

THAPAR INSTITUTE OF ENGINEERING & TECHNOLOGY: PATIALA
(DEEMED UNIVERSITY)

NO: TI/CL/2203/8

11th December 1997

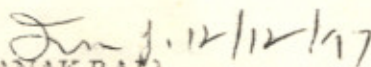
ALL MEMBERS OF THE LIBRARY COMMITTEE

Subject : 27th Meeting of the Library Committee

Dear Member,

Twenty seventh meeting of the Library Committee will be held on Tuesday December 16, 1997 at 4.30 P.M. in the Committee Room of the Institute. Kindly make it convenient to attend the meeting.

The agenda papers are enclosed.


(JANAK RAJ)

Librarian

Secretary, Library Committee

Encl : Agenda

FACULTY

- | | | |
|-----|--|----------------------|
| 1. | Dr. M P Kapoor, Director | Chairman |
| 2. | Dr. S C Parti, DA | Member |
| 3. | Dr. T K Banaal, H.Chem. Engg:
(Till Dr. P K Bajpai joins back) | " |
| 4. | Dr. M L Gambhir, HCED | " |
| 5. | Dr. G K Sharma, HCSSED | " |
| 6. | Dr. P S Bimbhra, HEEED | " |
| 7. | Dr. T P Singh, HMIED | " |
| 8. | Dr. K K Raina, HSBAS | " |
| 9. | Dr. D S Bawa, HSM | " |
| 10. | Dr. V Ramamurthy, HSBT | " |
| 11. | Sh. B P Chauhan, DLI - TCRDC | " |
| 12. | Prof. A.K. Sawhney, Dean R&G | Special Invitee |
| 13. | Dr. C.B. Kukreja, Dean R&D | " |
| 14. | Dr. V K Sood, Dean SA | " |
| 15. | Prof. Tikka Jagjit Singh, CC, CILPED | " |
| 16. | Dr. Surekha Bhanot, Head, USIC | " |
| 17. | Mr. Ashish Bagga | - Roll No: BE-181/94 |
| 18. | Miss Neera Gupta | - Roll No: BE-37/94 |
| 19. | Miss Puja Verma | - Roll No: BE-60/94 |
| 20. | Miss Ritu Aggarwal | - Roll No: BE-21/94 |
| 21. | Miss Yamini Kaur | - Roll No: BE-110/94 |
| 22. | Mr. Sanjeev Kumar Gupta | - Roll No: BE-316/95 |
| 23. | Miss Ruchi Rani Goel | Roll No: MCA- 18/95 |
| 24. | Dr. Janak Raj | Member Secretary |

Thapar Institute of Engineering and Technology, Patiala

AGENDA OF THE 27th MEETING OF LIBRARY COMMITTEE TO BE HELD AT 4.30 P.M. IN THE COMMITTEE ROOM ON DECEMBER 16, 1997.

Opening Remarks by the Chairman

AGENDA

Part I (For confirmation)

- 27.1 To confirm the minutes of the 26th meeting of the Library Committee held on Sept. 27, 1996.
The minutes of the 26th meeting of Library Committee held on Sept. 27, 1996 were circulated among the members. As no comments were received from any member, the committee, therefore, may confirm the minutes as circulated (copy enclosed appendix I (pp 9-34).

PART II (For noting)

27.2 **Grant from the AICTE**

A grant of Rs. 5 lakhs was received from the AICTE for Modernisation and Removal of obsolescence of Library. It is to be utilised within three years i.e 1996-99.

27.3 **Grant from the UGC under INFLIBNET Programme for Core Facilities for Information Access.**

Library purchased one HCL Pentium Computer, Inkjet Printer with the grant of Rs. one lakh received from the UGC under INFLIBNET Programme for creating core facilities for information access. We had also applied for I-Net connection which was one of the conditions of utilising the above grant. The connection was given by the P&T Deptt. on Nov. 11, 1997. Now we can access databases at INFLIBNET Centre, Ahmedabad with INET connection.

27.4 **Status of Photo Copying Machines**

Photocopying machines Minolta EP-5320 and Modi Xerox 1038, have been transferred to the office of the Registrar. For photocopying work for documents of the Library one machine Model No. 5223 ST-zoom has been transferred to the Library from the Department of Computer Science and Engineering. Photocopying work from documents is being attended to by one operator in the afternoon after lunch hours.

