



No.Library/2023

Dated:28.12.2023

**Minutes of 9<sup>th</sup> meeting of University Library Committee held on 20.12.2023 at 11.00 AM in the Board Room of the University.**

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**Present:**

1. Prof S.K.Tomar, Vice-Chancellor
2. Dr.Meha Sharma, Registrar
3. Prof. Vikas Turk, Nominated Member
4. Dr.Arvind Gupta, Chairperson-ME Deptt.
5. Dr.Atul Mishra, Chairperson-CE &Lit. & Language
6. Dr.Neetu Gupta, Chairperson-Maths Deptt.
7. Dr.Manjeet Singh, Chairperson-CA Deptt.
8. Dr.Anju Gupta, Chairperson-Electrical Engg. Deptt.
9. Dr.Pradeep Dimri, Chairperson-Electronics Engg. Deptt.
10. Dr.Rachna Aggarwal, Chairperson-Management Studies Deptt.
11. Dr.Manisha Goel, Chairperson-Business Studies Deptt.
12. Dr.Pawan Singh Malik, Chairperson-CMT Deptt.
13. Dr. Ravi Dhamija, Incharge-Chemistry
14. Dr.Deepansh Sharma, AP in Life Sciences (Rep. Chairperson-Life Sciences)
15. Dr.Anuj Kumar, AP in Physics (Rep. Chairperson-Physics)
16. Dr.P.N.Bajpai, Dy Librarian & Member Secretary

Dr.Rajni Saggu, Incharge-Civil Engg. Deptt and Dr.Renuka Gupta, Incharge-EVS Deptt. could not attend the meeting.

At the outset, the Dy. Librarian and Member-Secretary, extended a hearty welcome to all the members of the University Library Committee for attending the meeting and to have their valuable suggestions.

Thereafter, the agenda items were taken up and after detailed discussions, the following decisions were taken:-

Item No.Lib/09/01 : **To confirm the Minutes of 8<sup>th</sup> meeting of the Library Committee held on 20.01.2023 at 4.00 PM in the Board Room of the University.**

The Committee considered and confirmed the Minutes of its 8<sup>th</sup> meeting held on 20.01.2023 at 4.00 PM.

Item No.Lib/09/02 : **To note the action taken report on the Minutes of 8<sup>th</sup> meeting of the Library Committee held on 20.01.2023.**

The Committee noted the action taken (where necessary) on the decisions of the Committee. However, while considering the action taken report, the Committee on the following items further suggested/desired as under:-

**Item No.Lib./08/02** : To maintain separate Head by Accounts Department for Library receipts including fine/other charges.

The Chairman suggested that the work such as binding, purchase of stickers, stationary items etc. can be carried out from the amount received as fine in the Library.

He also suggested to have long term contract (ranging 1 to 3 years) for binding, by empanelling the binder(s) and the process for the same may be initiated within a month.

**(Action to be taken by the Library)**

**Item No.Lib/08/05** : Purchase of e-books.

(i) The Committee considered the availability of e-books & other e-resources and their utility by the staff and students. It was suggested that the Library should prepare a department-wise schedule to deliver awareness lecture to enhance the awareness amongst the students about effective use of available e-resources in the Library.

**(Action to be taken by the Library)**

(ii) The Committee further decided to allocate a sum of Rs.10.00 Lakh per year from the Student Amalgamated Fund (SAF) of the University for procurement of information resources and development of the Library.

**(Action to be taken by DSW/Accounts Branch)**

**Item No.Lib/08/06** : Subscription of print journals.

i) It was desired by the Chairman to promote the e-access of journals in place of hard copy to save the paper and environment.

ii) The Committee further decided to constitute a committee consisting of the following to consider and decide the issues related to (1) e-books (2) renewal of existing e-resources (3) Press Reader(4) Library Budget for the year 2024-25 etc:-

- (1) Dr. Neetu Gupta, Dean(Sciences & Life Sciences)
- (2) Dr. Manjeet Singh, Chairperson-CA Deptt.
- (3) Dr. Pradeep Dimri, Chairperson-Electronics Engg. Deptt.
- (4) Dr. Maneesha Garg, Director(R&D Cell)
- (5) Dr. Ravi Dhamija, Incharge-Chemistry
- (6) Dr. Deepansh Sharma, AP in Life Sciences
- (7) Dr. P.N. Bajpai, Dy. Librarian-Convenor

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It was also desired that the above Committee will submit its recommendations at the earliest, keeping in view the preparation of consolidated budget by the Accounts Branch.

