

Minutes of Third Library Committee Meeting held on 10<sup>th</sup> April, 2019 in Committee Hall, Central University of Jammu

The following members were present in the meeting:

Prof. Ashok Aima  
Hon'able Vice Chancellor

In Chair

Dr. Ravi Kumar  
Mr. Mohd. Iqbal

Registrar  
I/c Finance Officer

- Prof. Devanand (Dean, School of Physical sciences)
- Prof. N. K Tripathi (Dean, School of Life Sciences)
- Prof. Govind Singh (Dean, School of Social Sciences)
- Prof. Deepak Pathania (Head, Department of Environmental Sciences)
- Prof. S.D Sharma (Professor, Department of Mathematics)
- Prof. S.K Khosa (Department of Physics)
- Prof. Jaya Bhasin (Head, Department of HRM &OB & TTM)
- Dr. Vandana Sharma (Head, Department of English)
- Dr. Gaurav Sehgal (Head, Department of Marketing and Supply Chain Management)
- Dr. Vinay Kumar (Head, Department of Physics)
- Dr. Yashwant Singh (Head, Department of Computer Sciences and Technology)
- Dr. Sunil Dhar (Associate Professor, Department of Environmental Sciences & Head, Department of Economics)
- Dr. Dharmendra Singh (Head, Department of Educational Studies & Head, Department of Sociology and Social Work)
- Dr. Sridharan Vellaisamy (Head, Department of Chemistry)
- Dr. Ajay Kumar (Head, Department of Mathematics)
- Dr. Pragati Kumar (Assistant Professor, Department of Nano Sciences and Materials)
- Dr. Ajay Singh (Assistant Professor, Centre for Comparative Religion and Civilization)
- Ms. Perna (Assistant Librarian, Central Library)
- Mr. Romesh Chander (Assistant Librarian, Central Library)
- Prof. B.S Bhau (Head, Department of Botany and I/c Librarian)

Prof. B.S Bhau, I/c Library, Central University of Jammu welcomed all the members of the third Library Committee meeting.

After threadbare discussions the following decisions were taken:

**Item 1: Annual Expenditure of RFID tags required for Library books procured during the financial year.**

**Action Taken:** It is agreed upon that annual budget of Rs.3.5 lakh (Rupees three lakhs fifty thousand) allotted for the purchase of RFID tags every year. For entering of User data, Information scientist may be required to visit the Central library for two hours each day. He shall help in establishing a system for digital attendance of visitors in the library.

**Item 2: Delayed in the procurement of Books racks required for shelving news books in the library.**



**Action Taken:** It is directed by the Vice Chancellor that 30 Book Racks shall be purchase in this financial year (2019-2020).

**Item 3: Terms and Conditions for the purchase of books in the Central Library:**

- Only latest books shall be recommended for procurement by the library [upto last 5 year] except the books mentioned in the course curriculum.
- Only Indian reprint edition will be recommended for procurement.
- Only Paperback edition will be recommended for procurement.

**Action Taken:** All the members are agreed upon this. Books other than hardbound, classical, older edition shall be procured on the justification from the Head of the department and concerned Dean. These points shall be taken into consideration endorsed for SOP for procurement of books. All Head of the departments shall submit the list of books one month prior to the date of book exhibition.

**Item 4: E- Books Selection Policy:**

**Action Taken:** It is unanimously decided that the agreement for activation of E-Books shall be signed by concerned department Head. Monthly report of usage of E- resources will be sent to each department.

**Item 5: AC installation in the library**

**Action Taken:** VC Sir directed that engineering wing shall take necessary action for installing the AC's in the Central Library.

**Item 6: Requirement of vaccum cleaner for the library**

**Action Taken:** Procurement wing will procure one vaccum cleaner for the library.

**Item 7: Conference proceedings/Seminar's Abstract copy shall be submitted to the library. On Completion of Research Projects (Major and Minor), Principal Investigator is required to submit the project summary report in the library.**

**Action Taken:** All the members are agreed upon it.

**Item 8: Turnitin- anti-plagiarism software shall be procured for the library as per User's demand.**

**Action taken:** Proposal will be submitted soon after inquiring the Turnitin supplier.

**Item9: Overdue fine issue of Mr. Narendra Kumar, Assistant Professor, Department of Computer Science and Technology.**



**Action taken:** Head of the Department, Computer Science and Technology will look into the matter.

**Item 10: Allocation of budgets for the Purchase of books, journals, e-journals and e-books for the year 2019-20 and Budget for library section for persons with disability**

**Action Taken:** Budget of Rs.3.00 (Rupees Three Lakh) has been allocated for each department for the procurement of books, journals, e-journals and e-books. Each department will designate a faculty coordinator to library. Their names will be communicated to the library.

**Item 11: Exhibition books selected, recommended, ordered and procured based on the last three year purchase procedure. The payments of these books are still pending.**

**Action taken:** It was decided that payment of books selected during exhibition shall be made after getting justification from the concerned department.

**Item 12: Miscellaneous:**

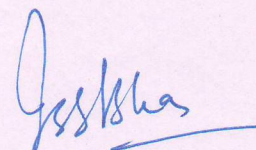
**a. Outside Visitor**

**Action Taken:** Revised Annual Fee for Outside Visitor is Rs.5000/- (Rupees Five thousand Only) (1000 Chargeable and Rs.4000/- Refundable)

**b. Revision of Library Committee Members**

**Action Taken:** Letter shall be sent to registrar in this regard.

The meeting ended with the vote of thanks to the chair and all the members.

  
I/c Librarian

**Prof. Ashok Aima**  
**Vice Chancellor**  
**Central University of Jammu**