

THAPAR INSTITUTE OF ENGINEERING & TECHNOLOGY PATIALA
(DEEMED UNIVERSITY)

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MINUTES OF 24TH MEETING OF LIBRARY COMMITTEE HELD ON
TUESDAY, AUGUST 16, 1994 AT 5.00 P.M IN THE COMMITTEE
ROOM OF THE INSTITUTE

The following were present :

1	Dr. Gajendra Singh Deputy Director (Acad.)	-	In the Chair
2	Dr. P S Bimbhra Dean, Academic Affairs	-	Member
3	Dr. A S Bhuller	-	"
4	Shri A K Khanna	-	"
5	Shri P N Sharma	-	"
6	Shri Sukhjit Singh	-	"
7	Ms. Manisha Bhandari, 22/91	"	"
8	Mr. Ajay Sachdeva, 144/91	-	"
9	Dr. Janak Raj Librarian	-	Member-Secretar

Dr. M P Kapoor, Director & Chairman, Library Committee, could not attend the meeting due to his urgent occupations elsewhere. Hence the meeting was chaired by Dr. Gajendra Singh Deputy Director (Acad.), as desired, by the Director.

The following members could not attend the meeting :

- 1 Shri Sunder Singh
- 2 Dr. A K Chatterjee
- 3 Dr. D S Bawa
- 4 Mr. Rohit Modi, 05/92
- 5 Km. Sonali Mittal, 60/91
- 6 Km. Reena Gupta, MCA-22/92

OPENING REMARKS BY THE CHAIRMAN:

The Chairman welcomed all the members especially new members who were attending the meeting for the first time.

... (CONTINUATION)

THE MINUTES OF THE 23RD MEETING OF THE
COMMITTEE HELD ON NOVEMBER 30, 1993

The Minutes of the 23rd meeting of the Library Committee held on November 30, 1993 and circulated on December 20, 1993 were confirmed by the Committee, since no comments were received from any member.

24.2 TO CONSIDER THE STATUS REPORT ON THE DECISIONS TAKEN BY THE LIBRARY COMMITTEE

PART - A (PREVIOUS MEETINGS)

21.9 Photocopying Service
The Committee noted about the interview for the post of Reprographic Operator and desired the Librarian that he may enquire from the Registrar for the non-issuance of appointment letter to the candidate.

23.3 PART - B (LAST MEETING)

To apprise the members of Rehabilitation work undertaken after floods,
The Librarian apprised the Committee about the Rehabilitation work undertaken after floods which was noted by the Committee with satisfaction.

Regarding para (iii) it was observed that the Librarian may contact the Librarians of IIT, Delhi and Kanpur regarding the donation of duplicate sets of books and journals to this Institute as promised by them in response to the appeal made by the Director, TIEE, Patiala, to help us in rebuilding the damaged stock of Library during floods on July 11, 1993.

PART II (FOR NOTING)

24.3 TO NOTE THE REHABILITATION WORK DONE UP TO JUNE 30, 1994

i) The Committee noted the equipment procured and observed that either the repair or disposal of the damaged P.C during floods may be done on the lines as is being done by other Departments in the Institute.

The Committee thanked M/s. Dialog Information Service, Inc; USA for replacing Compindex Plus diskettes from the year 1988-93 (costing about Rs. 5,00,000.00) free of charge.

The Committee noted the equipment repaired and desired that Video Cassettes of general interest to the students may be procured and projected in the Convention Hall of the Institute from time-to-time with the help of Audio Visual Society for the benefit of the students.

The Librarian informed the Committee that the original plan was to have a small Cabin in the Library where the students could sit and see the films by using head-phones.

24.4 TO NOTE THAT TWO ILA/NISSAT TRAINING COURSES ON APPLICATION OF CDS/ISIS TO THE LIBRARY AND INFORMATION ACTIVITIES WERE ORGANISED

The Committee noted the conducting of ILA/NISSAT two training courses on Application of CDS/ISIS in Library & Information Activities from March 29 - April 2 and June 27 - July 1, 1994. The Librarian further informed the Committee that there was a saving of Rs. 3,245.50 from these courses and the Director had allowed to retain this money by the Librarian for such activities to be organised in future.