(iii) It was decided that Dr.Pawan Singh Malik, Incharge-CMT will manage to take feedback from the students about awareness and use of e-resources available in the University Library.

**(Action to be taken by Dr.Pawan Singh Malik)**

Item No.Lib/09/03 : **To consider and approve Budget Allocation for the FY 2024-25.**

The committee constituted under Item No. Lib/09/02 above, will recommend the budget for FY 2024-25.

Item No.Lib/09/04 : **To constitute a Negotiation Committee for purchasing of e-books.**

The committee constituted under Item No. Lib/09/02 above, will negotiate the discounts for purchasing of e-books .

Item No.Lib/09/05 : **To consider the renewal of existing e-resources in the Library.**

The committee constituted under Item No. Lib/09/02 above, will give its recommendation with respect to renewal of existing e-resources in the Library.

However, keeping in view the email received from M/s Elsevier, the Committee authorised the Dy.Librarian to go with option-II provided by the company and to sign the required MoU/Agreement on behalf of the University.

**(Action to be taken by the Library)**

Item No.Lib/09/06 : **To enhance the remuneration of Library Trainees.**

After detailed discussions, the Committee approved the proposed enhancement in remuneration for Library Trainees from Rs.6000/- to Rs.13000/- per month for students having BLIS qualifications and from Rs.8000/- to Rs.15000/- per month for the students having MLIS qualifications. As proposed in the agenda item, preference may be given to MLIS passed out candidates.

**(Action to be taken by the Library)**

Item No.Lib/09/07: **To authorize the Dy.Librarian to waive off late fine of the students on account of overdue books.**

After deliberations on the issue, the Committee authorized the Dy. Librarian to reduce/waive off late fine of the students for the overdue books, on the basis of genuine grounds.

**(Action to be taken by the Library)**

Item No.Lib/09/08 : **To Organize Book Exhibition in the University.**

The Committee suggested that the Book Exhibition may be organized in the last week of January, 2024 preferably on 29<sup>th</sup>& 30<sup>th</sup> January, 2024 in the Shakuntalam Hall of the University. It was also suggested that the faculty members should recommend maximum 5 copies of a title, keeping in view the scarcity of space in the existing Library.

It was further desired that the Chairperson-UTDs will motivate the students to participate in the Book Exhibition.

**(Action to be taken by the Library)**

Item No.Lib/09/09 : **To apprise the Committee about the activities performed by the Library during the year 2023.**

The Committee appreciated the activities performed by the Library during the year 2023 and desired to enhance the conduct of such activities in future. It was also suggested that such awareness workshops may be organized 2-3 times in a year.

**(Action to be taken by the Library)**

Item No.Lib/09/10: **Any Other Item with the permission of the Chair.**

With the permission of the Chair, the following issues/proposals were discussed and decided:-

(i) Prof.Vikas Turk, NMLC suggested to involve the students to provide their services in the Library. After discussion, it was decided that the Chairperson-UTDs will nominate a student as Library Coordinator and the services of such students may be utilized to make aware other students of the department about the availability of information resources and how to use these effectively.

**(Action to be taken by the all Chairperson-UTDs)**

(ii) Prof.Manjeet Singh, Chairperson-CA Deptt. raised the issue related to delay in issue of books to the newly admitted students every year. After discussions, it was suggested to create a general ID (by the Library) to have access of e-books by the students through e-Library portal, till allocation of Registration/Roll No. by Registration Branch.

**(Action to be taken by the Library)**

The meeting ended with a Vote of Thanks to the Chair.

Dr. P.N. BAJPAI  
Deputy Librarian

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