted Book Exhibition -

Library Committee meeting held on 12.04.2023,  
Wednesday, 11.00am.

### Discussion :

- Every year each department spent their budget Allocations & submit the bill copy to the library.
- Aquisition of journals every year renewal the subscription (all depts) totally we spent the amount of last year purchased Books & Journals: 4,44,983
- We conducted the Book Exhibition on march 08.03.2023 to 09.03.2023.
- collections of Books (General, special, text books, Fiction & Non-Fiction, Awareness studies) various Book vendors to participated.
- Staff & students access the turnitin Anti plagiarism software we maintain the records of users and reports should be sent through their mail ID.
- Grammarly software accessing students and staff members, maintain the users report also.
- Increasing N-list, Delnet, British council usage staff accounts, we are created the individually user account with password.

All the staff members and PG final year students get the access with user account.

- Library has conducted the final year PG students "How to access the E-Resources our library" with us/pw. We maintained the feed back

- Maintain for stock verification in every year month of March. Data stored in Department. General Collec - Hons, Reference, DC copy, project, CD's, Back volumes, Journals, magazine. Status of issue/return, Renewal and Binding counting also countable.

- last year we purchased membership of British council Online /offline Access 2022-23 we have a us and pw serve to students and staff.

- we purchased the E-Books for Book Exhibition. Upcoming days we have to purchase to increase E-Books.

- Every year library selected the best utilizes award for students (UG, PG) This year we selected best for staff and prized.

- All the reports and data, files maintained the library Registers & files.



Library Advisory committee meeting held on 12.0

Members present Department wise	Name of the members	Signature
Principal	Dr. V. Sujatha	V. Sujatha 12/4/23
Vice-Principal	Dr. S. Ramalakshmi	S. Ramalakshmi 12/4/23
Vice-Principal	Dr. S. Shameem	S. Shameem 12/4/23
Dean of Arts	Dr. N. Sarithri	N. Sarithri 12/4/23
Dean of Science	Dr. V. Srinthu Janita	V. Srinthu Janita 12/4/23
Dean of Aluminae	Dr. G. Kanaga	G. Kanaga 12/4/23
Controller of Examination	V. Ramya	V. Ramya 12/4/23
Deputy CoE	Dr. N. Siva Priya	N. Siva Priya 12/4/23
Dept. of Tamil HOD	Dr. S. Ramalakshmi	S. Ramalakshmi 12/4/23
English UG "	Dr. S. Jayashree Agarwal	S. Jayashree 12/4/23
English PG "	Dr. P. Urmilla	P. Urmilla 12/4/23
Social work "	Dr. G. Mettla	G. Mettla 12/4/23
Commerce "	Dr. N. Sarithri	N. Sarithri 12/4/23
BBA "	Dr. J. Tamilselvi	J. Tamilselvi 12/4/23
Maths "	Dr. S. Premalatha	S. Premalatha 12/4/23

2023, Wednesday : 11.00am.

Members Present Departmentwise	Name of the members	Signature
Physics HOD	Dr. G. Maheswari	G. Maheswari 12/4/2023
CA	Dr. R. Merlin Packiam	R. Merlin Packiam 12/4/23
CS	Dr. V. Srinthu Janita	V. Srinthu Janita 12/4/23
IT	Dr. M. Parveen	M. Parveen 12/4/2023
Chemistry	Dr. P. Pungayee Alias Amirtham	P. Pungayee Alias Amirtham 12/4/23
Microbiology	Dr. B. Tamidmaraiselvi	B. Tamidmaraiselvi 12/4/23
Bio-tech	Dr. Rameshwari	R. Rameshwari 12/4/23
FSM N&D	Dr. B. Thanuja	B. Thanuja 12/4/23
PD	Dr. B. Baby Shalika	B. Baby Shalika 12/4/2023