

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

MINUTES OF THE 22ND MEETING OF THE LIBRARY COMMITTEE HELD
ON MONDAY, APRIL 6, 1992 AT 4.30 P.M. IN THE COMMITTEE
ROOM OF THE INSTITUTE

P R E S E N T

1. Professor Dr. T.R. Anantharaman	Chairman
2. Professor Dr. R.C. Bahl	Member
3. Shri P.N. Sharma	Member
4. Shri A.K. Khanna	Member
5. Dr. A.K. Chatterjee	Member
6. Shri Avinash Chander	Member
7. Dr. N.K. Verma	Member
8. Km. Bhavana Singal	Member
9. Km. Meera Juneja	Member
10. Shri Manish Sahi	Member
11. Dr. Janak Raj	Secretary

The following members could not attend the meeting :

1. Professor V.V. Sastry
2. Shri V.K. Verma
3. Dr. A.S. Bhullar
4. Shri Anurag Goel
5. Shri Jitin Goyal
6. Km. Sumita Katyal
7. Shri Raj Kumar Kalia

OPENING REMARKS BY THE CHAIRMAN

The Chairman welcomed the members to the meeting, especially the following members who were attending the meeting for the first time :

1. Professor Dr. R.C. Bahl
2. Dr. N.K. Verma
3. Km. Bhavna Singal
4. Km. Meera Juneja
5. Shri Manish Sahi

The Chairman informed the members that we were working on a proposal for a separate air-conditioned library building out of the funds to be received from the University Grants Commission. Though at the moment first priority of Government of India is not education and research, but we are still trying hard and hope that we will succeed in arranging the funds. According to him,

library is a living vibrant system in an educational set-up which has to be made more efficient. He exhorted all the members of the Committee and members of the Thapar Technology Campus to work for longer hours to build a strong India. He brought home the work culture during pre-independence era and wished that culture to be revived.

PART-I (FOR CONFIRMATION)

22.1 TO CONFIRM THE MINUTES OF THE 21ST MEETING OF THE LIBRARY COMMITTEE HELD ON MARCH 20, 1992

Since no comments had been received from any member, the Minutes were confirmed as circulated.

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

PART-A (PREVIOUS MEETINGS)

16.6 (i)
User Education

It was suggested that we may get response from the students if they would like to attend to User Education Classes after class-room hours. It was further added that learned lectures on a variety of subjects may be arranged by inviting people from inside and outside the Institute throughout the year. A Sub-Committee of the following members was constituted to plan a series of lectures and put up to the Director separately.

1. Professor Dr. R.C. Bahl
2. Shri P.N. Sharma
3. Dr. Janak Raj

17.6 (I)
Grant for
additional
furniture

The Chairman apprised members about the critical financial position of the Institute, and informed why funds out of TPR could not be provided for furnishing the Library.

20.7 (a)
Dropping of a
Journal

Noted that the International Journal of Engineering Science was dropped from the subscription list for the year 1991.

20.7 (c)
Obtaining of
CD-ROM Drive
and Compendex
Plus

The Librarian informed the Committee that we had placed order for the installation of CD-ROM Drive and Compendex Plus Database with M/s Informatics India Private Limited, Bangalore. A sum of Rs. 1.35 lakhs had already been remitted. The Drive will be shortly installed. It will be a good information retrieval tool for Researchers.

PART-B (LAST MEETING)

21.5
Life Membership
of India Association
of Social
Sciences

Noted that the case of enrolling the Institute as Life Member of the Indian Association of Social Sciences was filed.

21.6
Stock Verification
and Writing Off
Rules

Noted that the Draft Rules of Stock Verification and Writing Off of documents/Mata Documents of the Library were approved by the Board of Governors in its 24th meeting held on June 3, 1991.

21.7
Additional
Accommodation
for Book Bank

Noted that a room was allotted in the Old Girls Hostel Building to store withdrawn books of the Book Bank in order to make room for new books in room No.B-105.

21.8
Additional space
for the Library

Since a decision had already been taken to give the Common Room to the Department of Computer Science and Engineering, the Chairman informed that we could work on a proposal to merge a part of the area in Crush Hall in front of the Central Library with the Library.

21.9
Photocopying
Service

In view of the pressure of reprographic work on the machines from the Administration, the Chairman suggested that we could think of purchasing a photocopying machine for the office of the Registrar, so that the work of the students is taken care of by the photocopying Machines in Library.

21.9 (ii)
Additional
Library Tickets
to the Final
Year Students

Noted that two additional Library Tickets were issued to the final year Students.

PART-III (FOR CONSIDERATION)

22.3 TO CONSIDER AND APPROVE THE ANNUAL REPORT OF THE CENTRAL LIBRARY FOR THE YEAR 1990-91

The Committee approved the Annual Report of the Central Library for the term July 1990 to June 1991 with the following observations :

- i) The present area of Library building was shown in sq.ft. In Future all such measurements may be given in meters.
- ii) Regarding Newstrack, after a lapse of sometime, feedback from the Users be obtained whether they like subjects of news clipping sent to them or they want any change. Besides, coordination of the news clippings done in the TCRDC Library may be done, so that there is no duplication of work.

