

Date:9/1/2017

CIRCULAR

The library committee meeting for the month of January – April 2017 will be held on 11/1/2017(Wednesday) at 10:30 am in central library. All committee members are requested to attend the meeting without fail.



PRINCIPAL
RAGAS DENTAL COLLEGE AND HOSPITAL
UTHANDI, CHENNAI-600 119.

MINUTES OF MEETING

DATE: 11/1/2017

TIME:

10:30 am

The library committee meeting was held on 11.1.2017 at 10.30.am in library hall.

The following members were present.

CHAIR PERSON	Dr. N.S. Azhagarasan
LIBRARIAN	Mr. Kamalakannan.M
LIBRARY SECRETARY	Dr. Sangeetha. R.
MEMBERS	Dr. Poornima. Dr. Lavanya. Dr. Dharini.S. Dr. Prabhavathi.N.S. Dr. Deepavali. Dr. Menaka.v.

The following agenda were discussed in the meeting and recommendations were forwarded accordingly

- Plans and recommends the annual budget
- Reviews Library readership dept-wise
- Frames rules and regulations and other policies for the smooth operation of the library system
- Organizes orientation programmes for students on various e - resources available in the library, utilization of library software and databases
- Organizes book exhibitions in the college campus in association with publishers
- Conducts annual stock verification and approves annual reports etc.,
- Security of Library properties
- Introduction of new schemes
- Management and utilization of e - resources
- Conduct of seminars and workshops on library resources and services
- Updation of books and e – journals.
- Seeking feedback on library functions from readers.
- Stock updates from the stores for the year.
- List of books for buying recommended by the library committee evaluated

- Stationery requirements for university exams and departments are discussed necessary actions taken.
- Stock checking process was completed.

List of members participated.

S. No	Name
1.	Dr. N.S. Azhagarasan Chair person
2.	Mr. Kamalakannan.M Librarian
3.	Dr. R. Sangeetha. Library secretary
4.	Dr. Poornima. Member
5.	Dr. Lavanya. Member
6.	Dr. Dharini.S. Member
7.	Dr. Prabhavathi.N.S. Member
8.	Dr. Depavalli.A. Member
9.	Dr. Menaka.v. Member

Date:8/5/2017

CIRCULAR

The library committee meeting for the month of May to August 2017 will be held on 11/5/2017(Thursday) at 10:30 am in central library. All committee members are requested to attend the meeting without fail.



PRINCIPAL
RAGAS DENTAL COLLEGE AND HOSPITAL
UTHANDI, CHENNAI-600 119.

MIUTES OF MEETING

DATE: 11/5/2017

TIME: 10:30 am

The library committee meeting was held on 11.5.2017 at 10.30.am in library hall.

The following members were present.

CHAIR PERSON	Dr. N.S. Azhagarasan
LIBRARIAN	Mr. Kamalakannan.M
LIBRARY SECRETARY	Dr. Sangeetha. R.
MEMBERS	Dr. Poornima. Dr. Lavanya. Dr. Dharini.S. Dr. Prabhavathi.N.S. Dr. Depavalli.A. Dr. Menaka.v.

The following agenda is discussed in the meeting.

1. The library committee suggested purchasing new competitive exam books for the academic year.
2. The library committee advised establishing a book bank to enhance the reading habit of the students.
3. The library committee has decided to add library marks to enrich library usage.

List of members participated.

S. No	Name
1.	Dr. N.S. Azhagarasan Chair person
2.	Mr. Kamalakannan.M Librarian
3.	Dr. R. Sangeetha. Library secretary
4.	Dr. Poornima. Member
5.	Dr. Lavanya. Member
6.	Dr. Dharini.S. Member
7.	Dr. Prabhavathi.N.S. Member
8.	Dr. Depavalli.A. Member
9.	Dr. Menaka.v. Member

Date:4/5/2018

CIRCULAR

The library committee meeting for the month of May to August 2018 will be held on 07/5/2018(Monday) at 10:30 am in the library. All committee members are requested to attend the meeting without fail.



**PRINCIPAL
RAGAS DENTAL COLLEGE AND HOSPITAL
UTHANDI, CHENNAI-600 119.**

MNUTES OF MEETING

DATE: 07/5/2018

TIME: 10:30 am

The library committee meeting was held on 07.05.2018 at 10.30.am in library hall.

The following members were present.

CHAIR PERSON	Dr. N.S. Azhagarasan
LIBRARIAN	Mr. Kamalakannan.M
LIBRARY SECRETARY	Dr. Sangeetha. R.
MEMBERS	Dr. Poornima. Dr. Lavanya. Dr. Dharini.S. Dr. Prabhavathi.N.S. Dr. Depavalli.A. Dr. Menaka.v.

The following agenda were discussed in the meeting and recommendations were forwarded accordingly.

