

Minutes of the 14th Library Steering Committee Meeting
held on
24th August 2018, 3:30 PM in Block-1 Board Room

The Meeting of the Library Steering Committee took place on 24th August 2018 in Block-1 Board Room.

The following members attended the meeting:

1. Dr. S. K. Banerjee, Chairman
2. Dr. Ranjan Sinha Thakur, Member Secretary
3. Dr. Veena Dutta, Registrar
4. Prof. S C Gupta, SOE
5. Dr. Manisha Mohan, Director, SOD
6. Dr. Piyush Kuchhal, SOE
7. Mr. Sam Babu K C, SOL
8. Dr. P P Sati, Library
9. Mr. P Kapoor, Library

Leave of absence was granted to the following committee members:

1. Dr. Tarun Dhingra, SOB
2. Dr. Nikhil Kulshrestha, SOB
3. Dr. Manish Prateek, Director, SCS
4. Dr. Suresh Kumar, Director, SOE
5. Dr. A B Pathan, SOB
6. Dr. Jitendra Pandey, R & D

Following points were discussed in the meeting.

1. New Initiatives in CY 2018 - Chief Librarian summarizes the details of following new initiatives taken during January-July 2018
 - 1.1 New E-databases namely, ScienceDirect - Energy, Engineering, Chemical Engineering and Computer science, IndiaStat.com, EPWRF, ASCE proceedings, EBSCO Business Source Complete etc.
 - 1.2 E-Books packages subscribed in CY 2018 - ProQuest ebook collection, EBSCO ebook collection, in total about 1.24 Lakhs titles activated covering Engineering, Computer science, Law and Management, and Design studies.
 - 1.3 Reading room Seating capacity - 60 seating capacity at Bidholi Library and 73 seating capacity in Law Library has been added. At present, total seating capacity is 900.
 - 1.4 Budget utilization - upto July 2018 90% of the CAPEX and OPEX budget has been spent.

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- 1.5 RFID Kiosk at Law library has been installed and RFID Kiosk at Management Library will be installed by September 2018.
 - 1.6 Uploading of all awarded thesis in ShodhGanga has been completed, now all 148 awarded theses are available in the repository.
 - 1.7 Library has submitted all NAAC related document to NAAC team
 - 1.8 Borrowing privileges for PG students has been increased from 4 books to 5 books for 20 days. SOD student privileges has been increased, now all SOD student can borrow one book for 4 days, earlier it was only for overnight.
2. Dr. Veena Dutta, Registrar, raised the query about the use of E-book by the student, it is being discussed that e-books are mainly for reference purpose. For continuous and regular study, it is really difficult for reading. The Chief Librarian reported that usage of text book is good, many of the student they prefer to read ebook. This is also helpful in case of domain oriented books where printed books are limited, like petroleum, Aviation, aerospace, oil & gas, Data analytics and business analytics.
 3. In CY 2018, special emphasis has been given on developing the School of Design Collection. An additional budget of 10 Lakhs has been allotted from the allotted CAPEX budget in CY 2018. The Bloombury e-library collection has been activated, where students are getting lot of valuable books and resources related to design studies. The Bloombury publishing is well known for publishing Design subject book. Also, in ProQuest Science & Technology package, many design related books are available.
 4. The Law library space requirement was raised by Mr. Sam Babu. It is discussed that present law library seating capacity is insufficient and also the need for a separate discussion room was discussed. The Chief Librarian, mentioned that if University provide a store room in the same floor for storing of course books, then it will be possible to create a discussion room with 50 seating capacity. Also, the need for Air Conditioning system in Law Library and Management Library has been discussed in detail.
 5. Dr. Veena Dutta reported some of the student complaint from SOB regarding not getting course books.
 6. Chief Librarian proposed the need for restructuring of Library Committee as the committee has completed the two year tenure. Registrar proposed that two faculty members from each school and One PG student and UG student from each school will be selected on the basis of nomination. The faculty member and students will be selected on the basis of nomination. The student member will be nominated by Assistant Dean (Planning & Monitoring)
 7. The Committee also directed Librarian for opening the Management Library upto 8:00 PM. The manpower requirement for opening the library in the extended hours will be provided.

