

NEW HORIZON COLLEGE OF ENGINEERING LIBRARY COMMITTEE

Ref No. : NHCE/LIB/2022-23/004

Date: 14th December 2023

MEETING NOTICE

The Library Committee meeting is scheduled on 18th December 2023 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. Indent for textbooks and reference books for even semester 2024
2. Awareness program on Library resources and services.
3. Library Website Updating
4. Subscription of printed journals.
5. NHCE Repository
6. Usage statistics of Electronic Resources.
7. Weed out of non-useful books
8. Any other

Maya
PRINCIPAL

To,
All the above members of the committee

NEW HORIZON COLLEGE OF ENGINEERING LIBRARY COMMITTEE

Minutes of Meeting

Venue: Conference Room
December 2023
Time: 4.00 PM

Date: 18th

MEMBERS PRESENT:

1. Dr. Manjunatha	Chairman
2. Mr. H.N. Srinivasrao	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

Agenda:

1. Indent for textbooks and reference books for the even semester 2024
2. Awareness program on Library resources and services
3. Library Website Updating
4. Subscription of printed journals
5. NHCE Repository
6. Usage statistics of electronic resources
7. Disposal of non-useful books
8. Any other

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. Indent for textbooks and reference books for the even semester 2024

- The Chairman instructed the Member Secretary to send a circular to all HoDs regarding the list of books required for the even semester 2023-24.
- The Member Secretary was advised to purchase reference books and books related to R&D activities.
- The external member suggested purchasing more placement-related books and competitive exam books for students.

2. Awareness program on Library resources and services

- The Member Secretary briefed the members on the awareness programs conducted for new faculty members. Practical sessions were also conducted by the Library staff on topics such as remote access, the mLibrary App, Grammar Tool, and the reference management tool 'Mendeley.'
- All faculty members gave positive feedback about the training sessions.

3. Library Website Updating

- The Member Secretary informed the members that several open access resource links have been included under the "Resources" tab, and the library page is updated daily.

4. Subscription of printed journals

- All print journals have been renewed for the year 2024. The committee members unanimously agreed to this.

5. NHCE Repository

- The Member Secretary informed the members that resources such as textbooks, lesson modules, question papers, student project reports, and the syllabus have been uploaded department-wise/semester-wise to a digital repository. Students and faculty members can access these resources.

6. Usage statistics of electronic resources

- The Chairman instructed the Member Secretary to track the usage statistics of all subscribed databases. He also requested all HoDs to motivate faculty members and students to use electronic resources regularly.

7. Disposal of non-useful books

- The Member Secretary presented a list of non-useful books for disposal. The Chairman instructed the Member Secretary to take the opinions of the respective subject faculty and committee members. After their consideration, the Chairman approved the disposal.

The Member Secretary thanked the Chairman for making time for this meeting despite a busy schedule. She also appreciated the members for their suggestions and thanked them for attending the meeting.

Member Secretary

Principal

NEW HORIZON COLLEGE OF ENGINEERING
LIBRARY COMMITTEE

Meeting Attendance

Venue: Conference Room

Date: 18th December 2023

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. Siddamallaiiah H.S.	External Member	
7.	Dr. Rajalakshmi	Member	
8.	Ms. Shreya Veerapur	Student Member	
9.	Dr. Anitha S Rai	Member Secretary	