27.5. **Binding Work**

Binding Section in the Library has often to work over time for the binding work of Agendas, Minutes of various Statutory Bodies, Schemes submitted to outside agencies, repair and cutting work received from Departments, Schools, Centres and Sections. As a result binding of Library books gets a back seat. Lot many overused textbooks needing binding were in arrears. The Director very kindly allowed to engage a free lancer to clear the backlog. As a result 801 books have been bound at a cost at Rs.6,408.00 todate.

During 1996-97, binding of journals could not be done because Book Binder from Delhi whose quotations were accepted, went on giving dates but never actually turned up to collect the journals for binding. This year we are trying a local Book Binder. This year the binding of journals may cost us Rs.40,000/- approximately.

27.6 **Photocopies of Research Papers From Outside**

Library received 144 pages of photocopies of research papers at a cost of Rs 2,580/- from INSDOC, Delhi/British Library Boston Spa, U.K. against specific requests made by members of faculty.

27.7 **To Note Activities of the Central Library during the Academic Year 1996-97.**
The account of activities is enclosed as Appendix - II (pp. 35-37)

27.8 **To Note Expenditure on Books and General Expenses during the Financial Year 1996-97.**

a) **Books**

	Rs.	P.
Book Bank	=	62,372.26
UGC 8th Plan	=	5,13,525.95
Institute	=	<u>4,41,847.19</u>
TOTAL		<u>10,17,745.40</u>

b) **General Expenses**

NP/OP/34

	Rs.	P.
Furniture	3,009.00	
Binding Material	581.00	
Stationery/ Library Supplies	19,280.00	
Miscellaneous	<u>15,583.00</u>	

TOTAL : 38,453.00

27.9 To Note Expenditure on Journals for the Year 1996-97

During the year 1996-97, a sum of Rs.10,00,000/- was provided under the budget head NP/OP/34 for subscription of journals and other expenses. Expenditure on journals out of NP/OP/34 and IMPACT grant was as under:

	Rs.	P.
NP/OP/34	10,77,721.45	
IMPACT	<u>1,07,636.40</u>	
TOTAL	11,85,765.85	

Departmentwise Expenditure on Journals

	Rs.	P.
Civil Engg.	2,16,120.50	
Computer Engg.	1,72,388.00	
Electrical & Electronics Engg.	1,80,301.00	
Mechanical Engg.	1,91,403.65	
Basic and Applied Sciences	1,38,581.95	
Humanities & Liberal Arts	71,035.00	
Management Studies	21,330.00	
Generalia	<u>1,94,605.75</u>	
TOTAL	11,85,765.85	

27.10 To Note Journals Not Received During The Year 1996-97

1. Civil Engg.

1. Canadian journal of Geotechnical Engg. —
2. Foundation Engg. Rs. 500.00
3. Maharashtra Indian Chapter of ACI —

2. Computer Engg.

4. Experss computer —
5. C.S.I. Digest (ceased publication) —
6. Business Computer —
7. Jr. of Informtion Science and Technology.
(ceased publication) Rs.700.00

3. Mechanical

8. Proceedings of the Institute of Mechanical Engineers: A to G. (Direct) (£1,109.00) Rs.67,649.00
Note: Against Membership (Approx.) Rs.10,000.00

4. **Electrical & Electronics**

9. IEE Proceedings Ato J

Note: Against Membership (Approx.)

Rs. 10,000.00

10. IEEE Transactions

Circuit and systems Society	(\$7.00)
Trans on Circuits Part I	(\$14.00)
Trans on Circuits Part II	(\$14.00)
Circuits and Devices Maganizine	(\$21.00)
Control Systems Society	(\$15.00)
Trans on Automatic Control	(\$9.00)
Power Engg. Society (Power Review is included)	(\$22.00)
Trans Energy Conversion	(\$17.00)
Trans on Power Systems	(\$21.00)
Trans on Power Delivery	(\$21.00)

IEEE Dues and Assessment (\$91.00)

