

**UNIVERSITY OF PETROLEUM & ENERGY STUDIES, DEHRADUN
LIBRARY**

**Minutes of the 11th Library Steering Committee Meeting held on
30 May 2017, 2:30 PM in Library**

The Meeting of the Library Steering Committee was held on 30th May 2017 in Library. The following members attended the meeting:

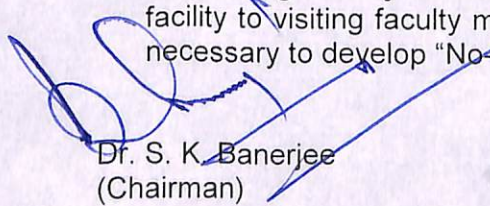
1. Dr. S. K. Banerjee, Chairman
2. Dr. Ranjan Sinha Thakur
3. Dr. Nikhil Kulshrestha
4. Dr. S C Gupta
5. Dr. A. B. Pathan
6. Dr. Piyush Kucchal
7. Dr. P P Sati
8. Mr. K K Lal
9. Mr. P Kapoor

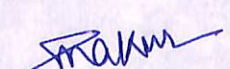
The agenda of the meeting was:

1. Budget update
2. Status of RFID procurement
3. Capacity Building Program of National Mission on Libraries for Public Library Personnel
4. Borrowing facility of Books to Visiting faculty Members

The following agenda points were discussed in the LSC meeting:

1. **Budget CY 2017** : The status of OPEX and CAPEX Budget as on 30th May 2017 was informed to members.
2. **Status of RFID system**: Informed the committee members about the status of RFID procurement. Details of the implementation plan was discussed in detail. The order has been placed to Edutech on the basis of the quotation. As per the terms & condition it will be delivered and install within 6 to 8 weeks from order date. After successful installation, library will start tagging work from Law library, then Engineering Library and at last Management library. Tagging work of Law library expected to be completed before start of the semester.
3. **Capacity Building Program**: Informed the committee members about the Capacity building program of National Mission on Libraries in collaboration with Rajan Rammohun Library Foundation, Ministry of Culture, Govt of India which took place in our campus from 5-9th June 2017. Details plan were discussed to make this event successful.
4. **Borrowing facility of Books to Visiting faculty Members**: Need for providing borrowing facility to visiting faculty members was discussed. It is decided that to start this facility, it is necessary to develop "No-Dues" system for visiting faculty member also.


Dr. S. K. Banerjee
(Chairman)


Dr. Ranjan Sinha Thakur
(Secretary)

Minutes of the 12th Library Steering Committee Meeting
held on
19 August 2017, 11:30 AM in Chancery Board Room

The Meeting of the Library Steering Committee took place on 19 August 2017 in Chancery Board Room. The following members attended the meeting:

1. Dr. S. K. Banerjee, Chairman
2. Dr. Ranjan Sinha Thakur
3. Dr. Nikhil Kulshrestha, COMES
4. Dr. S C Gupta, COES
5. Mr. Sam Babu, K C, COLS
6. Dr. Piyush Kucchal, COES
7. Dr. Tabrez Ahmed, COLS
8. Dr. Ajit Kausal, COLS
9. Ms. Anshu Palliwal, DSA
10. Mr. Sanjeev Goyal
11. Mr. Abhay Sharma
12. Dr. P P Sati
13. Mr. K K Lal
14. Mr. P Kapoor

The agenda of the meeting was:

1. Budget update
2. Status of RFID Implementation
3. Revision of Library Rules & regulations
4. Revision of Library Timings for Law Library
5. Review of reading room seating capacity at Law Library

The following agenda points were discussed:

1. The meeting was started with the review of achievement made during the last semesters like the completion of RFID system in all library on July 2017, 80% completion of course distribution for the July-Dec 2017 semester, extended library timings from 16th August 2017, completion of CCTV camera in Law Library and Management Library on June 2017; new room at main campus library for Library orientation for the students and faculty members in July 2017.

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1. **Budget CY 2017** : The status of OPEX and CAPEX Budget as on 18th August 2017 was informed to members. It is informed that upto 18th August 2017 in total Rs. 72 Lakhs has been spent for course books, 43 Lakhs for engineering library reference books, 11 Lakhs for Management library reference books, 28 Lakhs for Law Library reference books. It is requested to all colleges for sending the recommendations of books as early as possible.

2. **Status of RFID Implementation**: Chief Librarian informed the committee members that now all the three UPES Libraries are equipped with RFID system. About 53000 lending books are with RFID security system.

