J.J COLLEGE OF ENGINEERING AND TECHNOLOGY
Approved by AICTE I Affiliated to Anna University I ISO 9001 : 2015 Certified
SOWDAMBIKAA GROUP OF INSTITUTIONS
ESTD. 1994

Ref.:JJCET/Lib/Committee/2024 Date: 24.06.2024

Office Order

Sub: Constitution of Central Library Advisory Committee – Reg.

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The undersigned is pleased to constitute the **Central Library Advisory Committee** with the following members for an Academic years 2024-25.The convener is required to oversee the activities of the committee, convene the meeting and report the recommendations to the Principal.

Library Advisory Committee

S.No.	Name	Position	Designation
1.	**Dr.P.Mathiyalagan**	**Chairperson**	**Principal**
2.	Dr.K.Jayakumar	Member	Dean/EEE
3.	Dr.S.Sumithra	Member	HOD/ECE
4.	Dr.M.P.Revathi	Member	Professor/CSE
5.	Dr.A.Ananthi	Member	HOD/Civil
6.	Dr.P.Prabhakaran	Member	HOD/Mech
7.	Mr.T.Kumarasan	Member	HOD/Aero
8.	Mr.S.Suresh Kumar	Member	Assistant Professor/CSE
9.	Mrs.S.Saroja Devi	Member	Assistant Professor /IT
10.	Dr.K.Sivakumar	Member	Director/MBA
11.	Ms.P.Mahalakshmi	Member	Student (CSE)
12.	Mr.P.B.Monish Kumar	Member	Student (AI&DS)
13.	Mr.M.Deneshwaran	Member	Student (IT)
14.	Mr.T.Vinothkumar	Member	Student (ECE)
15.	Mr.V.Prince David	Member	Student (EEE)
16.	Mr.D.Sivasubramani	Member	Student (Mechanical)
17.	Mr.R.Vikram	Member	Student (Aero)
18.	Ms.D.Nishanthi	Member	Student (Civil)
19.	Ms.K.V.Pavithra	Member	Student (MBA)
20.	Mrs.S.Kanagu	Convener	Librarian

Roles and Responsibilities

Library Advisory Committee

1. To prepare a list of books and journals in accordance with the needs of different departments.
2. To suggest improvements to run the library smoothly, orderly and satisfactorily.
3. To suggest the punishments to be awarded for the students violating the guidelines of the library.
4. To arrange the book fair for both the general public and the students.

General Policies and Procedures

1. Meeting will be conducted once in a year.
2. The convener will arrange the meetings at the most convenient time of the members without disturbing their teaching schedules.
3. The date and time of the meetings will be intimated to the members either through circular with the details of agenda.
4. After every meeting, the convener will send the minutes of meetings with the details of agenda discussed & resolution passed, to the Principal/JJCET, for ratification and approval.
5. Attendance will be maintained for each meeting separately with the signature of members attended.

JJCET LIBRARY TIRUCHI-09

PRINCIPAL
PRINCIPAL
J.J. COLLEGE OF ENGINEERING AND TECHNOLOGY
TIRUCHIRAPPALLI-620 009

Copy to:

1) The Vice Chairman for kind information
2) All Deans
3) All Heads with a request to circulate among students and staff members
4) All members Concern
5) IQAC
6) File