Date: 25/11/2021

MINUTES OF MEETING

A meeting of Library Development Committee was convened on 22/11/2021 at Library 10.00 a.m. at Library. The following were present:

Members present:

Dr Sandeep Kumar - Head LDC

Dr Ashutosh Bajpayee - IQAC-Head

Dr Deepak Sonker - HoD- BCA

Dr Namita Mishra - HoD- BBA

Dr Vipul - BA(JMC)

Dr Anil Kumar Jharotia - Librarian

The following points were discussed:

Agenda no. 1 – Reviewed of last Minutes of Meetings

All members reviewed last minutes of meetings and discussed on ATR.

Agenda no. 2 – Renewal of J-Gate

The Members recommendation for renewal of J-Gate for digital library

Agenda no. 3 – E-Books

The Library Development Members discussed and recommendation for 23 Pearson E-Books.

Agenda no. 4 –Requirement of Xerox machine

The members discussed of requirement of photocopy machine. All members' recommendation for new Xerox machine for library and Librarian has sent requisition for Xerox machine to IT Head (Mr Deepak) for reprographic section.

Agenda no. 5 – Library books procurement

The members have discussed for library books and Librarian has informed that TIAS library has procured Prime Minister's book for library.

Agenda no. 6- Subscription of printed journals for 2022

The members have checked last issues of journals and recommendation for renewal of journals for 2022.

Agenda no. 7- Footfalls of Faculty & Students

Librarian has informed to members that the footfalls of students are very low due to Covid and faculty members were taking class on online mode so footfalls is low.

Agenda no. 8- Computer systems for digital library

The Librarian has discussed with members that 10 computer systems are required in digital library but only 5 are available so TIAS library need 5 more computer systems for library. The members have recommendation for 5 computers.

Agenda no. 9- Library Furniture (Rack)

The Library needs more library racks to keep reading material on the rack. The members have suggested that find in other department and where racks are not in use then keep that racks in library.

Agenda no. 10- Requirement of Library Attendant

The Librarian has discussed with members for Library attendant and they suggestions that ask to HR for Library attendant.

Agenda no. 11- Space for Student's Assignments & Projects

The Librarian has discussed with members that no more space in basement library to keep assignments & projects of all departments. The members have suggested that keep all projects & assignments in first floor library and best five assignments & projects in basement Almirah.

Agenda no. 12- Library feedback

The librarian has discussed with members that Library feedback & suggestions can write in Register but members have given suggestion that create feedback form and link to library website.

Agenda no. 13- Renewal of American Library membership

The member's recommendation for American Library membership but it is not available due to Covid.

Agenda no. 14- Miscellaneous

The members discussed on other points and suggestion that organize a webinar on Intellectual Property Right (IPR) for awareness.

Minutes prepared by

25/11/2021

Dr Anil K. Jharotia
Member Secretary-LDC

Minutes approved by

Dr. Sandeep Kumar – Head LDC

Dr Ashutosh Bajpai, IQAC/MBA-Head 25/11/2021

Dr. Deepak Sonker – Head BCA

Dr Vipul Pratap – Head BA(JMC) VIPUL

Dr Namita Mishra – Head BBA