

MINUTES OF THE LIBRARY COMMITTEE MEETING

Library committee meeting was held in the presence of Dean, CHRI, Library Committee Members and Librarians on 20.06.2020 at 11 A.M. at Central Library.

Members present during the meeting.

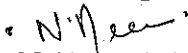
S.no.	Name of the committee members	Dept.	
1	Dr. N. Meenakshi	Respiratory Medicine, CHRI	Convener
2	Dr.Jayanthi .S	Microbiology, CHRI	Member
3	Dr.Karpagavel. L	Biochemistry, CHRI	Member
4	Dr.R. Saravanan	Allied Health Sciences , CHRI	Member
5	Mrs.M.Yaga Jeyanthi	Chettinad College of Nursing	Member
6	Ms. Ruchi Sinha	Chettinad school of Law	Member
7	Ar. Radhika	Chettinad school of Architecture	Member
8	Dr.G.Pazhani	Chettinad School of Pharmaceutical Sciences	Member
9	Dr.Senthil	Chettinad school of Physiotherapy	Member
10	Mr.Edwin Arun	Purchase, CARE	Member
11	Dr.Arun Pandiyan	P.G. Student (General Medicine)	Member
12	Mr. Anvar Basha	UG (MBBS) Student	Member
13	Ms.M.S. Pavane	AHS student	Member
14	Mr. A. Pradeep Raj	Nursing Student	Member
15	Dr. R. Arumugam	Librarian, CARE	Member

Library Committee Meeting started with welcome address by the Convener of the Library Committee.

1. Confirmation of the minutes of the previous meeting
2. There has been a delay due to Covid-19 for the submission of the report, however, the detailed report of the stock verification was presented by the Librarian Dr. R. Arumugam to the committee members for review where a total loss of 105 books were reported worth Rs. 1,58,960/-. This was verified with the other library staff present in the meeting and procedure of maintaining existing accession register while issuing books to users were also discussed for better clarity.
3. The committee tried to explore the possibilities of the book loss where it was noted that though there is software available to make system entry for issuing the book, it was also entered in the manual register which resulted in the repetition of work and created confusion.
4. Based on the above facts it was recommended by the Library Committee that following course of action can be taken in accordance with law:

- a) Based on the list (attached herein as annexure) furnished by Dr. R. Arumugam of the total misplaced books the quantum of recovery was finalized by the library committee as Rs. 1,58,960/- .
 - b) It was recommended that a show-cause notice be issued to previous librarian (Mr. Uvaraj V.), and he may be given sufficient opportunity (cause of natural justice) to explain his side and justify the missing books as audited by the institution. After the explanation offered by him, it is the institution to examine the explanation and orders be passed for recovery if deemed fit.
 - c) It was further recommended to use only system entry through software to further prevent any loss of book from the library.
5. All the reports and library committee recommendations are forwarded to the Registrar and vice Chancellor for further deliberation.

The meeting was then concluded by thanking the members for their participation.


(Dr. N. Meenakshi)

Convener - Library Committee

CC:

Vice-chancellor

Registrar

Dean, CHRI

Director, AHS

Principal, CCN, School of Law, Architecture & Pharmacy

All Committee members