



UNIVERSITY OF PETROLEUM & ENERGY STUDIES, DEHRADUN  
LIBRARY

Minutes of the 5<sup>th</sup> Library Steering Committee  
Meeting held on Monday 7 September 2015,  
3:00 PM in the Library

The Meeting of the 5<sup>th</sup> Library Steering Committee was held on 7<sup>th</sup> September 2015 in the First floor of the Library. The following members attended the meeting:

1. Dr. Santosh Kumar Gupta (Chairperson)
2. Dr. Ranjan Sinha Thakur (Secretary)
3. Dr. Jitendra Kumar Pandey, Member
4. Dr. K. K. Pandey, Member
5. Dr. Ashish Verma, Member
6. Mr. Sanchay Joshi, Student Member (COLS)
7. Dr. P. P. Sati, Associate Librarian
8. Mr. Kamal K Lal, Associate Librarian
9. Mr. Praveen Kapoor, Deputy Librarian

The agenda of the meeting was:

1. Recap of last meeting minutes
2. Review of budget status CY-2015
3. Security issues at Bidholi library
4. Law Library shifting & utilization Plan for 2<sup>nd</sup> Floor at Bidholi Library
5. Participation in National Digital Library Project initiated by the Govt of India
6. Proposal for new database subscriptions
7. Future plans

The meeting started with a welcome message to the new Library Committee members. The minutes of the Library Steering Committee meeting held on 13th February 2015 were confirmed. The LSC noted the action taken on the minutes of the last LSC.

The following points were discussed in the 5th LSC meeting:

1. **Library Budget:** The Chief Librarian informed the status of the CY 2015 Library budget spending- status upto August 31' 2015 to the Committee members present at the meeting. He, also informed the college-wise spending. The Library Committee members suggested to provide additional budget for new courses. The Library Committee approved the utilization of unspent e-book budget for the procurement of printed books.



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2. **Students' feedback:** Out of three student members, Mr. Sanchay Joshi, College of Law, attended the meeting and gave his view on the positive aspects and problems they are facing, mainly in Databases. He reported that there is no good international database on law. Dr. K. K Pandey suggested to the Chief Librarian to get trial access to International law for one month before renewal of the LexisNexis database.
3. **Security Issues :** The Chief Librarian discussed security issues the library is facing daily and Dr. Jitendra Kumar Pandey suggested for RFID technology for proper security, and all committee members understood the requirement for RFID in the present scenario.
4. **Replacement of Lost books :** Dr. S. K. Gupta, Chairman Library Committee suggested to replace the lost books using the money (double the cost of the book) deposited by the student or faculty members.
5. **Relocation of COLS Library:** The shifting plan was discussed by the Chief Librarian, and it was decided to start the shifting operation from the last week of September 2015 for starting the smooth library operation from the first week of October. Two library assistants and one attendant will be placed at the COLS library. All procurement, administration, technical processing, library automation will be carried out from the Bidholi campus like for the COMES library. The second floor of the Bidholi Library will be converted as a periodical section and for online reading. The present Digital library will be shifted to the second floor reading area.
6. **Replacement of very old course books :** Dr. K. K Pandey reported that the present book distributed to the students of MBA (Financial Accounting by S. N. Maheshwari) does not include Cost and Management Accounting, which has been added to the syllabus last year. As a result, the book has limited utility to the students. In addition the book has been used for more than 5 years (its depreciation has already been claimed) and has become irrelevant. He requested that the acquisition of the Book titled "A Textbook of Accounting for Management by S.N. Maheshwari, Sharad K Maheshwari and Suneel K Maheshwari. Vikas Publishing House" to be acquired as a textbook for distribution to the MBA students of the coming batch. It has a sufficient treatment of Cost and Management Accounting as Well. He has suggested to buy 20-25 copies of the printed book for library reference.
7. **Suspension of students:** The Library Committee empowers the Chief Librarian to give a one month suspension in case of theft, indiscipline, misuse, indiscipline or any other related issues. The suspension decision is to be forwarded to all library committee members.



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8. **CCTV Camera and Extra racks at COMES Kandholi Library** : As students are frequently losing their bag, from baggage counter, it is necessary to put on at least four CCTV cameras in the COMES Library. The library committee agreed with this requirement.
9. **COMES Library Property Counter**: Mr. Kamal K Lal reported that in the COMES library for keeping baggages outside the library, one small rack is available which is not sufficient to keep all the bags. The Chief Librarian informed to the Committee members that, after shifting Law library books, two steel racks will be transferred to the Kandholi library for baggage counter.
10. **Participation in National Digital Library initiative** : The Chief Librarian discussed the scope of the NDL project of the Govt of India and the necessity for submitting all pre-prints of faculty publications in the UPES Digital repository. The members suggested to check the copyright issue before archiving the article in the repository. The UPES library is already equipped with necessary software and the repository is already launched with Intranet facility.

