

CENTRAL LIBRARY

MINUTES OF THE 20TH MEETING OF THE LIBRARY COMMITTEE
HELD ON NOVEMBER 7, 1990 AT 5.15 P.M. IN THE COMMITTEE
ROOM OF THE INSTITUTE. ----

Present

- 01 Professor V.V.Sastry, Deputy Director(In Chair)
- 02 Sh.P.N.Sharma, Head, Library & Information Services(TCRDC)
- 03 Sh.A.K. Khanna, Assistant Professor
- 04 Dr.A.K. Chatterjee, Assistant Professor
- 05 Dr. K.K.Raina, Lecturer
- 06 Sh. Avinash Chander, Lecturer
- 07 Sh. Joydeep Ghosh, Student
- 08 Sh. Samir Kumar Monga, Student
- 09 Sh. Rajesh Gupta, Student
- 10 Dr. Janak Raj, Secretary

Since Professor Dr. T.R. Anantharaman, Director was to be out of station on the date of meeting, he desired Professor V.V.Sastry, Deputy Director to Chair the meeting.

Professor Dr. G. Singh could not attend the meeting. Sh.V.K.Verma could not attend the meeting as he had to attend the marriage of some of his relatives.

Kumari Bindu Chawla, Sh. Rajræesh Khanna and Kumari Suniti were not present at the meeting.

Opening Remarks by the Chairman

The Chairman welcomed the members to the 20th Meeting of the Library Committee especially Dr.A.K. Chatterjee and the Student Members viz; Sh. Joydeep Ghosh, Sh. Samir Kumar Monga, Sh.Rajesh Gupta, who were attending the meeting for the first time.

The Chairman apprised the Committee about the visit of an Institute Committee to the UGC regarding the 8th Plan Proposals. He informed that Rs. 20 Lakhs had been approved at initial stage for library building and a sizeable amount had been approved for books and journals also. He also dwert upon the desirability of creating the tutored video tape instruction facility at the Institute as a central facility.

PART-I (FOR CONFIRMATION)

- 20.1 TO CONFIRM THE MINUTES OF THE 19TH MEETING OF THE LIBRARY COMMITTEE HELD ON DEC.15, 1989.

Minutes of the 19th Meeting of the Library Committee were circulated vide office letter No.TI/LIB/MEET-19 dated 5.1.90. As no comments were received from any member, the Committee, therefore, confirmed the minutes as circulated.

- 20.2 TO CONSIDER THE STATUS REPORT ON THE DECISIONS TAKEN BY THE LIBRARY COMMITTEE

The Committee noted the actions taken with observations made on some of the items as under:

PART-A (PREVIOUS MEETING)

16.2(15.3,14.10)

It was suggested to purchase Peterson's Guide to obtain details of educational facilities in the United States.

17.6(i)

The Chairman assured that in case provision in the budget for the year 1990-91 has been made for chairs, the required amount would be made available.

17.8 DISPOSAL OF POPULAR MAGAZINES

Library Users' Forum may decide some Mechanism to dispose off old magazines.

18.6 USER EDUCATION

(a) Since it is difficult to find a slot in the time-table on working days, the activities of the Library Users' Forum and User Education be conducted on Saturdays.

(b) The results of the survey conducted by the Library Staff to assess the awareness of the users about the Central Library may be displayed on Notice Boards for the information of the students and faculty.

PART-B (LAST MEETING)

19.6(ii) BOOK FAIR

To expose the faculty to Book World, atleast once a semester, the Institute bus may take them to the various shops of book-sellers and stockists in Delhi and also to the special Libraries. The trip should be so arranged at week-ends that it starts on a Friday to return on Sunday.

PART-II (FOR CONSIDERATION)

20.3 TO NOTE AND APPROVE THE ACTION TAKEN BY THE CHAIRMAN REGARDING REALLOCATION OF GRANT OF ~~Rs.~~ FIVE LAKHS RECEIVED FROM THE MINISTRY OF HUMAN RESOURCE DEVELOPMENT FOR REMOVAL OF OBSOLESCENCE AND MODERNISATION OF THE LIBRARY.

The Committee noted and approved the action taken by the Chairman regarding reallocation of grant of Rs. 5 Lakhs as under:

	<u>Allocation</u>	<u>Reallocation</u>
- Computerisation	4,00,000/-	3,86,000/-
- VCP's with Head Phones	20,000/-	25,000/-
- Inter-Communication Sys.	20,000/-	29,000/-
- Training Lib.Staff	10,000/-	10,000/-
- Air Cooling	20,000/-	20,000/-
- Furniture	15,000/-	15,000/-
- Books	15,000/-	15,000/-

20.4 TO NOTE THE EXPENDITURE STATEMENT FOR THE YEAR 1989-90 (SEE APPENDIX-I, pp. 5-6).

The expenditure statement for the year 1989-90 was noted. It was observed that a strict control be made at the level of the Library to avoid any excess expenditure than the budget provisions instead of depending upon the Accounts Section. In future, before such expenditure is brought to the Library Committee, the figures of expenditure should be already vetted by the Deputy Registrar(F). The Committee also noted the expenditure statement of grant of Rs.5 Lakhs (PS/MHRD/20 LIB) which was placed on the table as under:

<u>Head</u>	<u>Allocation</u>	<u>Expenditure</u>	<u>Balance</u>
Computerisation	3,87,000/-	92,285.10*	2,93,714.90
VCPs with Head Phones	25,000/-	-----	25,000.00
Intercommunication Sys.	29,000/-	28,697.72	302.78
Training Lib.Staff	10,000/-	-----	10,000.00
Air Cooling	20,000/-	12,693.50	7,306.50
Furniture	15,000/-	2,151.88	12,848.12
Books	15,000/-	15,460.30	- 460.30
	<u>5,00,000/-</u>	<u>1,51,288.00</u>	<u>3,48,712.00</u>

**** In the Pipe Line**

Rs.19,785.10 Voltage Stabiliser

Rs.52,500.00 Busy Bee PC/AT

Rs.20,000.00 Air Conditioner

It was observed that early steps be taken to utilise the grant.

20.5 TO CONSIDER ALLOCATION OF LIBRARY MAINTENANCE GRANT AS UNDER:

<u>Head</u>	<u>1989-90</u>	<u>1990-91</u>
- News Papers & Magazines	6,000/-	9,000/-
- Book Binding Material	5,000/-	4,000/-
- Library Stationary	4,000/-	5,000/-
- Binding of Journals	5,000/-	8,000/-
- Library Supplies	4,000/-	4,000/-
- Misc.	6,000/-	5,000/-
- Journals 1991	---	1,65,000/-
as	<u>30,000/-</u>	<u>2,00,000/-</u>

The allocation/proposed was approved.

20.6 TO CONSIDER AND APPROVE THE ANNUAL REPORT OF THE LIBRARY FOR THE YEAR 1989-90

The Committee considered and approved the Annual Report of the Library for the year 1989-90 (Appendix-II, pp. 7-1).

20.7 TO CONSIDER MATTER RELATING TO SUBSCRIPTION TO JOURNALS FOR THE YEAR 1991 AS PER THE LISTS ENCLOSED.

The Committee approved subscription to journals for the year 1990-91 as per the lists enclosed (APPENDIX-III, pp. 10-20) with the following observations:

- a) The Library Committee noted the list of the journals dropped by the various departments as under:

CIVIL ENGINEERING

- | | |
|-------------------------------|-------------|
| 1. Structural Engineering | Rs.3,186.00 |
| 2. Ocean Science & Technology | --- |

ELECTRICAL & ELECTRONICS ENGINEERING

- | | |
|------------------------|-------------|
| 1. Alta Frequenza | Rs.1,170.00 |
| 2. Control Engineering | Rs.1,869.00 |

3. Instruments and Control Systems	Rs.1,780.00
4. Pacific and Asian Journal of Energy	Rs. 225.00
<u>MECHANICAL ENGINEERING</u>	
1. International Management	Rs.1,357.00
<u>SCHOOL OF BASIC & APPLIED SCIENCES</u>	
1. International Journal of Engg.Science	Rs15,552.00

Regarding the International Journal of Engineering Science, School of Basic and Applied Sciences had suggested that the journal may not be charged exclusively to their part of the grant. The journal can be continued if all the departments share the subscription because it is of interest to many areas of engineering also. It was proposed that we may request, Head, Library & Information Services, TCRDC to subscribe to this journal. However, in case, the Centre is not able to subscribe to the journal, the Librarian may circulate this journal to the various Departments and solicit their opinion if they would wish the journal to continue. If the response is positive, the journal may be subscribed out of the Generalia part of the grant.

- b) It was approved that we may subscribe to the journals suggested by the School of Management Studies (Appendix IV, r.21).
- c) Monthly printed version of Engineering Index is being subscribed by the TCRDC Library. It was approved that we may subscribe to Compendex Plus ON CD-ROM which would enable us to provide better documentation service to our faculty and students. The hardware required for the same, say CD-ROM Drive may be obtained out of the grant of PS/MHRD/20 for which technical advice and help of the Computer Centre be obtained.
- d) All new journals which are to be started from the year 1990-91 may be subscribed only after we receive the grant from the UGC for the 8th Plan.

20.8 ANY OTHER ITEM WITH THE PERMISSION OF THE CHAIR

- a) Shelving:- It was observed that the books are not found in proper place generally. To improve the shelving of books, besides efforts of the Library Staff, an appeal may go to all the users to help in taking out a book from shelves, if noticed as wrongly shelved and leave on reading tables so that, such books can be properly shelved by the Library Staff.
- b) General Environment of Library:- It was observed by members that generally the students cluster around two seats and obstruct the passage. It was proposed that some thing may be done to avoid it. It was felt that it happens because of shortage of seating capacity at the moment and the situation may ease when we shift to a new library building.

The Meeting adjourned with vote of thanks to the Chair.

Janak Raj
 (JANAK RAJ)
 SECRETARY