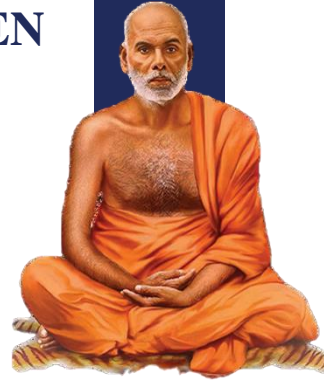




# **SREE NARAYANA COLLEGE FOR WOMEN**

KOLLAM, KERALA- 691 001



**4.4.2 - ESTABLISHED SYSTEMS AND PROCEDURES FOR MAINTAINING AND UTILIZING PHYSICAL, ACADEMIC AND SUPPORT FACILITIES - LABORATORY, LIBRARY, SPORTS COMPLEX, COMPUTERS, CLASSROOMS ETC.**



## LIBRARY RULES

- **ID card is mandatory for entering the Library**
- **Swipe the ID card at the gate entry**
- **Books will be issued for a period of 14 days only.**
- **Fine of Re 1/-will be levied for overdue books per day per book.**
- **Keep the personal belongings at the property counter.**
- **Usage of mobile phone is strictly prohibited inside the library.**
- **Search the catalogue to know the details of the books in the library.**
- **Books should be handled carefully.**
- **If a book is lost the matter shall be reported immediately to the librarian.**
- **Reference books, journals/periodicals, magazines/newspapers, CD- ROM and other reference materials are only for reference inside the library.**
- **No library material can be taken out without the permission of the librarian.**
- **Books are reissued only if there is no claim of reservation.**

LIBRARY ADVISORY COMMITTEE MEETING HELD ON 20/02/24

MEMBERS PRESENT :

1. Dr. Sheeba M R, Associate Professor, Dept. of Hindi, 81 <sup>MR</sup>
2. Dr. S. Usha
3. Dr. Vidya S. R.
4. Dr. Chethua P. G.
5. Dr. SEENA GOPINATHAN
6. Dr. R. Sunil Kumar.
7. Praethi, Librarian

Agenda : Reconstruction of Advisory Committee including HODs of all the departments.

Discussed about the reconstruction of Library advisory committee including all the department HODs, so that the decisions taken by the advisory committee can reach all the members of staff and students. Decided to include all the Heads of the departments in the Library Advisory Committee.

## LIBRARY ADVISORY COMMITTEE MEETING HELD ON 04/03/2024.

Members Present:

- |                           |  |
|---------------------------|--|
| 1. Dr. Jyothy Sugunan     |  |
| 2. Dr. Chithras P.G.      |  |
| 3. Mahesh Kumar V.        |  |
| 4. Dr. S. Nisha           |  |
| 5. Dr. Manju A.           |  |
| 6. Peyaclarisim G.        |  |
| 7. Dr. S. Selva           |  |
| 8. Dr. Remya A.S.         |  |
| 9. Dr. Aparna Sudheer     |  |
| 10. Dr. Arun Ravi         |  |
| 11. Poothirath (Chairman) |  |

Agenda:

1. Stock verification
2. Intimations of Book return
3. Dues clearance
4. Gate Entry of Teachers.
5. Book purchase for the academic yr. 2023-24
6. Book binding
7. Renewal of INFLIBNET-NLIST
8. Renewal of CSIR and other journals

Discussed about the stock verification for the academic year 2023-24. A verification committee is formed. Dr. Arun Ravi HOD of English department is selected as the convenor of the committee.

Discussed about the return of books by students and teachers and the payment of dues. The necessity of gate entry of teachers was discussed and intimated the teachers about the gate entry at the time of NAAC visit.

Another important point came across was the PD purchase of books. Informed the HODs to collect the college calendar for the 1st year students.

Most of the books are damaged during the frequent use of books, most of them are non serviceable and it is very necessary to bind it.

INFLIBNET-NLIST and Journals should be renewed.

Decisions taken

Stock verification ~~should~~ will start from April 2nd week. Dr. Arun Ravi is the convenor of the committee.

Decision taken to intimated the students and teachers to return the books taken from the central library on or before March 26th and clear all the dues before 31st of March.

Decided to intimated all the HODs and teachers to submit the purchase request and list of books.

Decided to rebind the books which are damaged and non-serviceable due to the frequent use.

The renewal ~~of~~ NLIST should be done and the journals to be renewed.

Library Advisory Committee Meeting held on 12/06/2024

Members Present

- |                         |          |
|-------------------------|----------|
| 1. Dr. Jewathy Sivanan  | Jewathy  |
| 2. Dr. Sindhu Patep     | Sindhu   |
| 3. Dr. Suma. S          | Suma     |
| 4. Dr. Reji. S.R        | Reji     |
| 5. Preethi Librarian    | Preethi  |
| 6. Dr Arun Ravi         | Arun     |
| 7. Dr. Jeepat Nood      | Jeepat   |
| 8. Dr. Hima R           | Hima     |
| 9. Renu Raghun          | Renu     |
| 10. Vishnu Raj R        | Vishnu   |
| 11. Mani                | Mani     |
| 12. Dr. Aparna Sudheer. | Aparna   |
| 13. Dr. Leekshmi. V.S   | Leekshmi |

Discussed to give timing for issue and return of books. Informed to do some electrical works in the library.