Rs. 9,576.00

5. **Basic and Applied Sciences**

11. Chemical Age of India

Rs. 360.00

12. Asian Jr. of Chemistry

Rs. 600.00

6. **Management**

13. Decision - (Ceased publication)Rs.225.00

7. **Generalia**

Science for Villages

Rs.90.00

Total (If we get IEE Proceedings against Membership) =

Rs.88,175.00/

Rs.31,285.00

Total =

Rs.1,20,060.00

27.11 **To Note Position of Receipt of Journals against Membership of Members of Faculty.**

Received journals regularly against the Membership of Dr. C.B. Kukreja from ACI, Prof. V.V. Sastry (Now Dr. V.K. Sood) from ASCE, Dr. G. Singh from ASME, Dr.B.M. Nayar from AMS.

- Dr. V.K. Sood and Dr. P.S. Bimbhra could be enrolled as Members of ASCE and IEE respectively. We could not succeed in securing Membership of ASME and Institution of Mechanical Engineers for Dr. H.N.Chandrawat for which efforts are on.

We could not succeed in enrolling Dr. T.R. Gulati as Member AMS. We left the effort when he informed his inability to continue at TIET. We have to enroll a Professor of Mathematics in place of Dr. B.M. Nayar, Prof. of Mechanical Engineering in place of Dr. G. Singh and Prof. of Electrical Electronics Engineering vice Prof. P.C. Dhar. Till it is done, we may have to continue getting journals for a year or so in the names of Dr. G.Singh and Dr. B.M. Nayar who are fully cooperating. However, Dr. P.C. Dhar decided to change his address and started getting the journals for the Library where he is presently-employed. Prof. G.K. Sharma is a member of IEEE, so we can start getting journals for the year 1998 against his name to which he has no objection.

We have started getting journals against the Membership of IEEE of Prof. A.K. Sawhney for the year 1996 and 1997 with a few gaps for which coorespondence is on.

We are yet to receive journals against the name of Dr. Dhar for the year 1996 and 97, though the payment was remitted. We are in touch with IEEE.

Since 1992 and 1993 when payments could not be made by the Insitute, we could not get journals against the name of Dr. S.C. Parti inspite of our writing several letters, reminders by post and fax. At long last now the IEEE has responded to our E-mail message in mid Nov. 1997 saying that the invoice is being arranged. We received the invoice on November 27,1997. So we may be able to start getting IEEE Transactions against his name during 1998.

PART III (For Consideration)

27.12 To Consider to Subscribe to the Journals as Recommended by the respective Heads.

- i) No Department/School/Centre has recommended to discontinue any of the journals already being subscribed to as per list A (Appendix III pp 38-42)
- ii) We have a total budget of Rs 10,00,000 under the budget head: NP/OP/34. . In case, it is decided to continue all the journals in the list A, it would cost Rs. 10,56,953 approximately, the breakup of the same is as detailed below:

Departments	Ra.	P.
Civil Engineering	=	1,55,768.00
Computer Science & Engg.	=	1,33,888.00
Electrical & Electronics Engg.	=	1,63,663.00
Mechanical & Industrial Engg.	=	2,46,163.00

Schools

Basic & Applied Sciences	=	77,353.00	
Humanities, Culture & Liberal Arts	=	35,892.00)
Management Studies	=	11,946.00	Now merged together
Generalia	=	<u>94,417.00</u>	
Total	=	9,19,090.00	

Expected rise of 15% in subscription cost	=	+	<u>1,37,863.00</u>
G. Total	=		<u>10,56,953.00</u>

- iii) In addition, the Deptts/Schools have recommended a few more journals as per list B (Appendix iv pp 43) to be added to the subscription list of journals for the year 1998 which may cost Rs.14,350.00 approximately.
- iv) Out of the budget provision of Rs.10,00,000 thus far, we have either already spent/committed or anticipate an expenditure of Rs.2,89,891, the details of which are as below:

Already Utilised	Rs.	P.
General Expenses	=	26,332.00
AMC of Computers to USIC	=	10,000.00
Binding of 801 Books	=	6,408.00
Journals for 1996-97	=	1,72,039.00
		Rs.2,14,779.00

Already Committed	Rs.	P.
Journals for 1997-98	=	8,362.00
Reading Room Chairs	=	8,750.00
Binding of Journals	=	40,000.00
Binding of Books	=	1,000.00
		Rs.58,112.00

