

Folio No. ....

**NOTE SHEET**

Serial No. ....

**UNIVERSITY OF NORTH BENGAL**  
**UNIVERSITY LIBRARY**Ref. Lib/3.3/644/2008-09Dated...16.12.2008..

The minutes of the 31<sup>st</sup> meeting of the Library Committee duly modified as suggested by the Vice-Chancellor are being submitted.

Vice-Chancellor may kindly put his signature in the space specified.

Vice-ChancellorSeen16/12/0816/12/08LibrarianLibrarian



# UNIVERSITY OF NORTH BENGAL

## UNIVERSITY LIBRARY

Ref. Lib 3.3 592 2008-09Dated 31.10.2008.

The minutes of the 31<sup>st</sup> meeting of the Library Committee of University of North Bengal held on 12<sup>th</sup> September 2008 in the University Library at 10.30 A.M.

The following members were present:

1. Prof Arunava Basumajumdar, Vice-Chancellor, Chairman
2. Prof. Raghunath Ghosh, Dean, Faculty Council for P.G. Studies in Arts, Commerce and Law
3. Prof. Biswanath Chakraborty, Dean, Faculty Council for P.G. Studies in Science
4. Dr. Dilip Kumar Sarkar, Registrar (Ex-Officio)
5. Prof. Usha Chakraborty, Department of Botany
6. Prof. Joydeep Sengupta, Department of Mathematics
7. Prof. Joydeb Pal, Department of Zoology
8. Dr. Dwipanwita Saha, Department of Biotechnology
9. Shri Govinda Choudhury, Department of Economics
10. Dr. Karubaki Datta, Centre for Himalayan Studies
11. Prof. S.R.Mandal, Department of Anthropology
12. Shri Saptarshi Ghosh, Department of Library & Information Science
13. Prof. R.S.Mukhopadhyay, Department of Sociology
14. Dr. A.K. Jana, Department of Political Science
15. Dr. S. Rohatgi, Department of Geography
16. Dr. Anirban Misra, Department of Chemistry
17. Dr. Rathin Bandyopadhyay, Department of Law
18. Shri R.K. Mandal, Department of Computer Science
19. Prof. I. Sarkar, Department of History
20. Shri Pushkar Parajuli, Department of Nepali
21. Dr. Arun Hota, Department of Hindi
22. Dr. B.C.Pal, Department of Physics
23. Shri Subrata Roy, Department of Business Administration
24. Dr. Nikhilesh Roy, Department of Bengali
25. Dr. R. Chakraborty, Department of Microbiology
26. Prof. B. Basu, Member of Executive Council-Invitee
27. Dr. A. Saha, Member of Executive Council-Invitee
28. Shri Brindaban Karmakar, Deputy Librarian, Invitee
29. General Secretary, NBU Students Association
30. General Secretary, NBU Research Scholar Association
31. Shri Mriganka Mandal, Librarian, Secretary of the Committee(Ex-Officio)

Agenda : 1. To confirm the minutes of the 30<sup>th</sup> meeting held on 28<sup>th</sup> May 2008

Decision : The minutes of the 30<sup>th</sup> meeting of the Library Committee were confirmed.

Agenda : 2(a) To consider allocation of book grant received from the Higher Education Department, Govt. of West Bengal.

Decision : Resolved that due to shortage of time department wise allocation has been made. But more funds may be provided to the department, by the Vice-chancellor later on depending on the availability of funds.  
Note: Confirmed with immediate effect by the Chair.

Agenda : 2(b) To report about the utilization of funds received as UGC grant phase-I during 2007-2008.

Decision : Noted and approved.



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Agenda : 2(c)

To report about the newly accessioned books received during 2007-2008.

Decision :

Noted and approved.

Agenda : 3

To consider the purchase of books according to the list submitted by the North Bengal University Students' Association and duly forwarded by the Vice Chancellor.

Decision :

Members were apprised the problem of students faced in the open stack of University Library for non-availability of sufficient books. Resolved that department wise list of books prepared from the list of books submitted by NBUSA, be sent to each Head of the Departments for opinion to procure the books. As per appeal of the General Secretary NBUSA it is resolved that five books may be issued to a student at a time for ten days in place of four books.

It is also resolved that on trial basis for one month the library will remain open from 10 a.m. to 8 p.m. on all days in a week except university holidays and the lending facilities will also be available on Sundays. In this connection Library will decide the mode of operation for the same after consultation with the Vice-Chancellor.

It is also resolved that Census Report of 2001, if available in CD, be purchased.

Note : Confirmed with immediate effect by the Chair.

Agenda : 4(a)

To discuss about the management of Seminar Libraries in different departments.

Decision :

Resolved that the Seminar Library should be run by the department itself with their own arrangement due to financial constraint.

Note : Confirmed with immediate effect by the Chair.

Agenda : 4(b)

To discuss about the management of the Central Library

Decision :

Resolved that the committee agreed to Janitor renovation and shading the roof of the building for protection from water leakage which damaged books & other documents.

It was resolved that facility for use of outside CD in the information HUBS for e-journal articles will be provided to the Teachers/Scholars as early as possible after installation of antivirus software.

Netica (computer) was provided by the library to the several deptt. of the University. But at present they are not working. It is resolved that the departmental committee <sup>will</sup> could take the decision about returning the Netica to the library.

Resolved that a status report about lending of books etc. by the college teachers under newly established University of Gour Banga and Shikim University, who are members of the library of University of North Bengal, would be submitted to the Vice-chancellor within 15.01.2009.





