

Minutes of the 3<sup>rd</sup> Meeting of Library Committee held on 15.07.2016 at 11 A. M. in the University Library.

The following were present in the meeting

1. Prof. Dinesh Kumar, Hon'ble Vice- Chancellor	Chairman
2. Prof. S. K. Sharma, The Registrar	Member
3. Prof. M. L. Aggarwal, Chairman, Mechanical	Member
4. Prof. Naresh Chauhan, Chairman, CE/IT	Member
5. Prof. Munish Vashishtha, Chairman, Electronics	Member
6. Prof. R. K. Ahuja, Chairman, Electrical	Member
7. Prof. Arvind Gupta Chairman, MBA	Member
8. Prof. Raj Kumar, Chairman, HAS and Nominated Member of VC	Member
9. Mr. P. N. Bajpai, The Librarian	Member Secretary

With due permission of Hon'ble Vice Chancellor, the discussion on agenda items was started. After deliberation on each item, the following recommendations were made by the Library Committee.

**Item No. Lib/03/01:** To confirm the Minutes of 2<sup>nd</sup> Meeting of the Library Committee.

Since no member pointed out any modification in the minutes of 2<sup>nd</sup> meeting of the Library committee held on 18.11.2014, hence minutes were confirmed.

**Item No. Lib/03/02:** Action Taken on the minutes of the 2<sup>nd</sup> Meeting of Lib. Committee.

The action taken report was noted by the Library Committee. The Library Committee expressed its satisfaction on the process of implementation.

**Item No. Lib/03/03:** Purchasing of books of the publishers whose discounts are not approved.

The committee considered the matter and approved as proposed (if the discount is being provided 25% or more on the books for which discounts are not approved, the same is permissible to purchase. If the discounts are less than 25% and the book is being purchased directly from the institution/society/publisher same can be purchased). Vice Chancellor expressed his views that the discount should not be a barrier in purchasing good quality books however efforts should be to get good discounts. The collection of general motivational books should also be increased. The Librarian can also recommend/purchase quality books from good publishers.

**Item No. Lib/03/04:** Pending books against pass out batches up to year 2010.

Committee especially Vice Chancellor asked to do the efforts to get these books settled down as the fees against such students lies in the university so the cost of the books on which these purchased should be adjusted against the fees/security of the students. Separate note in this regard should be put up by the librarian.

**Item No. Lib/03/05:** Budget estimate and fund allocation to departments.

The committee approved that at least Rs. 2 lac for purchasing of books for one financial year is being allotted to each department and it would be responsibility of the Chairperson to send the list of books at least for the above amount. The check on the expenditure can be kept through faculty coordinator (Library) of the department.

Committee also approved the revised budget estimate as Rs. 55 lac for the year 2016-17 and the same amount for the year 2017-18. Enhancement of purchasing good magazines and the number of

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newspapers/ its copies was also suggested by the committee members. Vice Chancellor asked to various chairpersons and librarian to recommend/purchase the quality magazines which can be helpful to students for preparing for the competitive exams.

**Item No. Lib/03/06:** Fine system for overdue books

Committee expressed its concern over not returning the books by the students on time and suggested to collect late fine against overdue books as Rs. 1 per day for first fifteen days and Rs. 5 per day thereafter. Vice Chancellor also wanted to get the Library Software updated so that the emails can be sent for the overdue books. It was also assured by the Registrar that a person from Account Section will be provided to the library to collect the fine.

**Item No. Lib/03/07:** Remote access of e-resources.

The matter was placed for discussion, most of the members were of view to purchase the remote access but certain points were raised regarding avoid its misuse by outsiders. . The vice chancellor asked to put up the note separately regarding its purchase.

**Item No. Lib/03/08:** Purchasing of Web OPAC.

The members of the Committee were of the view to get the Web OPAC purchased. But the Registrar told the committee that it can run on Intranet without purchasing it. Therefore, it was suggested to first check whether it can run on Intranet before going for purchase.

**Item No. Lib/03/09:** Lab softwares to be transferred to the concerned department.

It was decided to supply the list of softwares to the Registrar and chairpersons for further action.

**Item No. Lib/03/10:** Fresh look of qualifications and experience of sanctioned library post.

The committee considered the matter and it was resolved that the separate note to the Vice Chancellor should be put up for the consideration.

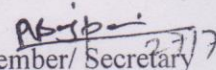
**Item No. Lib/03/11:** Additional item with the permission of Chair.

As an additional item, Librarian requested that provision of certain amount every year for Book Bank may be made to purchase books which are less or against damaged/ lost/written off books. Vice Chancellor permitted to purchase books for Rs. 2 lac every year against Book Bank Books.

Vice Chancellor also desired that the library card to the students should be provided at the earliest.

It was also discussed that the old chair tables can be shifted to the departmental library and the requirement of new chairs, tables and Issue/Return Counter or requirement of repair of furniture should be sent to the registrar for the availability of the same.

Meeting ended with a vote of thanks to the Chair.

  
Member/ Secretary