The following decisions have been taken at the LSC meeting:

1. One month trial access to LexisNexis International database before renewal.
2. RFID technology for security in CY2016
3. Additional budget for each new course for resource building from CY 2016 to be proposed before sanctioning budget.

Dr. S. K. Gupta  
(Chairperson)

Dr. Ranjan Sinha Thakur  
(Secretary)

## PROPOSAL FOR A NEW LIBRARY STEERING COMMITTEE

– CY 2016 - CY2017

1. **Dr. I. D. MALL – Chairman**
2. Dr. Ranjan Sinha Thakur – Secretary
3. Dr. S. Ghosal, Director (SODS)
4. Dr. Manish Prateek, Associate Dean - COES
5. Dr. Suresh Kumar, Associate Dean - COES
6. Dr. Piyush Kuchhal, Associate Dean - COES
7. Dr. S. C. Gupta, Associate Dean - COES
8. Dr. Jitendra Pandey, AVP – R & D - COES
9. Dr. Sam Babu KC, Assistant Professor (SS) – COLS
10. Dr. A. B. Pathan, Assistant Professor (SS) – COLS
11. Dr. Tarun Dhingra, Assistant Dean - Research - COMES
12. Dr. Nikhil Kulshrestha, Assistant Dean – COMES

### Library Advisory Committee:

Since the Library has to cater to the needs of variety of clientele such as faculty, research scholars, post graduate and under graduate students, institute administrators as well as specialists and non-teaching institute staff, a wide range of subject fields are to be represented in our book stock with prime thrust for meeting the needs of students and faculty members. Besides this, for smooth functioning of the library and safe guarding the interest of all sections of the library users, formation of policies, rules & regulations and implementing the library policies in a judicious manner, an infrastructure is needed for the library. To meet the all the above objectives the Library is advised by a Library Advisory Committee with the following constitution and representatives.

### Functions of Library Committee :

1. To guide the Librarian in formulating general library policies and regulations which govern the functions of the library.
2. To advise the Library on policy matters concerning services, resources and facilities
3. To prepare budget and proposals for the development of the Library.
4. To reviews budget proposals for materials and equipment needed to further the library's educational endeavors.
5. To provide for proper documentation services and updating the Library collection.
6. To work towards modernization and improvement of Library and documentation Services.
7. To recommend e-databases, e-journals and other resources
8. To review Library readership college-wise

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9. To adopt measures to enhance readership
10. To recommend to the authorities the fees and other charges for the use of the Library.
11. To review present library services and proposing new services.
12. To seek feedback on Library functions from readers.
13. To provide an opportunity to raise and discuss initiatives in the provision of library and information services
14. To facilitate communication between the Library and the community it serves.
15. To consider and put forward the views of faculty members regarding books/journals selection, ordering process etc.
16. To consider and put forward the views of students and Research Scholars regarding their problems and solutions sought thereof.
17. To submit the annual report on the functioning of the library

#### **Tenure and Frequency of Meetings:**

- Members will serve a two-year term for continuity and sufficient time to create impact
- The Committee shall meet atleast four times in an academic year with 50% of its membership consisting a quorum.

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**Minutes of the 6<sup>th</sup> Library Steering Committee Meeting held on Tuesday 12  
January 2016, 2:30 PM in Energy House Board Room**

The Meeting of the 6<sup>th</sup> Library Steering Committee was held on 12<sup>th</sup> January 2016 in the Energy House Board Room. The following members attended the meeting:

1. Dr. Shrihari, Vice-Chancellor
2. Dr. I. D. MALL – Chairman
3. Dr. Ranjan Sinha Thakur – Secretary
4. Dr. S. Ghosal, Director (SODS)
5. Dr. Suresh Kumar, Associate Dean - COES
6. Dr. Piyush Kuchhal, Associate Dean - COES
7. Dr. S. C. Gupta, Associate Dean - COES
8. Dr. Jitendra Pandey, AVP – R & D - COES
9. Dr. Sam Babu KC, Assistant Professor (SS) – COLS
10. Dr. A. B. Pathan, Assistant Professor (SS) – COLS
11. Dr. Tarun Dhingra, Assistant Dean - Research - COMES
12. Dr. Nikhil Kulshrestha, Assistant Dean – COMES
13. Dr. P P Sati, Associate Librarian
14. Mr. K K Lal, Associate Librarian
15. Mr. P Kapoor, Deputy Librarian

The agenda of the meeting was:

1. Recap of last meeting minutes
2. Review on budget utilization CY 2015
3. Budget Allocation – OPEX CY 2016
4. Library Timings
5. Status of Database
6. Review of present library collection
7. Library Usage record in 2015
8. Course Book – Printed to E-Books
9. Institutional Repository
10. Long overdue books
11. Vendor empanelment for CY 2016
12. Information Bulleting for NAAC and other accreditation requirement
13. Book Exhibition 2016
14. New Initiatives in n CY 2015
15. Road map - CY 2016

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The meeting started with a welcome message to the new Library Committee members. The LSC noted the action taken on the minutes of the last LSC.

