

## MINUTES OF THE 40<sup>th</sup> LIBRARY COMMITTEE MEETING HELD ON 19.09.2016

The 40<sup>th</sup> Library Committee meeting was held on 19.09.2016 in the conference hall of the Vice Chancellor. The following members were present:

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| 1. Prof. M.K. Chaudhuri, Vice Chancellor, Tezpur University    | -Chairman          |
| 2. Prof. M. Bhuyan, Pro-Vice Chancellor, Tezpur University     | - Member           |
| 3. Prof. Ashok Kumar, Dean, School of Sciences                 | - Member           |
| 4. Prof. Dhruva K Bhattacharyya, Dean, Academic Affairs        | - Member           |
| 5. Prof. Munmun Hazarika, Dept. of Mathematical Sciences       | - Member           |
| 6. Prof. Chandana Goswami, Dean, School of Management Sciences | - Member           |
| 7. Prof. P. J. Mahanta, Dean, Humanities & Social Sciences     | - Member           |
| 8. Prof. Charulata Mahanta, Dean, School of Engineering        | - Member           |
| 9. Prof. G.K. Borah, Dept. of EFL                              | - Member           |
| 10. Dr. Biren Das, Registrar, Tezpur University                | - Special Invitee  |
| 11. Mr. Bani Pathak, Finance Officer, Tezpur University        | - Special Invitee  |
| 12. Dr. M. Eqbal, Deputy Librarian                             | - Special Invitee  |
| 13. Mr. Jitu Mani Das, Assistant Librarian                     | - Special Invitee  |
| 14. Mr. Sambhunath Sahoo, Information Scientist                | - Special Invitee  |
| 15. Mr. Siddharth Sharma,                                      | - Student Nominee  |
| 16. Dr. Mukesh Saikia, Librarian                               | - Member Secretary |

Prof. M.K.Chaudhuri, Vice Chancellor, presided over the meeting. At outset, the Vice-Chancellor welcomed the member present in the meeting. The following items were taken up one by one for discussions and decisions were taken as mentioned below:

Item No.	Agenda	Action to be taken
LC.40/2016/1/1	<b>Confirmation of the minutes of the 39<sup>th</sup> meeting of the Library Committee held on 12.11.2015.</b>	
Note	The minutes of the 39 <sup>th</sup> meeting of the Library Committee were circulated to all members for kind perusal and comments.  No comment has been received from any member so far. The minutes may kindly be confirmed.	
Decision	<b>Confirmed.</b>	
LC.40/2016/1/2	<b>To consider and accept Action Taken Report on the minutes of the 39<sup>th</sup> Library Committee meeting.</b>	
Note	The Action Taken Report is placed for kind perusal and acceptance.	
Decision	<b>Accepted.</b>	
LC.40/2016/1/3	<b>Subscription of Journals for the year 2017.</b>	
Note	HoDs submitted the list of print & electronic journals and databases to be renewed/newly subscribed for the year 2017.  An amount of <b>Rs.1,35,67,344/-</b> is required for the only renewal of Subscription of Journals and databases.  An additional amount of <b>Rs, 72, 82,936/-</b> is required for New journals and Databases proposed by departments.  The matter is placed before Library committee for kind consideration and approval.	
Decision	<b>Approved.</b>	Librarian

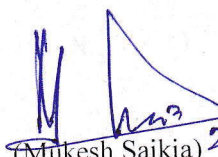
	<p>The committee resolved to allocate <b>Rs.1, 35, 67,344.00/-</b> (<i>One Crore Thirty five Lakh Sixty Seven Thousand Three Hundred forty four Only</i>) for renewal subscription of print &amp; electronic journals and databases for the year 2017.</p> <p>The committee requested HoD of all departments to review the proposal for the subscriptions of new journals and databases for the year 2017.</p> <p>Librarian is requested to send usages statistics of journals/databases to all HODs and to compare the usage statistics of journals/databases with IIT Guwahati.</p>	
<b>LC.40/2016/1/4</b>	<b>Purchase of Books</b>	
Note	<p>HoDs submitted lists of Text and Reference books of Rs 1, 54, 13,372 .00/- to be purchase before the NAAC team visit. An amount of Rs 75,94,308.00/- was sanctioned for purchase of Text books only in the first phase.</p> <p>Central library has purchased 10854 text books (Title- 2536) of Rs 71,40,525.00/- before NAAC team visit.</p> <p>We like to purchase remaining text and reference books in the second phase which will cost <b>Rs 78, 19,064.00 /-</b>.</p> <p>The matter is placed before the committee for kind consideration and decision.</p>	
Decision	<p><b>Approved.</b></p> <p>The committee resolved to approve <b>Rs. 78, 19,064.00/-</b> (<i>Seventy Eight Lakh Nineteen Thousand Sixty Four Only</i>) to the purchase text and reference books.</p> <p>Finance Officer is requested to see the availability of fund from the different project heads.</p> <p>Librarian and Deans are requested to conduct school wise interaction meeting of students to increase reading habits.</p>	<p>Librarian</p> <p>Finance Officer</p>
<b>LC.40/2016/1/5</b>	<b>Subscription of SCOPUS.</b>	
Note	<p>M/s Elsevier, Gurgoan submitted a proposal for the subscription of <b>SCOPUS</b> for Tezpur University. SCOPUS is a largest abstract and citation database of peer-reviewed literature. The subscription fee for one year is \$ <b>47,870</b> (Rs 3202503 approx.) and the Publisher is offering a special price of \$ <b>21,812</b> (Rs 1459223 approx.) for one year.</p> <p>As directed by Dean of Academic Affairs and Dean, Research &amp; Development the proposal is placed in the Library Committee.</p> <p>The matter is placed before Library committee for kind consideration and decision.</p>	
Decision	<p>All Dean are requested to review the proposal for the subscription of SCOPUS database and submit the requirement of the same within a week. VC, PVC and Librarian will take the final decision on receipt of the recommendation from the Deans.</p>	<p>Librarian &amp; Deans</p>
<b>LC.40/2016/1/6</b>	<b>Implementation of Closed Circuit Television (CCTV) in New Library Building.</b>	
Note	<p>We are going to provide 24/7 reading facility in the extended part of the library</p>	


