

TECNIA INSTITUTE OF ADVANCED STUDIES

LIBRARY

Date: 20.02.2024

MINUTES OF MEETING

A meeting of Library, Development Committee was convened on 20/02/2024 at Library 04:00 PM at Library. The following were present:

Members Present:

Dr. Garima Dhankhar (Library Chairperson)
Dr. Sandeep Kumar (IQAC)
Dr. Pooja Sharma (HoD MBA)
Dr. Shalini Goel (HoD MCA)
Dr. Monisha (HoD BBA)
Dr. Archana Dixit (HoD BBA)
Dr. Shivendu Kumar Rai (HoD BAJMC)
Dr. Gopal Thakur (HoD BAJMC)
Ms. Chesta Agarwal (HoD BCA)
Mr. Kuldeep- Member Secretary

The following points were discussed:

Agenda no. 1 Reviewed of last minutes of meeting

All members reviewed last minutes of meeting and discussed on ATR

Agenda no. 2 Circular Sections

Librarian appraised members about the status of circulation section details and discussed about the total no. of titles/volumes available i.e. 5136 and 44130 as per the Annexure 1

Agenda no. 3 Reference Section

Librarian put details about National and International Journals procured by library and Reference book in Library.

Agenda no. 4 E-Resources

Librarian put details about the e-resources J-Gate, E-research, Delnet, Pearson E-Books, National Digital Library, Sakshat.

Agenda no. 5 Periodical Sections

All HODS enquired to the Periodical Section department wise Magazines

Agenda no. 6- Digital library status

The Librarian told that library is using KOHA SOFTWARE i.e LMS.

Agenda no. 7-Library support Services

Librarian put the details of the Library Support services used in the library as per the Annexure 2 i.e. career Information Services, Current Awareness Services, News Clipping, In- house Publications, New Arrivals, Special care of Divyangs, Feedback & Suggestions.

Kuldeep
20/02/24

Mr. Kuldeep

Member Secretary-LDC



Dr. Garima Dhankhar (Library Chairperson) Garima
20/2/24

Dr. Sandeep Kumar (IQAC) Sandeep

Dr. Pooja Sharma (HoD MBA) Pooja
20/2/24

Dr. Shalini Goel (HoD MCA) Shalini
20/2/24

Dr. Monisha (HoD BBA) Monisha
20/2/24

Dr. Archana Dixit (HoD BBA) Archana
20/2/24

Dr. Shivendu Kumar Rai (HoD BAJMC) Shivendu
20/2/24

Dr. Gopal Thakur (HoD BAJMC) Gopal
20/2/24

Ms. Chesta Agarwal (HoD BCA) Chesta Agarwal
20/2/24

ANNEXURE 1

CIRCULAR SECTION

| S. No | Course Title | Require | | Available | |
|--------------|----------------------|---------|---------|---------------|----------------|
| | | Title | Volumes | No. of Titles | No. of Volumes |
| 1 | BBA (1st Shift) | 1300 | 15500 | 1109 | 9382 |
| 2 | BBA (2nd Shift) | | | | |
| 3 | MBA | | | 1132 | 11821 |
| 4 | MBA (2nd Shift) | | | | |
| 5 | MCA | | | 210 | 2540 |
| 6 | BCA (1st Shift) | | | 1456 | 11981 |
| 7 | BCA (2nd Shift) | | | | |
| 8 | BA (JMC) (1st Shift) | 400 | 3200 | 1029 | 6806 |
| 9 | BA (JMC) (2nd Shift) | | | | |
| 10 | B.Com | 200 | 1600 | 200 | 1600 |
| Total | | | | 5136 | 44130 |

ANNEXURE 2
LIBRARY SUPPORT SERVICE

| S.NO. | PARTICULAR | DESCRIPTIONS |
|--------------|-----------------------------|---|
| 1. | Career Information Services | Employment news Hindustan Times, Times of India, Business today, Business India, Business world, university news |
| 2. | Current Awareness Services | Dissemination of information regarding Workshop, FDPs, Seminars, Conferences on notice Board via mail |
| 3. | News Clipping | All important relevant events, notices, circulars, press release, advertisement articles of statutory bodies |
| 4. | In- house Publications | Tecnia journal of letter management Science –Bi annual, Youngster –Monthly Newspaper, Tecnia Times –annual Newsletter.Proceedings of national & international Conferences |
| 5. | New Arrivals | New Books procured and display in separate section |
| 6. | Special care of Divyangs | To make library facilities accessible: provided necessary individualized support with the goal of full inclusion, to maximize academic and social development |
| 7. | Feedback & Suggestions | Register and suggestion box for suggestion and feedback is available at TIAS library |