

NEW HORIZON COLLEGE OF ENGINEERING LIBRARY COMMITTEE

Ref No. : NHCE/LIB/2024-25/005

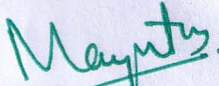
Date: 10th June 2024

MEETING NOTICE

The Library Committee meeting is scheduled on 14th June 2024 at 4.00 PM in the Conference Room. All the members are requested to make it convenient to attend the meeting. The agenda of the meeting is as under:

Agenda:

1. Budget approval for the year 2024-25
2. Requirement of textbooks and reference books as per the autonomous syllabus for next academic year.
3. Central Library and Department Library stock verification
4. Usage of electronic resources subscribed by the college
5. Library Website Updating
6. NHCE Repository
7. NDLI Activities


PRINCIPAL

To,
All the above members of the committee

NEW HORIZON COLLEGE OF ENGINEERING LIBRARY COMMITTEE

Minutes of Meeting

Venue: Conference Room

Date: 14th June 2024

Time: 4.00 PM

MEMBERS PRESENT:

- | | |
|---------------------------|------------------|
| 1. Dr. Manjunatha | Chairman |
| 2. Mr. H.N. Suryaprakash | Member |
| 3. Dr. Dr. Anandhi RJ | Member |
| 4. Dr. Anusuya V | Member |
| 5. Dr. Asha V | Member |
| 6. Dr. Siddamallaiah H.S. | External Member |
| 7. Dr. Rajalakshmi | Member |
| 8. Ms. Shreya Veerapur | Student Member |
| 9. Dr. Anitha S Rai | Member Secretary |

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Member Secretary

The Principal welcomed the members of the meeting and chaired the session.

The members discussed the above-mentioned agenda in detail, and the following decisions were made:

1. Budget Approval for the year 2024-25

- The Member Secretary presented the library budget for the year 2024-25 to the committee. A copy of the budget proposal was shared with all members.
- The members reviewed the proposal, and after a brief discussion on each item, the Chairman approved the budget proposal. The approved proposal was forwarded to the Senior Executive Director - Accounts and Finance for further processing.

2. Requirement of textbooks and reference books as per the autonomous syllabus for the next academic year

- The Chairman instructed the Member Secretary to send a circular to all HoDs requesting the list of books required for the next academic year.
- The Member Secretary was advised to purchase reference books for the library to support research activities.
- The committee members suggested increasing the number of copies of books that are in high demand among students.

3. Central Library and Department Library stock verification

- The Chairman instructed the Member Secretary to conduct stock verification of the department libraries and the Central Library during the vacation period and to submit a detailed report.
- The Chairman also directed the Member Secretary to issue one copy of reference books and textbooks to the department libraries for faculty members' reference.

4. Usage of electronic resources subscribed by the college

- The Member Secretary reported that the usage of electronic resources is satisfactory based on usage statistics.
- The usage statistics data was presented to the members during the meeting.

5. Library Website Updating

- The Member Secretary informed the committee that several open access resource links have been added under the "Resources" tab on the library website.
- The library page is updated daily to ensure it remains current and informative.

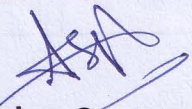
6. NHCE Repository

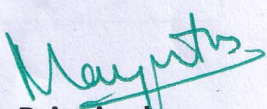
- The Member Secretary reported that resources such as textbooks, lesson modules, question papers, student project reports, and syllabi have been uploaded department-wise and semester-wise to the digital repository.
- Both students and faculty members can access these resources.

7. NDLI Activities

- As per the instructions from the Ministry of Education, an awareness program on the National Digital Library of India (NDLI) was conducted for students and faculty members.

The Member Secretary thanked the Chairman for making time for this meeting despite a busy schedule. He also appreciated the members for their valuable suggestions and thanked them for their participation in the meeting.


Member Secretary


Principal

NEW HORIZON COLLEGE OF ENGINEERING
LIBRARY COMMITTEE

Meeting Attendance

Venue: Conference Room

Date: 14th June 2024

Time: 4.00 PM

MEMBERS PRESENT:

Sl. No.	Name	Role	Signature
1.	Dr. Manjunatha	Chairman	
2.	Mr. H.N. Suryaprakash	Member	
3.	Dr. Dr. Anandhi RJ	Member	
4.	Dr. Anusuya V	Member	
5.	Dr. Asha V	Member	
6.	Dr. Siddamallaiah H.S.	External Member	
7.	Dr. Rajalakshmi	Member	
8.	Ms. Shreya Veerapur	Student Member	
9.	Dr. Anitha S Rai	Member Secretary	