1. The decision to purchase the new edition books was made at the meeting of library committee members.
2. The binding of back volumes and books in library was discussed.
3. The librarian thanked the library committee members for valuable suggestions.

List of members participated.

S. No	Name
1.	Dr. N.S. Azhagarasan Chair person
2.	Mr. Kamalakannan.M. Librarian
3.	Dr. R. Sangeetha. Library secretary
4.	Dr. Poornima. Member
5.	Dr. Lavanya. Member
6.	Dr. Dharini.S. Member
7.	Dr. Prabhavathi.N.S. Member
8.	Dr. Depavalli.A. Member
9.	Dr. Menaka.v. Member

Date:4/4/2019

CIRCULAR

The library committee meeting for the month of January to June 2019 will be held on 07/5/2019(Monday) at 10:30 am in the library. All committee members are requested to attend the meeting without fail.



**PRINCIPAL
RAGAS DENTAL COLLEGE AND HOSPITAL
UTHANDI, CHENNAI-600 119.**

MINUTES OF MEETING

DATE: 07/5/2019

TIME: 10:30 am

The library committee meeting was held on 07.05.2019 at 10.30.am in library hall.

The following members were present.

CHAIR PERSON	Dr. N.S. Azhagarasan
LIBRARIAN	Mr. Kamalakannan.M
LIBRARY SECRETARY	Dr. Sangeetha. R.
MEMBERS	Dr. Poornima. Dr. Lavanya. Dr. Dharini.S. Dr. Prabhavathi.N.S. Dr. Depavalli.A. Dr. Menaka.v.

The following agenda were discussed in the meeting and recommendations were forwarded accordingly.

1. The committee analysed the list of books needed for departments and discussed purchasing the same for main library.
2. The committee has decided to prepare the quotation for new books.
3. The committee discussed the availability of the subscribed e -journals in the institution.
4. The librarian thanked the committee members for the valuable suggestion.

List of members participated.

S. No	Name
1.	Dr. N.S. Azhagarasan Chair person
2.	Mr. Kamalakannan.M Librarian
3.	Dr. R. Sangeetha. Library secretary
4.	Dr. Poornima. Member
5.	Dr. Lavanya. Member
6.	Dr. Dharini.S. Member
7.	Dr. Prabhavathi.N.S. Member
8.	Dr. Depavalli.A. Member
9.	Dr. Menaka.v. Member

Date:28/7/2019

CIRCULAR

The library committee meeting for the month of August 2019 to April 2020 will be held on 03/8/2019(Monday) at 10:30 am in the library. All committee members are requested to attend the meeting without fail.



**PRINCIPAL
RAGAS DENTAL COLLEGE AND HOSPITAL
UTHANDI, CHENNAI-600 119.**

MINUTES OF MEETING

DATE: 03/8/2019

TIME: 10:30 am

The library committee meeting was held on 03.08.2019 at 10.30.am in library hall.

The following members were present.

CHAIR PERSON	Dr. N.S. Azhagarasan
LIBRARIAN	Mr. Kamalakannan.M
LIBRARY SECRETARY	Dr. Sangeetha. R.
MEMBERS	Dr. Poornima. Dr. Lavanya. Dr. Dharini.S. Dr. Prabhavathi.N.S. Dr. Depavalli.A. Dr. Menaka.v.

The following agenda were discussed in the meeting and recommendations were forwarded accordingly.

- 1.The committee noted the book purchase details and e-journal details.
2. Librarian encouraged all members to increase the usage of e resources available for their academic and research work.
3. He also requested the committee members to motivate the students to utilize the electronic facility.
4. The librarian thanked the committee members.

List of members participated.

S. No	Name
1.	Dr. N.S. Azhagarasan Chair person
2.	Mr. Kamalakannan.M Librarian
3.	Dr. R. Sangeetha. Library secretary
4.	Dr. Poornima. Member
5.	Dr. Lavanya. Member
6.	Dr. Dharini.S. Member
7.	Dr. Prabhavathi.N.S. Member
8.	Dr. Depavalli.A. Member
9.	Dr. Menaka.v. Member

Date:8/5/2020

CIRCULAR

The library committee meeting for the month of May 2020 to April 2021 will be held on 11/5/2020(Monday) at 10:30 am in the library. All committee members are requested to attend the meeting without fail.



**PRINCIPAL
RAGAS DENTAL COLLEGE AND HOSPITAL
UTHANDI, CHENNAI-600 119.**

MINUTES OF MEETING

DATE: 11/5/2020

TIME: 10:30 am

The library committee meeting was held on 11.5.2020 at 10.30.am in library hall.

The following members were present.

CHAIR PERSON	Dr. N.S. Azhagarasan
LIBRARIAN	Mr. Kamalakannan.M
LIBRARY SECRETARY	Dr. Sangeetha. R.
MEMBERS	Dr. Poornima. Dr. Lavanya. Dr. Dharini.S. Dr. Prabhavathi.N.S. Dr. Depavalli.A. Dr. Menaka.v. Dr. Vishnu Priya. C.K

The following agenda were discussed in the meeting and recommendations were forwarded accordingly.