3. **Revision of Library Rules & Regulations**: Chief Librarian defined the need for revising the library rules mainly for Theft cases and damaging the RFID tag as the rule is not defined in the Student Bulletin. Mr. Abhay Sharma and Mr. Sanjeev Goyal, and all committee members have given in detail view. Ms. Anshu Palliwal, DSA discussed the present status in the incorporating of rules for Theft cases and damaging the RFID tag. Dr. Banerjee said that stringent punishment like suspension from library and cash fine should be charged in these cases. After a long discussion, it is decided that amendment of Section 10 – Penalties, sub-section c - Minor / Major Penalties / Disciplinary Probation. The provision which are available in the section is mentioned below:

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(c) Minor / Major Penalties / Disciplinary Probation

The penalties for other minor and major acts of indiscipline or misconduct or for sufficient reasons, shall be imposed on a student as under

Minor Penalties *	Major Penalties
Fine up to Rs. 5,000	Fine above Rs. 5,000
Recovery of pecuniary loss caused to University property	Recovery of pecuniary loss caused to University property
Written warning and information to the parent/guardian	Debarment from classes/hostels
Submission of written Undertaking	Debarring from an examination Withholding scholarship (if entitled to)
Imposing a period of Disciplinary Probation */Counseling up to six months	Non issue of Migration Certificate
Debarring from participation in any non-academic activity	Disqualifying from further studies, or prohibition of further admission or re-admission
Disqualifying from holding any representative position	Rustication from the University.
Suspension up to seven working days from any academic activity	Expulsion from the University.
Debarring from assistance being rendered by the University in summer internship, campus placements with the prior approval from Dean/PVC	Imposing a period of Disciplinary Probation */Counseling exceeding six months
Assignments for social service up to 15 days	Suspension up to a period exceeding seven working days from any academic activity

* Committing three minor offences will constitute a major act of indiscipline and will attract major penalty.

The stealing of library materials like Books, CDS and computer peripherals, damaging any library materials including RFID system will be treated under Major Penalties and the minimum suspension from all kind of library services will be Three months and fine is as mentioned in the Sub-section C. The concerned reader will be handed over to DSA for necessary action and DSA will take active steps as per the rules. It is also instructed to send the revised rules to everyone for their awareness.

4. **Library Timings:** Chief Librarian informed the revised library timings to all members. Main campus library is operational from 9:00 AM to 7:00 PM except Sundays and University Holidays; Management Library is operational from 8:30 AM to 6:00 PM except Sundays and University Holidays; and Law Library is operational from 9:00 AM to 8:00 PM daily and in Sundays & Holidays from 10:00 AM to 5:00 PM.

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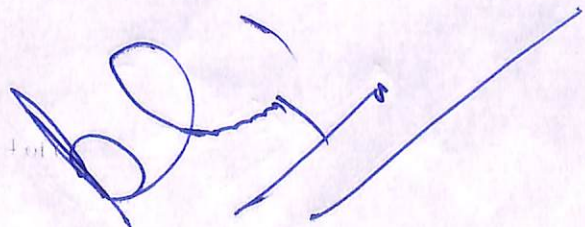
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Dr. Tabrez Ahmed, Director, COLS has demanded that Law Library timings should be further extended up to 10 PM daily including all Sundays from 9:00 AM to 5:00 PM. The Committee members including Mr. Abhay Sharma and Mr. Sanjeev Goyal asked COLS Director about the justification for opening the library up to 10:00 PM and directed also reviewed the present university rules. Mr. Sam Babu said that as per the present rules all students those who are from Hostels they have to come inside the Hostel within 8:00 PM, so if the library is open up to 10:00 PM the University rules need to be revised. Mr. Abhay Sharma asked Chief Librarian about the resource requirement for opening the library. Chief Librarian informed that to operate the Law library in extended hours it is necessary to recruit one additional staff for Law Library who will be responsible for opening the Law library in late hours including Holidays and Sundays. Also proposed that necessary transport facility for the staff as it will be difficult for that staff in reaching home after 10:00 PM. Mr. Sharma also directed Chief Librarian to discuss the matter in detail with Vice Chancellor along with Dr. Tabrez and Dr. Banerjee for finalization of extended library timings.

5. **Law Library Reading Room seating capacity:** Chief Librarian along with Mr. Praveen Kapoor informed the members about the present situation of Law Library. It is informed that, at present Law Library seating capacity is only 127, some time many of the students are not getting any place for study in the reading room. The matter is also reported by the some of the students to Director, COLS and they have demanded more seating capacity. As per the suggestion was given by the Chief Librarian that Sofa placed at the Law Library which is occupying about 576 square feet area may be shifted and in place of Sofa if we place Nine study tables which can accommodate about 54 students (9 tables / carrols x 6 seating), and matter can be solved easily. Detail analysis is given below:

- Total space available in reading room = 1440 sq ft
- Occupied by chairs = 864 sq ft
- Occupier by 4 sofas = 576 sq ft
- Available table = 12
- Total chairs available= 68 chairs
- Total computers = 10
- Seating capacity in 4 sofa = 20
- Carrols 6 with seating capacity 4 each = 24

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- Total including tables, chairs, computers, carrols and round tables = 127 seating capacity

Also in existing tables we can accommodate additional 28 chairs. Additional capacity recommended in re-placement of 4 sofas = 9 Tables / carrols x 8=72 seating capacity. Total capacity will be = 127+72+28=227 seats.

