

Agenda 2:

To approve the "Library Manual" with minor modification and Job Specification of different categories of Library staffs" which shall come into force w.e.f. the academic year 2025-26 (Annexure-II)

Decision

The Committee unanimously approved the same

Agenda 3:

To consider the Library Budget for the Year 2025-26

Decision

The Committee discussed the requirements for the Library for the financial year 2025-26. After deliberation, it was suggested that the allocation of the library budget shall be undertaken subsequent to the sanction and approval of the overall University budget for the financial year 2025-26.

Agenda 4:

To make provision of "Non-Recurring Grant" for the Library.

For purchasing of books and subscribing journals (both print and e- version) the library should have a "Non-Recurring Grant" which is normally 6% of the University's total budget as per UGC Guidelines.

Decision

The committee approved the same.

Agenda 5:

To create "Revolving Fund" for library.

The money collected by way of (i) Library fee (ii) Overdue charges (iii) Money recovered from the borrower for loss /damage of books (iv) Consultation fee etc. to be returned/utilized by the Library for replacing, missing, mutilated and spoiled books and purchasing more text books.

Decision

All members of the Committee discussed and unanimously agreed and approved the creation and utilization of library fund

Agenda 6:

To allocate Library funds to different departments or different resources of library.

All the Teaching departments of the University may be allocated funds for purchase of books related to their subjects. The HoDs shall have the right to select books for their departments in consultation with their colleagues. The list(s) of books selected by the HoDs are to be sent to Librarian for procurement. All books purchased out of departmental grant will be kept in the University Library. No funds for subscription of journals are allocated to departments. However, HoDs can recommend 10 journals with of repute as first priority and 10 journals as second priority which will be subscribed by the University Library depending upon the availability of funds. Only one copy of each journal finally approved by the BPC is subscribed.

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Decision

The committee recommended for establishment of individual departmental libraries to support specialized teaching and research needs. The same was acknowledged and approved.

Agenda 7:

To approve the format for inviting list of journal and books from HOD,s. The list of books shall be sent to library on prescribed format (**Annexure-III**) signed by concern HoDs and forwarded by Dean of the faculty. No any other format or list sent by email shall be entertained. Thereafter list shall be duly evaluated by the Book Purchase Committee. After purchase, it shall be signed by all members of Book Purchase Committee.

Decision

It has been recommended that, in addition to the above, the book list on the prescribed format should also be signed by all faculty members of the department prior to being forwarded by the HOD's and Dean. This would ensure greater consensus and transparency in the selection process.

The committee approved the above agenda, including the suggestion of the Chairman of the Library Committee to obtain signatures from all departmental faculty members on the prescribed format.

Agenda 8:

To Repair of Digital Display TV and CCTV Camera in the Library

Decision

The committee approved the repair of the digital display TV and CCTV camera to ensure effective communication of library information and to maintain security within the library premises.

Agenda 9:

To make provisions of extra staff deployment for smooth functioning of library
Since Library comes under essential services, library cannot be closed on weekends. It should remain throughout the years except 6 holidays (**Annexure-IV**). Presently there is an acute shortage of staff in the library. The existing staffs have to perform duties on weekends and other holidays. The present practice of **CPL (off)** is to be abolished for library staff as it hampers the library services on working days. About 15 thousand backlog books are accessioned but not catalogued and classified due to shortage of staffs. Some post are vacant in the Library (**Annexure-V**). The contractual employee may be appointed against the posts.

Decision

Prof. Vikas Kumar Singh, Dean, Faculty of Journalism, suggested the implementation of an 'Earn While Learn' program in the library. The objective of this initiative is to address the shortage of staff and ensure the smooth functioning of library services by engaging students in part-time library support roles.

The committee took note of the suggestion and agreed to explore its feasibility, operational guidelines, and approval process in coordination with the university administration and relevant departments.

The committee acknowledged the suggestion and recommended further deliberation and planning for potential implementation.

Agenda 10:

To consider taking No Dues certificate from library before providing Mark sheet and Transfer Certificate to students.

For security of library resources, No Dues certificate from library must essential for students before providing mark sheets.

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Decision

The committee approved the requirement of taking No Dues certificate from the library before the issuance of Mark Sheets and Transfer Certificates to students.

Agenda 11:

To Consider Timing of library during vacations.

