

VIVEKANANDA LIBRARY
CHAUDHARY DEVI LAL UNIVERSITY, SIRSA

**MINUTES OF THE MEETING OF LIBRARY COMMITTEE HELD ON 16.10.2018 AT 3.00 P.M.
IN THE OFFICE OF THE VICE CHANCELLOR**

A meeting of the Library Committee was held on 16.10.2018 at 3.00 P.M. in the office of the Vice Chancellor. The following were present:

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| 1. Prof. Vijay Kayat
Vice-Chancellor | Chairman |
| 2. Prof. Raj Kumar Siwach,
Registrar | Member |
| 3. Prof. Vikram Singh
Dean, Faculty of Education
Chairperson, Deptt. of CSA | Member |
| 4. Prof. J.S. Jakhar
Dean Faculty of Law
& Chairperson, Deptt. of Law | Member |
| 5. Prof. Raj Kumar Salar
Dean, Faculty of Life Sciences
Chairperson, Deptt. of Biotechnology, EES,
FST, Botany, Zoology | Member |
| 6. Prof. Dilbag Singh
Dean, Faculty of Physical Sciences | Member |
| 7. Prof. Vishnu Bhagwan
Dean, Faculty of Social Sciences
& Chairperson, Deptt. of Public Administration | Member |
| 8. Prof. Sushil Kumar,
Chairperson, Deptt. of Physics | Member |
| 9. Prof. Umed Singh
Chairperson, Deptt. of English
& Nominated member | Member |
| 10. Dr. Manoj Siwach
Chairperson, Deptt. of Economics | Member |
| 11. Dr. Satyawan
For Chairperson, Deptt. of Geography | Member |
| 12. Dr. Sultan Singh Dhanda
For Chairperson, Deptt. of Music (Vocal & Instrumental) | Member |
| 13. Dr. Geeta Rani
For Chairperson, Deptt. of Chemistry | Member |

14. Dr. Sandeep Kumar For Chairperson, Deptt. of Mathematics	Member
15. Dr. Nivedita For Chairperson, Deptt. of Education	Member
16. Dr. Rohtas For Chairperson, Deptt. of History & Archeology	Member
17. Dr. Sewa Singh Bajwa For Chairperson, Deptt. of JMC, Punjabi	Member
18. Dr. Amit Sangwan For Chairperson, Deptt. of Hindi	Member
19. Dr. Ravinder For Chairperson, Deptt. of Sanskrit	Member
20. Dr. Surinder Kundu Principal, University College	Special invitee
21. Prof. Pankaj Sharma, Librarian	Member Secretary

Dr. Rajiv Vij, Assistant Librarian was also present.

At the outset, the Vice-Chancellor welcomed all the members of the Library Committee and the Librarian apprised the members about the Vivekananda Library. The utilization of 2017-18 was presented in detail. Thereafter the agenda was taken up.

Item No 01: To consider the matter relating to allocation of funds to various University Teaching Departments for purchase of Books and Journals for the year 2018-19 for Central Library.

Resolution- Annexure I approved as proposed. (Shown below)

Tentative Budget Allocation (2018-19)

Total Budget allotted for 2018-19	Rs.100 Lacs + 50 Lacs (re-appropriated) = 150 Lacs
For payment of year 2017-18	Rs. 58,19,452/-
Balance budget for year 2018-19	Rs. 91,80,548/-
For Journals	Rs. 42 Lacs
For E-Resources	Rs. 5 Lacs
For University College	Rs. 3 Lacs*
For Books	Rs. 41,80,548/-
UGC Grant	Rs. 15911/- (Generalia)

*** Out of Rs. 50 Lacs received from re-appropriation of budget under Main account for the year 2018-19, 47 Lacs to be allotted to Central Library Budget and 3 Lacs to University College.**

The proposed allocation of funds to various Departments for the year 2018-19 is as under:

Sr. No.	Name of Deptt.	Funds (Central Library) in Rs.	Funds Departmental Library (2018-19) (in Rs.)			Funds SFS** (2018-19)			Total
			Allocated	Utilized	Balance	Allocated	Utilized	Balance	
1	Biotechnology	2,00,000	70,000	40,644	29,356	--	--	--	2,29,356
2.	Business Administration	1,55,000	70,000	69,772	228	30,000	30,000	0	1,55,228
3.	Chemistry	2,00,000	70,000	54,235	15,765	--	--	--	2,15,765
4.	Commerce	1,55,000	70,000	0	70,000	--	--	--	2,25,000
5.	Comp. Sc.	2,00,000	70,000	42,143	27,857	50,000	0	50,000	2,77,857
6.	Economics	1,55,000	70,000	21,019	48,981	--	--	--	2,03,981
7.	Education	1,55,000	70,000	59,691	10,309	10,000	0	10,000	1,75,309
8.	EES	2,00,000	70,000	59,107	10,893	--	--	--	2,10,893
9.	English	1,55,000	70,000	70,000	0	50,000	0	50,000	2,05,000
10.	FST	2,00,000	70,000	5,696	64,304	--	--	--	2,64,304
11.	JMC	1,55,000	70,000	0	70,000	50,000	29,818	20,182	2,45,182
12.	Law	1,55,000	2,00,000	99,413	1,00,587	2,00,000	2,00,000	0	2,55,587
13.	Math	2,00,000	70,000	0	70,000	50,000	0	50,000	3,20,000
14.	Physical Education	1,55,000	70,000	19,936	50,064	--	--	--	2,05,064
15.	Physics	2,00,000	70,000	26,766	43,234	--	--	--	2,43,234
16.	Pub. Adm.	1,55,000	70,000	7,909	62091	10,000	0	10,000	2,27,091
17.	History & Archeology	1,55,000	1,00,000	0	1,00,000	--	--	--	2,55,000
18.	Geography	1,55,000	1,50,000	0	1,50,000	--	--	--	3,05,000
19.	Music (Vocal & Instrumental)	1,55,000	1,00,000	0	1,00,000	--	--	--	2,55,000
20.	Hindi	1,55,000	1,00,000	0	1,00,000	--	--	--	2,55,000
21.	Punjabi	1,55,000	1,00,000	0	1,00,000	--	--	--	2,55,000
22.	Sanskrit	1,55,000	1,00,000	0	1,00,000	--	--	--	2,55,000
23.	Botany	2,00,000	3,00,000	0	3,00,000	--	--	--	5,00,000
24.	Zoology	2,00,000	3,00,000	0	3,00,000	--	--	--	5,00,000
25.	Generalia	55,548	--	--	--	--	--	--	71,459
	Total	41,80,548	25,00,000	5,76,331	19,23,669	4,50,000	2,59,818	1,90,182	63,10,310

** Subject to the number of admissions in respective departments.

In view of instructions of the Accounts Branch circulated vide No. CDLU/Acc/2018/2891-2898 dated 31.03.2018; the expenditure may be regulated on proportionate basis. Also, the Library and University Accounts branch face a lot of hardships in getting the bills cleared at the fag end of the session. Therefore, committee recommends that the recommendation of books for purchase be submitted in one lot due to shortage of time. The Library may keep exhausting it.

The list of recommended books shall be submitted complete in all respect as per requirement of the library on the prescribed proforma supplied by the Library. Also, no reminder will be issued in this regard and the responsibility for not utilizing the budget in time will rest with the department. In any case, the recommendation of books submitted after **30.11.2018** may not be entertained.

Approved that the book exhibition be held on November 2 & 3, 2018 and visits to World Book Fair, New Delhi may be arranged, if required.

Item No 02

To consider the matter regarding issue of books to part time teachers.

Resolution: Resolved that part time teachers and adjunct faculty be allowed membership at par with Contractual teacher/Guest Faculty, on recommendation of Chairperson concerned.

Item No 03

To consider the matter regarding issue of membership to students of University College.

Resolution: Resolved that teachers of University College be allowed membership at par with Contractual teacher/Guest Faculty, on recommendation of Principal of the College. Students of the College be allowed to enter in the Library only, but Vivekananda Library membership will not be permitted to them. Regarding Budget, Committee recommended that the books for University College Library, amounting to Rs. 3,00,000/- , will be purchased by the Vivekananda Library, for this session only. However, Accession register will be maintained by the College itself with the help/ guidance of Vivekananda Library. Committee also recommends that the Accounts Branch will create a separate budget head for purchase of books of University College from the next financial year.

Item No 04

To consider the matter regarding permission to take personal books in Library.
Resolution:

No changes in the existing system. And only the light printed material be allowed inside Library as earlier allowed.

Item No 05

To consider the matter regarding outstanding books.

Resolution:

The Committee decided to write to Chairperson of the concerned department for recovery of such long overdue books.

The Chairperson ensures that examination Roll No. will be issued to the students on NDC from the Library. All students and staff members shall obtain 'No Dues Certificate' from the Library before leaving the university. Recovery of all the books shall be ensured before issuing 'No dues Certificate'. Departments as well as Accounts branch may be informed not to release caution money/ Security without specific NOC/NDC from the Library.

Item No 06: Any other item with the permission of chair.

Some noteworthy observations/Suggestions were made by worthy members:

- (i) The Committee recommends that the books authored by the faculty members of this university be purchased in the Vivekananda Library as per Library rules, only on the recommendation of the Department concerned. The maximum number of such books is five subject to maximum amount 20,000/- (twenty thousand only).
- (ii) The Committee members discussed the matter regarding rebate/ discount for text books and observed that the matter will be taken up in ensuing meeting of Book Purchase Rate Committee and text books procurement may be facilitated accordingly.
- (iii) 2 to 4 photocopier machines have to be installed in Vivekananda Library to facilitate the faculty members/ students on payment basis (no profit no loss). Xerox operators will be deputed through outsourcing for maintaining and running the machines. Hon'ble Vice-Chancellor promised to provide extra funds for Recurring and Non-Recurring expenditure for the same. Library shall move a proposal in this regard to VC office.

**Sd/-
Assistant Librarian**

**Sd/-
Librarian/ Member Secretary
Library Committee**

Sd/-
Vice Chancellor/Chairman
Library Committee