



SREE SAKTHI ENGINEERING COLLEGE (AUTONOMOUS)

OOTY MAIN ROAD, KARAMADAI,
COIMBATORE - 641 104

MOB : +91 92445 04444, 92445 02222
Web : www.sreesakthi.edu.in

Affiliated to Anna University & Approved by AICTE, Accredited by NAAC

CIRCULAR

Ref.No: SSEC/LAC/2025-2026/01

Date: 28.07.2025

Constitution of Library Advisory Committee (LAC)

In accordance with the vision of supporting academic excellence, research, and effective library management, the Library Advisory Committee (LAC) is hereby constituted for a period of two years. The Committee will plan, implement, and monitor activities aimed at improving library resources, services, and awareness among students and staff.

Sl. No	Name	Designation / Department	Role
1	Dr.G.Jayaprakash	Principal	Patron
2	Mr.N.Prasannan	CEO	Chairperson
3	Mr.S.Rajendran	Librarian	Member Secretary
4	Dr.M.Karthikeyan	HOD/ECE	Member
5	Dr.M.Vijayakumar	HOD/MECH	Member
6	Dr.S.R.Gibin	HOD/S&H	Member
7	Dr.S.Vijayashanthi	HOD/Civil	Member
8	Dr.E.Nandakumar	HOD/EEE	Member

This circular is effective immediately.




Principal
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MEETING CIRCULAR

Ref. No: SSEC/LAC/2025-2026/02

Date: 08.08.2025

All members of the Library Advisory Committee (LAC) are requested to attend a meeting as per the details below:

- ❖ Meeting No: 01
- ❖ Date: 12.08.2025
- ❖ Time: 3.00.p.m
- ❖ Venue: CEO Conference hall

Agenda:

1. Review of previous meeting MoM.
2. Discussion on library resource acquisition (books, journals, e-resources).
3. Review of library services, infrastructure, and user feedback.
4. Planning library activities such as orientation programs, exhibitions, and awareness sessions.
5. Any other matter with permission of the Chair.




Chairperson – LAC



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Minutes of Meeting – Library Advisory Committee

- ❖ Meeting No: 01
- ❖ Date: 12.08.2025
- ❖ Time: 3.00.p.m
- ❖ Venue: CEO Conference hall

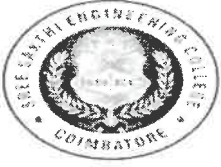
Points Discussed:

- ❖ The Chairperson welcomed all the members and initiated the meeting.
- ❖ The Committee reviewed the objectives of the Library Advisory Committee and discussed measures to improve library resources, services, and awareness among students and staff.
- ❖ Members proposed the acquisition of new books, journals, and e-resources to meet curriculum requirements and support research activities.
- ❖ The Committee discussed reviewing library services and infrastructure. The feedback mechanism was also reviewed to enhance user satisfaction.
- ❖ The meeting concluded with the Chairperson expressing appreciation for the members' valuable contributions and active involvement.

Chairman

Principal

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Members Present:

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2	Mr.N.Prasannan	CEO	Chairperson	
3	Mr.S.Rajendran	Librarian	Member Secretary	
4	Dr.M.Karthikeyan	HOD/ECE	Member	
5	Dr.M.Vijayakumar	HOD/MECH	Member	
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8	Dr.E.Nandakumar	HOD/EEE	Member	

Principal
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Library Advisory Committee (LAC) – Action Taken Report

- **Meeting No:** 01
- **Date:** 12.08.2025
- **Time:** 3.00.p.m
- **Venue:** CEO Conference hall

Action Taken:

- The meeting was conducted as scheduled under the guidance of the Chairperson.
- Awareness initiatives were planned to inform students and staff about available library resources and services. Steps have been initiated to review and improve existing facilities.
- Departments were requested to submit requirements for books, journals, and e-resources. The procurement process has been initiated to meet curriculum and research needs.
- A review of library services and infrastructure was carried out. Necessary improvements were identified, and the feedback mechanism has been strengthened to enhance user satisfaction.
- The recommendations and suggestions of the Committee members are being implemented in a phased manner.


Chairperson


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MEETING CIRCULAR

Ref. No: SSEC/LAC/2025-2026/03

Date: 14.02.2026

All members of the Library Advisory Committee (LAC) are requested to attend a meeting as per the details below:

- **Meeting No:** 02
- **Date:** 17.02.2026
- **Time:** 3.00.p.m
- **Venue:** CEO Conference hall

Agenda:

1. Review of previous meeting MoM.
2. Discussion on library resource acquisition (books, journals, e-resources).
3. Review of library services, infrastructure, and user feedback.
4. Planning library activities such as orientation programs, exhibitions, and awareness sessions.
5. Any other matter with permission of the Chair.



Chairperson – LAC



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Minutes of Meeting – Library Advisory Committee

- **Meeting No:** 02
- **Date:** 17.02.2026
- **Time:** 3.00.p.m
- **Venue:** CEO Conference hall

Points Discussed:

- The Chairperson called the meeting to order and welcomed all members.
- The Committee reviewed the current status of library resources and discussed aligning collections with revised syllabus requirements and emerging research areas.
- It was proposed to increase subscription to reputed journals and expand access to digital databases to strengthen academic support.
- The need to improve reading space, seating arrangements, and digital access facilities was discussed to enhance the learning environment.
- The Committee recommended conducting orientation programs to create greater awareness of library services among first-year students.
- The meeting concluded with a vote of thanks to the Chair.


Chairperson


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Library Advisory Committee (LAC) – Action Taken Report

- **Meeting No:** 02
- **Date:** 17.02.2026
- **Time:** 3.00.p.m
- **Venue:** CEO Conference hall

Action Taken:

- Departments were instructed to submit updated syllabus copies to facilitate collection development aligned with curriculum needs.
- Proposals for additional journal subscriptions and digital database access were forwarded to the management for approval.
- Improvements in seating arrangements and Wi-Fi connectivity in the library were initiated.
- A library orientation program schedule was prepared and communicated to first-year classes.
- Follow-up actions on all recommendations are in progress.


Chairperson


Principal

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