Anticipated	Rs.	P.
Photocopying charges	=	3000.00
General expenses	=	14,000.00
		Rs. 17,000.00
		<u>Rs.2,89,891.00</u>

The subscription of journals for the year 1998 have to be paid out of the budget provision for the year 1997-98. We are left with a balance of Rs7,10,109.00 only for subscription to journals. Keeping in view various

costs we require an amount of Rs.10,92,588.00 as indicated below:

	Rs.	P.
- Cost of Journals of list A	10,56,953.00	
- Cost of Journals not Received	31,285.00	
- New Journals Recommended	<u>14,350.00</u>	
Total	11,02,588.00	

Thus if we subscribe to the above indicated Journals, we would need an additional sum of Rs.3,92,479, say, Rs. 4,00,000.00 during the current financial year. In case, the said amount is not made available, the Library Committee may consider to drop some of the Journals to cut the cost according to the cloth.

27.13 Library Staff

Restoring of displaced books on shelves with a minimum loss of time is a basic requirement in any library. For restoring 10,000 books one Restorer is needed, provided he does this job exclusively. At present, collection of our Library is above 35,000. Previously, we had three Restorers but now there are only two.

And they are loaded with other jobs too. One of the Restorers, in addition to attending to restoring work is attached with Assistant Librarian for attending to classification & cataloguing job and the second one is attached with Professional Asstt. for attending to acquisition jobs and label-writing work. These jobs consume most of their time and they are left with very less time for attending to their essential work, i.e. Restoring. If they attend more to the Restoring work, the other work cumulates. One Restorer who was promoted as Semi Professional Asstt. is attending to the procurement and maintenance of periodicals. Thus one post of Restorer is lying vacant.

One Peon was selected as Attendant (Library). So one post of Peon is lying vacant. A vacancy of a Professional Assistant is lying vacant since long. These vacant posts need to be filled in.

There is no Reference Desk in the Library, where one person exclusively attends to the reference enquiries of the users. This work has to be attended to by the existing staff as and when asked for. If a Reference Desk is there with at least a Professional Assistant attending to it exclusively, it will develop counter culture: "What can I do for you"? in the Library.

At least one Professional Assistant should exclusively assist in the Computer Section to attend to COMPENDEX, E-mail, computerisation of Library.

Most important of all is the action to be taken for removal of stagnation of two Restorers and one Professional Assistant already in position.

Library Committee may consider and recommend to the Director to fill in the vacant posts, create new posts and remove stagnation of the existing staff.

27.14 To Consider to add a Library Rule for Special Membership of Local Engineers

Eligibility for Local Engineers for becoming Members of our Library is: "Assistant Engineer and above with minimum B.E. degree or equivalent and posted at Patiala only". And for them personal surety by immediate employer is a must. Thus, local engineers (other than alumni) not employed, having their own business can not become members. We received requests form such engineers to become members. To encourage such engineering graduates, the Library Committee may consider to charge an annual fee of Rs.500/- with a refundable security of Rs. 2000/-. And for the purpose of surety, an affidavit on a stamped paper can be had.

If agreed, the Library Rule may read as follows:

"Local engineers, other than alumni with minimum BE degree or equivalent having their business, can also become members by depositing an annual fee of Rs. 500/- plus refundable security of Rs. 2000/-. As surety, they give an affidavit on a stamped paper".


27.15 To Consider Charges for Use of E-mail and COMPENDEX Search Facilities.

a) At present faculty, staff, BE, ME, M.Sc students, Research Scholars are getting these facilities free of charge. Many students have started using the E-mail facility and the demand is increasing. It is proposed that we may charge Rs. 300/- annually for using E-mail facility from the students who want to use. The payment will be made in advance before registering for E-mail account. This facility may be made available to all the registered Library members. It may be considered, if members of faculty/staff are also to be charged for E-mail facility. If yes, the charges may be decided.

b) For COMPENDEX search facility, we may consider to charge flat rates as under:

Ph.D	Rs. 300/-
M.E./MCA	Rs. 200/-
BE	Rs.100/-

27.16 Any other item with the permission of the Chair


(Janak Raj)

Member Secretary, Library Committee