	<p>building for the benefit of students and researchers. Therefore, we need Closed Circuit Television (CCTV) in reading &amp; stack areas of new library building.</p> <p>At present CCTV system has provision of 32 chambers. We may add another 9 units of Camera@ Rs. 25,000.00/-each for the extended part of library building</p> <p>The matter is placed before Library Committee for kind consideration and decision.</p>	
Decision	<p><b>Approved.</b> The committee resolved to allocate Rs. 2, 25,000.00/- (<i>Two Lacks Twenty Five Thousand Only</i>) for the installation of Closed Circuit Television (CCTV) in new library building.</p> <p>Mr. H. Sakia, Joint Registrar is requested to see the feasibility of CCTV installation in new library building.</p>	Librarian & Mr. H. Sakia, Joint Registrar
<b>LC.40/2016/1/7</b>	<b>Purchase of Furniture.</b>	
Note	<p>We have already purchased furniture (Phase-I) of Rs. 41, 00,939/- for new library building.</p> <p>We like to purchase Library Furniture (Phase- II) for new library building which will cost Rs. 55,92,713/-.</p> <p>The matter is placed before Library Committee for kind consideration and decision.</p>	
Decision	Approved subject to availability of fund.	Finance Officer
<b>LC.40/2016/1/8</b>	<b>Air Conditioning in 24/7 reading rooms of New Library Building.</b>	
Note	<p>For 24/7 reading facility, we may install air conditioners in the reading rooms.</p> <p>The approximate cost of air conditioning shall be Rs 13, 50,000/ (@ Rs 75,000/- each for 18 no. of 5 Star 2 Tr A/C with electrification).</p> <p>The matter is placed before Library Committee for kind consideration and decision.</p>	
Decision	Approved subject to availability of fund.	Finance Officer
	Librarian is requested to submit the priority of air conditioners installation in new library building.	
<b>LC.40/2016/1/9</b>	<b>Establishment of Digital Resource Center</b>	
Note	<p>At present, central Library is providing access to digital resources with 24 workstations in the digital library.</p> <p>We would like to establish a Digital Resource Center with 40 PCs at Central Library where users can use 12711+ peer reviewed full text scholarly e-journals through 34 full-text databases and 6 bibliographic/citation databases. Users are also getting privilege to access e-Books, e-Theses and Dissertations, TU Publications, e-References, etc. digital resources.</p> <p>We need additional 15 PC, networks points, electric boards etc. which will cost Rs 600000/- approx./-.</p>	
Decision	<p><b>Approved.</b> The committee is resolved to establish a Digital Resource Center at Central Library.</p>	Librarian

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	Librarian is requested to submit the actual requirement of PCs, networks points, electric boards and cabling cost involved for the shifting and establishment of Digital Resource Center.	
<b>LC.40/2016/1/10</b>	Purchases of water cooler for new building.	
Decision	<b>Approved.</b>	
<b>LC.40/2016/1/11</b>	Shifting of present back volume of Journals section to the top floor of New library building and convert the room into Reading hall for Research Scholar & Faculty member.	
Decision	<b>Approved.</b>	

The meeting ended with a vote of thanks from the Chair.

  
(Mukesh Saikia) 23/09/16  
Librarian

  
(M.K. Chaudhuri)  
Vice-Chancellor  
23/09/16

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**MINUTES OF THE 41<sup>st</sup> LIBRARY COMMITTEE MEETING HELD ON 07.08.2017**

The 41<sup>st</sup> Library Committee meeting was held on 07.08.2017 in the conference hall of the Vice Chancellor. The following members were present:

