

**Minutes of Meeting – Library Development Committee**

**Date:** 20<sup>th</sup> November 2025

**Time:** 12:30 PM to 01:00 PM

**Attendees:**

- Mr. Jaison James – Chair
- Ms. Shahla Abdussalam - Secretary
- Mr. Badri Narayan, Ms. Alia, Ms. Nadia – Student council Member

**Agenda:**

- Review of current library resources
- Acquisition of new books and digital resources
- Library infrastructure and facilities
- Student usage and engagement
- Digital library and e-resources development
- Any other business

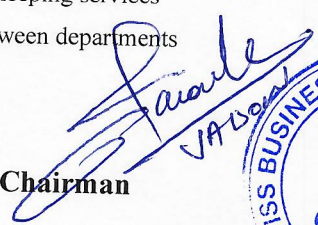
**Discussion Points:**

- 1. Library Resources Review:**
  - Evaluated the current collection of books, journals, and reference materials
  - Identified gaps in subject-specific resources
- 2. Acquisition & Development:**
  - Discussed procurement of new academic books and updated editions
  - Considered subscription to e-books, journals, and online databases
- 3. Infrastructure & Facilities:**
  - Reviewed seating capacity, study areas, and overall environment
  - Suggested improvements for better student experience
- 4. Student Engagement:**
  - Discussed strategies to encourage library usage among students
  - Proposed orientation sessions and awareness programs
- 5. Digital Library:**
  - Reviewed availability of e-resources and access systems
  - Suggested enhancements to digital platforms for easy access

**Decisions Taken:**

- Immediate action to be taken on critical maintenance issues
- Regular safety inspections to be conducted
- Improved monitoring of housekeeping services
- Strengthening coordination between departments

**Mr. Jaison James – Committee Chairman**



**Ms. Shahla Abdussalam – Committee Secretary**