Mr. Sharma directed Chief Librarian to discuss this matter with Project team and Brig. Dhillon. Immediately after meeting Chief Librarian along with Dr. P P Sati, Mr. Kamal Lal and Mr. Praveen Kapoor had a discussion with Mr. Sandeep Chug, General Manager, Projects, and Brig. Dhillon, Director Admin, and decided that out of the 4 sofas, two will be shifted in Management Library and Two will be shifted in Common Room. The costing for procurement of tables and chairs were also discussed with Mr. Rishi, Sr. Manager Procurement. According to Mr. Rishi, the approximate cost of each table will Rs. 10000/- and chairs Rs. 1500/- each. Mr. Sharma also directed Chief Librarian to discuss this matter with Vice Chancellor.

Matter discussed in additions to the agenda items:

1. **Mock drill in Law Library:** Mr. Sharma directed Chief Librarian for organizing a Mock drill to check the safety aspects.
2. **Procurement of course books for January 2018 semesters:** Mr. Sanjeev Goyal directed Chief Librarian for taking necessary steps to procure course books for the January 2018 semesters so that students get the books immediately after re-registration. As suggested by Committee members that Even semesters grid gets ready in September and changes in grids are not many, a list of books procured for the next semester could be prepared in the first week of December and procurement and delivery of books will have to be completed by January first week.

Action Points:

1. Amendment of Section 10 – Penalties sub-section c - Minor / Major Penalties / Disciplinary Probation – Stealing of library materials like Books, CDS and computer peripherals, damaging any library materials including RFID system will be treated under Major Penalties and the minimum suspension from all kind of library services will be Three months and fine is as mentioned in the Sub-section C. The case will be

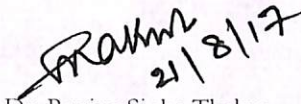
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handed over to DSA for necessary action and DSA will take active steps as per the rules.

2. Further extension of Law Library timings will be finally discussed with Vice Chancellor along with Dr. Tabrez, Director, COLS and necessary action will be taken.
3. Law Library seating capacity will be increased by $72+28=100$ and procurement of Tables and chairs will be completed quickly.
4. A Mock drill to be conducted at Law Library for reviewing the safety aspects. Detail arrangement will be done by Admin Department.
5. List of course books to be procured for January 2018 semesters will be prepared in advance and necessary steps will be taken for their procurement.
6. Law timings will be revised from 1 September 2017 and it will be operational in Holidays and Sundays from 10:00 AM – 5:00 PM.

Dr. S. K. Banerjee
(Chairman)


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Dr. Ranjan Sinha Thakur
(Secretary)



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**Minutes of the 13th Library Steering Committee Meeting
held on
13 October 2017, 3:30 PM in Chancery Board Room**

The Meeting of the Library Steering Committee took place on 13 October 2017 in Chancery Board Room. The following members attended the meeting:

1. Dr. S. K. Banerjee, Chairman
2. Dr. Ranjan Sinha Thakur, Member Secretary
3. Dr. Piyush Kucchal, SOE
4. Dr. Soumyajit Ghosal, SOD
5. Dr. Jitendra Kumar Pandey, R&D
6. Dr. A. B. Pathan, SOL
7. Dr. P P Sati, Library
8. Mr. K K Lal, Library
9. Mr. P Kapoor, Library

ABSENTEE:

1. Dr. Nikhil Kulshrestha, SOB
2. Dr. S C Gupta, SOE
3. Mr. Sam Babu, K C, SOL
4. Dr. Tarun Dhingra, SOB
5. Dr. Manish Prateek, Director, SCS
6. Dr. Suresh Kumar, Director, SOE

The meeting was held to discuss the following issues relating to the library.

1. Review of Library Committee meeting held on 19th August 2017
2. Status update of CY 2017 Budget
3. Budget proposal CY 2018 – OPEX and CAPEX
4. Issue of Books to Visiting faculty members
5. Library space requirement as per UGC/AICTE norms
6. School-wise library

1. **Recap of last meeting minutes** - The meeting reviewed the detail action taken as per the last committee meeting held on 19th August. Also, informed the committee members about the revision made in the library rules, revision of library timings, and other steps taken for the development of library. Also, informed the committee members about the amendment made in the Student Bulletin 2017-2018. Following changes has been approved for amendments:

24. Library Rules and Regulations
- 24.8 Rules & Regulations

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24.8.2 Underlining or marking / tearing / folding of pages/ defacing or damaging/ theft/ leaving the library with unissued books/damaging RFID tags in any way of library books or other materials is strictly prohibited. Users indulging in such practices shall be debarred from using the library up to a period of 03 months. pg.45

28. Regulations Governing Maintenance of Discipline Among Students, 2009 1. Regulations Governing Maintenance of Discipline among Students, 2009(as amended in 2010 and following years).