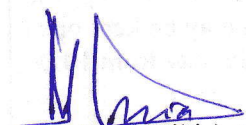
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|--|------------------|
| 1. Prof. M.M. Sarma, Vice Chancellor, Tezpur University        | - Chairman       |
| 2. Prof. Chandana Goswami, Dean, School of Management Sciences | Member           |
| 3. Prof. Ramesh Chandra Deka, Dean, School of Sciences         | Member           |
| 4. Prof. Charu Lata Mahanta, Dean, School of Engineering       | Member           |
| 5. Prof. Dhruva Kumar Bhattacharaya, Dean, Academic Affairs    | Member           |
| 6. Dr. Manabendra Mandal, Dept. of MBBT                        | Member           |
| 7. Mr. Bani Pathak, Finance Officer                            | Special Invitee  |
| 8. Prof. G.K. Borah, Dept. EFL                                 | Member           |
| 9. Dr. M. Eqbal, Deputy Librarian                              | Special Invitee  |
| 10. Mr. Jitu Mani Das, Assistant Librarian                     | Special Invitee  |
| 11. Mr. Sambhunath Sahoo, Information Scientist                | Special Invitee  |
| 12. Dr. Mukesh Saikia, Librarian                               | Member Secretary |


Prof. M.M. Sarma, Vice Chancellor, presided over the meeting. At outset the Vice-Chancellor welcomed the member present in the meeting. The following items were taken up one by one for discussions and decisions were taken as mentioned below:

Item No.	Agenda	
<b>LC. 41/2017/1/1</b>	<b>Confirmation of the minutes of the 40<sup>th</sup> meeting of the Library Committee held on 19.09.2016.</b>	
Note	The minutes of the 40 <sup>th</sup> meeting of the Library Committee have been circulated to all members for kind perusal and comments.  No comment is received from any member so far. The minutes may kindly be confirmed.	
<b>Decision</b>	<b>Confirmed.</b>	
<b>LC.41/2017//1/2</b>	<b>To consider and accept Action Taken Report on the minutes of the 40<sup>th</sup> Library Committee meeting.</b>	
Note	The Action Taken Report is placed for kind perusal and acceptance by the Library Committee.	
<b>Decision</b>	<b>Accepted.</b>	
<b>LC. 41/2017/1/3</b>	<b>Purchase of Text and General Books.</b>	
Note	All HoD were requested to submit list of text books of Rs 2 lakh each to be purchased for their departments.  The matter is placed before the committee for kind consideration and decision.	
<b>Decision</b>	The committee resolved to allocate Rs.40 lakh for the purchase of text books and Rs 10 lakhs for purchase of general books.	<b>Librarian</b>
<b>LC. 41/2017/1/4</b>	<b>Library opening hours.</b>	
Note	The extended part of library building is ready for use now. We may be kept the reading halls open for 24/7 reading facility and the book section may be kept open from 9.00 am to 7.30 pm. during all working days & Saturday/Sunday from 10:00 am to 5.00 pm.  The matter is placed before Library Committee for kind consideration and decision.	

<b>Decision</b>	<b>Approved</b> The committee resolved that the reading halls of extended part of library building shall be kept open from 9 a.m. to 12 O' midnight to provide reading facility to library users. The book section shall remain open from 9 a.m. to 7.30 p.m. during Working days and 10 a.m.- 5 p.m. during Weekends. The reading facility shall be provided till 2 a.m. w.e.f. October ,2017.	Librarian
<b>LC. 41/2017/1/5</b>	<b>Borrowing facility for students.</b>	
Note	At present student/research scholar can borrow 5 books for 15 days with 3 time renewal facility for 45 days. For the maximum uses of books, we may increase borrowing facility from 5 books to 8 books for 15 days with 3 times renewal facility.  The matter is placed before Library Committee for kind consideration and decision	
<b>Decision</b>	<b>Approved</b>	Librarian
	<b>AoB</b>	
<b>LC.41/2017/1/6</b>	<b>Subscription of SCOPUS.</b>	
Note	The committee discussed about the subscription of SCOPUS which was submitted by M/s Elsevier, Gurgoan to the Tezpur University. Librarian informed that SCOPUS is one of the largest abstract and citation databases of peer-reviewed literature. The subscription fee for one year shall be 12 lacks approx.	
<b>Decision</b>	Librarian is requested to review the proposal for the subscription of SCOPUS database and submit the requirement of the same after the recommendation from the Dean of Schools.	Librarian & Deans
<b>LC.40/2016/1/7</b>	<b>Closed Circuit Television (CCTV) for extended part of the Library Building.</b>	
Note	The committee discussed about implementation of Closed Circuit Television (CCTV) in reading halls of new library building.  Librarian informed that at present CCTV system has provision of 32 chambers. We may add another 9 units of Camera @ Rs. 25,000.00/-each for the extended part of library building.	
Decision	Librarian is requested to submit the fresh proposal of CCTV for extended part of library building.	Librarian
<b>LC.40/2016/1/8</b>	<b>Air Conditioning in reading halls of extended part of the Library Building.</b>	
Note	Librarian informed that the approximate cost of air conditioning shall be Rs 13, 50,000/ (@ Rs 75,000/- each for 18 no. of 5 Star 2 Tr A/C with electrification for the reading rooms of new Library building	
<b>Decision</b>	<b>Approved</b> Librarian is requested to submit the fresh phase wise requirement of air conditioner for reading halls of extended part of library building.	Librarian

The meeting ended with a vote of thanks from the Chair.

