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Vice-Chancellor's Estab.  
NO.....1817.....  
Dated.....12/12/2002.....

The 25<sup>th</sup> meeting of the Library Committee was held on 14 August in the Conference Room of the Administrative Building at 3.00 P.M. University of North Bengal.

**Members Present :**

- 1 Prof P.K.Saha, The Vice-Chancellor, University of North Bengal
- 2 Dr T.K.Chatterjee, The Registrar, University of North Bengal
- 3 Shri P.K.Ghosh, The Finance Officer, University of North Bengal
- 4 Shri Jyotish Ch Basak, Department of Philosophy
- 5 Dr (Smt) Karubaki Datta, Centre for Himalayan Studies
- 6 Dr Mohan P. Dahal, Department of Nepali
- 7 Sekh Rahim Mandal, Department of Anthropology
- 8 Dr Ananda Mukhopadhyay, Department of Zoology
- 9 Dr Soumyajit Samanta, Department of English
- 10 Dr S.N.Bose, Department of Chemistry
- 11 Dr Subhas Chandra Pal, Department of Computer Science & Applications
- 12 Dr Subrata Sanyal, High Energy and Cosmic Ray Research Centre
- 13 Shri Monojit Debnath
- 14 Dr. (Smt) Sushma Rohatgi, Department of Geography & Applied Geography
- 15 Dr Indrajit Ray, Department of Commerce
- 16 Dr (Smt) Manjula Bera, Department of Bengali
- 17 Dr Aniruddha Saha, Department of Botany
- 18 Dr T.K.Roy Choudhury, Convener, Library Committee
- 19 Sri Brindaban Karmakar, Deputy Librarian

**Agenda : 1.**

- (a) Confirmation of the minutes of the 24<sup>th</sup> meeting held on 26.04.2002.
- (b) Confirmation of the minutes of the Emergency Meeting held on 24.09.2002.

**Decision : Confirmed.**

**Agenda : 2.** Report of the activities of the Library since the last meeting.

- 1 Introduction of computer cataloguing under the Inlibnet program. 60,000 books and journals have been catalogued. The program is continuing till all 1,50,000 books and 50,000 back-volumes of journals are catalogued.
- 2 Installation of eight computers in a student/scholar enclave with internet facility.
- 3 Organisation of a reading room for the teachers with the installation of three computers with internet facility.
- 4 Planning to organize a book exhibition in the month of December, 2003.
- 5 Resumption of the system of sending to different departments a list of new entries in the University Library.
- 6 The Journal Section of the Library has been shifted to the ground floor for more space and reader facility.
- 7 The Honble' Vice-Chancellor visited the Library and personally observed the difficulties in the maintenance of the Library building.
- 8 A team of experts from Kathmandu visited the Library under the V-sat program.

Near completion of the work of stock-verification. The remaining 1600 books issued to borrowers can be verified only after they are returned.

10 A scheme for the completion of a multiple reference package of the of journals acquired by the Library has been sent to the UGC in the INFLIBNET program for a sanction of Rs. 20 lacs.

11 Necessary administrative re-arrangements have been made to quickly respond to students' demand for books. All books purchased by 31 March 2003 in the basis of ad-hoc grant from the State Government have been catalogued and placed in the stacks.

**Decision** : Noted and approved.

**Agenda** : 3.

- (a) A proposal for the introduction of the open-stack system in the library.
- (b) To introduce the following precautionary measures
  - (i) to install closed-circuit T.V for surveillance
  - (ii) to introduce Library ID Cards for all readers to stop the non-member entry in the reading rooms.
  - (iii) to allocate fund for stack shiftment and re-fixation, removal and resetting of books etc.

**Decision** : In principle accepted for reading room access. The departments will be requested to make a list of text books for the respective departments for the proposed open-stack system from the library acquisition.

**Agenda** : 4. To discuss the 10<sup>th</sup> Five Year Plan grant for the Library.

**Decision** : Books purchase would be completed within 31<sup>st</sup> March 2004 available from the UGC fund of Rs. 41.85 lacs & circular to be issued to the departments requesting for the lists.

