

Dnyandeep Mandal's
ST. JOSEPH COLLEGE OF ARTS & COMMERCE

Satpala, Post – Agashi, Virar (W).

Tal. Vasai, Dist- Palghar -401301

Reaccredited by NAAC – 'B' Grade (2.70 CGPA)

{Affiliated to University of Mumbai}

Library

Date: Monday 30th September 2019

Minutes of first Library advisory committee member's meeting for year 2019-20 held on **Monday 30th September 2019** in the Principal's cabin. Following members were present for the meeting.

Dr. Vincent K. D'Mello.

Dr. Dinesh .Annappa. Sanadi.

Dr. Joana W. Tuscano.

Mr. Prasad J. Dabre

Mrs. Romia .R. Correia.

Mr. Jagdish .A. Sansare.

Ms. Deepa Lopes.

Mr. William L. Rodrigues.

Ms. Riya Gawade (SYBA)

Mr. Bryan Almeida (TYBAF)

Agenda for the meeting were as follows.

- 1) Confirm last meetings minutes.
- 2) Stock checking report for year 2017-18 & 2018-19
- 3) No of books added in stock.
- 4) Entry in staff register.
- 5) Any Important issues related with library which will arise on the spot with permission of chairman/Principal .

Business

Following points were discussed during the meeting.

1) Confirm last meetings minutes.

Minutes of second library advisory committee members meeting for year 2018-19, which was held on Friday 25th January 2019 read out by Librarian Dr. Dinesh Annappa Sanadi and confirmed unanimously by all the present committee members.

2) Stock checking report for year 2017-18 & 2018-19

Dr. Dinesh Annappa Sanadi. Librarian informed that stock taking for year 2017-18 was not done due to New library set up / shifting of books & other materials etc to second floor.

Stock taking for year 2018-19 was done and its copy given to Principal (Dr.Vincent K. D'Mello.) and office superintend (Mr.William L.Rodrigues.) and one copy to Vice principal (Dr. Dr.Subhash A. D'souza.) for displaying on teaching room notice board. Stock taking report confirmed unanimously by all the present committee members.

3) No of books added in stock.

Librarian Dr. Dinesh Annappa Sanadi explained about the total Library budget and its expenditure, he also informed about last year's i.e of academic year 2018-19 statistics.

Sr. NO	Section.	No of Books Added	Text Books	Reference Books	Expenditure.	Acc No From	Acc No To
1	Aided	524	457	67	68337	10212	10735
2	Non-Aided	1160	1109	51	172332	NG-2711	NG-3870
4	Donated	14	-----	14	-----	DB-483	DB-496
Total	-----	1698	1566	1139	240669	-----	-----


4) Entry in staff register.

Dr. Dinesh annappa Sanadi requested all the staff members to enter their name and details in the register (staff entry register), which is always available in Library . As this is one of the important documents for library as well as faculty member as a proof of no of staff visiting library and which would be benefited to both in future.

5) Any Important issues related with library which will arise on the spot with permission of chairman/principal

Asst Prof. Dr.Joana W. Tuscano. raised a question related to the books that she heard that books of Aided section is still not processed and not available for students for home issue , in response Dr. Dinesh annappa Sanadi. librarian explained that all the books of all the sections (AIDED/SELF -FINANCE SECTION/NON-GRANT SECTION) processed in record time and same are available for all the students for issuing, he also mentioned that the present library staff is very less as per compare to total no of user of library.(Library staff members who are appointed for Aided section ,giving service to self-finance section/non-added section/jr college section without any additional staff members for library.)

Meeting ended with vote of thanks to the chair for giving valuable time & suggestions to improve the library facility to their user.


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PRINCIPAL
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