



Seshadripuram Educational Trust
Seshadripuram Academy of Business Studies

LIBRARY AND INFORMATION CENTRE

(Affiliated to Bangalore University)

NAAC ACCREDITED 'B' GRADE

#18, 3rd Main, Kengeri Satellite Town, Bangalore

www.sabs.ac.in, PH: 080 28486776

Minutes of Meeting For The Year - 2019-20



Meeting called by: Sowmya D N

Date and Time: 19th August 2019, 1.00 pm to 2.30 pm

Convener: Ravi Kumar M

Venue: Library and Information Centre

Minute Taker: Ravi Kumar M

Purpose: To discuss Perspective plan of action for the Academic year 2019-2020

Members Present:

Prof, Jayarama, Principal	Chairperson
Associate Prof, Sowmya D N. Dept. Of Commerce & Management	Library Coordinator
Mr. Ravi Kumar M. Dept. of Library & Information Centre	Librarian and Convener
Associate Prof Manjula V. HOD. Dept. Of Commerce & Management	Member
Dr. Viswa Jhananie HOD. Dept. Of Computer Science	Member
Professor Asha G. HOD. Dept. Of Kannada	Member
Asst, Prof. Asha G. Dept. Of Commerce	Faculty Coordinator of library committee (Students)
Asst, Prof. Shivanand Bande Dept. Of English	Representative from Dept. of English

Minutes:

Agenda 01: Orientation programme for I year B.com, BBA and BCA students.

Discussion: Orientation programme to be given on various books, magazines Competitive books, library software and E-recourse.

Agenda 02: Usage of N-List and OPAC

Discussion: Orientation on usage of N-List and OPAC for all the faculties.

Agenda 03: Book exhibition

Discussion: Book exhibition for all the students. To create awareness and build reading habit in the minds of the students. .

Agenda 04: Library Day & One Day Workshop

Discussion: To organise **One Day Workshop for all under SET, Library profession & “Library Day”** to commemorate S R Ranganathan, Father of library Science.

Agenda 05: Book issue for Alumni students

Discussion: To issue library books for Alumni students in view of motivating them for higher education.

Agenda 07: Reference Books purchase

Discussion: Discussed to purchase books from various publishers for reference section.

Agenda 08: Issue of Books for SC/ST students

Discussion: Special Books to be issued.

Agenda 09: MOU with other college library centre.

Discussion: Discussed to renew MOU with SURANA College, Kengeri.

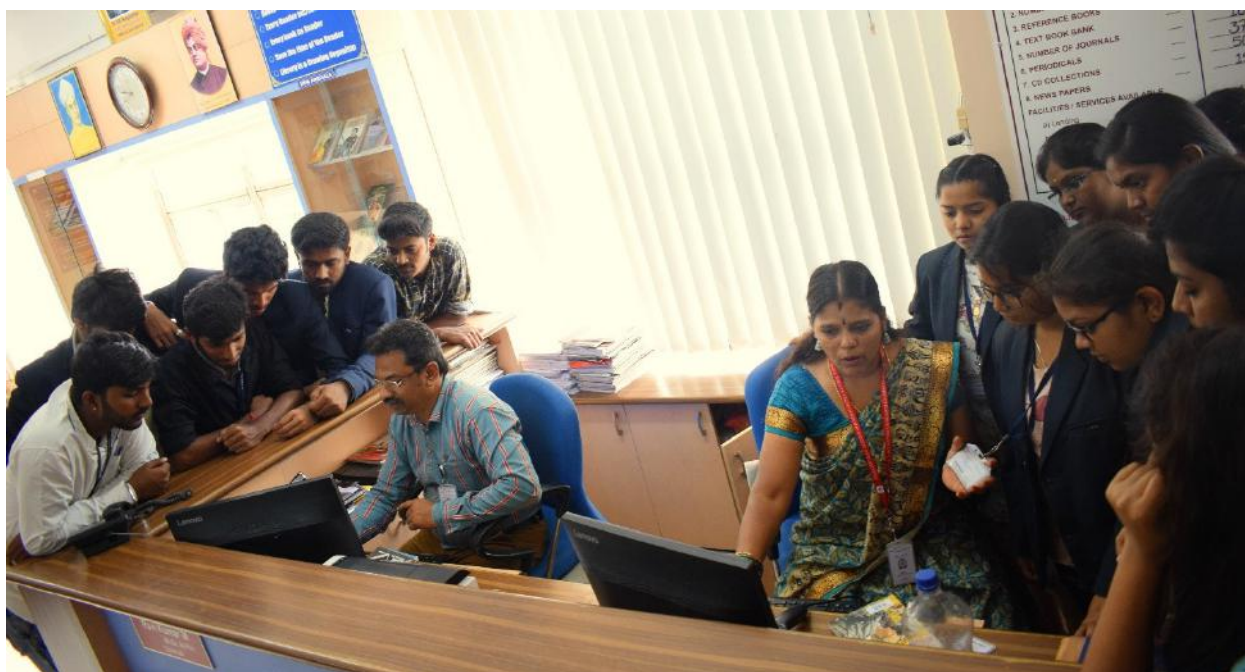
Agenda 10: Motivating to students to read Journals, Novels and General Books.

