

Ref. Lib/Meet-10/

Dated: 23.8.1985

Minutes of the 10th meeting of the Library Committee held on 12th August 1985 at 4.00 p.m. in the committee room of this Institute.

FOLLOWING WERE PRESENT

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|------------------------|-----------|
| 1. Dr. N.C. Nigam | Director |
| 2. Dr. C.B. Kukreja | Chairman |
| 3. Prof. Sunder Singh | Member |
| 4. Prof. P.L. Bali | Member |
| 5. Prof. T.K. Bansal | Member |
| 6. Mrs. Surekha Bhanot | Member |
| 7. Prof. Rahul Singh | Member |
| 8. Mrs. Rama Verma | Secretary |

Intimation regarding inability to attend the meeting was received from the following:

1. Prof. P.V. Gupta
2. Sh. O. P. Gupta

Today's Proceedings:

Minutes

- 10.1 The Chairman welcomed the members
- 10.2 CONFIRMATION OF THE MINUTES OF THE 9TH MEETING OF THE LIBRARY COMMITTEE HELD ON 14TH DEC'1984.

The minutes of the 9th meeting of the Library Committee held on 14th Dec'1984 were conformed. Regarding the personal membership of Dr. G. Singh for ASME Journals, these should be procured directly for the year 1985. Dr. G. Singh should be requested to get the membership from Jan'1986. If Prof. A.K. Sawhney is not able to get the membership of IEEE, these journals should also be subscribed from Jan'86 when the personal membership of Prof. A.K. Sawhney also matures. For the year 1985, ASME and IEEE journals may be subscribed directly through the Central News Agency. It was decided to get the journals bound from Ashoka Book Binding House, Delhi.

- 10.3 The members noted the action taken on the decisions taken in 9th Library Committee Meeting.
- 10.4 FINANCIAL MATTERS: Budget allocation for 1985-86 Committee approved the following allocations of budget for the year 1985-86.

<u>GRANTS:</u> Pb. Govt. (Budget)	Rs. 50,000.00
TF-5	Rs. 2,00,000.00
M.E. Structures	Rs. 5,000.00
Library Development	Rs. 5,000.00
	<u>Rs. 2,60,000.00</u>

ALLOCATIONS

News Papers and Magazines	Rs. 4,000.00
Tech. Jls. for 1985	Rs. 55,000.00
Tech. Jls. for 1986	Rs. 1,19,000.00
Books	Rs. 50,000.00
Book Binding Materials	Rs. 5,000.00
Photostat (Stationery, repair etc)	Rs. 5,000.00
Steel Book Racks, Book Cases	Rs. 10,000.00
Library Stationery	Rs. 3,000.00
Electric Motor and Access.	Rs. 4,000.00
Miscellaneous	Rs. 5,000.00
	<u>Rs. 2,60,000.00</u>

Purchase of Vacum Cleaner and Automatic Photocopier was not approved due to non-availability of funds.

Journals for new staff members are also to be subscribed. For new journals, a meeting will be held in the first week of Sept' after reviewing the position of present journals, so that for the year 1986, journals can be processed in time.

10.5 Representation of final year students for increasing the number of library lending tickets.

10.6 Request of students to provide special facility from Book Bank to brilliant students.

This was not approved by library committee.

10.7 Increase of photostat rates:

Library committee approved increase of rate per photo copy from Rs. 0.30 to Rs.0.50 keeping in view the increase of cost of materials. Annual contract of Rs. 1500/- should be stopped and mechanic should be called when ever repair of the photostat machine is required.

OTHER ITEMS DISCUSSED

1. Duplicacy should always be checked with 'R and D' Centre Library while purchasing books or subscribing journals.

2. The maximum time limit of six months should be followed while placing the orders for books with suppliers. After expiry of six months no book from suppliers should be accepted. Acknowledgement card should accompany the order for registration of the order.

3. All teaching faculty should be requested to send the lists of text books needed for current semester as well as for next semester. While ordering the books, text books are to be given priority. For every text book 15-20 copies should be ordered, Tutors/Instructors should be issued text books for full semester out of 15 copies, 5 copies of text books should not be issued and stamped reserved. Other copies of text books should be issued overnight only. A chart for text books is to be prepared for Number of copies of books already in library and copies required.

4. Old News Papers should be disposed off after every 3 months.

5. Regarding space for book bank and text book section Chairman, Library Committee should write to Prof. V.V.Sastry, Chairman Space, Committee to spare room No. A203 for the book bank. The Agricultural unit should be shifted to some other room.

6. Purchase of following reference tools, for every year was approved. A separate shelf for material regarding Indian and Foreign Universities has already been created in Library for the same.

1. Times of India Directory and Year Book
2. University Hand Book
3. India - A reference annual
4. Hand book of engineering education
5. I.I.T.'s courses of study, Prospectus.
6. Material regarding foreign universities.

7. The committee decided that next meeting of library committee should be held in first week of Sept' 1985 to decide about the journals.

The meeting ended with a vote of thanks to the chair.

Sd/-
Chairman
LIBRARY COMMITTEE

Sd/-
MEMBER SECRETARY