

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)
Othakalmandapam Post, Coimbatore-32



HICET/LIBCM/02/2023

Date: 21/12/2023

CIRCULAR

Sub: Library Committee Meeting/02/2023

It is to inform the Library Committee meeting will be conducted on 22/12/2023 in Central Library at 11.00am.

Agenda:

1. Library -e-resources orientation for faculty members
2. Plagiarism checking
3. Subscription of Print and E-Journals.
4. To release a Library News Letter
5. Celebration of "National Librarians Day"
6. Any other

Hence all the Library Committee members are requested to attend the meeting.


PRINCIPAL

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Hindusthan College Of Engineering & Technology
COIMBATORE - 641 032.

To

1. Library Committee Members
2. File

Copy to

1. The Managing Trustee
2. The CEO



List of Library Committee Members

Sl.No.	Name of the Member	Designation	Signature
1.	Dr.J.Jaya, Principal	Chairman	
2.	Dr.P.N.Magudeswaran, Dean - Academics	Member	
3.	Dr.K.Siva, HoD-MECH	Member	
4.	Dr. N. P. Ananthamoorthy, HoD-EEE	Member	
5.	Dr. S. SaravanaSundaram, HoD-BME	Member	
6.	Dr. P. Vijayalakshmi HoD-ECE	Member	
7.	Dr. K. Akil HoD-Civil	Member	
8.	Dr. P. T. Saravanakumar HoD-Mechatronics	Member	
9.	Dr.S.Shankar, HoD-CSE, AI&ML	Member	
10.	Dr. C. Sabarinathan, HoD-Automobile	Member	
11.	Dr. B. Anand HoD-EIE	Member	
12.	Dr. G. Jeevarathinam HoD-Food Tech	Member	
13.	Dr. V. T. Gopinathan HoD-Aero	Member	
14.	Dr.V.Kaarthickheyam HoD-MBA	Member	
15.	Dr. K. P. Uma, HoD-SH	Member	
16.	Dr. A. R. Jayasudha HoD-MCA	Member	
17.	Dr. S. Srikala, Chief Librarian	Coordinator	
18.	Ms.K.P.Monisha IV Year AGRI	Student Member	
19.	Mr.R.P.Dinesh IV Year EEE	Student Member	



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Minutes of the Meeting

The Library Committee meeting held on 22/12/2023 at 11.00 A.M. in Library Conference Hall. In the beginning of the committee meeting, the library committee coordinator welcomed all present members and took note of absent members..

The Principal (Chairman) welcomed the members of the Meeting and chaired the meeting. As per the agenda, a discussion is started.

Agenda 1: Library -e-resources orientation for faculty members

- i) The Chairman instructed the library team members to conduct an orientation program for faculty members for e-resources.

Agenda 2: Plagiarism checking

- i) The Chairman expressed the usage of plagiarism checking and informed to make use of it for all the paper publications. Teachers should take this very seriously to improve the quality of the reports or research papers.

Agenda 3: Subscription of Print and E-Journals

- i) The Chairman explained the AICTE norms for national (print) and international journals subscribed to by the college. International Print journals have not been subscribed to by the library since electronic journals were subscribed to by the college. All the members were accepted the same way.

Agenda 4: To release a Library News Letter

- i) The Chairman was instructed to release a Library news letter by semester-wise or year- wise .

Agenda 5: Celebration of "National Librarians Day"

- i) The Chairman was Instructed to celebrate "National Librarians Day" on August 12th through online mode or by offline mode.

Agenda 6: Any other

- i) The Chairman appreciated the Members for the smooth functions and activities of the library and also appreciated library staff for their sincere efforts with regard to library services..

The coordinator thanked to the Chairman for making free for this meeting in spite of a busy schedule and also appreciated members for their suggestion and thanked for attending the meeting.

MoM and ATR Copy to

1. Library Committee Members
2. The Managing Trustee for kind information
3. The CEO for kind information
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HICET/LIBCM/01/2023

Date: 17.07.2023

CIRCULAR

Sub: Library Committee Meeting/01/2023

It is to inform the Library Committee meeting will be conducted on 18-07-2023 in Central Library at 11.00am.

Agenda:

1. -indent for textbooks and reference books for the academic year 2023-24
2. Library website
3. Plagiarism checking
4. AICTE norms of National and International journals.
5. Any other

Hence all the Library Committee members are requested to attend the meeting.

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Attendance for the meeting dated on 08-07-2023

Sl.No.	Name of the Member	Designation	Signature
1.	Dr.J.Jaya, Principal	Chairman	
2.	Dr.P.N.Magudeswaran, Dean - Academics	Member	
3.	Dr.K.Siva, HoD-MECH	Member	
4.	Dr. N. P. Ananthamoorthy, HoD-EEE	Member	
5.	Dr. S. Saravana Sundaram, HoD-BME	Member	
6.	Dr. P. Vijayalakshmi HoD-ECE	Member	
7.	Dr. K. Akil HoD-Civil	Member	
8.	Dr. P. T. Saravanakumar HoD-Mechatronics	Member	
9.	Dr.S.Shankar, HoD-CSE, AI&ML	Member	
10.	Dr. C. Sabarinathan, HoD-Automobile	Member	
11.	Dr. B. Anand HoD-EIE	Member	
12.	Dr. G. Jeevarathinam HoD-Food Tech	Member	
13.	Dr. V. T. Gopinathan HoD-Aero	Member	
14.	Dr. K. P. Uma, HoD-SH	Member	
15.	Dr. A. R. Jayasudha HoD-MCA	Member	
16.	Dr. S. Srikala, Chief Librarian	Coordinator	
17.	P Hariharan II year IT	Student Member	
18.	V Dinesh Kumar II year CIVIL	Student Member	



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The Principal (Chairman) welcomed the members of the Meeting and chaired the meeting. As per the agenda, a discussion is started.

Agenda 1: Indent for textbooks and reference books for odd semester 2023-24

- i) The Chairman instructed to send a circular to all the Hods regarding the list of books required for even semester 2023-24.
- ii) It was advised to purchase Text and reference books for all the UG and PG departments.

Agenda 2. Library website

- i) The Chairman informed all, that there are many open-access resources whose website links are included under the resources tab. And every day, the library page will be updated.

Agenda 3. Plagiarism checking

- i) The Dean-Academics expressed the usage of plagiarism checking and informed to make use of it for all the paper publications. Teachers should take this very seriously to improve the quality of the reports or research papers.

Agenda 4 : AICTE norms of National and International journals.

- i) The Dean of Academics explained the AICTE norms for national (print) and international journals and the print journals subscribed to by the college. International Print journals have not been subscribed to by the library since electronic journals were subscribed to by the college. All the members were accepted the same way.

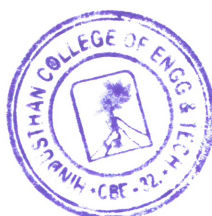
Agenda 5: Any other

- i) The Chairman appreciated the Members for the smooth functions and activities of the library and also appreciated library staff for their sincere efforts with regard to library services..

The coordinator thanked to the Chairman for making free for this meeting in spite of a busy schedule and also appreciated members for their suggestion and thanked for attending the meeting.

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