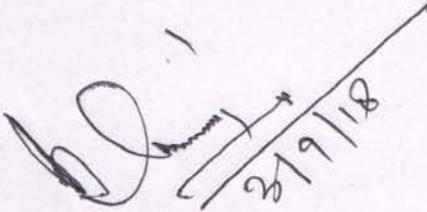
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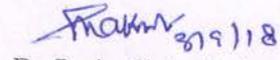
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Action Points

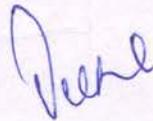
1. Monday to Friday Management Library will be operational from 9:00 AM to 8:00 PM & 10:00 AM to 5:00 PM on Saturday.
2. For the balance budget, recommendation will be collected from all School and books will be procured.
3. Meeting with SOB Faculty member to be scheduled
4. Library committee will be restructured.
5. Student do not need UPES uniform for using the library.



Dr. S. K. Banerjee
(Chairman)



Dr. Ranjan Sinha Thakur
(Secretary)



Dr. Veena Dutta
(Registrar)

**Minutes of the 1st Library Steering Committee Meeting
held on**

11th January 2019, 3:30 PM to 5:30 PM in Block-1 Board Room

The Meeting of the Library Steering Committee took place on 11th January 2019 in Block-1 Board Room.

The following members attended the meeting:

1. Dr. Veena Dutta, Registrar
2. Prof. Rajan Iyer, Chairman
3. Dr. R S Thakur, Chief Librarian
4. Dr. Vijay Parthasarathy, Associate Prof., (SoE)
5. Dr. Sanjeev Kumar, Prof. & Associate Dean (SOE)
6. Dr. Piyush Kuchhal, Prof (SOE)
7. Dr. Sunil Kumar Khare, Prof. (SoE)
8. Dr. Thipendra P Singh, Prof. (SoCS)
9. Dr. Ajit Kausal, Associate Prof. (SoL)
10. Dr. A. B. Pathan, Associate Prof. (SoL)
11. Dr. P P sati, Sr. Associate Librarian
12. Mr. K K Lal, Sr. Associate Librarian
13. Mr. P Kapoor, Associate Librarian

Student Members

1. Shaleen Sharma, BA, LL.B. 5th year
2. Sendhil (M.Des. Interaction Design: First Semester,
3. Sharad Walia, B.Tech Mechanical
4. Kalpesh Chaudhari, M. Tech HSE
5. Avni Singh, BA- Public Policy- 3rd Semester
6. Manpreet Singh Bhatia, M.Tech (CSE), 1st sem

Leave of absence was granted to the following committee members:

1. Dr. Tarun Dhingra, Prof. SOB
2. Dr. Nikhil Kulshrestha, Prof. SOB
3. Dr. T Joji Rao, Prof. (SoB)
4. Dr. Tarun Dhingra, Prof. (SOB)
5. Ms. Rajeshwari Deb, Assistant Prof. (SG) (SoB)
6. Dr. S. K. Banerjee, Prof. & Associate Dean (SOE)
7. Dr. Jitendra Pandey, R &D
8. Dr. Syed Mohammad Tauseef, Associate Prof. (SoE)
9. Dr. R Gowri, Prof. (SoE)
10. Dr. Neelu Jyoti Ahuja, Prof (SoCS)
11. Dr. Anirban Chowdhury (SoD)
12. Dr. Mamta Rana, Prof. (SoL)
13. Mr. Sam Babu K C, Assistant Prof.(SS) (SoL)

Dr. Ranjan Sinha Thakur, Chief Librarian and Secretary of the committee started the meeting with the welcome address. Dr. Veena Dutta, Registrar also welcomed all committee members and discussed the power of the committee and the expectations from all committee members.

Prof. Rajan Iyer, Chairman of the present committee also expressed his innovative ideas and the steps necessary for making the library more user friendly.