28.c.i Non-compliance of any of the Library/Lab rules and/or willfully damaging books/RFID tags/ book theft/ printed material/lab equipment, etc; pg.54

28.10.c Major Penalties – Debarred from availing services of library up to a period of 3 months. Recovery of pecuniary loss caused to University property including library books. Pg.59

Minor Penalties- Fine up to Rs. 5000/- Major Penalty- Fine above Rs. 5000/- can be imposed.

2. Budget status CY 2017 (OPEX & CAPEX)

2.1 In CY 2017, out of Rs.75 Lakhs, library has spent Rs. 6992562 for course books for the two semester. As per the Monthly OPEX statement received from Finance, the spent percentage under OPEX line items upto 30 September 2017 is Rs. 11,573,303.84 (90.66%). (Table-1)

Table-1 : Course Book Spent status CY 2017 (OPEX)

Total Budget	7500000		
	Jan-June 2017	July-Dec 2017	Total (Rs.)
COES	2178654	2089013	4267667
COMES	207348	1194529	1401877
COLS	740391	582627	1323018
Total	3126393	3866169	6992562
Balance	507438		

2.1 The CAPEX budget spent status is shown in Table-2. The table clearly shows that out of Rs.15046589 CAPEX budget, Rs. 1.04 cr has been spent for reference books, Rs. 21.84 Lakhs has been spent for RFID, Rs.2.97 Lakhs has been spent for CCTV in Law and Management Library, and additional cameras and NVR for recording system; about Rs.1.6 Lakhs for glass partition in Law Library and Bidholi library. The Balance budget as on date is Rs.16.57 Lakhs, out of which about Rs.12 Lakhs will be spent for furniture and balance will be spent for e-books for engineering and Management.

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Table-2 : CAPEX Spent status CY 2017

	Budget	College	PO generated (Rs.)
Total CAPEX	15046589.00	COES	5147939.00
		COMES	1325208.00
		COLS	3953850.00
Total budget			10426997.00
RFID system			2184365.00
CCT TV (Law & Management & Additional Cameras in Main Library)			297360.00
Glass partition			190000.00
Total Spent CAPEX			13388601.00
Balance as on 10.10.2017			1657988.00

3 Proposed OPEX Budget CY 2018 (Table-3) - Following recommendations has been made by the Library Committee:

3.1 The e-resources needed for improving the research and development at UPES was discussed. It is recommended that to give emphasize on Research & Development activities and to support enrolled research scholar University library should have access to major databases. It is proposed that School of Engineering should have Springerlink e-journal databases and Emerald Management Journals for School of Business. Also, to keep track of what's happening in your research world including the growth of the subject and impact of the publications, it is necessary to have SCOPUS Bibliographic database. Scopus is the largest abstract and citation database of peer-reviewed literature: scientific journals, books, and conference proceedings. Delivering a comprehensive overview of the world's research output in the fields of science, technology, medicine, social sciences, and arts and humanities, Scopus features smart tools to track, analyze and visualize research. Detail investment in CY 2017 for the subscription of databases is given in Table-3.1.

3.2 In regard to line item Course Books, Committee has recommended that student should get the quality books at the beginning of the semester and directed to procure the books in advance so that students get the books quickly. The budget discusses School wise additional titles to be procured in CY 2018. According to course grid January-June 2018, it is determined that SOE & SCS (II, IV, VI, VIII sem) it is necessary to add 1875 books total MRP value is approx. Rs. 1222900; SOL (II, IV, VI, VIII, X, XII sem) it is necessary to add 2126 books total MRP value is approx. Rs. 1387583; SOB (II, IV, VI sem)) it is necessary to add 2126 books total MRP value is approx.. Rs. 750000. Approximate No of Additional student in July-Dec 2018 (Sem III, V, VII, IX, XI sem) is 1777 (excluding the SOD students) we have considered @Rs.2000/- per student, anticipated cost is Rs. 3554000/- (Table-3.3). New students in July-Dec 2018 is 4730 (Additional 4730-3629 including design students)= 935 students (excluding design students) @Rs.2000, anticipated cost is Rs. 18,70,000/- (Table-3.4),

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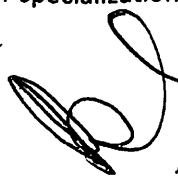
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Table-3: PROPOSED OPEX BUDGET - LIBRARY CY 2018