1. The committee has decided to improve the infrastructure facility so as to increase the seating capacity.
2. The committee has decided to establish a discussion room for scholars with internet facility.
3. Decided to increase the number of books respected to all department requirements.
4. Decided to develop new software for assessing books and e journals.
5. Librarian thanked the committee members for valuable suggestion.

List of members participated.

S. No	Name
1.	Dr. N.S. Azhagarasan Chair person
2.	Mr. Kamalakannan.M Librarian
3.	Dr. R. Sangeetha. Library secretary
4.	Dr. Poornima. Member
5.	Dr. Lavanya. Member
6.	Dr. Dharini.S. Member
7.	Dr. Prabhavathi.N.S. Member
8.	Dr. Depavalli.A. Member
9.	Dr. Menaka.v. Member
10.	Dr. Vishnu Priya. C.K. Member

Date:7/5/2021

CIRCULAR

The library committee meeting for the month of May to December 2021 will be held on 11/5/2021(Tuesday) at 10:30 am in the library. All committee members are requested to attend the meeting without fail.



**PRINCIPAL
RAGAS DENTAL COLLEGE AND HOSPITAL
UTHANDI, CHENNAI-600 119.**

MINUTES OF MEETING

DATE: 11/5/2021

TIME: 10:30 am

The library committee meeting was held on 11.5.2021 at 10.30.am in library hall.

The following members were present.

CHAIR PERSON	Dr. N.S. Azhagarasan
LIBRARIAN	Mr. Kamalakannan.M
LIBRARY SECRETARY	Dr. Sangeetha. R.
MEMBERS	Dr. Poornima. Dr. Lavanya. Dr. Dharini.S. Dr. Prabhavathi.N.S. Dr. Depavalli.A. Dr. Divya Krishnan Dr. Menaka.v. Dr. Vishnu Priya. C.K

The following agenda were discussed in the meeting and recommendations were forwarded accordingly.

1. Decided to conduct library orientation programme for all staff members to update the library developments.
2. Requested the chairman of the committee to speed up the decision of purchasing the software and computers.
3. All the members were appreciated for their efforts and cooperation.
4. The librarian thanked the committee members.

List of members present

S. No	Name
1.	Dr. N.S. Azhagarasan Chair person
2.	Mr. Kamalakannan.M Librarian
3.	Dr. R. Sangeetha. Library secretary
4.	Dr. Poornima. Member
5.	Dr. Lavanya. Member
6.	Dr. Dharini.S. Member
7.	Dr. Prabhavathi.N.S. Member
8.	Dr. Depavalli.A. Member
9.	Dr. Menaka.v. Member
10.	Dr. Vishnu Priya. C.K. Member

Date:19/1/2022

CIRCULAR

The library committee meeting for the month of January to June 2022 will be held on 22/4/2022(Friday) at 10:30 am in the library. All committee members are requested to attend the meeting without fail.



**PRINCIPAL
RAGAS DENTAL COLLEGE AND HOSPITAL
UTHANDI, CHENNAI-600 119.**

MINUTES OF MEETING

DATE:07/01/2022

TIME: 10:30 am

The library committee meeting was held on 22.04.2022at 10.30.am in library hall.

The following members were present.

CHAIR PERSON	Dr. N.S. Azhagarasan
LIBRARIAN	Mr. Kamalakannan.M
ASSISTANT LIBRARIAN	Mrs. Chitra.
LIBRARY SECRETARY	Dr. Sangeetha. R.
MEMBERS	Dr. Poornima. Dr. Lavanya. Dr. Dharini.S. Dr. Prabhavathi.N.S. Dr. Depavalli.A. Dr. Divya Krishnan Dr. Menaka.v. Dr. Vishnu Priya. C.K

The following agenda were discussed in the meeting and recommendations were forwarded accordingly.

1. Order prepared and subscribed the e journals.
2. Discuss about how to develop additional services to library users.
3. Discuss to procure and purchase the books and e books.
4. Suggestion received from the library users was taken into consideration and discussed

List of members participated.

S. No	Name
1.	Dr. N.S. Azhagarasan Chair person
2.	Mr. Kamalakannan.M Librarian
3.	Mrs. Chitra. Assistant librarian
4.	Dr. R. Sangeetha. Library secretary
5.	Dr. Poornima. Member
6.	Dr. Lavanya. Member
7.	Dr. Dharini.S. Member
8.	Dr. Prabhavathi.N.S. Member
9.	Dr. Depavalli.A. Member
10.	Dr. Divya Krishnan. Member
11.	Dr. Menaka.v. Member
12.	Dr. Vishnu Priya. C.K. Member