1. Chief Librarian presented the major achievement in 2018

- Added 21594 printed books and 123500+ ebooks in 2018
- Added ScienceDirect, Scopus, IET-DL, upgradation of EBSCO Business Source Premier to EBSCO Business Source Complete, upgradation of IEEE ASPP+ POP to IEEE ASPP+POP ALL database.
- Added self issue RFID KIOSK in Management and Law Library.
- Revised library timings for all library Monday – Friday 9:00 AM to 8:00 PM and Saturday & Sunday 10:00 AM to 5:00 PM
- Revised issue/return timings – 9:00 AM to 4:00 PM – 9:00 AM to 7:00 PM & Saturday & Sunday: 9:00 AM to 4:00 PM
- Conducted Author workshop, Smart referencing system for students, research scholars and faculty members
- Added 100 additional seating capacity at Bidholi and 78 additional seating capacity at Law Library
- 60 new charging points provided at Bidholi library
- Borrowing privileges for PG students extended from 4 books 14 days to 5 books 20 days and UG 4 books 14 days to 4 books for 15 days
- Borrowing privileges for SOD students 1 Book 2 days to 1 Book for 4 days
- Reprography facility for students at Bidholi campus
- Health science library at Bidholi campus

2. The Chief Librarian presented the stock verification report of the library during July 2016- August 2018. The reports showed that from August 2016-June 2017 (before implementation of RFID) was 199 (SOB – 64, SOE – 116 and SOL – 19). Total cost of which is Rs. 75117. After the implementation of RFID system, the missing is only 29 (SOB – 6, SOE – 15 and SOL -8). Total cost of which is Rs. 13246/-. Also during the verification, 13 books that were missing in 2015 and 16 books that were missing in 2016 during verification has been found. The percentage of missing is 0.36% where as in 2016 it was 0.97%.

Major points discussed in the meeting

1. Dr. Veena Dutta directed the students for building up the reading habits of e-books.
2. Prof. Iyer emphasized the Physical space design aspects to make the library more user friendly and comfortable space for study and proper shelving and arrangement of books regularly in library racks. At present, which are not always possible by the library staff due to staff constraints and huge footfall

in library. Also, the difficulties of keeping the books in proper place are pointed out by the Chief Librarian.

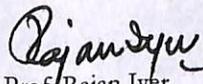
3. Sharad Walia pointed out the problems in the recommended course books like Hydraulic and Fluid mechanics, by P N Modi. The committee directed that students feedback should be considered while procurement of the course books. Dr. Sanjeev, pointed out the initiative taken by Department of Mathematics regarding the standardization of course books. Also, Dr. Veena Dutta and Dr. Vijay stated the complexities of frequently changing large no of course books. It is stated that, Students should use more books available in Lending & reference section, and e-books. Chief Librarian also informed the committee members about the process followed during course book recommendation. It was mentioned that, all HOD's take active role during recommendation of course books for Jan-June 2019 semester.
4. Avni pointed out that library should procure more books (both title and number) for Lending purpose as one course book per subject is not sufficient.
5. Chief Librarian, informed that from Jan 2019 semester, no course books are being given to M.Tech students, as all course subjects are domain oriented and Indian edition of books are rarely available. Instead, it is decided to provide more borrowing privileges, from this semester to all M. Tech students. They may issue 6 Books for 25 days with two times renewal option.
6. Dr. Vijay, suggested for opening school wise library club for students, to involve and develop reading habits, regular feedback and suggestion.
7. Sendhil, member from School of Design, pointed out the requirement of an A3 Printed facility at library on paid basis, so that students may avail the facility. He said that during summer Ground Floor reading room gets very hot, it is necessary to have canopy to keep the Ground Floor room comfortable. In addition, he mentioned that present chairs create a lot of noise and are not suitable for long time reading, it is necessary to change the Chairs in phase wise manner. Sendhil also mentioned many of the students are involved in defacing, marking, and under-lining books, so it is becomes essential to develop an ethical attitude in students by displaying of do's and don'ts in library. Also, he pointed out that Library webpage link should be available in the UPES main website.
8. Shaleen Sharma from School of Law, pointed out that library should procure more no. of competitive examination books, more books on Energy Law and Maritime Law, up-to-date bare acts, and demanded two course books for each subject.
9. About the Annual Book Exhibition program, which will be held on 5th and 6th February 2019 in both the campus, about 30 stalls will be set up at Bidholi campus and 20 stalls at Kandoli campus. In the exhibition,