SI No.	GL Code	Item	Rs. CY 2017	Rs. Cy 2018	Remarks
1	400009	Binding Expenses	250,000	250,000	
2	400010	Library Consumables	75,000	75,000	
3	400011	E-Database Subscription	4,050,000	11744300	ANNEX-1
4	400011	Newspapers	100,000	100,000	
5	400011	Periodical subscription (Hard Copy)	500,000	700,000	
6	440080	AMC for Library softwares	31,000	40,000	
7	440080	AMC for RFID system		160,000	New item RFID
8		RFID Tag+Anti theft sticker 15000 x @Rs.12		200,000	New item RFID
9	440010	Membership & Subscription	20,000	40,000	
10	440020	Seminar, Library Training	150,000	200,000	
11	440081	Shifting & Relocation (Bidholi to Kandholi)	10,000	10,000	
12	440123	Miscellaneous	80,000	100,000	
13	400012	Course Book	7,500,000	10284483	Annex-2
14		Periodical subscription (Hard Copy) for SOD		500,000	Newly proposed by SOD as no relevant journals available
		Total	12,766,000	2,44,03,804	

In addition, Anticipated cost for New Titles is Rs. 15 Lakhs. Details of course books requirement is mentioned in Table-3.2. As no course grid is available for July-Dec 2018 semester, the tentative budget has been calculated and presented. In CY 2018, total Five courses will be introduced namely, BBA in Power Management; MA in Public Policy; B.Tech-CSE with specialization in UX and UI in Academic Collaboration with Xebia; B.Tech-CSE with specialization in Machine Learning or Automation in Academic Collaboration

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with Xebia and BSC LLB (H) with specialization in IPR Law / Food & Health Law / Medical & Forensics Law.
The proposed budget has consider all this new programs.

3.3 As there is no relevant, domain-oriented printed journals/ magazines for School of Design, Dr. Ghosal proposed Rs. 5 Lakhs for the yearly subscription of printed journals. The proposal has been reviewed by committee members and recommended to subscribe Printed journals for SOD.

Table-3.1 – E-Database requirement details

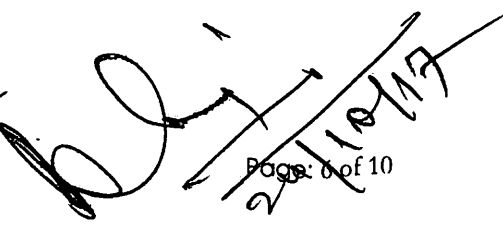
SI No.	Name of Database	Subscription period	Amount (INR) Paid in CY 2016	Paid in CY 2017	Remarks	Total investment CY 2018 for Renewal (Rs.)
1	ASCE E-Journals Packages 35	Jan-Dec 2017	238374.00		Renewal due in January 2018	238374.00
2	ASME E-Journal Package	Jan-Dec 2017	198387.00		Renewal due in January 2018	198387.00
3	Royal Society of Chemistry	Jan-Dec 2017		143671.00	Renewal due in January 2018	143671.00
4	DELNET Proquest Engineering & Technology	May 17-April 18		66500.00	Renewal due in April 2018	66500.00
5	Ezproxy	Oct 17-Sep 18		75000.00	Renewal due in Sep 2018	75000.00
6	ISCTC - Gale cengage	21 dec 2016-20 Dec 2017		55000.00	Renewed in Dec 2017	55000.00
7	JSTOR	Jan-Dec 2017		92940.00	Renewal due in January 2018	92940.00
8	INFLIBNET Consortia membership	Jan-Dec 2017		100000.00	Renewal due in January 2018	100000.00
9	Westlaw India Academic	Jan-Dec 2017		388217.00	Renewal due in January 2018	388217.00
10	SCC Online	Jan-Dec 2017		287500.00	Renewal due in January 2018	287500.00
11	International Taxation.com (Online)	June 2017 - May 2018		14900.00	Renewal due in May 2018	14900.00
12	Taxmann Database	June 2017 - May 2018		20500.00	Renewal due in May 2018	20500.00
13	LexisNexis International	Nov 2016-Oct 2017		500000.00	Renewed in Oct 2017	500000.00

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SI No.	Name of Database	Subscription period	Amount (INR) Paid in CY 2016	Paid in CY 2017	Remarks	Total investment CY 2018 for Renewal (Rs.)
14	Oil, Gas & Energy Law database	1 Dec 2016 to 1 Dec 2017		76283.55	Renewed in Jan 2018	76283.55
15	Economic and Political Weekly	Jan-Dec 2017		3650.00	Renewal due in January 2018	3650.00
16	ProwessIQ	May 17-April 18		207000.00	Renewal due in April 2018	207000.00
17	ProQuest Management Collection	sep 17-Aug 18		66500.00	Renewal due in August 2018	66500.00
18	EBSCO Business Source Premier	April 2017-March 2018		987404.00	Renewal due in March 2018	987404.00
19	Knimbus (Feberated search tool)	Sep 2017-August 2018		225000.00	Renewal due in Sep 2018	225000.00
20	EPWRF India Time Series	Sep 17 - Aug 18		82600.00	Renewal due in Aug 2018	82600.00
21	OnePetro	Jan-Dec 2017		145040.30	Renewal due in January 2018	145040.30
22	Hein Online	Oct 2017-Sep 2018		401000.00	Renewal due in Sep 2018	401000.00
23	IEEE ASPP+POP	Nov 2017-Oct 2018		1223878.30	Renewal due in Oct 2018	1223878.30
24	ACM Digital Library	Oct 2016-Dec 2017	613976.00		Renewal due in Jan 2018	613976.00
25	Manupatra	15 Feb 2017-15 May 2018		100000.00	Renewal due in May 2018	100000.00
			Total spent	5262584.15		6313321.15
	Plus Expected increase in cost of Renewal 10%				Rs.	631000.00
	Expected amount for Renewal of existing databases				Rs.	6944321.15
Newly proposed Databases in CY 2018						
1	SpringerLink					1800000
2	Emerald Management					1400000
3	Scopus					1600000
Total Requirement for e-database in CY 2018					Rs,	11744321.15

