

The resolutions of the general meeting of the Library Committee held on 17.04.2019

Following members were present in the meeting:

1. *Prof. Ranjan Chakrabarti, Hon'ble Vice-Chancellor*
2. *Prof. Damodar Mishra, Dean (Actg.), Faculty of Arts & Commerce*
3. *Prof. Subrata Kr. De, Dean (Actg.), Faculty of Science*
4. *Prof. Debashis Bandyopadhyay*
5. *Prof. Durga Sankar Rath*
6. *Dr. Jayashree Laha*
7. *Shri Gautam Pal, the Finance Officer*
8. *Shri Kaushik Paul*
9. *Shri Biplab Chakraborty, Information Scientist (Invitee member)*
10. *Shri A.K.Sarkar, the Deputy Librarian*

Prof. Ranjan Chakrabarti, the Hon'ble Vice-Chancellor presided over the meeting and the Deputy Librarian acted as the Secretary.

Proceedings:

1. *Confirmation of the minutes of the last meeting of the Library Committee held on 04.09.2018*

Minutes of the last meeting of the Library Committee held on 04.09.2018 were confirmed.

2. *To discuss about a proposal for establishing one Cafeteria in a space in the ground floor of the library annex building.*

Regarding the proposal for establishing one Cafeteria in the space adjacent to the staircases in ground floor of library annex building, the Library Committee approved the same and the Deputy Librarian be advised to prepare and send the detailed plan and proposal to the authority for necessary action.

3. *To discuss about a proposal for preparing a green lawn / garden within the premises of the library annex building.*

Regarding the proposal for preparing a green lawn / garden within the premises of library annex building, the hon'ble members of the Committee unanimously agreed to the necessity of a green environment within the library. In this context Hon'ble Vice-Chancellor intimated that the said proposal had already been forwarded to the Development Officer for taking action. The Library Committee, with due deliberation, resolved that the information received from the Hon'ble Vice-Chancellor be noted and the Deputy Librarian be advised to follow up the action taken by the university Development Officer on that matter.

4. *To discuss about the proposal of preparing two wooden cabinets (at an approx. cost of Rs. 20 thousands) for storing of hundreds of CDs / DVDs in some systematic sequence.*

Regarding a proposal (initiated by the Dy. Librarian) of preparing two wooden cabinets for storing of hundreds of CDs / DVDs in a systematic arrangement, Library Committee, after a thorough discussion, resolved that to meet the problem of storing all the CDs and DVDs in a systematic manner for easy access to the users, the Library Committee resolved that, considering the present urgency, the proposal be approved. The Deputy Librarian be advised to intimate the Committee's decision (along with the specifications of the required furniture) to the concerned authority (Finance Dept.) requesting to take necessary action accordingly.

5. *To discuss about the proposal for replacement of one old model split AC machine in library Console Room.*

Regarding a proposal for replacement of one old model split A.C. machine (about 22 years old obsolete model and now becoming out of order) with a new one in library Console Room [where several computers and other equipment like scanner, photocopier, network switch, etc. are running], the Library Committee, after due deliberation, resolved that, considering the necessity of proper cooling of the electronic gadgets in the Console Room, proposal of purchasing a new 1.5T split A.C. machine (preferably 'Hitachi' brand) be approved without granting any major extra cost for new wirings and electrical points in that room and the Deputy Librarian be advised to communicate the decision of the Committee to the concerned authority (Finance Section) for taking necessary action in this regard as soon as possible.

6. *To discuss about the modalities and charges to become an institutional member of DELNET [Developing Library Network]*

Regarding the modalities and charges to become an Institutional Member of DELNET (as proposed by a hon'ble member in last L.C. meeting), the Deputy Librarian intimated the house that for a new institutional membership of DELNET, a membership form, accompanied by an 'Agreement' (MOU) with DELNET (available in DELNET website) would have to be filled up along with a subscription fee of Rs.19,470/- (one-time admission fee + annual membership fee). After a thorough discussion regarding the necessity and benefit of that institutional membership, it was resolved that the proposal of institutional membership (of DELNET) be approved and the Deputy Librarian be advised to convey the decision of Library Committee to the Finance Officer for necessary action in this regard.

7. (i) *To discuss about the prayer for some manpower in the perspective of retirement of two permanent employees.*

In the perspective of recent retirement of two permanent employees of the library (one professional and one non-professional), the Deputy Librarian appealed to fill up those vacant posts as soon as possible. On that issue hon'ble Vice-Chancellor advised the Deputy Librarian to prepare a note sheet in this regard and send it to the office of the hon'ble Vice-Chancellor for his kind perusal. The Library Committee, after due deliberation, resolved that the Deputy Librarian be requested to follow the advice of the hon'ble Vice-Chancellor and take necessary action accordingly.

(ii) To appeal to the faculty members to increase the library usage.

On an issue of increasing the library usage statistics (by the faculty members), Hon'ble Vice-Chancellor gave two suggestions –

(a) sms might be sent (from the office of the Deans of the faculty councils of the P.G. Studies) to all the faculty members of the university requesting them to visit the library and use its resources as much as possible to improve the health of the academic environment of the university, and

(b) to set up some 'Research Cubicles' in the annex library building for the faculty members (after availability of the furniture grant) so that they could come and use the library as per their convenient time.

The Library Committee admitted and accepted those two suggestions given by the hon'ble Vice Chancellor and resolved that the Deputy Librarian be advised –

(a) to request two Deans for sending the sms to the faculty members, and
(b) to circulate a proposal among the faculty members, inviting their consents of willingness to book a cubicle for a certain period.

(iii) To report the status of activation of smart cards (by the faculty members) with RFID based library system.

On the above issue, it was reported that, in spite of intimation earlier in this regard, few faculty members could not yet manage to come to the library to activate their smart card in compliance with the RFID based library system. Hon'ble Vice-Chancellor, on that issue, advised to appeal once more (through sms) to the concerned members who had not yet gone with that system. The Library Committee resolved that the Deputy Librarian be requested to take necessary action as per the advice of the Hon'ble Vice Chancellor.

(iv) To discuss about introducing 'Earn-While-You-Learn' scheme (as proposed by Hon'ble Vice Chancellor) for solution of manpower problem.

In the perspective of solution of manpower problem, Hon'ble Vice Chancellor suggested to think about introducing the 'Earn-While-You-Learn' Scheme from

the ensuing academic session, where the regular students (including M.Phil and Ph.D students), not getting any stipend or any kind of financial assistance from the institute, might be engaged for some specific time within the office hours to complete the pending jobs, if any, as well as to support in the daily library work. Also suggested that the students from L.I.Sc department (for technical jobs) as well as those from other departments (for non-technical jobs) might be engaged. The Committee resolved that the Deputy Librarian be requested to take initiative, in consultation with the Dept. of L.I.Sc., as per the suggestion of Hon'ble Vice Chancellor in this regard.

Meeting ended with a vote of thanks to the chair.

A. Shankar
17/1/19