

**Rajagiri College of Social Sciences(Autonomous)**  
**Fr.Moses Library**  
**Library Advisory Committee Meeting**  
**Minutes of the Library Advisory Committee Meeting held on 17/02/2021**  
**,10.30am at Confab, Fr.Moses Library**

**AGENDA:**

- 1. Welcome –Fr.Shinto Joseph, Library Warden**
- 2. Minutes of the Last committee meeting held on 20<sup>th</sup> October on ZOOM Platform and the ATR –Librarian**
- 3. Plan of Activities for the semester Jan- June'2021**
  3. International Webinar on Academic Research Integrity with Turnitin team
  3. National Digital Library Webinar with P.N Panicked Foundation
  - 3.iii. Library Stock verification (May-June 2021)
  - 3.iv Launching of New website for Rajagiri Journal of Social Development
  3. v.DSpace-Rajagiri Institutional Repository
  - 3.vi. Design and Development of Open Access Resources E -Gateway
- 4. Purchases**
  - 4.i ICSSR –IMPRESS –Book Purchase for Dr.M K Joseph
  4. ii P.D Account (SC/ST fund) grant book purchase
  - 4.ii Scopus, Web of science ,Cambridge University Press Journal (Read and Publish platform) , Grammerly Software, Sage Research Methods purchase & demo proposal
  - 4.iii New computer system for Autolib software
  4. iv External Hard disc for library
  - 4.v Remote access of Online Resources
- 5. Capacity Building Program**
  - 5.i Research User profile service
  - 5.ii Orientation of Assitive Technology for Divyangjan,Elsevier Management collection, Pearson Ebooks, EBSCO database and Prowess IQ database.
  - 5.iii Research support service to faculty members and research scholars
  - 5.iv Earn While you Learn Program –Approval
  - 5.v Student Initiated Programmes
- 6. Library Facilities**
  - 6.i Doctoral Research Centre –Space in library
- 7. Library Budget**
- 7. 4<sup>th</sup> Cycle NAAC Visit- Library Preparation & Documentation**
- 8. Other Matters; if any?**



## Minutes of the LAC

### Agenda Item No.1-Welcome & Introduction

The meeting started at 10:30 am. Fr Shinto Joseph Asst. Director, Hill Campus & Library Warden welcomed the members.

### Agenda No.2

Dr M D Baby, Dean, Department of Library and Information Science Presented the Minutes of the previous meeting of the Library Committee & action Taken Report (ATR) based on the Minutes of the Previous Meeting. Mr. Vijesh P.V, Librarian, Fr. Moses Library presented the agenda of the meeting.

### Agenda No.3

#### **Plan of Activities for the semester Jan- June'2021**

**The Committee discussed in detail the following next semester plan of activities.**

- 3.i International Webinar on Academic Research Integrity with Turnitin team
  - Decided to conduct the program on or before April'2021 after getting approval from an International resource person.
- 3.ii. National Digital Library Webinar with P.N Panicker Foundation
  - Decided to conduct the program in May'2021
3. iii. Library Stock verification (May-June 2021)
  - LAC sanctioned to take stock verification during May'2021 with the help of DLIS students.
- 3.iv Launching of New website for Rajagiri Journal of Social Development
  - The committee observed the status of RJSD and appreciate the initiative of the new website. ( The Hosting service will be done by Ubiquity press,U.K,The library staff and one trainee student from DLIS will do the back content uploading)
3. v.DSpace-Rajagiri Institutional Repository
  - The Committee satisfied with the updation of the Dspace Repository (Dspace updated with the question bank, dissertations and Rajagiri media files)
3. vi. Design and Development of Open Access Resources E –Gateway
  - The Committee discussed and appreciated the Proposed "Open Knowledge Gateway" for the easy availability of open access content for the students, research scholars and faculty members of Rajagiri College of Social Science.



#### **Agenda Item No.4- Purchases**

The Committee discussed and sanctioned the following purchases and proposals.

##### 4.i ICSSR –IMPRESS –Book Purchase for Dr.M K Joseph

- LAC Approved the purchase of ICSSR –IMPRESS fund grant of Rs.85000 for twenty-one books.

##### 4. ii P.D Account (SC/ST fund) grant book purchase

- LAC approved the purchase of PD Account (SC/ST fund) grant of Rs.70, 000 for thirty eight books.

##### 4.ii Scopus, Web of science ,Cambridge University Press Journal (Read and Publish platform) , Grammerly Software, Sage Research Methods purchase & demo proposal

- The committee suggested proceedings with the proposal and requesting them to access one month Trail after NAAC Visit.

##### 4.iii New computer system for Autolib software

- LAC Approved the requirement

##### 4.iv External Hard disc for library

- LAC Approved the requirement. What would be the procedure????

