



ST. ALOYSIUS' COLLEGE

AUTONOMOUS
JABALPUR- 482001
MADHYA PRADESH, INDIA

CRITERION-5

STUDENT SUPPORT AND PROGRESSION

Key Indicator – 5.3

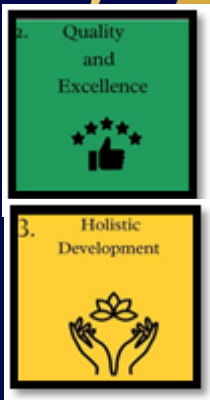
Student Participation and Activities

Metric No.: 5.3.2

Presence of an Active Student Council & Representation
of Students on Academic & Administrative Bodies/
Committees of the Institution

Document Name

Representation of Student in College Library





ST. ALOYSIUS' COLLEGE

(AUTONOMOUS), JABALPUR (M.P.)

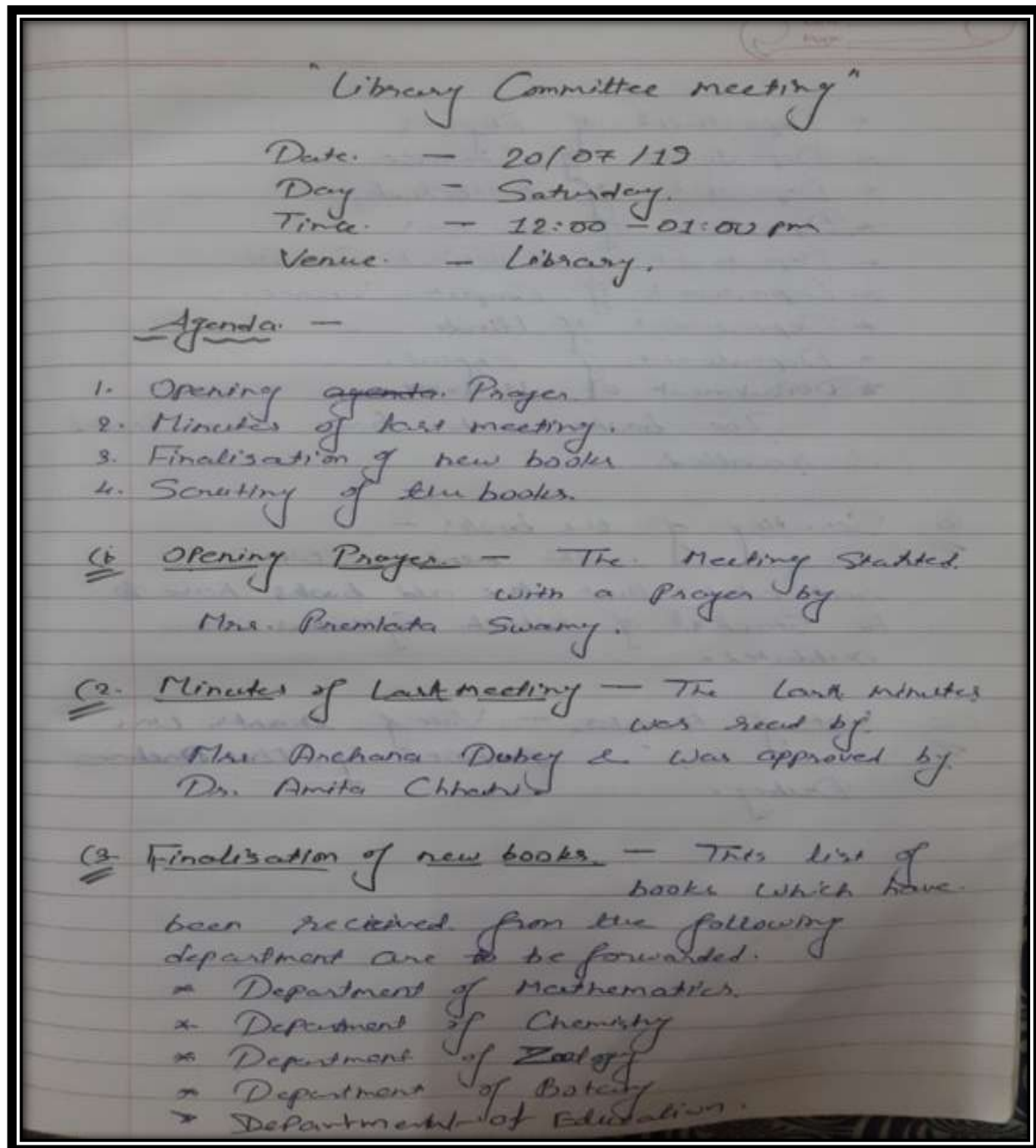
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REPRESENTATION OF STUDENT IN COLLEGE LIBRARY 2019-20 to 2023-24

