

July 20th, 2017

Re-Constitution of  
**Library Committee**

**Chairman:**  
PRINCIPAL

**Coordinator:**  
S.SRIKALA, Librarian

**Members:**

Sl.No	Name of the Member	Professional Designation
1	DR.N.SENGOTTAIYAN	HoD/CSE
2	DR.M.PRATHAPRAJ	HoD / AERO
3	DR.K.AKIL	HoD / CIVIL
4	DR.T.SARAVANASUNDARAM	HoD / IT
5	DR.N.P.ANNANTHAMOORTHY	HoD / EEE
6	DR.M.SUDHA	HoD / ECE
7	DR.K.SIVA	HoD / MECH
8	DR.S.J.NARMATHA	HoD / MCT
9	DR.B.ANAND	HoD / EIE
10	DR.C.SABARINATHAN	HoD / AUTO
11	DR.A.R.JAYASUDHA	HoD / MCA
12	DR.K.SAMUVEL	HoD / MBA
13	DR.K.P.UMA	HoD / S&H
14	N.AKILA	STUDENT/II year CIVIL
	R.PRAKASH	STUDENT/II year E&I
	C.S.DHANUSIVA	STUDENT/III year ECE
	C.HARIHARAN	STUDENT/III year MECH
	S.ANUJA	STUDENT/IV year CSE
	S.ARUN	STUDENT/IV year EEE



### **Aim&Objectives:**

- To strengthen the efforts of the librarian in planning library activities and policies.
- To take the feedback from the departments and plan for improvement and enrichment of the library.
- To act as a liaison between the library and the readers.
- To help librarian to design and formulate the library policies for smooth functioning of the library
- To aid in the establishment a bridge between the Library and the academic fraternity and the institute management.

### **Responsibilities of Library and its members:**

- Library Committee can advise on specific issues, problems and concerns related to central library and make recommendations to the head of institute.
- To supervise the allocation and utilization of funds for different departments for purchase of books and journals for the Central and Departmental libraries
- To consider and put forward the views of faculty members regarding books/journals selection, ordering process etc.
- To consider and put forward the views of students and Research Scholars regarding their problems and solutions sought thereof.
- Scrutinize policies proposed by the Library for their implications for teaching and research in the Faculty of Engineering, business administration, science and other disciplines of the Institute.
- After assessing the needs, necessary measures are taken to update the collection and the library is made user-oriented and user-friendly in its functioning.
- Feedback collected from the staff and students based on requirement of books and journals are analyzed by the library committee and necessary measures are taken immediately.

### **Frequency of Meeting**

Once in a Semester / Whenever needed

  
**COORDINATOR**

Librarian

Hindusthan College of Engineering and Technology  
Coimbatore -32.



  
**PRINCIPAL**

**PRINCIPAL**

Hindusthan College of Engineering & Technology  
COIMBATORE - 641 032



## HINDUSTHAN COLLEGE OF ENGINEERING AND TECHNOLOGY

Approved by AICTE, New Delhi and Accredited with 'A' Grade by NAAC  
(An Autonomous Institution, Affiliated to Anna University, Chennai)  
Valley Campus, Pollachi Highway, Othakalmandapam Post, Coimbatore

HICET/LIBCM/02/2017

Date: 06.08.2017

### CIRCULAR

The Library Committee meeting will be conducted on 07-08-2017 in Central Library at 11.00am. Hence all the Library Committee members are requested to attend the meeting.



  
PRINCIPAL

PRINCIPAL  
Hindusthan College of Engineering & Technology  
COIMBATORE - 641 032

To

1. Library Committee Members
2. File Copy



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Minutes of the Library Committee meeting held on 07.08.2017 in Central Library at 11.00 A.M. The following members were present

SL	NAME	DESIGNATION
1	PRINCIPAL	CHAIRMAN
2	VICE PRINCIPAL	MEMBER
3	HoD / MCT	MEMBER
4	HoD / EIE	MEMBER
5	HoD / AUTO	MEMBER
6	HoD / MCA	MEMBER
7	HoD / MBA	MEMBER
8	HoD / S&H	MEMBER
9	LIBRARIAN	COORDINATOR
10	One student representative from the department of MCT, EIE, AUTO, MCA, MBA	STUDENTS MEMBER

### Minutes of the Meeting

The following points are discussed in the meeting with committee members

- Discussed about requirement of books for all branches including PG courses.
- Discussed about procure and install new book rack in reference and lending section
- Stock verification in central library
- Some of the general matters were also discussed

Meeting ended with thanks to the Chairman.

  
COORDINATOR  
Librarian

Hindusthan College of Engineering and Technology  
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Valley Campus, Pollachi Highway, Othakalmandapam Post, Coimbatore

HICET/LIBCM/01/2017

Date: 15.02.2017

### CIRCULAR

The Library Committee meeting will be conducted on 16-02-2017 in Central Library at 11.00am. Hence all the Library Committee members are requested to attend the meeting.



To

1. Library Committee Members
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Minutes of the Library Committee meeting held on 16.02.2017 in Central Library at 11.00 A.M. The following members were present

SL	NAME	DESIGNATION
1	PRINCIPAL	CHAIRMAN
2	VICE PRINCIPAL	MEMBER
3	HoD / AERO	MEMBER
4	HoD / CIVIL	MEMBER
5	HoD / IT	MEMBER
6	HoD / EEE	MEMBER
7	HoD / ECE	MEMBER
8	HoD / MECH	MEMBER
9	HoD / S&H	MEMBER
10	LIBRARIAN	COORDINATOR
11	One student representative from the department of AERO, CIVIL, IT, EEE, ECE, MECH	STUDENTS MEMBER

### Minutes of the Meeting

The following points are discussed in the meeting with committee members

- Discussed about subscription of Print and E-journals according to AICTE norms
- How to give the good services and facilities to users in Central Library
- Some of the general matters were also discussed

Meeting ended with thanks to the Chairman.

  
COORDINATOR  
Librarian

Hindusthan College of Engineering and Technology  
Coimbatore - 32.



  
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