



THE OXFORD COLLEGE OF ENGINEERING

Bommanahalli, Hosur Road, Bangalore – 68

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Website: www.theoxford.edu Email: engprincipal@theoxford.edu

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(Approved by AICTE, NBA, New Delhi & Affiliated to VTU, Belgaum)

LIBRARY AND INFORMATION CENTRE

Ref:TOCE/Cir/2021-22

Date: 22-04-2021

CIRCULAR

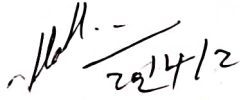
Sub: Library Coordinators Meeting

2021-22

A meeting of all Department Library Coordinator's is convened in the undersigned office at 10.00 AM today to discuss about the following.

1. Books requirements for the current academic year 2021-22
2. Print Journals, E – Resources requirement for all departments.
3. Compliance of COVID guidelines
4. Review of Stock Verification
5. Any other points.

All Library Coordinators are hereby informed to attend the meeting.


22/4/21
Library Chief Coordinator
Department of Mathematics
The Oxford College of Engineering
Bommanahalli Bangalore - 560 088

To
All HODs.
All Department Library Coordinators.
CC: Principal for kind Information.



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LIBRARY AND INFORMATION CENTRE

Date: 22/04/2021

Minutes of Library Coordinators' Meeting held on 22nd April 2021 at 11.00 AM in Central Library

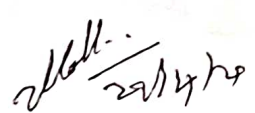
Members Present:

Sl. No	Name of LAC Member	Position
1	Dr. N.Kannan (TOCE Principal)	Chair Person
2	Dr.B.K.Madhusudan Reddy (ME-HOD)	Committee Member
3	Dr.Raju.B.R (AUTO HOD)	Committee Member
4	Prof.Dharmvir,AP,MCA	Committee Member
5	Suprabha.S (Librarian)	Coordinator
6	Kulwant Raj 10X17IS019)	Committee Member
7	Sushma Gudimani(10X18IS019)	Committee Member
8	Syed Nawaz (MBA/10Y19MBA44)	Committee Member
9	Pallavi (11OX19MCA11)	Committee Member

Chief Library Coordinator welcomed all to the meeting.

1. Committee members were informed to prepare the budget for current academic year.
2. Coordinators are requested to prepare the book requirement list in the prescribed format covering the latest VTU schemes.
3. Librarian submitted the last year stock verification report.
4. Compliance of COVID guidelines were discussed.

To
All Dept. Coordinator
The Principal} For kind information
All HOD's}


Library Chief Coordinator
Prof. and Head
Department of Mathematics
The Oxford College of Engineering
Bommanahalli Bangalore - 680 088

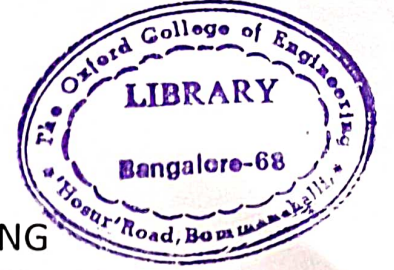


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LIBRARY AND INFORMATION CENTRE



Date: 03-02-2021

CIRCULAR

Sub: Library Advisory Committee Members-TOCE-Library

On behalf of TOCE library and Information Centre we are pleased inform that you are nominated as an active member in our Advisory Committee. We will be appreciable for your valuable inputs and suggestions for the growth and development of our centre.

Please acknowledge the enclosed copy of the letter.

Agenda:


1. Books Over Dues for students.
2. Subscription of Print journals.
3. E-resources.

Thanking You

Chief Librarian

Copy To

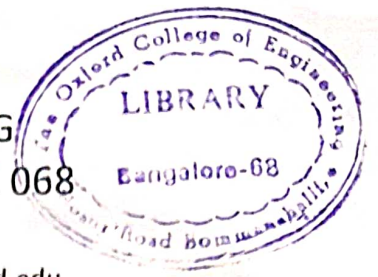
1. All HODs
2. Director, TOCE


Dr. T.S. Malleshaiah
Head of the Department
NAAC Coordinator
Department of Civil Engineering
(Criteria 4 Incharge)
The Oxford College of Engineering
Bangalore - 560 068.