During summer and winter Vacation Library timing should be 9:30 AM to 6:00 PM throughout the week. (Annexure -VI)

Decision

The Committee unanimously approved the agenda as proposed.

Agenda 12:

To consider the request for sending a proposal on Smart Library Initiative: Implementation of Advanced RFID-Based Automation System” for financial assistance to UGC (Proposal attached-Annexure-VII)

Decision

The committee reviewed and approved the proposal “Smart Library Initiative: Implementation of Advanced RFID-Based Automation System” for submission to the UGC for financial assistance.

Agenda 13:

To make provision of intercom system in the Library.

Sl. No.	Office	Intercom Connection
(i)	Librarian Office	2
(ii)	Deputy Librarian	1
(iii)	Assistant Librarian	2
(iv)	Circulation Section	1
(v)	Technical Section	1

Decision

The Committee approved the same

Agenda 14:

To consider the purchase of open access racks for books arrangement.

Decision

The committee discussed the need for open access racks to improve the arrangement of books in the library and approved the purchase of 20 open access racks.

Agenda 15:

To consider Rs. 25000/- Imprest money for smooth functioning of library.

Decision

The Library Committee approved the agenda as proposed

Agenda 16:

To consider the purchase of high capacity water cooler with water purification system for the library and Prof. Laxman Havanur Auditorium

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Agenda 22:

To consider subscribe of DELNET e-resources.

DELNET offers a wide array of online subscribed resources including e-journals, e-books, databases, and more. These resources are accessible through various portals and require login credentials or IP-based access for members. DELNET provides access to records of books, periodicals, articles, and other resources.

Decision

The committee approved the subscription to DELNET e-resources to enhance digital access and support academic and research activities.

Agenda 23:

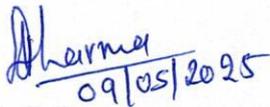
To consider repair/binding of damage books at central library.

At present, over **1101 (One Thousand One Hundred One)** books have been identified as damaged. These books are still valuable and can be reused effectively after undergoing proper repair and binding.

Decision

To ensure timely restoration and cost-effectiveness, committee recommended that a Local Purchase Committee be constituted to assess the condition of damaged books, finalize the cost of repair and binding, and select a suitable vendor for the work.

The meeting concluded with a vote of thanks to the Chair.


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Prof. Poonam Sharma


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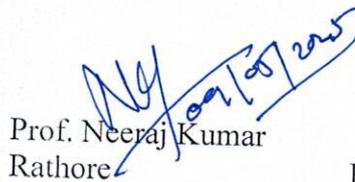
Prof. G. S. Mahapatra


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Prof. Naveen Kumar Sharma


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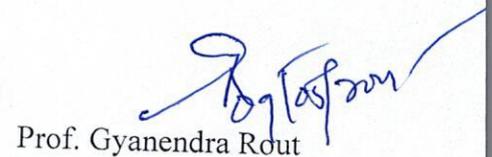
Prof. Jitendra Kumar
Sharma


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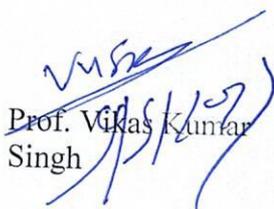
Prof. Neeraj Kumar
Rathore


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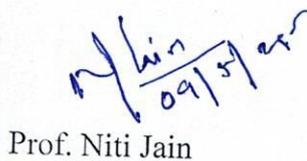
Prof. Sabyasachi Maiti


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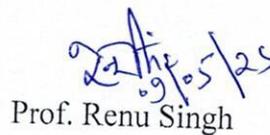
Prof. Gyanendra Rout


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Prof. Vikas Kumar
Singh


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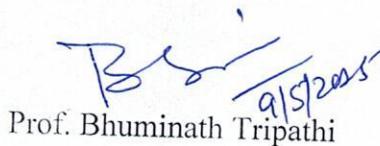
Prof. Niti Jain


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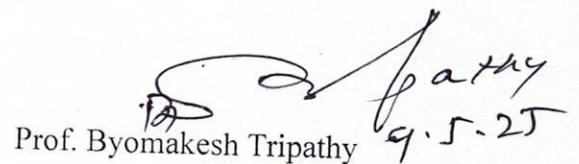
Prof. Renu Singh


9/5/25

Prof. S. K. Baral


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Prof. Bhum Nath Tripathi


9.5.25

Prof. Byomakesh Tripathy