  
(Mukesh Saikia) 08/08/17  
Librarian

  
(M.M. Sarma)  
Vice-Chancellor

**CENTRAL LIBRARY, TEZPUR UNIVERSITY**  
**MINUTES OF THE 42<sup>nd</sup> LIBRARY COMMITTEE MEETING HELD ON 09.02.2018**

The 42<sup>nd</sup> Library Committee meeting was held on 09.02.2018 in the conference hall of the Vice Chancellor. The following members were present:

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| 1. Prof. Madan M Sarma, Vice Chancellor, Tezpur University     | -Chairman          |
| 2. Prof. Chandana Goswami, Dean, School of Management Sciences | - Member           |
| 3. Prof. Ramesh Chandra Deka, Dean, School of Sciences         | - Member           |
| 4. Prof. Charu Lata Mahanta, Dean, School of Engineering       | - Member           |
| 5. Prof. Prasanta Kumar Das, Dean, School of HSS               | - Member           |
| 6. Prof. Dhruba Kumar Bhattacharya, Dean, Academic Affairs     | - Special Invitee  |
| 7. Mr. Bani Pathak, Finance Officer                            | - Special Invitee  |
| 8. Dr. M. Eqbal, Deputy Librarian                              | - Special Invitee  |
| 9. Mr. Jitu Mani Das, Assistant Librarian                      | - Special Invitee  |
| 10. Mr. Sambhunath Sahoo, Information Scientist                | - Special Invitee  |
| 11. Dr. Mukesh Saikia, Librarian                               | - Member Secretary |

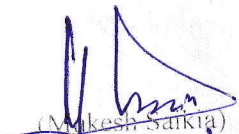
Prof. Madan M Sarma, Vice Chancellor, presided over the meeting. At outset the Vice-Chancellor welcomed the member present in the meeting. The following items were taken up one by one for discussions and decisions were taken as mentioned below:


Item No.	Agenda	Action to be taken
LC.40/2018/1/1	<b>Confirmation of the minutes of the 41<sup>st</sup> meeting of the Library Committee held on 07.08.2017.</b>	
Note	The minutes of the 41 <sup>st</sup> meeting of the Library Committee have been circulated to all members for kind perusal and comments.  No. comment is received from any member so far. The minutes may kindly be confirmed.	
Decision	<b>Confirmed.</b>	
LC.40/2018/1/2	<b>To consider and accept Action Taken Report on the minutes of the 41 Library Committee meeting.</b>	
	The Action Taken Report is placed for kind perusal and acceptance by the Library Committee.	
Decision	<b>Accepted.</b>	
LC.40/2018/1/3	<b>Subscription of Journals (print +online) &amp; database for the year 2018.</b>	
Note	HoDs have submitted the list of print & electronic journals and databases to be renewed/newly subscribed for the year 2018. An amount of ₹ 4,34,59,571.00/- is required for the subscription of Journals (print+ online) and databases for the year 2018. the details is as follows:  1. An amount of ₹1,12,89,076.00 /- is required for the only renewal of Journals (print+ online) and databases for the year 2018.  2. INFLIBNET Center was providing access to +10000 e-journals and 42 databases through <b>centrally-financed ESS Consortium till 2017</b> . Now, Ministry of HRD, Govt. of India has decided that the current model of centrally-controlled and centrally-financed consortium would be transformed into a model wherein institutions would have an option to select resources from a comprehensive list of resources that are being subscribed by the consortium as well as those that are being subscribed by individual institutions. Moreover, <b>institutions would themselves be</b>	

