

THAPAR INSTITUTE OF ENGINEERING & TECHNOLOGY : PATIALA  
( AN INSTITUTION DEEMED TO BE A UNIVERSITY )

MINUTES OF THE 23RD MEETING OF THE LIBRARY COMMITTEE HELD ON  
TUESDAY, NOVEMBER 30, 1993 AT 4.00 P.M. IN THE COMMITTEE ROOM OF  
THE INSTITUTE.

P R E S E N T

1. Dr. S.R. Gowariker	Chairman
2. Prof. V.V. Sastry	Member
3. Dr. R.C. Bahl	Member
4. Shri P.N. Sharma	Member
5. Shri Sunder Singh	Member
6. Dr. A.K. Chatterjee	Member
7. Dr. D.S. Bawa	Member
8. Dr. A.S. Bhullar	Member
9. Shri Sham Lal, 148/90	Member
10. Dr. Janak Raj	Member Secretary

The following members could not attend the meeting :

1. Shri A.K. Khanna
2. Dr. N.K. Verma
3. Shri Deepak Mehndiratta, 184/90
4. Km. Asha Gupta, 21/90
5. Shri Ajay Khanna
6. Km. Pritha Mitta, 106/90
7. Km. Shalini Mahajan, 132/90
8. Shri Lakhbir Singh Dhindsa, 73/90

OPENING REMARKS BY THE CHAIRMAN

The Chairman welcomed the members to the meeting.

PART - I ( FOR CONFIRMATION )

23.1 TO CONSIDER THE MINUTES OF THE 22ND MEETING OF THE  
LIBRARY COMMITTEE HELD ON FEBRUARY 17, 1992

The Minutes of the 22nd meeting of the Library Committee held on February 17, 1992 were circulated vide this office letter No. CL/2215-4/ dated 28.4.1992. Since no comments were received from any member, the Committee confirmed the minutes of the 22nd meeting as circulated.

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

Part-A (Previous Meetings)

21, 9  
Photocopying  
Service

It was pointed out that the post of a  
Reprographer had long been sanctioned but the  
person is still continuing to work on daily

wages against the income of the machine. The Registrar should take necessary action to offer regular appointment in the scale against this sanctioned post. It was further pointed out that it must be ensured that the bills of photographic work raised by the Central Library should be charged to the respective grants/contingencies of the Departments/Schools/Centres/Sponsored Projects/Offices by the Accounts Action.

Part-B (Last Meeting)

22.3(ii) TO CONSIDER  
& APPROVE THE ANNUAL  
REPORT OF THE CENTRAL  
LIBRARY FOR THE YEAR  
1990-91

Noted that there was no duplication in News Clippings.

22.7 TO CONSIDER  
SUBSCRIPTION OF  
JOURNALS FOR THE  
YEAR 1992

Noted the minutes of the meeting of the Heads of Departments/Coordinators of Schools held on Dec. 8, 1992 regarding subscription of Journals for the year 1993.

**PART - II (FOR CONSIDERATION)**

23.3 TO APPRAISE THE MEMBERS OF REHABILITATION WORK  
UNDERTAKEN AFTER FLOODS ON 11.7.1993

The Members were apprised of the rehabilitation work regarding (i) Disposal of Flood Affected Books (ii) Purchase of New Books and (iii) Efforts made for getting Books Gratie. The Committee noted the progress made with great satisfaction.

For processing of old and new books, the following rates were approved for the time being for getting the work quickly done on contractual basis by employing four persons from outside and the Institute Library staff by working on holidays or after office hours.

1. Accessioning of Books	100 books	Rs. 70/-
2. Classification with Subject Headings	40 titles	Rs. 70/-
3. Cataloguing (Manually)	70 titles	Rs. 70/-
4. Processing of Books (Label writing, Book Card etc.)	100 books	Rs. 70/-
5. Computer Entry of Catalogue cards (from manually prepared card of main entry)	100	Rs. 70/-
6. Computer entry of catalogue cards (from books directly)	70	Rs. 70/-

It was further agreed that a sum of Rs. 30,000/- could be spent in the first instance. The work done may be reviewed in June, 1994 and on the basis of the experience gained, the Library Committee may consider to sanction further amount and review the contractual rates, if they needed any change.

The Committee while approving the rates authorised the Librarian to negotiate the rates with the workiers if some jobs could be done on still some cheaper rates.

#### 23.4 TO CONSIDER SUBSCRIPTION TO JOURNALS FOR THE YEAR 1994

The list of of journals subscribed for the year 1993 as enclosed was approved subject to the condition that the amount for each Department/School/Centre should not exceed the allocation made, say, as in the case of Department of Computer Science & Engineering and School of Basic and Applied Sciences. The Librarian in consultation with the Heads/Coordinators may decide to drop subscribing to some journal(s) so as to bring the expenditure to the level of the allocated amount out of the budget head : NP/DP/34. However, a Head of Department/Coordinator if decides not to drop some journal (s), may suggest some alternative grant out of which the same may be subscribed.

Regarding Generalia, it was decided that we may allocate 2 units instead of one and the budget allocations amended accordingly.

REMARKS BY THE CHAIRMAN

The Chairman appreciated the hard work put in by the Librarian and the entire staff of the Central Library to put the library back on rails by first clearing the stinking books affected badly by fungus due to floods bringing the books out in the hope of salvaging them despite obnoxious & foul smell. He said that he would like to go on records to congratulate Dr. Janak Raj, Librarian and his staff for working so hard and in a dedicated manner.

He said, "We highly appreciate the speed with which you and your staff worked in procuring, classifying and cataloguing new and old books. I assure you Dr. Janak Raj that we all are with you and for you."

When the Chairman spoke so high of the sincere and hard work put in by the Librarian and his staff, the Librarian was overwhelmed and felt fully rewarded for whatever little he and his staff could do for the Institute by way of their services.

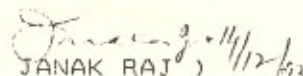
The meeting ended with a vote of thanks to the Chair.

Sd/-  
( Janak Raj )  
Member-Secretary

APPROVED

Sd/-  
( S.R. Gowarikar )

COUNTERSIGNED

  
( JANAK RAJ )  
MEMBER-SECRETARY