

# **LOYOLA COLLEGE OF SOCIAL SCIENCES THIRUVANANTHAPURAM**



## **CRITERIA 4 - INFRASTRUCTURE AND LEARNING RESOURCES**

### **4.2 LIBRARY AS A LEARNING RESOURCE**

4.2.3 Average annual expenditure for purchase of books/e-books and subscription to journals/e- journals during the last five years

Proceedings of Library Committee meetings for Allocation and utilization of funds.



**LIBRARY COMMITTEE**



## Library Committee Meeting

Academic Year 2016-17

Date: 10/6/2016

Venue: JM Hall

Time: 2.30 PM to 3.30 PM

### Agenda:-

- Minutes of the previous meeting.
- Matters arising from the previous meeting.
- Collection development (Books and journals) for the Counselling Psychology Department.
- Allocation of funds.

### Proceedings

The meeting began with a silent prayer. Then Dr. Sunil Kumar read out the minutes of the previous meeting. He then informed the committee that more current benches are arranged in the lawn like those in the Aenos Padisi reading corner. Moving on the next item in the agenda, Librarian suggested adding more books on Psychology and allied areas. He also suggested adding more psychological journals in the periodical section. The committee agreed upon this. The committee allocated Rupees 55,000/- for the year 2016-17 for books, journals, and e-resources.

Secretary

Sunil Kumar

Dr. Sunil Kumar

Chairman

Members Present.

Dr. Parvathy Pillai R

Dr. Jaleel P. Thomas

Dr. Prasad, S.K

Soumya Jore

Sayee Jurees



## Library Committee Meeting

Academic Year 2017-18

Date: 9/6/2017

Venue: JM Hall

Time: 2:30 PM to 3:30 PM

### Agenda:

- Minutes of the previous meeting.
- Matters arising from the previous meeting.
- Reading Club
- Website
- Allocation of Funds.

### Proceedings

A library committee meeting was held on 9/6/2017 at Jose Munikan Hall. The meeting started with a silent prayer. Then, the Secretary, Dr. Sunil Kumar P, read out the previous meeting minutes held on 10/6/2016. During the discussion of matters arising from the last meeting, Dr. Sunil Kumar reported that two journals in Psychology are added to strengthen the journal collection for equipping the counselling Psychology students and teachers. The committee appreciated the commendable work done to sustain the activities of the reading club. The committee opined that the reading club should conduct more programmes and diversify its activities. Librarian highlighted the need for revamping the library website, making it more functional by adding Online Public Access Catalogue (OPAC) and other services. The committee suggested implementing the proposal and updating the college website. The committee allocated Rupees 80,000/- for 2017-18 for books, journals and e-resources. The committee ended at 3:30 pm.

(P.T.O)



Secretary

~~Sim Kumar~~

Dr. Sunil Kumar P

Chairman

~~Dr. S. P. Jais~~

Dr. S. P. Jais

Members Present

Sunny Jose

Dr. Prakash Pillai R

Dr. S. P. Thomas A.D.

Dr. Prasad S.K

Dr. Nisha Jolly Nelson

~~Dr. S. P. Jais~~

Dr. S. P. Jais

~~Dr. S. P. Jais~~

~~Dr. S. P. Jais~~



## Library Committee Meeting

Academic Year 2018-19

Date: 7/7/2018

Venue: JM Hall

Time: 2.30 PM to 3.30 PM

### Agenda:-

- Minutes of the previous meeting.
- Matters arising from the previous meeting.
- Stock verification 2018.
- DSpace Digital Library.
- Allocation of Funds.

### Proceedings

The meeting began with a silent prayer. Then Dr. Sunil Kumar read out the previous meeting minutes held on 9/6/2017. He then informed the committee that the stock verification committee conducted the tri-annual stock verification in March, as decided in the last meeting. It was decided to weed out 25 books after this process. He recorded his gratitude to students and Mr. George Mathew for their assistance in the endeavour. Dr. Saji P Jacob congratulated Dr. Sunil and Mr. George for efficiently carrying out this tiring process without affecting the regular working of the library. Fr. Sabu also thanked the library personnel for ensuring no disturbances for the students and teachers who depended on the library for their academic requisites during the stock verification phase.