**Agenda** : 5. To discuss problems originating from the refusal of borrowers to return books borrowed a numbers of years ago inspite of repeated requests in the work of stock-taking, computer data-entry works and for student users.

**Decision** : It is decided that, if the borrowed books long overdue are not returned within one month, the price of the same are to be adjusted from the borrowers' salaries. The Librarian-in-charge shall issue a prior notice for return of books.

**Agenda** : 6. To report the contribution of books to the library by the following persons :  
(a) Prof. N.C. Chaudhury and Prof. (Mrs.) Namita Chaudhury. 670 books, Dept. of Sociology and Social Anthropology. (b) Prof. M.M. Mukherjee, Dept. of History, 60 books.

**Decision** : Noted and approved.

**Agenda** : 7. To report the payment of damage money deposited in the Finance Office for lost books by the following persons :

Name	No. of books lost	Payment on that account
Dr. P.K. Mandal	1	Rs. 1229.00
Smt. Debjani Bardhan	1	Rs. 75.00
Sri Jyotish Ch. Basak	1	Rs. 154.00
Sri Soumitra De	2	Rs. 3239.00
Sri Suman Kr. Basnet	2	Rs. 59.00
Sri B.P. Misra	1	Rs. 114.00
Sri R.K. Ghosh	1	Rs. 146.00
Sri Swapan Kr. Sengupta	9	Rs. 2775.00
Sri Narendra Nath Mukherjee	1	Rs. 3180.00

Sri Niranjan Ch. Pal	2	Rs. 3410.00
Sri Ashok Kr. Ghosh	2	Rs. 1017.00
Smt. Jasinta Oraon	1	Rs. 62.00
Sri Sanjay Gopal Sarkar	1	Rs. 308.00
Sri Brajendranath Bose	1	Rs. 144.00
Smt. Gangotri Chakraborty	1	Rs. 67.00
Sri Kaustav Chakraborty	1	Rs. 290.00
Sri Abhisek Banerjee	1	Rs. 256.00
Smt. Chhanda Chakraborty	1	Rs. 258.00
Smt. Nandita Datta	1	Rs. 138.00

**Decision** : With the money realized from the borrowers for the lost books the replacement of the same titles are to be made.

**Agenda** : 8. A note to the Vice-Chancellor from the Head, Department of Law for decision.

**Decision** : To maintain status-quo.

**Agenda** : 9. To decide on the enhancement of the load bearing capacity of the library power connection the following measures are suggested :

- (a) to draw straight line from the Salbagan Transformer .
- (b) to draw a straight line from transformer of the western sector.
- (c) to install a converter to facilitate the use of both in case of necessity.

**Decision** : The Vice-Chancellor will discuss with the University Engineer.

**Agenda** : 10. Decision regarding journals subscription either to maintain status-quo, or to suggest alteration according to requirement and within the fund for journals (Rs. 32 lacs) in the next financial year.

**Decision** : Approved.

**Agenda** : 11 To arrange for more inter-com connections in the library to facilitate communication to smoothen services.

**Decision** : Proposal to be sent to the Finance Officer.

**Agenda** : 12. To arrange for the repair of the library building and for alteration wherever necessary to enlarge reading room space.

**Decision** : The Vice-Chancellor will discuss with the University Engineer.

**Agenda** : 13. To restructure the staff pattern in the library with the weightage to be given on male members for laborious works to enable the library management to execute plans for enhancement of library hours.

**Decision** : Librarian-in-charge will discuss the matter with the Vice-Chancellor.

**Agenda** : 14. To plan for a (TD) library.

**Decision** : Approved and a plan to be submitted forthwith.

**Agenda** : 15. To make allocation for reading room furniture for the students and teachers according to library specifications.

**Decision** : To be provided.

*T.K. Roy Choudhury*  
( T.K.Roy Choudhury )  
Convener, Library Committee

*P.K. Saha*  
(Prof. P. K. Saha)  
Chairman, Library Committee