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Table-3.2: Course Books Anticipated requirement of budget

College	Additional copies	Semester	Amount (Rs.)
SOE & SOCS (II, IV, VI, VIII sem)	1875	Jan-June 2018	1222900.00
SOL (II, IV, VI, VIII, X, XII sem)	2126	Jan-June 2018	1387583.00
SOB (II, IV, VI sem)	1356	Jan-June 2018	750000.00
No of Additional students (July-Dec 2018) III, V, VII, IX, XI sem) excluding SOD students	1777 x Rs. 2000	July-Dec 2018	3554000.00
New Students 4730 (Additional 4730-3629)=1101-166 SOD students=935 excluding SOD students	935 x Rs.2000	July-Dec 2018	1870000.00
New Title expected (based on the assumptions)		July-Dec 2018	1500000.00
	Total expected cost	Rs.	1,02,84,483.00

Table-3.3 Additional students in July-Dec 2018 semester

11th sem	VII sem	V sem	3rd sem	Total students	Remarks
235	729	948	65	1977	including 277 Design Students

Table-3.4 New Enrollment Target July-2018

Jul-17	Jul-18	Additional	
3629	4730	1101	Including 166 SODs students

4 Proposed CAPEX Budget for CY 2018 (Table-4):

4.1 This budget recommended separate budget for each School. It is decided that for School of Engineering, School of Computer Science, and School of Management @Rs.800/- per student may be allotted for the procurement of reference books, and due to the high cost of reference books for School of Design (SOD) @Rs.2000/- per student may be allotted for the procurement of reference books. Also, it is necessary to investment for the School of Design students as various courses like Interaction Design, Digital design has been introduced, for SOL, in CY 2017 per student investment was @Rs. 2262/-, in CY 2018 also the same per student allotment has been proposed. School wise details of the proposed requirement for Library reference books is presented in Table-4.1. Overall, in the CAPEX budget average Rs. 1084/- per student has been proposed, in CY 2017 it was Rs. 878/- per student. The CAPEX budget for School of Engineering is Rs. 3,578,400/- for 4473 students; Rs. 3,479,200 for 4349 students for School of Computer Science; Rs. 19,31,000 for 2414 students for School of Business; Rs. 11,80,000 for 590 students for School of Design (SOD); and Rs. 4,980,924 for 2207 for School of Law (SOL). Detail calculation for the School wise students is presented in Table-4.2.

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Table-4 : PROPOSED LIBRARY CAPEX BUDGET - CY 2018

	CY 2017	CY 2018 - Proposed	Remarks
Item	Amount (Rs.)	Amount (Rs.)	
RFID	2,456,589.00	0	
RFID Enable Self-Checkout/Check-in System for Law Library & Management Library @Rs.4.5 Lakhs		900,000	
Library Furniture (for all library)	1,580,000.00	0	
Library Reference Book	10,500,000.00	15149524	See the School-wise divisions (Table 4.1)
Miscllaneous work (Partition etc)	200,000.00	800,000	Planning to create some space for Discussion at Bidholi & Law Library
School-wise Library		3,00,000	
CCTV Camera for COLS & COMES	250,000.00	0	
Audio Visual Room	60,000.00	0	
Total Proposed Requirement	1,50,46,589	1,68,49,524	

Table-4.1: CAPEX Budget for Library Reference Books

School Name	CY 2017 (Rs)	No of students (Upto June 2018)	Ratio per student in CY 2017 (Rs.)	CY 2018 (Rs.)	No of students (July 2018 onwards)	Ratio per student in CY 2018 (Rs)
School of Engineering (SOE)	5000000	8161	613	3,578,400	4473	800
School of Computer Science (SCS)				3,479,200	4349	800
School of Design (SOD)				11,80,000	590	2000
School of Business (SOB)	1500000	2023	741	19,31,000	2414	800
School of Law (SOL)	4000000	1768	2262	4,980,924	2207	2262
	10500000	11952	Average Rs.878	1,51,49,524	14033	Average Rs.1084

4.2 In CY 2018, library will try to provide some space for group discussion by creating aluminium partition in Bidholi Library and Law Library.