PART III (FOR CONSIDERATION)

24.5 TO CONSIDER THE PURCHASE OF A NEW XEROXING MACHINE OR OVERHAULING OF MODI ZEROX 1025 MODEL

It was resolved that Modi Zerox 1025 Model may be got over-hauled already approved by the Director, at a service charge of Rs. 15,000/- plus packing and to & fro freight charges upto Delhi, so that photocopying work does not suffer for long. In the meantime efforts be made that the income from the machines may be made available to the Librarian by the Finance Committee/Board of Governors for purchase of a new machine Modi Zerox 1038 Model. We may go in for purchase of that machine as and when the money is made available and Zerox 1025 Model may be sold later on.

24.6 TO REVIEW AND CONSIDER RATES FOR THE WORK OF PROCESSING BOOKS DONE ON CONTRACT BASIS AND MAKE PROVISIONS FOR MORE MONEY TO COMPLETE THE WORK

The Committee reviewed the work of processing of books done on contract basis upto June 30, 1994 for which a sum of Rs. 30,000/-, already approved by the Library Committee, was spent.

The Committee approved the revised rates for getting the work done on contract basis as under, and approved the expenditure of Rs. 40,000/- out of 'RRF' for the remaining work :

	Number	Amount at the rate of
1 Accessioning of Books	150 Books	Rs. 70/-
2 Classification with subject headings (old books)	50 titles	Rs. 70/-
-do- (new books)	20 "	Rs. 70/-
3 Cataloguing (Manually only Main Entry) & filing.	50 "	Rs. 70/-

4	Processing of books (Label writing, Book Card etc)	50 titles	Rs. 70/-
5	Computer entry of catalogue card (from manually prepared card of Main Entry) with editing & printing with added entries.	30	Rs. 70/-
6	Computer entry of catalogue (from books direct with editing, printing with added entries).	25 books	Rs. 70/-
7	Label pasting & stamping of books.	100 books	Rs. 50/-

However, the Librarian was authorised to reduce the number, if he genuinely feels that quality work cannot be accomplished by a worker when he earns less.

24.7 TO CONSIDER/EXTEND HOURS OF LIBRARY WITH EFFECT FROM AUGUST 1, 1994 ONWARDS

The Committee noted with satisfaction the change of Library hours from 9.00 a.m - 5.00 p.m to 9.00 a.m to 8.00 p.m on Monday through Friday, and from 9.00 a.m to 5.00 p.m on Saturdays and Sundays w.e.f 1-8-1994. The Committee noted that the posts of a Professional Assistant and one Attendant (Library) were lying vacant. Consequent upon the extension of Library hours the existing Library staff has to be staggered and put in shifts. One Restorer has been made to look after the Periodical Section in place of Professional Assistant. As a result only one Restorer would be available in each shift. To ensure that shelving work is attended properly, the Committee approved to engage two persons with qualifications of Diploma/Certificate in Library Science till the processing of the old material was going on and the expenditure be charged to 'RRF'.

As the director has desired that we should work out to keep the Library open upto mid-night, it was recommended that the Library timings may be observed as under :

SUMMER :

From April to September : 09.00 a.m to 12 mid-night

WINTER :

From October to March : 09.00 a.m to 11.00 p.m

/(during April to September)

During the period after 8.00 p.m/and 7.00 p.m (during October to March) onwards the two Class IV Library staff on duty will be paid remuneration @ Rs. 6/- per hour, as already approved by the Board of Governors for the Non-teaching staff engaged in the conduct of Part-time Postgraduate courses after office hours. At the first instance the Library would be extended upto 10.00 p.m with effect from September 1, 1994.

The Librarian informed the Committee that the Library staff to be put on duty during extended hours expressed that since they could be on duty during the late odd hours of the night. The per hour remuneration should be

higher than what is paid to non-teaching staff engaged in the conduct of Part-time Postgraduate courses after office hours. The Committee opined that the Librarian may take up the case with the authorities of the Institute separately. However, for the time being they staff be paid at the rates as suggested above and already approved by the Board.

24.8 TO CONSIDER THE OFFER OF M/S NAROSA BOOK DISTRIBUTORS (P) LIMITED, NEW DELHI

The Committee considered the offer of M/s. Narosa Book Distributors(P) Limited, New Delhi, the whole-sale stockists representing several distributors including Springer Verlag. Their offer was to give books included in their select list, already sent to the Institute, at the reduced price of 50% and they will allow further a discount of 10% on the reduced price of 50%.

