



**MOHAMED SATHAK
ENGINEERING COLLEGE**
KILAKARAI, RAMANATHAPURAM DIST.
Approved by AICTE, COA NewDelhi , DGS Mumbai, Affiliated to Anna University, Chennai.
(Sponsored by Mohamed Sathak Trust, Chennai - 06.)



Lr. No. MSEC/LC-2022-23

Date:3.6.22

LIBRARY COMMITTEE

OBJECTIVE:

To function as a channel between the library and its users.

RESPONSIBILITIES

- To assist the Librarian in formulating Library policy.
- To look after general maintenance of the library in terms of reading material and infrastructure.
- To effectively involve in fostering the reading habit of staff and students.
- To recommend / justify / sanction / approve - withdrawal and weeding out of outdated material to the competent authority for final decision in the matter.
- To prepare the agenda and minutes of the meetings and circulate it to the authorities and to the Librarian.

| Name | Designation | Category |
|---------------------|------------------|-------------|
| Dr.C Suresh Kumar | Chief Libraryian | Coordinator |
| Ms D Baladuraiselvi | AP/English | Member |
| Mr. G. Sivabalan | AP/Chemistry | Member |
| Mr.G Thangavelu | HOD/Marine | Member |

Tenure of Members: 3 years

Frequency of meeting: Periodically


IQAC Co-ordinator
Mohamed Sathak Engineering College,
Kilakarai-623 806.




PRINCIPAL
MOHAMED SATHAK ENGINEERING COLLEGE
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