Prakash
21/10/17

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24/10/17

- 4.3 In CY 2018, it is proposed to equip with SELF SERVICE RFID KIOSK for issue and return of books for School of Law Library and School of Management. The anticipated cost for the system will be Rs. 9 Lakhs.
- 4.4 It is also proposed to develop school wise library as per the NAAC requirement. In this budget Rs. 3 Lakhs has been proposed for the same.

Table 4.2 - Branch-wise and School Wise No of Students

Degree	School	No of students upto June 2018	School-wise upto June 2018 (UG+PG)	No of students from July 2018	School-wise upto June 2018 (UG+PG)
B.Tech	SCS	3485	3490	4334	4349
M.Tech	SCS	5		15	
BBA	SOB	1095	2023	1329	2414
MBA	SOB	810		875	
BA	SOB	92		162	
MA	SOB	26		48	
B.Des	SOD	277	311	531	590
M.Des	SOD	34		59	
B.Plan	SOE	32	4360	32	4473
M.Plan	SOE	12		9	
B.tech	SOE	3968		4062	
M.Tech	SOE	348		370	
Law (UG)	SOL	1745	1768	2159	2207
LLM	SOL	23		48	
	Total student	11952	11952	14033	14033

- 5 Book issue to Visiting faculty: The issue was raised by Dr. D. N. Pandey for issuing books to visiting faculty members. The committee members decided that as it is not necessary to take NO DUES from the library, due to this reason issuing of books to visiting faculty members is not possible. It is decided that books be issued to only permanent staff members of UPES. However, Program Coordinator can borrow books for them.
- 6 Budget also shows the year-wise growth of OPEX and CAPEX budget since 2015, in which it is clearly shows that every year university is increasing the investment for the development of library resources (Table -5).

RAK
2/10/17

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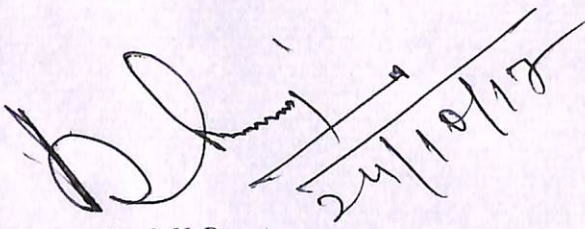
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Table 5: Growth of Library budget since CY 2015				
	CY 2018	CY 2017	CY 2016	CY 2015
OPEX	24403804	12766000	11500000	3890000
CAPEX	16849524	15046589	6000000	5000000
Total	41253328	27812589	17500000	8890000

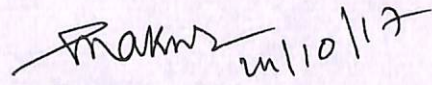
- 7 Library Space requirement as per NAAC requirement: Dr. Jitendra Kumar Pandey raised the space issue in library, and it is discussed that Library should meet the requirement as much as possible.

Action points

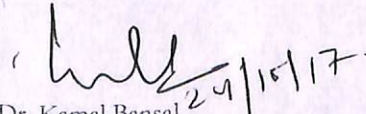
1. Proposed budget for CY 2018 under the OPEX is Rs. 2,44,03,804 and CAPEX is Rs. 1,68,49,524.
2. Course books will be procured in advance; order will be placed in December 2017 based on the expected budget in CY 2018.
3. Printed Journals and Magazines will be subscribed for School of Design
4. Books cannot be issued to visiting faculty member; Program coordinator may borrow books for them.
5. In CY-2018, initiatives will be taken to open separate school-wise libraries to fulfill the NAAC requirements.
6. Budget will be utilized proactively.



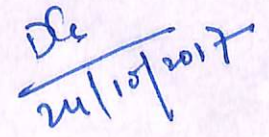
Dr. S. K. Banerjee
(Chairman)



Dr. Ranjan Sinha Thakur
(Secretary)



Dr. Kamal Bansal
(Dean)



Minutes of the 14th Library Steering Committee Meeting
held on
25th January 2018, 3:30 PM In Chancery Board Room

The Meeting of the Library Steering Committee took place on 25th January 2018 in Chancery Board Room. The following members attended the meeting:

1. Dr. S. K. Banerjee, Chairman
2. Dr. Ranjan Sinha Thakur, Member Secretary
3. Dr. Soumyajit Ghosal, SOD
4. Dr. Jitendra Kumar Pandey, R&D
5. Dr. A. B. Pathan, SOL
6. Mr. Sam Babu K C
7. Nikhil Kulshrestha, SOB
8. Dr. P P Sati, Library
9. Mr. K K Lal, Library
10. Mr. P Kapoor, Library

ABSENTEE:

1. Dr. S C Gupta, SOE
2. Dr. Tarun Dhingra, SOB
3. Dr. Piyush Kuchhal, SOE
4. Dr. Manish Prateek, Director, SCS
5. Dr. Suresh Kumar, Director, SOE

The meeting was held to discuss the following issues relating to the library.