Moving on to the next item in the agenda, Dr. Sunil presented a proposal to implement the DSpace digital library system. He explained the DSpace is an open-source repository software package typically used for creating open access repositories for scholarly and published digital content. He emphasized the



need to be proactive and alert to the shift in the academic world. The scope for online and digital learning is increasing day by day, and we should make sure that we can keep up the space. Dr. Saji supported his proposal and stated that interventions like this are the need of the hour. Dr. Saji also welcomed the suggestion, and he strongly recommended the same. Fr. Sabu ensured all the support from the management and asked Dr. Sunil to go ahead with the proposal. Dr. Sunil thanked the committee for the wholehearted support for the suggestion. The committee allocated ₹ 90,000/- for the academic year 2018-19 for purchasing, books, journals and e-resources. The committee ended at 3.30 pm.

Secretary



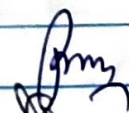
Dr. Sunil Kumar

Chairman

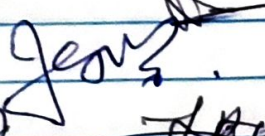


Dr. Saji P. J.


Members Present.

Dr. Ponleath Pillai R. 

Sonny Gose  
Tasmine S.A.

Dr. P. Thomas A.D. 

Dr. Prasad S.K.

Dr. Nisha Jolly Nelson 



## Library Committee Meeting

Academic Year 2018-19

Date: 11/1/2019

Venue: Library

Time: 2.30 PM to 3.30 PM

### Agenda

- Minutes of the previous meeting.
- Matters arising from the previous meeting.
- DSpace Digital Library.

### Members Present

1. Dr. Saji P Jacob
2. Dr. (Fr.) Sabu P Thomas
3. Dr. Sunil Kumar
4. Fr. Saji
5. Dr. Prakash Pillai R
6. Dr. Pramod, S.K

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### Proceedings

The meeting began with a silent prayer. Then Dr. Sunil Kumar read out the minutes of the previous meeting held on 7/7/2018. He then informed the committee that DSpace digital library is successfully implemented as decided in the last meeting. He headed the implementation process with the help of a hired professional technician. The DSpace Digital library has been customized to meet the requirements of our students and research scholars. Dr. Sunil placed on record his gratitude for the support he received from the Loyola hierarchy in this endeavour. He shared his enthusiasm that this up-gradation will be helpful for our readers to explore the optimum potential of available resources. Principal Dr. Saji P Jacob congratulated Dr. Sunil for consistently searching for new ways to enrich the library experience for the readers and promised every possible support for Dr. Sunil's plans regarding the library. The rest



of the members also supported Dr Saji's statement. The committee also entrusted Dr Sunil to review the current journal subscription and decide to add any new journals to the list. Dr Sunil thanked the committee members. The meeting came to an end by 3.30 pm.

Secretary

~~Sunil Kumar P~~  
Dr. Sunil Kumar P

Chairman

~~Dr Saji P J~~  
Dr Saji P J



## Library Committee Meeting

Academic Year 2019-20

Date: 6/7/2019

Venue: Principal's Chamber

Time: 10.30 AM to 11.25 AM

### Agenda

- Minutes of the previous meeting.
- Matters arising from the previous meeting.
- Journal subscription
- Allocation of funds.

### Members Present

1. Dr. Saji P Jacob
2. Dr. (Fr) Sabu P Thomas
3. Dr. Sunil Kumar
4. Fr. Saji
5. Dr. Jasmine Sarah Alexander
6. Dr. Prakash Pillai
7. Dr. Prasad, S.K

### Proceedings

The meeting began with a silent prayer. Then Dr. Sunil Kumar read out the previous meeting minutes held on 11/1/2019. As entrusted by the committee in the last meeting, he reported that he had done a detailed review of the journal subscription list. He expressed his view that our journal subscription list is rich and covers various disciplines our students and teachers need. Dr. Sunil also communicated that he had done an in-depth look at the probable journals that we can add to our subscription list. After the review, he recommended adding the journal 'Sociological Bulletin' to the subscription list. Principal Dr. Saji P Jacob, who is also a subject expert in the discipline of sociology, welcomed this recommendation and observed that it is needed a journal that keeps a high standard and will help lend a new perspective to



the readers. So the proposal of Dr Sunil was accepted by the committee. Dr Sunil is given the green signal to administer steps at the earliest to subscribe to the journal 'Sociological Bulletin'. Dr Sunil thanked the committee for the quick decision. Fr. Sabu congratulated the library team for ensuring the smooth functioning of the library without any interruption on a day to day basis. He also promised Dr Sunil full cooperation from the side of the college in his efforts to institutionalize LITCDF. In reply, Dr Sunil thanked Fr Sabu and shared his vision to transform LITCDF into an experience that the students will cherish in their campus lives. The committee allocated ₹ 1,20,000/- for the academic year 2019-20 for purchasing books, journals and e-resources. The meeting came to an end by 11.25 am.