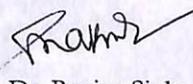
Chief Librarian mentioned that Faculty, students and research scholars are allowed to recommend books for the library. The students may buy books at discounted rate. After negotiating with distributor, it is decided that in Fiction/Non-Fiction/General interest books, M/S Book World will offer 20% discount and competitive books published by Arihant Publication and Jaico Publications, M/S Anurag Enterprises will offer 30% discount to students.

10. Workshop on Academic Writing will be conducted by Editorial team, Cambridge University Press on 22nd January 2019 at both campus.

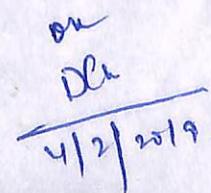
Action Plan in CY 2019

- Annul Book Exhibition – 5th & 6th February 2019 – Both Campus
- PG students borrowing facility – 6 Books for 25 days and two time reservation policy in case of no demand of that books by other students
- UG students borrowing facility – 4 Books for 16 days
- Author workshop for students, faculty members and research scholars will be conducted frequently in collaboration with R&D Department.
- Half Yearly Quiz competition for students
- World Book Day will be celebrated on 23 April 2019
- Student feedback will be taken during procurement of course book
- Library Club for the students
- Necessary effort will be taken to reduce the noise generated during the movement of chairs and feasibility of providing canopy in the Ground Floor reading room will be discussed with projects department. Phase wise new chairs will be procured so that student feel comfortable and can spend more time.
- Central Library and School of Business Library will be operational from Monday to Friday from 9:00 AM to 8:00 PM and Saturday 10:00 AM to 5:00 PM. Before one month of the exam both the libraries will be operated in Sunday also from 10:00 AM to 5:00 PM.
- Library website link will be provided in the UPES website.


Prof. Rajan Iyer
(Chairman)


Dr. Ranjan Sinha Thakur
(Secretary)


Dr. Veena Dutta
(Registrar)


4/2/2019

Dr. Ranjan Sinha Thakur

Subject: Library Committee Meeting, 11th January 2019
Location: Block-1 Board Room

Start: Fri 1/11/2019 3:30 PM
End: Fri 1/11/2019 5:00 PM

Recurrence: (none)

Meeting Status: Meeting organizer

Organizer: Dr. Ranjan Sinha Thakur
Required Attendees: Rajan Iyer; Dr. Shyamal Kumar Banerjee; Dr. Jitendra Kumar Pandey; Dr. Vijay Parthasarthy; Syed Mohammad Tauseef; R Gowri; Dr. Sanjeev Kumar; Dr. Piyush Kuchhal; Dr. Sunil Kumar Khare; Dr. Thipendra P Singh; Dr. Sanjay Rawat; Dr. Neelu Jyoti Ahuja; Dr. Anirban Chowdhury; Ajit Kaushal; Dr. Mamta Rana; Sam Babu KC; Dr. Azimkhan Bahadarkhan Pathan; Rajeshwari Deb; Dr. Nikhil Kulshrestha; Dr. Thadi Joji Rao; Dr. Tarun Dhingra; 500071219@stu.upes.ac.in; shaleensharma14@stu.upes.ac.in; 500066194@stu.upes.ac.in; 50059397@stu.upes.ac.in; 500054399@stu.upes.ac.in; 500065773@stu.upes.ac.in; 500063370@stu.upes.ac.in; 500066145@stu.upes.ac.in; 500066016@stu.upes.ac.in; 500054013@stu.upes.ac.in; Dr. Veena Dutta; Dr. Suresh Kumar; Dr. Tabrez Ahmad; Deepankar Chakrabarti; Manisha Mohan; Dr. Kamal Bansal; Dr. Deependra Kumar Jha; Dr. Prem Prakash Sati; Kamal Kumar Lal; Praveen Kapoor; 500059397@stu.upes.ac.in; Dr. Manish Prateek

Dear All committee members,

It is a great pleasure to invite you to 1st Library Committee meeting scheduled on Friday, 11th January 2019 from 3:30 PM to 5:00 PM. The venue is Block-1 Board Room, Bidholi campus.