Session 2019-20



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STAMP
Date _____
Page _____

Members :-

- Rev. Dr. G. Vazhan Arasu
- Dr. Kallol Das.
- Dr. Hephzibah John.
- Mrs. Premlata Swamy.
- Mrs. Archana Dubey.
- Mr. Nitin Swamy.
- Dr. Tahira Johari.
- Dr. Mantra Gokhale.
- Dr. Anita Chhadra.
- Miss Nidhi Khare.
- Dr. Archana Singh.

Principal's Signature

student

1. Keya Chakrabarty
2. Ekta Amlani



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Library Committee Meeting

The meeting of the library committee was held on ~~24/2~~ Feb 20 ²⁴ at 2:00 pm onwards

Agenda

1. Return of issued books
2. No dues / Clearance
3. Book Bank

Minutes of the Meeting

1. Librarian informed all the members that the ^{all} U.G. and P.G. students are required to return all the issued books from the library according to the date and time mentioned in the time table before the commencement of the final exam.
2. Library incharge Dr. Hephzibah John thereby informed that it is mandatory for all students to obtain clearance or no dues from the library before the final exam.
3. Mrs. Archana Dubey informed all



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the committee members that the library has Book Bank Facility for all U.G. & P.G. students. Students can issue two or three books at a time during examination period. Students will deposit all issued books after the exams are over.

The vote of thanks was proposed by Mrs. Premlata Swamy.

Members Present:

- Rev. Dr. G. Vazhan Arasu
- Dr. Kallol Das
- Mrs. Premlata Swamy
- Mrs. Archana Dubey
- Dr. Hephzibah John
- Dr. Tuhina Johri
- Mrs. Runa Paul
- Dr. Archana Singhal
- Dr. Dileep Koshla
- Dr. Amila Chattri

[Handwritten signatures and initials corresponding to the list of members present.]

1. Keya Chakraborty (Student)
2. Ekta Amlani (Student)

[Handwritten signatures of the students.]

Principal's Signature *[Handwritten signature]*



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Session 2020-21

Library Committee Meeting

The meeting of Library committee was held on 10th October 2020, Saturday at 12:00 p.m.

Agenda:

- Return of library issued books and book bank books.
- An Order of new books and eBooks
- Students' visit to the library.
- Close system in place of open access.
- Digital library database.
- Google form for demand and issue of books.
- Library computer systems.
- Appointment of secretary

Minutes of the meeting:

The meeting started by welcoming of members and the vice principal by the library incharge.

Mrs. Premilata Swamy stated that a the students who had issued books and taken books under



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book bank for the session 2019-20 should be asked to return books and get their clearance. It was requested to the members to inform the class teachers and subject teachers to inform the students who have ~~p~~ been promoted to, the next class.

- o. Mrs. Archana Dubey informed that the requirement of book ~~is~~ needed/demanded by the departments should be presented in the library within a week approximately by 17th October 2020. After which the lists will be sent for ordering of books. Dr. Tahina Jhari ~~also~~ stated that there should be an order added for the e-books which would add up to the digital library acquisition. and ~~costs~~ would also help in online classes.
- o. Due to the COVID-19 pandemic situation the visit to the library has been limited and the issue of books can be done according to the demand raised by the students. For precautionary



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measures the open access system of library will be kept in hold and the closed system of accessing the books will be prevalent. This system will be applicable till the situation gets back to normal.

- For increase of database and content on digital library, the members were asked to inform the students teachers to upload their e-content on the digital library for students' access.
- The issue of books to the students will be entertained only when the students fill a book demand g-form which is available on the website along with the name and author of the book. After filling and submitting the google form the students can visit the library to get the books issued which were demanded by them. The students visiting the campus should carry their identity cards of issued for the new session i.e. 2020-21.



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- Mrs Archana Dubey notified the Vice Principal and the members that the computer systems installed in the library needs to be repaired or replaced for proper functioning of software activities.
- Dr. H. John ~~she~~ proposed the appointment of secretary for the library committee for the session 2020-21. Dr. K. Das proposed Mrs. Runa Paul to be the secretary which was seconded by Mrs. Premlata Swamy.
- The note of thanks was proposed by Ms Archana Dubey.