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LIBRARY AND INFORMATION CENTRE

Date: 03-02-2021

Sub: Library Advisory Committee Members

On behalf of TOEC library and Information Centre we are pleased inform that you are nominated as an active member in our Advisory Committee. We will be appreciable for your valuable inputs and suggestions for the growth and development of our centre.

Sl. No	Name of LAC Member	Position	Signature
1	Dr. Raju (TOCE Principal)	Chair Person	
2	Dr.Mallikarjun K.	Library Chief Coordinator	
3	Suprabha.S (Chief Librarian)	Coordinator	
4	Dr.M.S.Shashidhara (MCA HOD)	Committee Member	
5	Dr.Dhanalakshmi.R.V (MBA HOD)	Committee Member	
6	Dr. R.Chinna Appala Naidu (CSE HOD)	Committee Member	
7	Dr.R. Kanagavalli (ISE HOD)	Committee Member	
8	Dr.Manju Devi (ECE HOD)	Committee Member	
9	Dr.V.S .Bharath (EEE HOD)	Committee Member	
10	Dr.Madhusudan Reddy (ME HOD)	Committee Member	
11	Dr.B.K.Manjunatha (BT HOD)	Committee Member	
12	Dr.Malleshaiah.T.S (CIVIL HOD)	Committee Member	
13	Dr.Raju.B.R (AUTO HOD)	Committee Member	
14	Dr.Yashodha.B.S (MT HOD)	Committee Member	
15	Suprabha Raju (Internal Auditor)	Committee Member	
16	Kulwant Raj (BE Student)	Committee Member	
17	Şushma Gudimani (10X18IS19)	Committee Member	
18	Syed Nawaz (10Y19MBA44)	Committee Member	
19	Pallavi (10X19MCA11)	Committee Member	

Chief Librarian

CLASS LIBRARIAN

THE OXFORD COLLEGE OF ENGINEERING

Hosur Road,
Bengaluru - 560 068

Head of the Department

Department of Civil Engineering
The Oxford College of Engineering

Dr.T.S.Malleshaiah

NAAC Coordinator

Criteria 4 Incharge



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LIBRARY AND INFORMATION CENTRE

Minutes of Library Coordinators Meeting held on 3rd Feb 2021 at 11.00 AM in Central Library


Members Present:

- | | |
|---|-------------------------------------|
| 1.Dr. Raju (TOCE Principal) | 2.Suprabha.S-Librarian |
| 3. Dr. Mallikarjun K – Chief Coordinators | |
| 4.Dr.M.S. Shashidhara-MCA | 5. Dr.R.ChinnaAppala Naidu-CSE |
| 6.Kanakavalli-ISE | 7.Dr.Manju Devi-ECE |
| 8.Dr.V.S.Bharath-EEE | 11. Dr.Madhusudhan Reddy-ME |
| 10.Dr.Dhanalakshmi.R.V-MBA | 10.Dr.B.K.Manjunatha-BT |
| 12.Dr.Malleshaiah.T.S | 13.Dr.Raju.B.R-AUTO |
| 14.Dr.Yashodha.B.S-MTE | 15.Suprabha Raju (Internal Auditor) |
| 16.Kulwant Raj (BE Student) | 17.Sushma Gudimani(Student) |
| 18.Syed Nawaz(Student) | 19.Pallavi (Student) |

Chief Library Coordinators welcomed all the members.

The Committee discussed in detail about the improvement of library facilities, services and over dues. The committee recommends of the following.

1. The committee members discussed and suggested to librarian to take action for book over dues of faculty members.
2. The committee has discussed and checked the status of journals subscribed for 2020 and recommended for 2021 subscriptions.
3. The committee has suggested to the librarian to take requisition of journals from all the departments for the year 2021 for renewal of subscriptions.
4. The committee members have discussed about e-resources of VTU consortium which are freely accessible.


Library chief Coordinators
Prof. and Head
Department of Mathematics
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The Principal) For kind information
All HOD's