The agenda items for this meeting are:

1. Review of achievements in CY 2018
2. Planning for CY 2019
3. Database subscription, procurement of books,
4. Review of library timings
5. Annual Book Exhibition at Bidholi & Kandoli Campus
6. Any other agenda proposed by the members

Please confirm your participation.

Your presence is highly requested and will be deeply appreciated.

Thanks & Regards,

Dr. Ranjan Sinha Thakur
Chief Librarian

University of Petroleum & Energy Studies

Energy Acres, Bidholi, Dehradun, Uttarakhand – 248007:: India

Email: rsthakur@ddn.upes.ac.in

Contact: 0135 - 2102690/91 (Extn 1175)

Mobile: (+91), 8755629988 / 8006358827

ORCID: orcid.org/0000-0001-8134-8508

www.upes.ac.in

Access Library : <https://library.ddn.upes.ac.in:8443/upeslib/>

Library Committee Meeting, 22nd January 2019		
Sl No.	Name	Signature
1	Dr. Veena Dutta, Registrar	
2	Prof. Rajen Iyer, Chairman	Rajen
3	Dr. R S Thakur, Chief Librarian	R S Thakur
4	Dr. S. K. Banerjee, Prof. & Associate Dean (SOE)	
5	Dr. Jitendra Kumar Pandey, Prof. & Associate Dean (R &D)	
6	Dr. Vijay Parthasarathy, Associate Prof., (SoE)	Vijay
7	Dr. Syed Mohammad Tauseef, Associate Prof. (SoE)	
8	Dr. R Gowri, Prof. (SoE)	
9	Dr. Sanjeev Kumar, Prof. & Associate Dean (SOE)	Sanjeev
10	Dr. Piyush Kuchhal, Prof (SOE)	Piyush
11	Dr. Sunil Kumar Khare, Prof. (SoE)	Sunil
12	Dr. Thipendra P Singh, Prof. (SoCS)	Thipendra
13	Dr. Sanjay Rawat, Prof. (SoCS)	
14	Dr. Neelu Jyoti Ahuja, Prof (SoCS)	Neelu
15	Dr. Anirban Chowdhury (SoD)	
16	Dr. Ajit Kausal, Associate Prof. (SoL)	Ajit Kausal
17	Dr. Mamta Rana, Prof. (SoL)	
18	Mr. Sam Babu K C, Assistant Prof.(SS) (SoL)	
19	Dr. A. B. Pathan, Assistant Prof. (SS) (SoL) (Associate Prof)	A B Pathan 11/11/19
20	Ms. Rajeshwari Deb, Assistant Prof. (SG) (SoB)	
21	Dr. Nikhil Kulshrestha, Sr. Associate Prof. (SoB)	
22	Dr. T Joji Rao, Prof. (SoB)	
23	Dr. Tarun Dhingra, Prof. (SOB)	
24	Dr. P P sati, Sr. Associate Librarian	P P Sati 11/11/19
25	Mr. K K Lal, Sr. Associate Librarian	K K Lal 11/11/19
26	Mr. P Kapoor, Associate Librarian	P Kapoor
Student Members		
1	Sagar Swarup Swain, LL. M. 1st Sem.	
2	Shaleen Sharma, BA, LL.B. 5th year	Shaleen
3	Sandil (M.Des. Interaction Design: First Semester,	Sandil
4	Khushi Saraswat (B.Des. Product Design: Second Year	
5	Sharad Walia, B.Tech Mechanical	Sharad Walia

SENDHI

6	Kalpesh Chaudhari, M. Tech HSE	
7	Ms. Avni Singh, BA- Public Policy- 3rd Semester	
8	Ms. Maryam , MBA- International Business – 1st Semster	
9	Manpreet Singh Bhatia, M.Tech (CSE), 1st sem	
10	Ekankshi Sharma, B.Tech (CSE with MFT), Vth Sem,	

Minutes of the 2nd Library Steering Committee Meeting
held on

22nd March 2019, 3:30 PM to 5:30 PM in Block-1 Board Room

The Meeting of the Library Steering Committee took place on 22nd March 2019 in Library.