Members Present 20/21

1. Rev. Dr. G. Varshan Arasu
 2. Dr. Kallol Das
 3. Mrs. Premlata Swamy
 4. Mrs. Archana Dubey
 5. Dr. Hephzibah John
 6. Dr. Tubina Jolhe
 7. Mrs. Runa Paul
 8. Dr. Archana Singhal
 9. Dr. Dileep Koshla
 10. Dr. Anita Chatterjee
 11. Khushi Tamrakar (Student)
 12. Jagsrati Pakhori (Student)
- Principal's Signature



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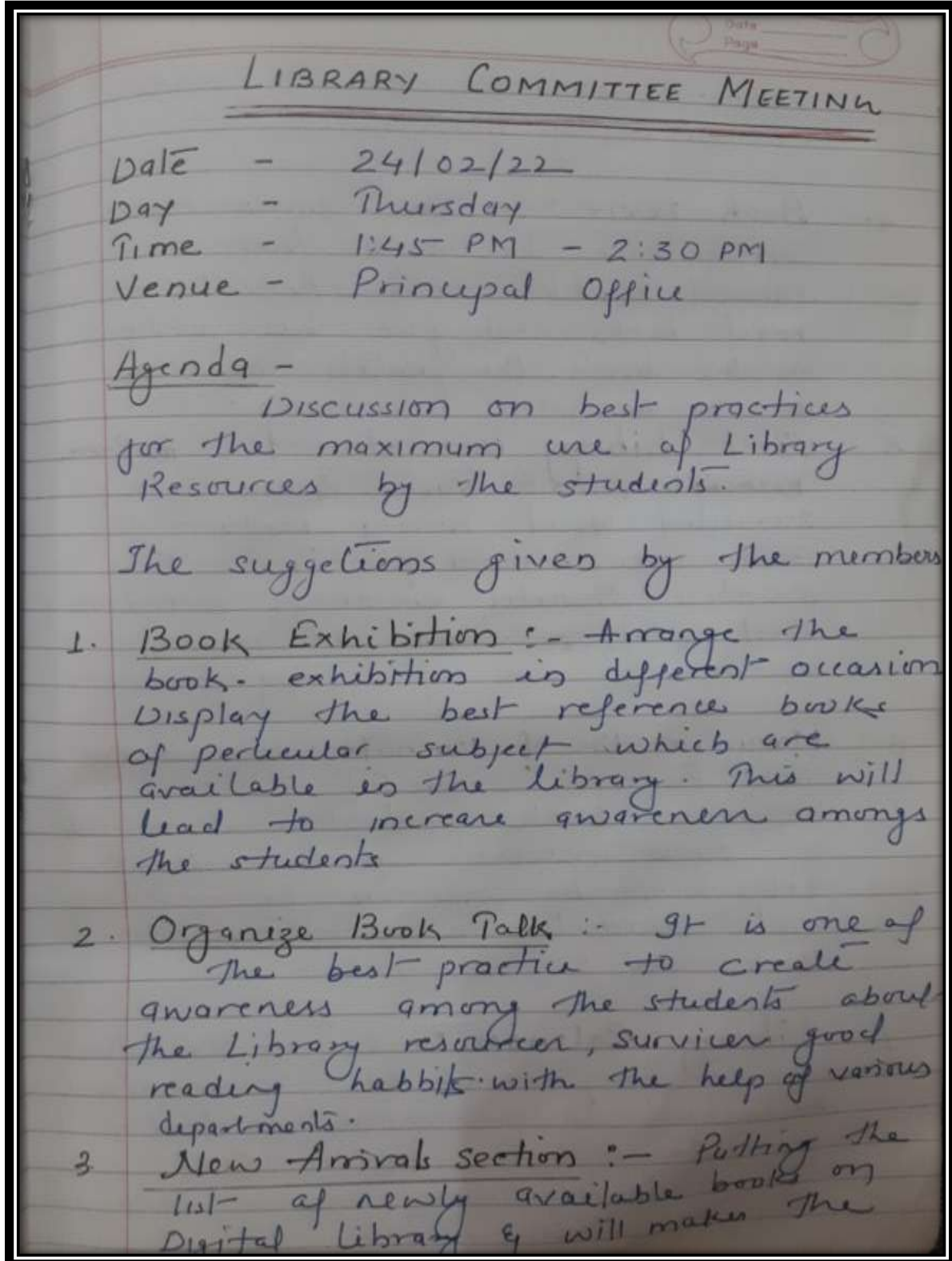
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Session 2021-22



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readers aware about the new reading material.

4. Book review :- The committee members discussed that we should motivate the students to read books and give his reviews on the book. This practice should be done by the various departments.