22.4 TO NOTE EXPENDITURE STATEMENT OF VARIOUS GRANTS

The expenditure statement of various Grants was noted. Since Agenda was prepared for the meeting to be held in September, 1991, the figures were given as on 30.9.1991. The Librarian on the spot, gave the latest position of the grants as on 30.3.1992. The Librarian informed that against the Budget provision of Rs. 1.65 lakhs for Journals for the year 1990-91 out of the Annual Maintenance Grant (NP/OP/34), the expenditure had gone beyond Rs.1.89 lakhs because of the price rise. Noting the excess expenditure on library stationery against the Budget allocation of Rs. 5000/0 only, the Committee observed that in future proper control may be exercised by insisting on writing price on each item issued on the Indent Book by the Central Stores.

22.5 TO CONSIDER AND APPROVE ALLOCATION OF VARIOUS GRANTS

The allocation, as proposed, was approved. However, the Librarian informed that the Budget allocation was prepared in the month of September, 1991 and out of the UGC 8th Plan grant a sum of Rs. 1.40 lakhs had been spent against the proposed Budget provision of Rs. 90,000/- for Journals and the cost of the Journals to be subscribed for the year 1992 worked to Rs. 3.11 (inclusive of Rs. 1.35 lakhs for Compendex Plus) lakhs against the proposed Budget provision of Rs. 1.10 lakhs. The Librarian also informed that out of the Annual Maintenance Grant (NP/OP/34) for 1991-92 against the proposed Budget provision of Rs. 1.80 lakhs for Journals, the cost of the same Journals to be subscribed for the year 1992 comes to over Rs. 2.46 lakhs. So we needed more than Rs. 66,000/- just to continue the same Journals for the year 1992.

22.6 TO CONSIDER AND APPROVE THE LIBRARY BUDGET FOR THE YEAR 1992-93

The Committee approved the Budget proposals for the year 1992-93 as proposed. However, regarding requirement of additional staff, it was observed that some analysis of the load of the existing Library Staff may be done by both the Librarian and Shri P.N. Sharma. The staff provision of other Libraries like Institute of Science, Bangalore, IITs, also be obtained.

22.7 TO CONSIDER SUBSCRIPTION OF JOURNALS FOR THE YEAR 1992

The Librarian informed the Committee that against the Budget provision of Rs. 1.65 lakhs for the year 1990-91 for Journals out of the Annual Maintenance Grant of the Institute (NP/DP/34) due to the price rise of Journals, the actual payments worked out to over Rs. 1.89 lakhs. The cost of the same Journals, as worked out in the month of October, 1991 for subscribing for the year 1992, came to Rs. 2.5 lakhs and after receiving the actual invoices it was discovered that the cost of the same Journals comes to Rs. 2.46 lakhs. Expenditure on Journals for the year 1990-91 out of the UGC 8th Plan grant was over Rs. 1.40 lakhs. The cost of the same Journals now comes to over Rs. 1.76 lakhs.

In view of the enormous increase in subscription rates of the Journals the Committee decided that a meeting of Heads of the Departments and Coordinators of the Schools may be convened by the Librarian alongwith the Deputy Director and Dean of Academic Affairs, to consider to delete some Journals so that they can be subscribed within the funds available.

Regarding Departmental Grants it may be found out from the Heads of Departments and Coordinators if the Budget exists for the Journals with the enhanced subscription rates.

It was further decided that the new Journals suggested to be subscribed may be kept pending till more funds are available. However, the list of new Journals, proposed to be subscribed can also be considered in the proposed meeting of the Heads of the Departments/Coordinators.

22.8 TO CONSIDER REVISION OF PHOTO-COPYING CHARGES

It was approved that we may now charge Re. 0.75 paise per exposure instead of Re. 0.50 paise per exposure as charged earlier.

22.9 TO CONSIDER TO DROP OBTAINING APPROVAL OF DEAN OF ACADEMIC AFFAIRS FOR PURCHASE OF BOOKS

The Committee approved to drop the practice of obtaining approval of Dean, Academic Affairs to purchase books after the books had been recommended by the concerned Head of Department. The Librarian may place orders after the recommendations of the Head of Department, provided the Budget provision exists. However, in case of books of general nature or of common interest to more than one Department/School/Centre, the Librarian may be the recommending authority and the Dean of Academic Affairs may approve the purchase.

22.10 ANY OTHER ITEM WITH THE PERMISSION OF THE CHAIRMAN

The Librarian had proposed the transfer of Shri Agya Ram, Helper to the Central Library in place of Shri Jagpal, Helper. The remarks of the Deputy Director, as conveyed by the Registrar to the Librarian, were placed before the Committee which were as under :

"Let it be discussed in the Library Committee meeting where the Hon'ble Director is also present."

The Chairman remarked that such matters need not be brought to the Library Committee meeting as they are administrative matters and have to be dealt with accordingly.

The meeting was adjourned with a vote of thanks to the Chair.

Sd/-
(Janak Raj)
Member Secretary

Sd/-
(T.R. Anantharaman)
Chairman

COUNTERSIGNED


(Janak Raj)
Member Secretary