	<p><b>responsible for paying for resources.</b> As per instructions Ministry of HRD, Govt. of India and e-Shodh Sindhu of INFLIBNET, all HoDs/Deans were requested to submit e-resources requirement for the respective departments for the year 2018. Based on HoDs/Deans recommendations, an amount of <b>₹3,21,70,495.00/-</b> is required for the subscription of e-resources for the year 2018.</p> <p>The matter is placed before Library committee for kind consideration and approval.</p>	
Decision	<p><b>Approved</b></p> <p>The committee resolved to allocate <b>Rs.1.5 Crore</b> for the subscription of print &amp; electronic journals and databases for the year 2018.</p> <p>The committee requested Dean of schools to review the proposal for the subscriptions of e-resources (journals and databases) recommended by HoDs for the year 2018.</p>	Librarian
<b>LC.40/2018/1/4</b>	<b>Subscription of SCOPUS Database.</b>	
Note	<p>SCOPUS is one of the largest abstract and citation databases of peer-reviewed literature. We need SCOPUS database to find out Citation Index, Impact Factor, H-Index, etc. of the university for various proposes. The annual subscription fee of the same is ₹12 lacks approx.</p> <p>The matter is placed before Library committee for kind consideration and decision.</p>	
Decision	Approved in Principle.	Librarian
<b>LC.40/2018/1/5</b>	<b>Implementation of surveillance CCTV in New Library Building.</b>	
Note	<p>We need Closed Circuit Television (CCTV) in reading halls &amp; stack areas of the extended part of the library building.</p> <p>The matter is placed before Library Committee for kind consideration and decision.</p>	
Decision	<p>The committee resolved to implement the surveillance CCTV in New Library Building at Central Library.</p> <p>Librarian is requested to explore the possibility of WI-FI/IP based camera as suggested by Prof. Dhruva Kumar Bhattacharrya which is cheaper than CCTV.</p>	Librarian
<b>LC.40/2018/1/6</b>	<b>Recovery of long overdue library books.</b>	
Note	<p>Few library registered members have not returned the library books after number of reminders. These books may be considered as lost book. We may replace the lost books from the library caution/security money or late fine.</p> <p>The matter is placed before Library Committee for kind consideration and decision.</p>	
Decision	<p>Approved.</p> <p>It is resolved to buy and replace the lost books from the late fine of overdue books</p>	Librarian
<b>LC.40/2018/1/7</b>	<b>Implementation of Radio-Frequency Identification (RFID)</b>	
Note	<p>Radio Frequency Identification (RFID) is a combination of radio frequency based technology and microchip technology which can be used for library circulation operations, stock verifications and theft detection etc. This technology helps to reduce staff time spent for issue/return of library documents, shelves rearrangement and stock verifications and reduce theft of library books. The cost of RFID software + hardware shall be <b>₹ 60 lacks</b> approx.</p> <p>The matter is placed before Library Committee for kind consideration and decision.</p>	
Decision	<p>Approved in Principle.</p> <p>It is resolved that the library shall prepare a project proposal in consultation with Prof. Dhruva Kumar Bhattacharrya and the same submit to OIL, ONGC etc. for</p>	Librarian

	funding.	
<b>LC.40/2018/1/8</b>	<b>Purchase of Library Automation Server (Dual Processor)</b>	
Note	Central Library is using Libsys software for library automation since 1997. The IBM X346 series computer server which is almost 11 years old and it crashed several times. Computer Engineer, T.U suggested to purchase a new server with RAID configuration (Disk redundancy based server sustains 1-2 hard disk failure). The cost of new Library Automation Server shall be ₹ 5, 00, 000/- (Rupees Five lakhs only).approx.  The matter is placed before Library Committee for kind consideration and decision.	Librarian
Decision	<b>Approved.</b>	
<b>LC.40/2018/1/9</b>	<b>Purchase of Dacal Technology CD Library with Server</b>	
Note	Library has very rich collections of CD and DVD. We need a Dacal Technology CD BOX and automated cabinet systems for automated management of CD and DVDs. The cost of Dacal Technology CD box and automated cabinet shall be ₹4, 50, 000/- approx.  The matter is placed before Library Committee for kind consideration and decision.	Librarian
Decision	<b>Approved</b>	
<b>LC.40/2018/1/10</b>	<b>Nomination of Library Committee Members for a period of 2018 to 2020</b>	
Note	As per ordinance of Tezpur University, one person from each school other than the Deans of Schools shall be nominated by Academic Council for a period of 3 years. The term of existing members have already <del>been</del> expired. Therefore, Deans are requested to suggest the name of faculty members from the respective schools. Dean, Students Welfare is also requested to nominate two student representatives for Library committee.	
Decision	Deans are requested to suggest the name of faculty members from the respective schools. Dean, Students Welfare is also requested to nominate two student representatives for Library committee.	Dean of Schools

The meeting ended with a vote of thanks from the Chair.

  
 (M. K. Sarma)  
 Librarian 14/02/18

  
 (M. M. Sarma)  
 Vice-Chancellor

**CENTRAL LIBRARY, TEZPUR UNIVERSITY**  
**MINUTES OF 43<sup>rd</sup> MEETING OF THE LIBRARY COMMITTEE HELD ON 19.12.2018**

The 43<sup>rd</sup> Library Committee meeting was held on 19-12-2018 in the Conference hall of the Vice Chancellor.

The following members were present:

1. Prof. Vinod Kr. Jain, Vice Chancellor	Chairman
2. Prof. Dilip Kumar Saikia, Pro Vice Chancellor	Member
3. Prof. Chandan Kr. Sharma, Dept. of Sociology	Member
4. Prof. Apurba Kr. Das, Dept. of Environmental Sciences	Member
5. Prof. Tapan Kr. Gogoi, Dept. of Civil Engineering	Member
6. Dr. Kakali Mahanta, Dept. of Business Administration.	Member
7. Mr. Sambhunath Sahoo, Information Scientist	Special Invitee
8. Mr. Jitu Mani Das, Assistant Librarian	Special Invitee
9. Dr. Mukesh Saikia, Librarian	Member Secretary

Prof. V.K. Jain, Vice Chancellor presided over the meeting. At the outset, Vice Chancellor welcomed the members present in the meeting. The following items were taken up one by one for discussion and decisions were taken as mention below:

**Routine Items**


Item No.	Agenda	Action to be taken
LC.43/2018/1/1	Confirmation of the minutes of the 42 <sup>nd</sup> meeting of the Library Committee held on 09.02.2018	
Note	The minutes of the 42 <sup>nd</sup> meeting of the Library Committee have been circulated to all members for kind perusal and comments. No comment has been received from any member so far. The minutes may kindly be confirmed.	
Decision	<b>Confirmed.</b>	
LC.43/2018/1/2	To consider and accept Action Taken Report on the minutes of the 42 <sup>nd</sup> Library Committee meeting.	
Note	The Action Taken Report is placed for kind perusal and acceptance by the Library Committee.	
Decision	<b>Accepted.</b>	
<b>Agenda Item</b>		
LC.43/2018/1/3	<b>Subscription of Journals (Print &amp; Electronic) for the year 2019.</b>	
Note	HoDs have submitted the list of print and electronic journals and databases to be renewed/newly subscribed for the year 2019. An amount of Rs.110.34 lakh is required for the renewal of Subscription of Journals and database proposed by departments. An additional amount of Rs.152.97 lakh is required for the subscription of New journals and Databases proposed by departments. The matter is placed before Library committee for kind consideration and approval.	
Decision	A sub-committee was constituted with the following members in order to prepare the final list of journals (print/electronic) and databases to be subscribed for the year 2019: <ol style="list-style-type: none"> <li>1. Pro Vice Chancellor (PVC) <span style="float: right;">Chairman</span></li> <li>2. Members of Library Committee <span style="float: right;">Member</span></li> <li>3. Deputy Registrar (Finance) <span style="float: right;">Member</span></li> <li>4. Librarian <span style="float: right;">Member Secretary</span></li> </ol> The list of e-resources shall be finalized based on last year's usage statistics.	PVC & Librarian


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LC.43/2018/1/4	<b>Review of Existing book purchase procedure.</b>	
Note	Academic and Administrative Audit (AAA) for Tezpur University 2018 has recommended the review of existing system of procurement of books and recommended department wise allocation of fund for more transparency. The matter is placed before Library Committee for kind consideration and decision.	
Decision	A sub-committee was constituted with the following members to review the existing book purchase policy and draft a new book purchase policy: 1. Pro Vice Chancellor Chairman 2. Members of Library Committee Member 3. Deputy Registrar (Finance) Member 4. Librarian Member Secretary The Committee resolved to allocate fund department wise for purchased of books & subscription.  It was also resolved to allow individual faculty members to purchase books of maximum ₹10000/- per year and invite open tenders for purchase of books and journals by Central Library for the year 2019.	PVC & Librarian
<b>Any other business(AOB)</b>		
LC.43/2018/1/5	<b>Recovery of long overdue library books.</b>	
Note	A few students have not returned library books after sending reminders to their permanent address mentioned in the library membership forms. They have left the University without completing the course. These books may be considered as lost book and we may purchase those lost books from the library caution/security money or late fine. The matter is placed before Library Committee for kind consideration and decision.	
Decision	<b>Approved</b> It was resolved to procure lost books from library caution deposit and utilize the money collected from library users as overdue fine for the developmental activities of Central Library.	Librarian
LC.43/2018/1/6	<b>RFID implementation</b>	
Note	Radio Frequency Identification (RFID) is a combination of radio frequency based technology and microchip technology which can be used for library circulation, stock verification and theft detection etc. Since we have already migrated data of Central Library from Libsys software to KOHA- the Open source software, the cost of implementing RFID technology may be less. We may use RFID technology for better security check, stock verification and automatic issue & return of books in order to save time of library users and library staff.	
Decision	It was resolved to invite fresh open tender for implication of RFID technology with KOHA software.	Librarian
LC.43/2018/1/7	<b>Purchase of Computer Server and CD Server</b>	
Note	The existing computer server of Central library with existing Libsys software is 12 years old. M/s Libsys Corp. Ltd. has already denied to provide AMC and asked to upgrade the existing version of the LibSys Software which will cost ₹15 lacks (Approx) + AMC+ASD. Central Library has already customized KOHA- Open Source Software and migrated all data of Central Library from LibSys to KOHA in a temporary computer server. Now, Central library needs a Computer Server with 8 ports at the earliest. Central Library has also rich collection of CDs/DVDs and a CD server is also required for maintenance of CDs/DVDs.	Librarian

Decision	<b>Approved</b> The committee resolved to invite fresh quotation for purchase a new computer server with 8 port for KOHA software at the earliest. It was also resolved to purchase Server for CD on priority basis .	Librarian
LC.43/2018/1/8	<b>Implementation of CCTV and Air Conditioning in extended part of Library Building.</b>	
Note	The reading halls and Digital Resource Centre remain open throughout the year for 16 hours. Central Library requires proper surveillance system such as CCTV and Air-conditioning for maintaining temperature during summer season.	
Decision	<b>Approved</b> It was resolved to invite fresh tender for CCTV and Air-Conditioning for Central Library.	Librarian
LC.43/2018/1/9	<b>Organize workshop on Resource Sharing of Libraries of NE States</b>	
Note	The print and electronic resources of libraries of North East India specially Universities, R & D Institutes, Institute of National Importance may be shared for the optimum utilization of resources and a consortium may be formed for this purpose.	
Decision	<b>Discussed.</b> It was resolved to organize a workshop by inviting Librarians of Universities, R & D Institutes and Institutes of National Importance of North East India to discuss on sharing of resources and possibility of forming a library consortium of North East.	Librarian
LC.43/2018/1/10	<b>Purchase of multiples copies of text books.</b>	
Note	Members discussed on purchase of quite a good number of multiple copies of text book for common courses and possibility of buying e-version of text books for such common courses.	
Decision	It was resolved to purchase multiple copies of text books depending upon the numbers of students for common courses.	Librarian

The meeting ended with vote of thanks from the chair.

