

**CIRCULAR**

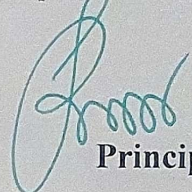
Ref: CIET/LIB/02/2025

21-08-2025

The Library Advisory Committee meeting will be held on (22-08-2025) at 2.30 pm at the CIET Central Library. The following committee members are requested to attend the meeting.



**Member Secretary**



**Principal**

Copy submitted to: The Director, CIET

- Copy to :
1. Dr.K.Manikanda Subramanian, Principal
  2. Dr.S.Gokul, HOD/EEE
  3. Dr.K.Ashok, HOD/VLSI
  4. Prof. K.Velumani, HOD/S&H
  5. Dr.P.Magudeaswaran, HOD/Civil
  6. Dr.S.Vijayan, ASP/Mech
  7. Mrs.K.Revathi AP/Civil
  8. Mrs.R.Nithya Devi AP/CSE
  9. Student Notice Board
  10. File

Name of the Meeting: Advisory Committee Meeting

Date: 22-08-2025

Venue : CIET Central Library

Time: 2.30 PM

Chairman of the meeting: Dr. K. Manikanda Subramanian, Principal

**Staff Members:**

Name	Designation	Signature
Dr. K. Manikanda Subramanian	Principal	
Mrs. J. Thangam	Librarian and Head	
Dr. S. Gokul	HOD-(EEE)	
Dr. K. Ashok	HOD (VLSI)	
Dr. P. Magudeaswaran	HOD/(Civil)	
Prof. K. Velumani	HOD (S&H)	
Dr. S. Vijayan	ASP/(Mech)	
Mrs. K. Revathi	AP/Civil	
Mrs. R. Nithya Devi (NPTEL-co-ordinator)	AP/(CSE)	

**Student Members:**

Name	Designation	Signature
Miss. M. Abarna	III -Year ECE	
Mr. S. Nithish Kumar	II -Year AI&ML	

**Agenda:**

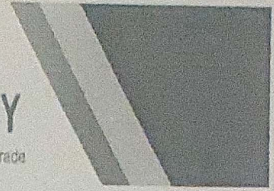
1. Discuss the NPTEL lab for the usage of e-resources (Delnet), etc.
2. Improve access to AUERC (Anna University E-Resources consortium) e-resources.
3. To discuss Delnet Membership Renewal-permission reg.
4. To motivate the reading habits of all the students.
5. To discuss the stock verification.
6. ID card not scanned in II VLSI students. *- ID card recharge -*
7. To discuss the new Software (Aveon) migration error, corrections, and modifications.
  - Accession Register Report: (Purchase date, bill no, supplier name not came)
  - Book location is not proper.
  - We need the Renewal date and return date to be the same date.
  - Lost book report, missing book report, binding report, Project report not available.
  - Library book transfer list, non-book material report, Periodicals (Journals and Magazines) Entry, periodicals reports are not added.

## MINUTES OF MEETING

S.No.	Points Discussed	Actions planned	Target Date	Responsibility
1	Usage of e-resources at NPTEL Lab	The Committee noted that student enrolment in NPTEL-digital e-resources has to be increased this year. Discussed the problem of NPTEL lab system failures (CPU, Display, Keyboard, Mouse), Internet connectivity issues (Slow networking), and power fluctuations during the peak hours. It was recommended to repair or change the new systems.		Mrs.J.Thangam Librarian and Head
2	Improve access to online e-journals	Library e-resources like DELNET, AUERC are uploaded to the CMS software.		Mrs.J.Thangam
3	Motivate Reading Habits	Organize Readers Club activities such as book reviews, Reading/Article Competitions. Notices and Circulars will be circulated regularly.		Mrs.J.Thangam Librarian and Head
4	Stock Verification	The library book data (Autolib) is transferred to the new software (Aveon), but the book locations are misplaced, and a lot of errors have accumulated. So, we were not able to take the stock verification using the scanner		Mrs.J.Thangam Librarian and Head
5	ID Card	Discussed the II VLSI Students ID cards are not scanned in the library e-Gate register.		
6	Project Reports	Discussed every year, the final year projects are submitted to the CIET Central Library.		
7	Software Migration error updating details	To discuss the new Software (Aveon) migration error, corrections, and modifications. <ul style="list-style-type: none"> <li>• Accession Register Report: (Purchase date, bill no., supplier name not came)</li> <li>• Book location is not proper.</li> <li>• We need the Renewal date and return date to be the same date.</li> <li>• Lost book report, missing book report, binding report, Project report not available.</li> <li>• Library book transfer list, non-book material report, Periodicals (Journals and Magazines) Entry, periodicals reports are not added.</li> </ul>		Aveon Software Team
Copy to: 1. Principal, CIET			Prepared by	Mrs.J.Thangam Librarian and Head
			Approved by	Principal

System Admin

System Admin



15-11-2025

## Action Taken Report

1. NPTEL Lab system repair/change requisition letter given to the principal, and the process is ongoing.
2. Students are accessing the e-resources during the Library hours.
3. The Department of Library and Information Centre, in association with the Readers' Club, conducted a **Book Review Competition** on 15th October 2025 at 11.00 a.m. in the Seminar Hall to commemorate the **94th Birth Anniversary of Dr. A.P.J. Abdul Kalam**, the former President of India. In this event, 29 Students participated and reviewed various books. The event aimed to encourage students to cultivate reading habits and express their understanding and perspectives on selected books through thoughtful reviews and highlighting the key themes, characters, and moral values of the books they read.

### **Event Outcome:**

The event successfully promoted the importance of reading and critical thinking among students while paying tribute to Dr. Kalam's legacy of knowledge and inspiration. The competition provided a platform for students to enhance their analytical, communication, and presentation skills.

4. Due to the library book data (Autolib) being transferred to the new software (Aveon), the book locations are misplaced, and a lot of errors have accumulated. We need the stock verification of library books for this year, so that we can obtain need necessary facilities.
5. Informed the ID card in charge staff.
6. Regarding the final year Project Reports are submitted to the CIET Central Library, the communication is sent through email to all the department heads.
7. The software migration error details letter is given to the software supporting team.

**Librarian**