The following members attended the meeting:

1. Dr. Veena Dutta, Registrar
2. Prof. Rajan Iyer, Chairman
3. Dr. R S Thakur, Chief Librarian
4. Dr. Sanjeev Kumar, Prof. & Associate Dean (SOE)
5. Dr. Anirban Chowdhury (SoD)
6. Dr. R Gowri, Prof. (SoE)
7. Dr. Piyush Kuchhal, Prof (SOE)
8. Dr. Syed Mohammad Tauseef, Associate Prof. (SoE)
9. Dr. Neelu Jyoti Ahuja, Prof (SoCS)
10. Dr. Sunil Kumar Khare, Prof. (SoE)
11. Dr. Thipendra P Singh, Prof. (SoCS)
12. Dr. S. K. Banerjee, Prof. & Associate Dean (SOE)
13. Dr. Jitendra Pandey, R &D
14. Dr. Vijay Parthasarathy, Associate Prof., (SoE)
15. Dr. Ajit Kausal, Associate Prof. (SoL)
16. Dr. Mamta Rana, Prof. (SoL)
17. Dr. A. B. Pathan, Associate Prof. (SoL)
18. Dr. P P sati, Sr. Associate Librarian
19. Mr. K K Lal, Sr. Associate Librarian
20. Mr. P Kapoor, Associate Librarian

Student Members

1. Sendhil , M.Des. Interaction Design: First Semester,
2. Sharad Walia, B.Tech Mechanical
3. Kalpesh Chaudhari, M. Tech HSE
4. Manpreet Singh Bhatia, M.Tech (CSE), 1st sem

Leave of absence was granted to the following committee members:

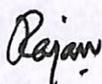
1. Dr. Tarun Dhingra, Prof. SOB
2. Dr. Nikhil Kulshrestha, Prof. SOB
3. Dr. T Joji Rao, Prof. (SoB)
4. Dr. Tarun Dhingra, Prof. (SOB)
5. Ms. Rajeshwari Deb, Assistant Prof. (SG) (SoB)
6. Mr. Sam Babu K C, Assistant Prof.(SS) (SoL)

Agenda Points

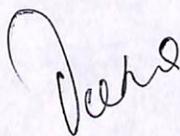
- Chief Librarian informed committee members about the budget status, and utilisation
- Updated the usage of library resources.
- Chief Librarian informed all members about the recommendation for course book collection and reference book collection.
- Dr. Veena, Registrar, directed Librarian for procurement of books recommended by the AICTE for engineering course.
- The meeting also discusses about the forthcoming courses and collection development for the new courses.
- Dr. Veena, Registrar, proposed the Librarian for developing question bank for the previous 5 years question papers.
- Prof. Iyer discussed about the various aspects of increasing the usage of the library including the challenges.
- Mr. Sendhil suggested library to increase the usage of the library by introducing modern technology like Kindle service for the students.

Action Plan in CY 2019

- AICTE recommended books will be procured
- To increase the paperless reading habits and usage of the library 50 Kindle will be procured with access to Amazon Unlimited Kindle subscription as pilot project.
- Induction program will be arranged for the students and faculty members about the library services, access of databases etc.
- Question Bank repository will be hosted for Intranet access



Prof. Rajan Iyer
(Chairman)



Dr. Veena Dutta
(Registrar)



Dr. Ranjan Sinha Thakur
(Secretary)

Minutes of the 3rd Library Steering Committee Meeting
held on
16th August 2019, 3:30 PM to 5:30 PM in Library Room

The Meeting of the Library Steering Committee took place on 16th August 2019 in Library.