Agenda 11: Withdrawal of old edition books

Minutes prepared by: Ravi Kumar M
Dept. of Library and Information Centre.

Minutes approved by: Principal and IQAC.

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LIBRARY AND INFORMATION CENTRE
KENGERI SATELLITE TOWN BANGALORE 560060
Report on Library Orientation Programme held on 25/09/2019



The Library Orientation Programme was conducted for all first year students' academic year 2019-20 and oriented about the library's code of conduct and students were instructed, guided and motivated to use the resources available in the library and writing articles on available materials in library, in this regard we introduced INFLIBNET, N-List (National Library and Information Services infrastructure for scholarly content) under this Programme have access for the **e-resources (6,000+ E_Journals and 31,35,000+ e-books etc.**



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www.sabs.ac.in Phone: 080 28488676

Dept. of Library and Information Centre and IQAC

In Association with

EASYLIB LIBRARY SOFTWARE

ORGANISING

ONE DAY WORKSHOP

ON

ACADEMIC IDENTITY AND ENHANCING RESEARCH VISIBILITY

Chief Guests

Dr. B.T. SAMPATH KUMAR

Professor, Dept. of Studies and
Research in Library and Information Science,
Tumkur University, Tumkur

Mr. VASU M DESHPANDE

DIRECTOR, EASYLIB LIBRARY SOFTWARE

Presided by :

Sri. B. A. Ananthram

Chairman, Governing Council, SABS

Date:
12.02.2020

Time:
10:30 AM

Venue:
Seminar Hall

You are Cordially Invited

Ravi Kumar .M Librarian & convener
Sowmya .D.N Library Coordinator
T.K. Puttaswamy Prabhakar .P Advisor, SET Libraries
Prof. Jayarama Coordinator, IQAC
Principal, SABS

Staff & Students

REPORT

Name of the Programme/Event	:	ONE DAY WORKSHOP ON ACADEMIC IDENTITY AND ENHANCING RESEARCH VISIBILITY
Date & Time	:	12/02/2020 – 10.30 AM to 3:30 PM
Venue	:	SABS, Seminar Hall
Chief Guest/Resource Persons	:	Mr. VASU M DESHPANDE , Director, Easylib Library Software. Dr. B. T. SAMPATH KUMAR , Professor, Dept. of Studies and Research in Library and Information Science, Tumkur University, Tumkur.
Audience	:	All Library Professionals from SET Institutions and various college in and around Bengaluru, and all SABS, Staff and Final year BCA Students.

Department of Library and Information Centre and IQAC in **ASSOCIATION WITH EASYLIB LIBRARY SOFTWARE**, organized One-day Workshop held on February 12, 2020 in seminar hall. The two sessions by eminent Library Professionals on Library Software **EASYLIB** and **ACADEMIC IDENTITY AND ENHANCING RESEARCH VISIBILITY** were conducted. The resource persons were: **Mr. VASU M DESHPANDE**, Director, Easylib Library Software and **Dr. B. T. SAMPATH KUMAR**, Professor, Dept. of Studies and Research in Library and Information Science, Tumkur University, Tumkur.

The library professionals of the various colleges from different localities and our SET sister concern institutions were attended the workshop. **Mr. VASU M DESHPANDE**, in his presentation explained briefly about new technology on various types of software programs, where they would help, need of utilizing their knowledge for the benefit of the society, solving the problems in front of them through the usage of the technology to the Final Year BCA Students.