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Resolved that a pass book like the Pass Book for Xerox, would be introduced separately for printing downloaded journal articles for teachers/research scholars.

Librarian shall put up proposal for Janitor renovation and shading of Building in consultation with Deputy Librarian and University Engineer alongwith detailed estimate & sketch to the Vice-Chancellor within 31/12/2008.

NOTE : Confirmed with immediate effect by the chair.

### Agenda : 4(c)

To discuss about the management of the Departmental library, Deptt. of Law.

### Decision :

Head, department of law pointed out the problems regarding law library, such as shortage of staff especially the requirement of a library professional in the rank of officer and highlighted the permanency of two staff who are working in the department more than 20 years as a casual worker.

Resolved that one Assistant Librarian (Officer) should be posted in the law library.

Head Deptt. of Law also pointed out about non-binding of departmental books and also mentioned that reminders are not being sent regularly for subscription of journals.

Resolved that the committee requested the Vice-Chancellor to take the administrative initiatives about the staff problem & regarding binding works and sending reminder for journal, Librarian will take actions & submit a report to the Vice-Chancellor within 31.12.2008.

NOTE : Confirmed with immediate effect by the chair.

### Agenda : 5.

To constitute a committee for considering the restructuring of library rules.

### Decision :

Resolved that a sub committee be constituted with the following members for restructuring of library rules. Members are Prof Biswanath Chakraborty (Chairperson), Librarian (Convener), Prof Basudeb Basu, Dr Rathin Bandyopadhyay, Dr Debabrata Mitra, Dr Arun Hota, Mr Saptarshi Ghosh, Dr. Biplab Chakraborty (University of Calcutta), Dr Soumitra Sarkar (Librarian, University of Calcutta) and Deputy Librarian (NBU). It is resolved that the sub committee will submit the final report within 30<sup>th</sup> November 2008 to the Vice-Chancellor.

NOTE : Confirmed with immediate effect by the chair.

### Agenda : 6.

To consider the purchase of two sets of Encyclopaedia – “Encyclopaedia of Intellectual Property Rights” and “International Encyclopaedia of Bioinformatics”.

### Decision :

Resolved that Librarian will send the brochures for the above books to the HODs of Deptt. of Law, Biotechnology and Botany for seeking their opinion about of above & ‘availability of fund’.

NOTE : Confirmed with immediate effect by the Chair.



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**Agenda : 7.**

To consider the renovation and remodeling the circulation counter for better security of library documents.

**Decision :**

Resolved that the renovation of the circulation counter along with registration section will be taken up and also resolved that a steel/aluminium frame with glass make structure be constructed considering the security of documents

Librarian will put up the proposal with detailed estimate with sketch in consultation with Deputy Librarian and University Engineer to the Vice-Chancellor within 10.1.2009.

NOTE : Confirmed with immediate effect by the Chair.

**Agenda : 8.**

To consider the installation of EPABX system in the University Library.

**Decision :**

Resolved that due to non-availability of fund, phase wise installation of EPABX system may be taken up for rendering better library services. At the same time Librarian will take initiatives for collecting the name of Agencies for supplying EPABX system with better facilities & submit to the Vice-Chancellor within 31.12.2008.

NOTE : Confirmed with immediate effect by the Chair.

**Agenda : 9.**

To discuss about the recruitment of library professionals against sanctioned vacant posts.

**Decision :**

Members of the committee agreed about filling up of the vacant posts. It was resolved that Librarian will place a note to the Vice-chancellor with justification against each post.

NOTE : Confirmed with immediate effect by the Chair.

**Agenda : 10.**

To discuss about annual subscription for [www.indiastat.com](http://www.indiastat.com).

**Decision :**

Resolved that Librarian will send this proposal to the department of Economics, Mathematics, Sociology, Geography, Political Science, Anthropology, Centre for Himalayan Studies and Commerce for their opinion & the departmental opinions would be submitted in the next meeting of the Library Committee.

NOTE : Confirmed with immediate effect by the Chair.

**Agenda : 11.**

To report regarding the subscription of journals for 2008.

**Decision :**

Noted and approved.  
Resolved that Library will start the process for subscription of journal for the year 2009 and the same will be procured on priority basis.

NOTE : Confirmed with immediate effect by the Chair.



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Agenda : 12.

To report about the donated books & journals received from the various institutions and individuals. List No 1 attached.

Decision :

Noted and approved.

Agenda : 13.

To report about the payment made by the persons for the damaged and lost books. List No 2 attached.

Decision :

Noted and approved.

Agenda : 14.

Any other matter with permission of the Chair

Decision :

With permission of the Chair, the following issues were discussed.

Resolved that an application for library membership of the Chief Conservator of Forest, North Bengal, Siliguri is considered for one year against caution money deposit of Rs. 2000/-. It is also resolved that five books may be issued to him at a time for one month duration.

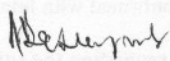
Resolved that ten books would be received from the Deptt. of sociology as gift.


Librarian informed that some books, which were sent by the vendors during different periods, are kept in the library. It is resolved that these books be sent to the respective department with the name of the vendors for selection.

\* Librarian assured the members that efforts will be put to make the automated library charging and discharging system operative by June, 2009.

NOTE : Confirmed with immediate effect by the Chair.

The meeting ended with a vote of thanks to the chair.

  
Vice-Chancellor  
Chairman of the Library Committee

  
Librarian  
Secretary of the Library Committee  
(Ex-Officio)

\* Resolved that Ceto's application for library membership may be entertained for one year against deposited caution money.