NLIST is to be renewed and discussed to enhance the use of NLIST and to add new members.

Decided to rebind the books which has been torn out due to continuous usage.

Informed the committee about appointment of a temporary staff.

Informed the new teaching staff to take id cards

Discussed about the need of new computers in the library as the old computers are not working properly.

**Sree Narayana College for Women, Kollam**

**Minutes of CLMC**

2023 - 2024



A handwritten signature in green ink, appearing to read "Jewathy".

PRINCIPAL  
Sree Narayana College for Women  
Kollam

## Minutes of the CLMC Meeting on 08/06/2023

### Members Present

1. Dr. Aswathy Sugunan (Principal in Charge)
2. Mr. Mahesh Kumar V.
3. Mr. Vishnu S L
4. Dr. Arun Ravi
5. Dr. Lekshmi V S
6. Dr. Manju A
7. Dr. Aparna Sudheer
8. Dr. Sindhu Prathap
9. Ms. Priyadarsini G
10. Dr. Chithra P G
11. Dr. Remya A S
12. Dr. Usha S.
13. Dr. Berny B. Raj
14. Mr. Shibu T
15. Mr. Shal Chandran
16. Dr. Selsa S.

*Aswathy*

*Mahesh*

*Vishnu*

*Arun*

*Lekshmi*

*Manju*

*Aparna*

*Sindhu*

*Priyadarsini*

*Chithra*

*Remya*

*Usha*

*Berny*

*Shibu*

*Shal*

*Selsa*

The first meeting of the CLMC in the academic year 2023-24.

### Agenda:

1. Classes of First Degree Programme
2. Internal Examinations
3. Open Course allotment for fifth semester students
4. Club activities to third semester students

### Decisions taken

It is decided to form Department Level Monitoring committee in each department with chairman as Head of the department for the academic year 2023-24. DLMC should monitor the time table, portion allocation and classes of each department. It is decided to conduct the internal

examination of semester 4 from 10/07/2023 and the tentative date for the second semester internal examination will be 1<sup>st</sup> August 2023. It is decided to receive application form from fourth semester students for their open courses for fifth semester. CLMC will prepare a rank list for the same and allot courses according to that. Decided to instruct the second year students to enroll in a club when the third semester starts so as the acquire the required credit.

*[Handwritten signature]*



PRINCIPAL  
Sree Narayana College for Women  
Kollam



## Minutes of the CLMC Meeting on 03/11/2023

### Members Present

1. Dr. Aswathy Sugunan (Principal in Charge)
2. Mr. Mahesh Kumar V.
3. Mr. Vishnu S L
4. Ms. Priyadarsini G
5. Dr. Arun Ravi
6. Dr. Berny B. Raj
7. Dr. Lekshmi V S
8. Dr. Manju A
9. Dr. Aparna Sudheer
10. Dr. Sindhu Prathap
11. Dr. Chithra P G
12. Dr. Remya A S
13. Dr. Usha S.
14. Mr. Shibu T
15. Dr. Selsa S.

### Agenda:

1. Fifth semester and third semester internal examinations
2. Any other matter permitted by the chair

The meeting was held Principal's chamber at 12:30 pm.

Decisions taken: Decided to conduct the fifth semester internal examination from 20/11/2023. The open course examination should conduct on 27/11/2023. After the internal examinations the internal mark lists should be published on or before 10/12/2023. The third semester internal examinations should be conducted on January 2024. DLMCs should ensure the completion of portions before the internal examinations.



*Aswathy Sugunan*

PRINCIPAL  
Sree Narayana College for Women  
Kollam

## Minutes of the CLMC Meeting on 04/03/2024

### Members Present

1. Dr. Aswathy Sugunan (Principal in Charge)
2. Mr. Mahesh Kumar V.
3. Mr. Vishnu S L
4. Dr. Arun Ravi
5. Dr. Lekshmi V S
6. Dr. Manju A
7. Dr. Aparna Sudheer
8. Dr. Sindhu Prathap
9. Ms. Priyadarsini G
10. Dr. Chithra P G
11. Dr. Remya A S
12. Dr. Usha S.
13. Dr. Berny B. Raj
14. Mr. Shibu T
15. Mr. Shal Chandran
16. Dr. Selsa S.

### Agenda:

1. Sixth semester semester internal examinations
2. Any other matter permitted by the chair

The meeting was held Principal's chamber at 03:30 pm.

Decisions taken: Decided to conduct the sixth semester internal examination from 11/03/2024. After the internal examinations the internal mark lists should be published on or before 26/03/2024. The third semester internal examinations should be conducted on January 2024. DLMCs should ensure the completion of portions before the internal examinations.



PRINCIPAL  
Sree Narayana College for Women  
Kollam