  
(Mukesh Saikia)  
Librarian

  
(V.K.Jain)  
Vice Chancellor

**CENTRAL LIBRARY TEZPUR UNIVERSITY**  
**MINUTES OF THE 44TH LIBRARY COMMITTEE MEETING HELD ON 06 MARCH 2020**

The 44<sup>th</sup> Library Committee meeting was held on 06.03.2020 in the conference hall of the Vice Chancellor. The following members were present:

- |  |                  |
|--|------------------|
| 1. Prof. Vinod Kr. Jain, Vice Chancellor                 | Chairman         |
| 2. Prof. Dilip Kumar Saikia, Pro Vice Chancellor         | Member           |
| 3. Prof. Niranjana Karak, Dean, Research & Development   | Member           |
| 4. Prof. Chandan Kr. Sharma, Dept. of Sociology          | Member           |
| 5. Prof. Apurba Kr. Das, Dept. of Environmental Sciences | Member           |
| 6. Prof. Tapan Kr. Gogoi, Dept. of Civil Engineering     | Member           |
| 7. Dr. Kakali Mahanta, Dept. of Business Administration  | Member           |
| 8. Prof. Prasanta Kr. Das, Dean, School of H& SS         | Member           |
| 9. Mr. Kumarjit Dutta, Dy. Registrar (Finance)           | Special Invitee  |
| 11. Mr. Hritwik Bora, Physics- Student nominee           | Member           |
| 12. Mr. Debayon Dhar Chowdhury, CSE- Student nominee     | Member           |
| 13. Mr. Upakul Sarmah, Assistant Registrar (GA)          | Special Invitee  |
| 13. Dr. Monawwer Eqbal, Dy. Librarian                    | Special Invitee  |
| 14. Mr. Jitumani Das, Assistant Librarian                | Special Invitee  |
| 15. Dr. Mukesh Saikia, Librarian                         | Member Secretary |

Prof. V.K Jain, Vice Chancellor presided over the meeting. At outset the Vice-Chancellor welcomed the member present in the meeting. The following agenda items were taken up one by one for discussions and decisions as mentioned below:

**Routine Items:**

Item No.	Agenda	Action to be taken
LC.44/2020/1/1	Confirmation of the minutes of the 43 <sup>rd</sup> meeting of the Library Committee held on 19.12.2018	
Note	The minutes of the 43 <sup>rd</sup> meeting of the Library Committee has been circulated to all members for kind perusal and comments.  No comment has been received from any member so far. The minutes may kindly be confirmed.	
Decision	<b>Confirmed.</b>	
LC.44/2020/1/2	To consider and accept Action Taken Report on the minutes of the 43 <sup>rd</sup> Library Committee Meeting.	
Note	The Action Taken Report is placed for kind perusal and acceptance.	
Decision	<b>Accepted</b>	
<b>Agenda Item</b>		
LC.44/2020/1/1	<b>Subscription of Journals/ Databases/E-resources for the year 2020.</b>	

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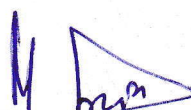
Note	<p>HoDs have submitted the list of Print &amp; Electronic journals and Databases to be renewed/newly subscribed for the year 2020.</p> <p>An amount of <b>Rs 1,29,79,305.00</b> is required for the renewal of Subscription of Journals/Database/E-resources for the year 2020.</p> <p>An additional amount of <b>Rs. Rs. 1,79,44,698.00</b> is required for the subscription of New Journals/ Databases/E-resources proposed by departments.</p> <p>Proposal for subscription of Journals (Print + online)/ Databases/E-resources (renewal+ New) for the year 2020.</p> <p>The matter is placed before Library committee for kind consideration and approval.</p>									
Decision	<p><b>Approved.</b></p> <p>The committee resolved to allocate Rs. <b>Rs 1,29,79,305.00</b> for renewal of subscription of print &amp; electronics journals and databases for the year 2020.</p> <p>A sub-committee was constituted with following members in order to prepare the final list of journals and databases within 15 days based on usages statistics.</p> <table border="0" data-bbox="507 913 1276 1048"> <tr> <td>Pro Vice Chancellor (PVC)</td> <td>Chairman</td> </tr> <tr> <td>All Deans of School</td> <td>Member</td> </tr> <tr> <td>Librarian</td> <td>Member</td> </tr> <tr> <td>Deputy Librarian</td> <td>Member Secretary</td> </tr> </table> <p>The committee shall review the proposal for the subscriptions of e-resources (journals and databases) recommended by HoDs for the year 2020 based on usages and priority.</p> <p>Librarian is requested to send usages statistics of journals and databases to all Deans and HoDs.</p>	Pro Vice Chancellor (PVC)	Chairman	All Deans of School	Member	Librarian	Member	Deputy Librarian	Member Secretary	Librarian
Pro Vice Chancellor (PVC)	Chairman									
All Deans of School	Member									
Librarian	Member									
Deputy Librarian	Member Secretary									
LC.44/2020/1/2	<b>Purchase of books for the year 2020-21</b>									
Note	<p><i>Rs 80,00,000/- was sanctioned for purchase of books for the year 2019-2020. We have already purchased 5677 books of Rs 76,04,778/- as on date.</i></p> <p><i>930 books of Rs 14,05,041/- have been purchased against different Projects of department/Centre/ CODL fund.</i></p> <p><i>Last NAAC team recommended for increase of number of books of central Library. An amount of Rs.100/-lakhs may be allocated for purchase of text and reference books for the year 2020-21.</i></p> <p>The matter is placed before Library committee for kind consideration and approval.</p>									
Decision	<p><b>Approved in principle</b>, an amount of Rs.100/-lakhs appox. was allocated for purchase of text and reference books for the year 2020-21 subject to the allocation to be approved by UGC.</p>	Librarian								