##### 4.v Remote access of Online Resources

- Due to the COVID situation, the Committee opinioned to go with the remote access facility for all the E-resources and Webopac.

#### **Agenda Item No.5. Capacity Building Program**

The Committee discussed and sanctioned to conduct the following Capacity building programs.

##### 5.i Research User profile service

- The LAC discussed the present status of the research user profile service and its outcomes and decided to extend the research user profile service to faculty members so that it would help them too.

##### 5.ii Orientation of Assistive Technology for Divyangjan,Elsevier Management collection, Pearson Ebooks, EBSCO database and Prowess IQ database.

- The LAC discussed and sanctioned to give training/orientation on Orientation of Assitive Technology for Divyangjan, Elsevier Management collection, Pearson Ebooks, EBSCO database and Prowess IQ database on or before 31<sup>st</sup> March 2021.

##### 5. iii Research support service to faculty members and research scholars



- LAC suggested giving more research support service like research info alert and contents alert to the faculty members and research scholars.

#### 5. iv Earn While you Learn Program –Approval

- LAC Approved the proposal for Earn While you Learn Program, for which one DLIS student can be appointed for the journal website content uploading and NAAC related library works.
- Dr. M.D Baby proposed that like foreign countries, invite interested students to serve voluntarily for the library/Lab/data entry works and give preferences to these students while awarding Scholarships and stipends. LAC also suggested this as an excellent idea and can be recommended to the management for Implementation .for this LAC decided to submit a detailed report in this regard and assigned it to the Librarian for further action.

#### 5.v Student Initiated Programmes

- LAC recommended to constitute a student library committee/forum with representation from all batches and conduct Literary activities along with other college clubs and departments:

### **Agenda Item No.6-Library Facilities**

#### 6.i Doctoral Research Centre –Space in the library

- LAC suggested Confab & Research Area facility exclusively for the Doctoral Scholars and other research activity.

### **Agenda Item No.7- Library Budget**

- The LAC proposed to prepare a library budget each year and submit it to Management for approval.Dr.M D Baby suggested the library budget should be allotted a fixed amount as a recurring expenditure.LAC decided to submit a report in this regard based on the recommendations from the accounts department and office.

### **Agenda Item No.8- 4<sup>th</sup> Cycle NAAC Visit- Library Preparation & Documentation**

- LAC monitored and satisfied with the preparations for the NAAC proposed visit on 4<sup>th</sup> &5<sup>th</sup>, March, 2021.

### **Major Suggestions from out of Agenda**

- LAC suggested to give more emphasis to E- resources, Finance museum and discipline when providing library orientation and also recommended giving the orientation to all faculty members and students every semester basis both online or offline.
- LAC recommended that one faculty member be accompanied with batches for the Library hour. For this LAC decided to send a circular routed through the IQAC.



- LAC suggested that library rules/E-resources information be shown at the library entrance, either in print or on TV. For the NAAC visit purpose, LAC decided to fix Navigation centre display T V temporarily to the counter area.
- LAC recommended adding suggestions/contact link to the Library website
- LAC suggested taking strict actions for violating library rules especially for using Mobile phones and other matters.

### **Suggestions from Students and Research Scholars**

- Robin Reji, U.G representative suggested that reading habit among the students is decreasing now, so the library should take initiative to develop an interest in reading among students.
- Renita, a Representative from research scholars appreciated the library for the services and said that the library timing is very helpful for the students.,
- Anju PG representative pointed out that more fictions and literature books to be added to the library collection.LAC decided to give some priority when it comes to new purchases.
- Aswathi, a Representative from research scholars
  - appreciated the User research profile service
  - pointed out that there is a strict vigilance to be maintained in the 'Research Area'
  - Pointed out the discomfort from the high sunlight at 8<sup>th</sup> floor research cubicle area.

**The meeting concluded at 12pm with a vote of thanks by Mr.Francis A.J, Librarian.**



## Members Present

- 1.
2. Dr. M. D. Babay Baby
3. DR. HARY VENUS JOSEPH, IOAC, Co-ordinator Joseph
4. Fr. Shinto Joseph, Library Warden Shinto
5. Francis A. J - Librarian - RSOB Francis
6. Meesh. K. M - Commerce Meesh
7. Dr. Rajeev SP. Social Work Rajeev
8. Dr. Susan Mathew K Susan
9. Asavind Raghunathan - Asst Librarian Asavind
10. Maimuthu. K - Asst. Librarian, Fr. Moses Library Maimuthu
- Ashwathi Muralidharan - Research Scholar (Social Work) Ashwathi



12. Renitta Manuel Research Scholar (Social Work) Renitta
13. Anju R. Krishnan MAIS Anju
14. Sushir Suresh Librarian Assistant Sushir
15. Robin Regi Student Representation Robin
16. Vijeth P. V Librarian Vijeth