The following agenda points were discussed in the 6th LSC meeting:

- 1. Review on budget utilization CY 2015:** The Chief Librarian informed the status of the CY 2015 Library budget spending- status upto December 31' 2015 to the Committee members present at the meeting. He, also informed the college-wise spending.

<b>E-Database</b>	<b>Printed Books</b>	<b>E-Books</b>
COES=1865928	COES + COMES Rs. 4202157	COES + COMES = 1462743
COLS=1010442		
COMES=673450	COLS= 949590	COLS = 106309
<b>Course Book</b>		
COES+COMES Rs. 4374021	COLS = Rs. 659265	Total = Rs. 5033286

- 2. Budget Allocation – OPEX CY 2016 :** The Chief Librarian informed the approved OPEX Budget 2016 to committee members. In CY 2016 OPEX budget for library is Rs. 6614676/-. For E-database Rs. 4548676/- (COES Rs.1134000/- COLS: Rs. 1189750/- COMES: Rs.1792500). Printed journal is Rs. 9 Lakhs.
- 3. Library Timings :** The Chief Librarian proposed the committee members for opening all the library from 9: 00 AM to 8: 00 PM. The Committee suggested to open the library after reviewing the need for extending the library timings with some students. It is decided that from 1<sup>st</sup> March 2016 proposed library timings for COMES and COES will be on trial for one month starting from March 1, 2016.
- 4. Status of Database:** The chief librarian informed the present e-databases available for accessing.
- 5. Review of present library collection :** The present library collection college wise are informed to the committee
- 6. Library Usage record in 2015 :** The Chief Librarian also informed the committee members about the usage of databases, ebooks, student footfall, issue/return/reissue statistics from January – December 2015.
- 7. Course Book – Printed to E-Books:** The chief librarian proposed the committee for using e-books with unlimited access and unlimited download facility as course books, and if any course book is available in e-book format, that will be procured in place of printed books. On

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availability of e-books no printed book will be issued to students as course book. However, some printed copies will be made available as reference.

8. **Institutional Repository** : The chief librarian reported that no faculty members are submitting their publication in the library. In this regard, the committee suggested to Chief librarian, for collecting the article from R & D department for the archive in the institutional repository.
9. **Long overdue books**: As the faculty member need the book for a semester, it is decided to issue the book to faculty member for six months, and reminder will be issued at regular interval. All faculty members has to return their issued book immediately after six months. Return of books by faculty members in prescribe time will help in maintaining the inventory of books in library and by individual faculty. All faculty members library registration details will be expired after 1 year, it will be not renewed untill return of all books against them.
10. **Vendor Empanelment for supply of printed books in CY 2016** : The Chief Librarian informed the committee about the detail process followed for vendor empanelment, as well as the new vendor included in CY 2016 to ensure the delivery of books on time.
11. **Information Bulletin for NAAC and other accreditation requirement**: The Library Chairman inform the library committee about the needs for a Information Bulletin, which will reflect about the details of library facilities, its growth, services, modernization etc. Also, requested Library committee members for giving suggestion for the development of the bulletin.
12. **Book Exhibition 2016**: In CY 2016, Library will conduct publisher wise Book exhibition at Bidholi and Kandholi campus minimum one day at each campus. The first exhibition will take place on 19<sup>th</sup> – 20<sup>th</sup> January 2016 at SODS for Design and Architecture books, 21<sup>st</sup> – 22<sup>nd</sup> January 2016 at Bidholi and Kandholi at library by S Chand Publications, 2<sup>nd</sup> and 3<sup>rd</sup> February at Kandholi and Bidholi by Viva Books, 4<sup>th</sup> – 5<sup>th</sup> February at Bidholi and Kandholi by PHI Learning, 9-10<sup>th</sup> February at Bidholi and Kandholi by CBS Publishers.
13. **New Initiatives in n CY 2015: The various initiative taken in CY 2015 are reported to committee members**:
  - For COES & COMES : J-Gate Plus
  - For COLS: LexisNexis India has been updated to LexisNexis International
  - For COES: Taylor & Francis database has been subscribed for R & D Budget
  - Institutional repository on Theses and Dissertations



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The following decisions have been taken at the LSC meeting:

1. A proposal for ScienceDirect will be prepared and send to management for further consideration.
2. Hein Online for COLS and Emerald Management Journal for COMES will be subscribed in CY 2016.
3. Faculty collection will be forwarded by R & D Department to library for archive.
4. Books (other than NFI/Reference) will be issued to faculty for six months
5. In case of course book, if it is available in e-book will be purchased, in that case no printed books of those title will not be issued to any students.
6. Approved the Vendor empanelment process
7. Information Bulletin will be published in the intranet.
8. Book exhibition will take place at Bidholi and Kandholi campus as planned



Dr. I D. Mall  
(Chairperson)



Dr. Ranjan Sinha Thakur  
(Secretary)





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**Minutes of the 7<sup>th</sup> Library Steering Committee Meeting held on  
Thursday 3 March 2016, 2:00 PM in Chancery Board Room**

The Meeting of the 7<sup>th</sup> Library Steering Committee was held on 3<sup>rd</sup> March 2016 in the Chancery Board Room. The following members attended the meeting:

1. Dr. Shrihari, Vice-Chancellor
2. Dr. I. D. MALL – Chairman
3. Dr. Ranjan Sinha Thakur – Secretary
4. Dr. S. Ghosal, Director (SODS)
5. Dr. Suresh Kumar, Associate Dean - COES
6. Dr. Piyush Kuchhal, Associate Dean - COES
7. Dr. S. C. Gupta, Associate Dean - COES
8. Dr. Jitendra Pandey, AVP – R & D - COES
9. Dr. P P Sati, Associate Librarian
10. Mr. K K Lal, Associate Librarian
11. Mr. P Kapoor, Deputy Librarian

The agenda of the meeting was:

1. Recap of last meeting minutes
2. Budget – OPEX & CAPEX CY 2016
3. Review on budget utilization in January & February 2016 for coursebook and library reference books
4. Security issue
5. Course Book Issue

The meeting started with a welcome message to the new Library Committee members. The LSC noted the action taken on the minutes of the last LSC. The following agenda points were discussed in the 7<sup>th</sup> LSC meeting:

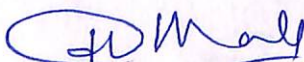
1. **Recap of last meeting minutes:** The Chief Librarian informed the library committee members about the action taken on the decision taken in 6<sup>th</sup> Library Steering Committee meeting held on 12<sup>th</sup> January 2016.
  - a. Book issue duration for faculty members has been increased from 30 days to one semester.
  - b. Library Timings for Bidholi campus and COLS Kandholi campus has been extended upto 8:00 PM except University holidays.
  - c. Partially implemented distribution of course book in ebook format in January 2016 semester.
  - d. Vendor selection for the year CY 2016 has been completed.

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1. **Budget – OPEX & CAPEX CY 2016:** The Chief Librarian informed the committee about the approved OPEX & CAPEX budget for the year 2016. The total OPEX budget is 1.5 cr (50 Lakhs for database renewal, printed periodical subscription, binding and other expenditure, and 65 Lakhs for the procurement of additional copies of course book for January & July 2016 Semester). Also informed the committee about the 60 Lakhs for CAPEX budget, and the budget will be distributed 60% for COES, 20% for COMES, and 20% for COLS.
2. **Review on budget utilization CY 2016:** The Chief Librarian informed the status of the OPEX and CAPEX budget utilization in January & February 2016. In January 2016 semester for course books total PO placed is Rs. 3149846 (COES Rs. 2238511, COMES Rs. 535728, COLS Rs. 279375). The CAPEX utilization for library reference book is Rs. 1172486 for COES, Rs. 234483 for COMES, and Rs. 279375 for COLS).
3. **Course Book issue to students from July 2016 semester:** The committee proposed to stop issuing course book to students from July 2016 semester. The idea behind this proposal is to encourage purchasing of high quality recent publications for library reference instead of purchasing substandard course books. All the coursebook will be available for library reference and propose to increase the eligibility of issuing 6 books/per students for 15 days. Dr. Shrihari, Hon'ble Vice Chancellor directed committee to table this decision to OMC and MC.
4. **Purchase of E-Books :** The committee approved the purchase of ebooks from McGraw Hill, PHI Learning publications, and other available publishers with unlimited access and download facility.

The following decisions have been taken at the LSC meeting:

1. No new database will be subscribed in CY 2016.
2. All paperback books will be binded with laminated cover and proper stitching immediately after purchase to enhance the life of the book.
3. Coursebook issue to student will be stopped and eligibility of borrowing books per students will be increased from present 4 books to 6 books for 15 days duration subject to the decision of OMC and MC.
4. Ebooks will be purchased subject to the recommendations of faculty members.
5. The female security to be provided mainly in COLS and COES library.



Dr. I D. Mall  
(Chairperson)



Dr. Ranjan Sinha Thakur  
(Secretary)

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for

