



UNNAMALAI INSTITUTE OF TECHNOLOGY

Suba Nagar, Kovilpatti-628502

Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai

LIBRARY ADVISORY COMMITTEE

Library Advisory Committee Members: 2018-2019

S. No	Faculty Name	Designation
1	Dr.R.Shanmugam	Chair Person
2	Mr.K.Muthuraj	Librarian
3	Mrs.M.Maheswari	Member
4	Mr.L.Suresh	Member
5	Mrs.N.Rama prabha	Member
6	Mrs.S.Suganya	Member
7	Mr.M.Kanagaraj	Student Member

Mr. Muthuraj

Librarian

Dr. D. RAVINDRAN, M.E., Ph.D.,
Principal
Unnamalai Institute of Technology
Suba Nagar, KOVILPATTI - 628 502.
Thoothukudi District

PRINCIPAL
PRINCIPAL
Unnamalai Institute of Technology
Suba Nagar, KOVILPATTI - 628 502
Thoothukudi (Dt)



UNNAMALAI INSTITUTE OF TECHNOLOGY

Suba Nagar, Kovilpatti-628502

Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai

UIT/Circular-Lib/2018-19

Circular

17.02.2018

The library committee members meeting is schedule on 20.02.2018 at 10.30 am. The points to be discussed are,

1. Department wise library books requirement.
2. Action to be taken against long term pending library books.
3. Suggestions for improving the development and utility of the library.

S. No	Faculty Name	Designation
1	Dr.R.Shanmugam	Chair Person
2	Mr.K.Muthuraj	Librarian
3	Mrs.M.Maheswari	Member
4	Mr.L.Suresh	Member
5	Mrs.N.Rama prabha	Member
6	Mrs.S.Suganya	Member
7	Mr.M.Kanagaraj	Student Member

All the members of the library committee are requested to attend the meeting without fail.

Copy submitted to

The Chairman for Kind information

Copy

To be circulated among Staff members

To the Notice board


Dr. D. RAVINDRAN, M.E., Ph.D.,
Principal
Unnamalai Institute of Technology
Suba Nagar, KOVILPATTI - 628 502
Thoothukudi District


PRINCIPAL

PRINCIPAL

Unnamalai Institute of Technology
Suba Nagar, KOVILPATTI - 628 502
Thoothukudi (Dt)



UNNAMALAI INSTITUTE OF TECHNOLOGY

Suba Nagar, Kovilpatti-628502

Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai

Minutes of Meeting

Committee Name: Library Committee	Meeting No:01
Subject: Library development	
Meeting Date: 20 -02- 2018	Meeting Place: Central Library

Points discussed to the meeting:

- The library must be maintained registers for books issue, return, overdue, loss of books etc.
- The department library members have been advised to put forth their suggestions and opinions for the future development of the facilities in the library.
- Next academic year library hours will be introduced to the students. Librarian must take necessary for the students.
- Journal subscription renewal process must be started three months well in advance.
- The accession process must be completed in time.

K. Muthiyaraj
Librarian

[Signature]
Dr. D. RAVINDRAN, M.E., Ph.D.,
Principal
Unnamalai Institute of Technology
Suba Nagar, KOVILPATTI - 628 502.
Thoothukudi District

[Signature]
PRINCIPAL
PRINCIPAL
Unnamalai Institute of Technology
Suba Nagar, KOVILPATTI - 628 502.
Thoothukudi (Dt)