The Committee approved that we may request Messrs. Narosa Book Distributors, New Delhi to display such books, published during the year 1986-92 and included in their Catalogue, at this Institute.

The books recommended by the members of faculty of a Department/School may be further reviewed by a Departmental Committee of five members of faculty, nominated by the respective Head of the Department. The books recommended by such Sub-Committees alone will be purchased by the Library.

24.9 TO CONSIDER RATES FOR OUTSIDE USERS OF COMPENDEX PLUS :

The Committee agreed that search from Compendex, which is electronic version of the Engineering Index abstracting journal, be made available to the Engineering Institutions in Punjab, Himachal Pradesh & Haryana. The Committee approved the following rates :

With Abstract : Minimum Rs. 100/- upto 10 references plus Rs. 10/- per additional reference.

Without Abstract : Minimum Rs. 50/- upto 10 references plus Rs. 10/- per additional reference

Annual Subscription (individual) i.e unlimited search :	Rs. 1,000/-
Annual Subscription (Institution) i.e unlimited search :	Rs. 2,000/-

The Committee further agreed that in case this work of search and mailing to the respective parties increases after some time, the Committee may consider to make some part payment to the person who may conduct such searches as it will work as an incentive to render prompt service.

24.10

TO CONSIDER SUBSCRIPTION OF JOURNALS FOR THE
YEAR 1995

The Committee noted the position of subscription of journals for the years 1992, 1993 and 1994. The Librarian informed the Members that the Director, in a separate meeting together with Deputy Director (Acad.) Registrar, Deputy Registrar (Finance & Accounts), and the Librarian held earlier, made provision of funds for subscription of journals as under :

<u>YEAR</u>	<u>AMOUNT</u>
1994	Rs. 7,00,000/-
	Rs. 2,50,000/- (to clear arrears of subscription)
1995	Rs.10,00,000/-

It was further informed that it was decided in the meeting that the amount for subscription of journals for the year 1995 would be made available soon-after the revised budget is approved by the Board so that payments to the respective agencies can be made by December 1994.

The members were informed that it was also decided in that meeting that the Library will have the following budget provisions during the year 1995-96 :

Books	:	Rs. 10,00,000/- (Rs. 5,00,000/- from U.P.C and Rs. 5,00,000/- from the Institute)
Journals	:	Rs. 10,00,000/-
Contingency	:	Rs. 50,000/-

For Journals and Contingency there will be an annual increase of 10% every year unless there were some special reasons otherwise to enhance the provision further.

The Committee approved the subscription of journals already subscribed for the year 1994 plus the following journals :

Mechanical & Industrial Engineering Department :

- 1 TERI Information digest on energy (Quarterly Abstracting Journal - Rs. 200/-)
- 2 TERI News and Information service (TERINIS) (Fortnightly News : Rs. 300/-)
- 3 Management technology & Management Indian Institution of Production Engineers (Quarterly Rs. 200/-)

Computer Science & Engineering Department :

- 4 Journal of Information Science & Technology (against Membership of Institute of Chartered Computer Professionals of India) (Known as Educational Affiliate).

Membership for 2 years Rs. 900.00

- Benefits Annual Subscription of Journal = Rs. 700/-
- 20% discount on registration of Seminars/ Conferences.
- 30% discount on the cost of publications of ICCPI

Generalia :

- 5 Journal of Cooperation among University, Research and Industrial Enterprises (CURIE) (BIFS, Pilani -Rs. 400/-)
- 6 Law Teller Rs. 250/- Annual.

- 24.11 TO CONSIDER AND APPROVE THE ANNUAL REPORT OF THE LIBRARY FOR THE YEAR 1993-94

The Committee considered and approved the Annual Report of the Library for the year 1993-94.

- 24.12 ANY OTHER ITEM WITH THE PERMISSION OF THE CHAIR

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The Student-Members suggested that the students may be allowed to take their personal books inside the Library. Since this matter had come several times before the Library Committee, but the Library Committee could not agree to allow personal books inside the Library for the reasons of security of the Library property, the Committee suggested that the difficulty of the students being genuine, we should try to find some suitable alternate place where students can sit and study from their own books during teaching hours when they have a free time and thereafter as well.

The meeting was adjourned with thanks to the Chair.

August 25, 1994

J. N. R. S.
(J. N. R. S.) 25/8/94
MEMBER-SECRETARY