1. Review of the decision taken in the last meeting
2. Approved budget status in CY 2018
3. School-wise Budget Allocation CY 2018
4. Procurement of E-Books and E-databases in CY 2018
5. Library reading Room seating capacity
6. Review of Library Timings
7. Annual Book Exhibition at Bidholi Campus, 30-31 January 2018
8. Fixing up date for Workshop on How to use SCOPUS and Smart referencing system using Mendeley
9. Any other agenda item proposed by the members

1. **Review of the decision taken in the last meeting** - The meeting reviewed the detail action taken as per the last committee meeting held on 13th October 2017.

2. Approved budget status in CY 2018 (OPEX & CAPEX):

2.1 Chief Librarian informed the committee members about the detail approved budget under the OPEX and CAPEX head In CY 2018. Dr Pandey and Dr. Ghosal directed Chief Librarian for keeping 10% of the budget in contingency fund for the procurement of articles, which are not available with us or through DELNET.

OPEX BUDGET CY 2018			
Sl No.	GL Code	Item	Cy 2018
1	400009	Binding Expenses	250000.00
2	400010	Library Consumables	75000.00
3	400011	E-Database Subscription	11135810.00
4	400011	Newspapers	100000.00
5	400011	Periodical subscription (Hard Copy)	700000.00
6	440080	AMC for Library softwares	40000.00
	440080	AMC for RFID system	160000.00
		RFID Tag+Anti theft sticker 15000 x @Rs.12	200000.00
7	440010	Membership & Subscription	40000.00
8	440020	Seminar, Library Training	200000.00
9	440081	Shifting & Relocation (Bidholi to Kandholi)	10000.00
11	440123	Miscellaneous	100000.00
12	400012	Course Book	9107815.00
		Periodical subscription for SOD	500000.00
		Total	22618625.00

2.2 The CAPEX budget for library reference has been allotted school wise, which is mentioned below:

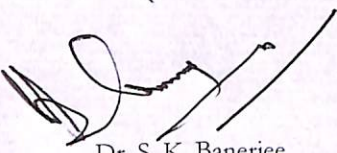
CAPEX BUDGET 2018	
Item	Amount
RFID Enable Self-Checkout/Check-in System for Law Library	500,000
Library Reference Book	13,300,000
Miscellaneous work (Furniture, table, chair & Library Racks for Bidholi Library and School library at Bidholi etc)	600,000
Total Approved Budget	14,400,000

Budget for Library reference Books	
Name of the School	CY 2018
School of Engineering (SOE)	28,00,000
School of Computer Science (SCS)	2,500,000
School of Design (SOD)	12,00,000
School of Business (SOB)	2,000,000
School of Law (SOL)	4,800,000
Total	1,33,00,000

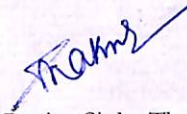
3. **Procurement of E-Books and E-databases in CY 2018** – The committee discusses the procurement of e-books and e-databases and informed that SCOPUS and IET Digital Library already subscribed, and some more databases like Taylor & Francis, SpringerLink, ASTM Digital Library, IndiaStat.com will be subscribed after the rate received from ESS, INFLIBNET. E-Books will be procured as per the recommendation received from faculty members, 90+ ebooks for the School of design also will be added.
4. **Library reading Room seating capacity** – It is proposed to increase the Library seating capacity at Bidholi Library. About 82 reading capacity will be extended further, and total seating capacity will reach at 600. Dr. Pandey proposed to allow students after office hours and holidays for reading in the Food Court so that students will get a silent place for study.
5. **Review of Library Timings** – It is proposed to extend the library timings upto 8:00 PM (Mon-Fri) and 9:00 to 5: 00 PM on Saturdays at Bidholi library w.e.f 1st February 2018. Library will be operational 6 days in a week.
6. **Annual Book Exhibition at Bidholi Campus, 30-31 January 2018** – It is informed to committee members about the Annual Book Exhibition at Bidholi campus organized by the Library.
7. **Scopus and Mendeley workshop** – The date for the Workshop on Using Scopus and Smart referencing system. It is decided to conduct the workshop on 14th February 2018 in three session (2 session at Bidholi and 1 session for SOL and SOB at Kandoli campus). Dr. Pandey directed to get the online registration for this workshop.

Action Points

1. Procurement of new databases to be completed as early as possible.
2. A to Z List of e-journals will be shared with all faculty members.
3. Library seating capacity to be increased by 100 at Bidholi campus. Necessary Furniture will be procured through Purchase Department.
4. Google form will be designed and to be forwarded to all faculty members, research scholars and students.
5. Bidholi Library timings will be extended up to 8 PM from 1st February 2018 onwards.
6. Budget will be utilized proactively.



Dr. S. K. Banerjee
(Chairman)



Dr. Ranjan Sinha Thakur
(Secretary)