

SESHADRIPURAM EDUCATION TRUST
SESHADRIPURAM ACADEMY OF BUSINESS STUDIES
(Affiliated to Bangalore University)
LIBRARY AND INFORMATION CENTRE
K S Town, Bengaluru -560 060

Meeting Agenda for the year-2017-18

AGENDA:

1. Faculties should Visit library and maintain 90% of attendance for library usage.
2. Reference book purchase.
3. E-Journals (N-List) to be referred by all the faculties regularly.
4. Orientation Class for 1 year students B.Com, BBA & BCA.
5. Students from Scheduled Castes and Scheduled Tribes, Special Book rack and book register have been kept we need introduction on their benefit
6. Library Committee members, from students of B.COM, BCA and BBA to be identified by the class teachers.
7. Students will be provided with membership ID for using E-journals in library and all the Class teachers are requested to identify the students for the same.
8. Every last Saturday of a month students should visit library and refer competitive book and journals. (Library Hours)
9. Books exhibition from various Publishers.
10. Event from library committee from the external resource person (A special talk on competitive exams, preparations, KAS, IAS and Competitive exam books to refer)
11. Motivating students to write articles.
12. Discuss for celebrate Sarasawati Puja and Librarians Day, guest selection.
13. Selection article written by students for prize and certificate issue in college annual day.

Public address system announcement

- Article writing.
- SC/ST students and Academic Toppers and Advance learn can borrow Reference books and Journals in Library on the Condition bases.

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Time: 1:30 pm to 3:00 pm.

Date: 10/08/2017



Library Committee Chairperson Prof, Jayaram, Library Committee Co-ordinator and Faculty members.

MINUTES OF MEETING

1. Faculties should Visit library and maintain 90% of attendance for library usage.

Faculty members they agreed to use library in their free time, visiting attendance have updated and user mention what they studied at the time in Library in separate Register and fulfill up to 90% of visiting.

2. Reference book purchase.

Our Faculties purchased books as per Library meeting and counsel by our college Principal. From Commerce and Management, English and Sanskrit Dept., have visited to various Books vendor and selected books to our College Library

3. E-Journals (N-List) - To be referred by all the faculties regularly.

Our Colleges registered under N-LIST programs, E-Journals (N-List) INFLIBNET, **e-resources (6,000+ e-Journals and 31, 35,000+ e-books)** for 24-hour access to reference resources on any subject.

Our faculties are using the same on their required subject

04. Orientation Class for 1 year students B.Com, BBA & BCA.



05. **Students from Scheduled Castes and Scheduled Tribes, Special Book rack and book register have been maintain we need introduction on their benefit.**



06. **Fresh admission students from Scheduled Castes and Scheduled Tribes, Staff Secretary and Librarian giving guidance**

- Introduce Book rack for their semesters' book, Reference section and Journals.
- We have kept special Books rack and Register we issue books up to 5 to 6 books on their need. Reference books and journals also issue on condition bases

07. **Library committee members, fresher from student first year B.COM, BCA and BBA to be identified by the class teachers.**

- Students had gather meeting and we discuss about library members ship and we explain on our library rules and regulation.
- If you have enquiries or need help, we are here to help you get started with find resources within our collections, and make use of Library.
- Students are satisfied and given their names.

08. Students will be provided with membership ID for using E-journals in library, all the Class teachers are requested to identify the students for the same.



The entire class teacher is informed and the same Class representative is taken membership in library and the work is going on smoothly.

09. Every last Saturday of a month students should visit library and refer competitive book and journals. (Library Hours)



Library hours, we discuss in meeting to improvement usage of library we need to make library hours to student sitting for an hour and use Journals Reference books, General Books and Language books etc, on what are the collection available in library the same students are using regular and fulfill the library hours.

10. Books exhibition from various Publishers.



11. Event from library committee from the external resource person (A special talk on competitive exams, preparations, KAS, IAS and Competitive exam books to refer)

Mr. Sameer, Resource Person conducted a session on Goal Setting and Career Guidance. In his address, he focused on Competitive examinations, preparations stages, materials, the commitment levels of students to crack the competitive exams. He also shared the list of books to library & reference details, which can be used for preparation.

Celebrate Sarasawati Puja and Librarians Day,



12. Motivating students to write articles.

Students are interested in writing articles and submitting to library the same will be kept in library committee and it will be selected to honour a prize in College day.