5. Best Library User Award :-
Rev. Dr. G. Vaghon Arasu Principal suggested that kindly restart the Best user Award practices. This practice should encourage students and staff members to make maximum use of Library resources.

6. Maximum Use of Journals :- Dr. K. Das Vice Principal suggested that the reference books and Journal which are available in the college library to be mention by teacher and students in their research work and project work.

7. Library Calender :- Library calender should be prepared at the beginning of the session so that students will be aware that when, which activities are being done by the Library.



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8. Current Awareness Service: Librarian suggested that newly arrival reading material like books & journals listed and send to the particular departments and request to the teacher to circulate among the students. If they want to refer then they come to the library and avail the resources.

9. Reading Club: - Committee suggested that the student of college should be encourage to make reading club. 5 students and one teacher from every dept. each department will be the member of this club, which will help in doing library activities.

10. Toppers Experience: - one of the member suggested that we should display the Toppers video in which they share their experience of using library books.

11. RFID: - All the committee members suggested that we should implement RFID system as soon as possible.

12. Educational movie: - Committee members suggested that we should show the



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educational movie to the students
once in week.

13. E-Resources :- Teachers should give
subjective assignment to students and
ask them to submit soft copy of it, which
they check and ~~convert~~ upload it as form
E-Resources in the so Digital library.

Vote of thanks :-

Vote of thanks ^{was} given
by the Mrs. Premlati Swamy.

Members Present

1. Dr. Rev. Fr. Vagben Arasy
2. Dr. Kallol Das
3. Mrs. Archana Dubey
4. Mrs. Premlati Sharma Swamy
5. Dr. Hephzibah John
6. Dr. Puhung Johri
7. Mr. Prakash Lange
8. Mr. Nitin Swamy
9. Dr. Amrita Chhabra

Student

Khushi Tomrakar



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Session 2022-23

Date _____
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LIBRARY COMMITTEE MEETING

Date - 2/12/2023
Day - Saturday
Time - 11.45 a.m.
Venue - Conference Room

MEMBER PRESENT

1. Rev Dr. G. Vazhan Arasu
2. Dr. Archana Dubey
3. Mrs Sonam Yadav
4. Ms Kalpana Vishwakarma
5. Fr. Pradeep
6. Dr. Tukina Toke
7. Dr. Zareen Baksh
8. Dr. Harbaksh Moolchandani
9. Dr. Amita
10. Mr. Nitin Swamy
11. Mr. Prakash Kumar Langla
12. Ms. Bhawana Tekam
13. Ms. Ambiya Khanam

Student Representative

Aastha Shaivastava
Rishika Jha



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LIBRARY COMMITTEE MEETING

AGENDA

1. Opening Prayer
2. Minutes of last Meeting
3. Weeding-out of the Books from the Library collection
4. Selecting of Rare Books
5. Planning for Book shelves in the Digital Library.

DISCUSSION

1. Opening Prayer:

Meeting started by an opening prayer conducted by Mr. Nitin Swami.



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2. Minutes of Last Meeting :

Minutes of last meeting was read out by Mrs. Sonam Yadav.

3. Weeding-out of the Books :

Library committee has discussed that departmentwise, and subject-wise teachers are required to come to the library and select the books which are out of syllabus/outdated and no longer useful for library users or are mutilated.

4. Selecting of Rare Books :

Teacher and Librarian shall select the subject wise rare books, which are not available in the market or no longer in printing, but these books are useful for the library users and also a part of special collection of the library.



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5. Planning for Book Shelves in Digital Library :

In the meeting, it has been appraised by the librarian for making Book shelves in the Digital Library section so that some more space may be available for arranging the books.

SECRETARY

Dr. Archana Dubey

CHAIRMAN

Dr. G. Vazhan Arain



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Session 2023-24

LIBRARY COMMITTEE MEETING

DATE - 17-08-2023
DAY - SATURDAY
TIME - 2:15 P.M.
VENUE - LIBRARY, ST. ALOYSIUS COLLEGE.

MEMBERS PRESENT

- REV. DR. G. VAZHAN ARASU
- DR. ARCHANA DUBEY
- MRS. SONAM YADAV
- MS. KALPANA VISHWAKARMA
- DR. TUHINA JOHRI
- DR. ZAREEN BAKSH
- DR. HARBAKSH MOOLCHANDANI
- DR. AMITA CHATRI
- FR. PRADEEP
- MR. NITIN SWAMY
- MR. PRAKASH KUMAR LANGHE
- DR. NIDHI KHURANA
- DR. MEGHA TIWARI
- MS. BHAWNA TEKAM
- MS. AMBIYA KHANAM



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notice regarding the dates of Book bank where students has given the time to return the book within 15 days of exam.