Secretary

Sunil Kumar P

Dr. Sunil Kumar P

Chairman

Dr. S. P. Jacob



## Library Committee Meeting

Academic Year 2019-20

Date : 18/01/2020

Venue : Principal's Chamber

Time : 2.30 PM to 3.45 PM

### Agenda

- Minutes of the previous meeting.
- Matters arising from the previous meeting.
- Library subdomain in the website
- LITCOF

### Members Present

1. Dr Saji P Jacob
2. Dr (Fr) Sabu P Thomas
3. Dr Sunil Kumar
4. Fr Saji
5. Dr Jasmine Sarah Alexander
6. Dr Prakash Pillai R
7. Dr. Pramod S.K

### Proceedings

The meeting began with a silent prayer. Then Dr Sunil Kumar read out the previous meeting minutes held on 6/7/2019. He then informed the meeting that, as decided in the last meeting, the journal 'Sociological Bulletin' was subscribed. He then moved on to a PPT presentation to brief the committee on how he envisaged the library portal in the website. He communicated that he would like to establish a comprehensive website providing all the aspects regarding the library. He explained the various services, heads and subheads he intends to provide on the website. The PPT was shared with the library committee members, and Dr Sunil requested them to the prepared outline and provide suggestions and feedback regarding the same within a week. Dr Sunil then put forward a proposal



to conduct a one day trip for the interested students under the auspices of LTICOF. He said it would be a new experience for everyone involved. Dr. Saji welcomed the suggestion. It was decided to conduct the trip in February, preferably on a Saturday. The committee entrusted Dr. Sunil to plan the details. The meeting came to an end by 03.45 pm.

Secretary

Sunil Kumar P

Dr. Sunil Kumar P

Chairman

Dr Saji P Jais

Dr Saji P Jais



## Library Committee Meeting

Academic Year 2020-21

Date : 28/1/2020


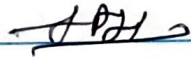

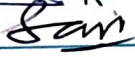
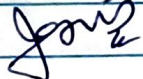
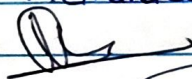



Venue : Online-Zoom

Time : 2.30 PM to 3.30 PM

### Agenda:-

- Minutes of the previous meeting.
- Matters arising from the previous meeting.
- Library Renovation
- Allocation of funds

### Members Present:-

1. Dr. Saji P Jacob 
2. Dr (Fr) Sabu P Thomas 
3. Dr. Sunil Kumar 
4. Fr. Saji 
5. Dr. Jasmine Sarah Alexander 
6. Dr. Sonny Jose 
7. Dr. Permod 
8. Dr. Nisha Jolly Nelson 
9. Dr. Prakash Pillai 

### Proceedings

At the onset of the Covid-19 Pandemic, the library committee conducted its first meeting for the academic year 2020-21 through Zoom's online platform. The meeting began with a silent prayer. Then Dr. Sunil Kumar read out the previous meeting minutes held on 18/1/2020. He then informed the meeting that, as decided in the last meeting, a one-day LITCOF trip was conducted as per the plan. Kallar - Menmutty and Ponnudi were the destinations for the trip. It was an excellent experience for the students involved in the journey. He then moved on to present the proposal for the



library renovation. The significant suggestions put forward by him regarding the library renovation are as follows:

- Changing the flooring of the library building with granite.
- Rewiring of the existing library building.
- Installation of the additional UPS, Server of the computers for the users and research scholars.
- Renovation of LAN (Local Area Network) and CCTV Surveillance of the library.
- Creation of separate sections for research scholars and periodicals.
- Replacement of chairs for users.
- Rain guarding the front corridor of the library building using polycarbonate and metallic sheets.

After the official presentation of the proposal, Dr Sunil requested them to provide suggestions and feedback and asked permission to present the same for the next Annual meeting. Dr Saji P Jacob welcomed the proposal and reflected that the annual planning meeting should discuss it as an important agenda. Fr Sabu also supported the decision, and the committee entrusted Dr Sunil to present the proposal for the Annual planning meeting. Dr Sunil thanked the committee. The committee allocated ₹ 1,55,000/- for the academic year 2020-21 for purchasing books, journals and e-resources. The meeting came to an end by 3.30 pm.

Secretary

Sunil Kumar

Dr. Sunil Kumar

Chairman

Ar Saji P Jacob

Ar Saji P Jacob