The following members attended the meeting:

1. Dr. Veena Dutta, Registrar
2. Dr. R S Thakur, Chief Librarian
3. Dr. Vijay Parthasarathy, Associate Prof., (SoE)
4. Dr. Sanjeev Kumar, Prof. & Associate Dean (SOE)
5. Dr. Piyush Kuchhal, Prof (SOE)
6. Dr. Neelu Jyoti Ahuja, Prof (SoCS)
7. Dr. Sunil Kumar Khare, Prof. (SoE)
8. Dr. Thipendra P Singh, Prof. (SoCS)
9. Dr. A. B. Pathan, Associate Prof. (SoL)
10. Dr. Mamta Rana, Prof. (SoL)
11. Ms. Rajeshwari Deb, Assistant Prof. (SG) (SoB)
12. Dr. S. K. Banerjee, Prof. & Associate Dean (SOE)
13. Dr. Jitendra Pandey, R & D
14. Dr. Syed Mohammad Tauseef, Associate Prof. (SoE)
15. Dr. P P sati, Sr. Associate Librarian
16. Mr. K K Lal, Sr. Associate Librarian
17. Mr. P Kapoor, Associate Librarian

Student Members

1. Sharad Walia, B.Tech Mechanical
2. Kalpesh Chaudhari, M. Tech HSE

Leave of absence was granted to the following committee members:

1. Dr. Tarun Dhingra, Prof. SOB
2. Dr. Nikhil Kulshrestha, Prof. SOB
3. Dr. T Joji Rao, Prof. (SoB)
4. Dr. R Gowri, Prof. (SoE)
5. Prof. Rajan Iyer, Chairman
6. Dr. Ajit Kausal, Associate Prof. (SoL)
7. Dr. Anirban Chowdhury (SoD)
8. Mr. Sam Babu K C, Assistant Prof.(SS) (SoL)
9. Shaleen Sharma, BA, LL.B. 5th year
10. Sendhil (M.Des. Interaction Design: First Semester,
11. Avni Singh, BA- Public Policy- 3rd Semester
12. Manpreet Singh Bhatia, M.Tech (CSE), 1st sem

LIBRARY

Dr. Ranjan Sinha Thakur, Chief Librarian and Secretary of the committee started the meeting with the welcome address.

The following agenda points were discussed

- Summarised the budget spent upto July 31, 2019 and informed the concerned department for sending the recommendations for the purchase of books to fill the gap

- Informed committee members about the e-databases added and upgraded in 2019 –

Upgraded databases

- a. IEEE ASPP upgraded to IEEE xPlore Digital Library,
- b. EBSCO Business Source complete upgraded to EBSCO Business Source ultimate,
- c. Proquest e-book collection to Proquest academic complete

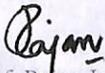
New Databases added

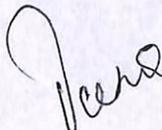
- d. Springer e-book collection on Artificial intelligence and Robotics,
- e. Bloomsbury Fashion Library

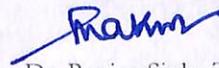
- Informed the committee members about the usage, library wise books added during Jan-July 2019.
- Revised library timings – Monday-Friday 8:00 AM to 8:00 PM and Saturday & Sunday 10:00 AM to 5:00 PM
- Informed committee members about the status of Course Books Distribution, and rescheduled course book distribution for another 7 days
- Chief Librarian proposed committee members about the weeding out of 1842 copies from the library stock as they old and damaged.
- Library has conducted induction program to aware the students and faculty members about the access, facilities etc.
- Chief Librarian proposed the registration of all faculty members in Vidwan database of INFLIBNET. Library will work closely with R & D department for the accomplishment of this initiative.
- Space problem in Law Library
- Previous years Question Bank repository.
- Plagiarism checking facility at library

Action Plan in CY 2019

- Course Books distribution will be rescheduled to ensure 100% students get their book
- Library timings for Bidholi Library will be extended from 8:00 AM to 8:00 PM
- To complete the Question Bank repository, two trainee will be recruited for 3 months
- Initiative in collaboration with R&D department will be taken for registering the faculty members in Vidwan database


Prof. Rajan Iyer
(Chairman)


Dr. Veena Dutta
(Registrar)


Dr. Ranjan Sinha Thakur
(Secretary)