→ Committee has also discussed about the issue of books to Ist & IInd year students where they don't require to Book Bank as they can have issue of the books and they have to return the books within 15 days of the exam.

→ Librarian has suggested that please inform and circulate again to the students about the Resources that are available for preparation of examination

→ Online mode of Resources likewise INFLIBNET, DELNET, NDLI - password and Id will be provided to the



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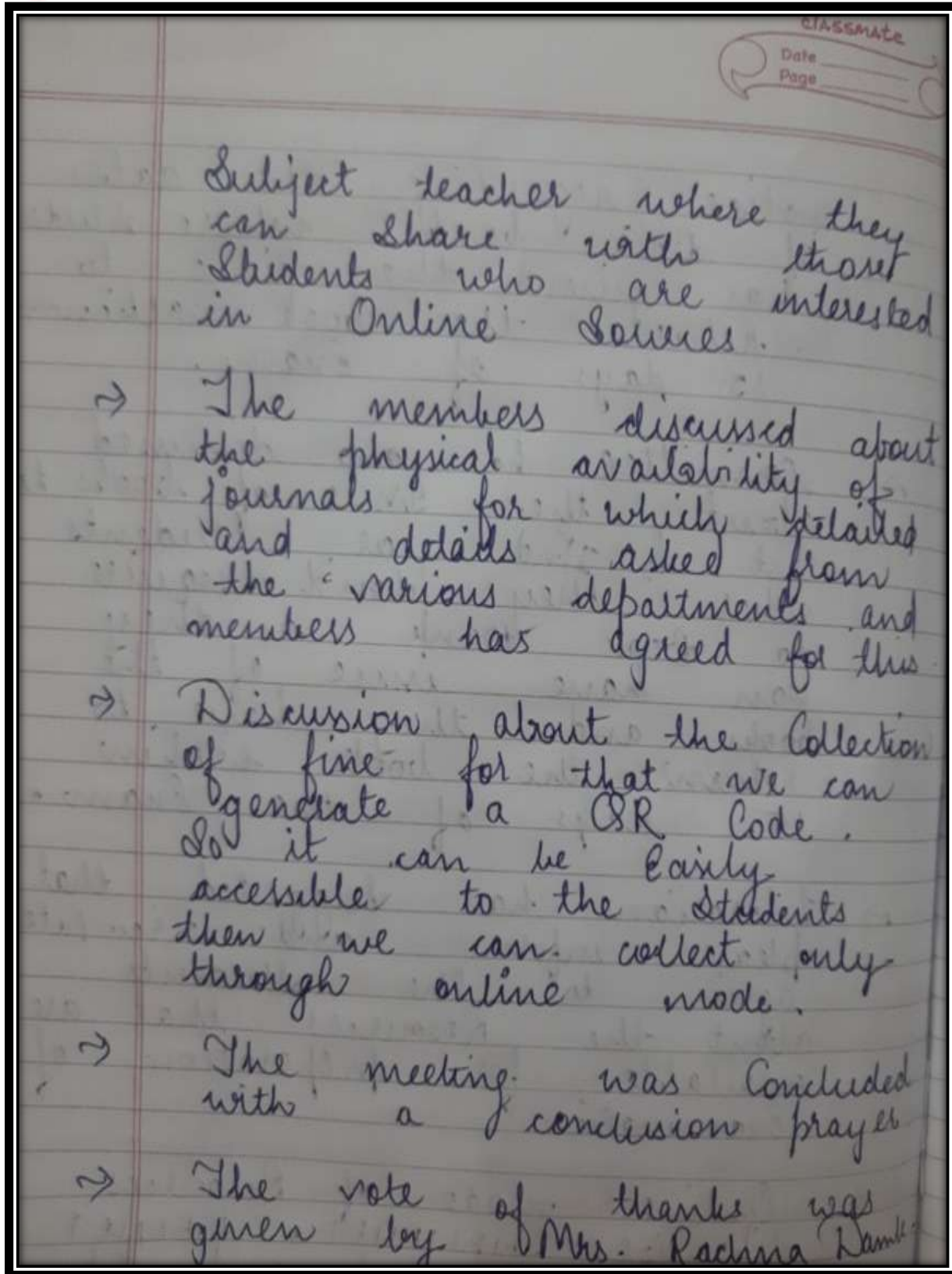
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