And also for Library professionals discussed briefly about Easylib Software, Requisition, Acquisition, Cataloguing, Membership, Management, Circulation, Periodicals and Web OPCA. Advanced features including extensive Analytic, Customized Reporting, Demonstration of Easylib web version

software to the librarians, details of how software can help increase student's usage of the library, optimize purchase costs, how you can be better prepared for NAAC, etc. and also covered common issues they may face in using Easylib software on the day to day basis. Finally, discussed on professional matters and recommended measures for future improvement.

Dr. B. T. SAMPATH KUMAR, Professor, Dept. of Studies and Research in Library and Information Science, Tumkur University, Tumkur has given wonderful thoughts about how to prepare abstract and research paper, how to get the citation number, how to write the research papers for peer reviewed journals like Scopus, Web of Science, Google Scholar etc., about the impact factor, H-Index, how to calculate the sampling size, how to use the library resources for doing the research and preparing the research article, how to set creative title, how to review the literature, what are the sources used for review of literature, how to set the hypothesis and so on.



Report on Essay writing 25/09/2019



An Essay Writing Competition was organized by Equal Opportunity Cell in association with Library and Information Centre in order to encourage the writing habits and enhance the verbal skills of Students. Students actively participated and 28 Students have written the Essay in which 9 of the Students have written in Kannada and remaining students in English.

The session focused on enhancing the verbal skills of Students and create a sense of Equality among them portraying the importance of Humanity Over Caste and Religion. Judges for the essay Competition were; Shivanand Bande, Assistant Professor, Department of English, Kannada Essay by Asha G, Professor, and HOD, Kannada.

Report on Sarasawati Pooja Organized on 05/10/2019



The Library of our college organized Sarasawati Pooja on 05/10/2019 and invited all committee coordinators and staff.

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KENGERI SATELLITE TOWN BANGALORE 560060

Report on Library Hours 28/8/2019



The Library Conduct Study Hours during free period for all the courses B. Com, BBA & BCA, during this time faculty take charge and insist Students study for an hour and read magazines, journals, reference books and writing article on available materials in library.

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Website : www.sabs.ac.in

Ref. No. : SABS / 716 / 2019-20

Date: 04.09.19

To,
The Director,
Surana P.G. Centre,
Kengeri Satellite Town,
Bangalore - 20

Sir,

Sub: Inter Library Loan of Books - reg


With reference to the above subject, Library is a source of information and knowledge for students, Faculty and other interested readers. Exchange of information helps to enrich the knowledge of students and Faculty.

I have learnt that Surana P G Centre has huge collection of Books in the library and similarly, our College has good collection of Books and our Colleges are adjacent to each other.

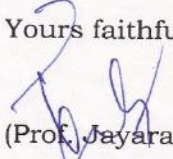
I feel Inter-Library Loan of Books will facilitate for the enhancement of Knowledge of Students and Faculty. I would request you to give a thought on Inter Library Loan of Books for each other's benefit.

I would request you to discuss the subject with the Librarian of your College and inform us to workout the modalities for effectively implementing the system & oblige.

Thanking you,


LIBRARIAN
Surana College, P.G. Centre
CA-17, Kengeri Satellite Town
BANGALORE - 560 060.

Yours faithfully,


(Prof. Jayaram)

PRINCIPAL
Seshadripuram Academy of Business Studies
No. 18, 3rd Main Road,
K.S. Town, Bangalore - 560 060.

From,

Date: 24-10-2019

Manjula V
HOD, Dept. of Commerce and Management,
Seshadripuram Academy of Business Studies,
K.S. Town, Bengaluru – 560 060.

To,

The Principal,
Seshadripuram Academy of Business Studies,
K.S. Town, Bengaluru – 560 060.

Respected Sir,

Sub: Requisition to BBA & B. Com Reference Books purchase reg.

With reference to the above subject, I hereby requesting you to permit to purchase reference books to our college library. Our faculty visited Himalaya and Sapna Book House and selected Reference books, as per advice from IQAC and Library Meeting held on 20.08.2019 Hence, I am requesting you to permit the same and oblige.

Enclosed quotation for your kind information

Sl. No	Publication	Gross Amount	Discount %	Net amount
1	Sapna Book House (Commerce and Management)	37,759	20% Less 3,510	30,207
2	Sapna Book House (English Dept.)	5,426	20% Less 1,085	4,341
3	Himalaya Book House	22,679	25% Less 5,670	17,009
Total Rs.				51,557

(Rupees Fifty-One Thousand Five Hundred and Fifty-Seven Only)