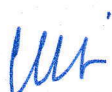
	<p>For the increase of library collections, the committee resolved to appeal TU Alumni to donate books to the Central library. President, TU Alumni is requested to send an appeal to all alumni for donation of books.</p> <p>Vice chancellor also suggested the faculty members and library staff to participate in National and International bookfair for purchase the books.</p> <p>Vice Chancellor suggested to constitute a departmental library Committee of at least three members for selection of books to be purchased for the department.</p>	<p><b>Assistant Librarian/ President, TU Alumni</b></p>
<b>LC.44/2020/1/3</b>	<b>Empanelment of Vendor for purchase of books and Subscription of Journals for the year 2020-2021.</b>	
Note	<p>We invited online applications for Empanelment of Vendors for the supply of books and journals (Print and Online) from reputed vendors/distributors/suppliers in India. 29 vendors were approved for supply of books and journals for the year 2019-2020.</p> <p>We may renew the same vendors or invite fresh online applications for purchase of books and Subscription of Journals the year 2020-2021.</p> <p>Amazon/Flipkart may also be as consider as approved vendor for purchase of rare/ books which are not readily available with approved vendors.</p> <p>HoDs recommend books published by local/small publishers and the books are available with the publishers only. In such case, Library should be authorized to place the supply order directly with the Publishers instead of approved vendors.</p> <p>The matter is placed before Library committee for kind consideration and approval.</p>	
<b>Decision</b>	<p>The committee resolved to invite fresh online applications for Empanelment of Vendor for purchase of books and Subscription of Journals for the year 2020-2021.</p> <p>Amazon/Flipkart was considered as approved vendor for purchase of books.</p> <p>Library is authorized to place the supply order directly with the local Publishers in case of non-availability of the books with the registered vendors. Letter or certificate of non-availability will have to be attached for approval from the competent authority i.e., VC/PVC.</p>	<b>Dy. Librarian</b>
<b>LC.44/2020/1/4</b>	<b>strike off records of lost books</b>	
Note	<p>Prof. M.M.Sharma, Dept. of EFL had library outstanding of 174 library books at the time of his superannuation. He replaced 35 books of Rs 79457/- and paid Rs 60176.54/- against the loss of 139 books.</p> <p>Sri B.Talukdar, former JR (F) had library outstanding of 6 (six) library books at the time of his superannuation and paid Rs 765/- .</p>	

(11)

	<p>We have to strike off records of lost books from the records of Central Library.</p> <p>The matter was placed before Library committee for kind consideration and approval.</p>	
Decision	<p><b>Approved.</b></p> <p>In view of the payments made by concerned employees, the committee resolved to strike off records of lost books from the record of Central library.</p>	Librarian
<b>LC.44/2020/1/5</b>	<b>Books issued to Head of Departments</b>	
Note	<p>Books issued against HoD should be returned to Central library after expiry of term of HOD or new HOD should write to Central library for transfer of the outstanding books against former HoD to his /her account as HoD.</p> <p>The matter is placed before Library committee for kind consideration and approval.</p>	
Decision	<b>Approved</b>	Librarian
<b>LC.44/2020/1/6</b>	<b>Implementation of RFID</b>	
Note	<p>Central Library may use Radio Frequency identification (RFID) for automatic Issue/return of library books, automatic bookshelves rectification, auto stock verifications, theft detection and save time of library users &amp; staff.</p> <p>The matter is placed before Library committee for kind consideration and approval.</p>	
Decision	<b>Approved.</b>	Librarian
	<p>It was resolved to prepare a proposal for the implementation of Radio Frequency Identification (RFID) in Central Library.</p>	
<b>LC.44/2020/1/7</b>	<b>Open Air Reading Facility</b>	
Note	<p>Open Air facility for student/research scholar by installing sitting and light arrangement in park in front of the central library may increase the reading habit and academic environment. We may think of this arrangement after obtaining student's &amp; research scholar's feedback.</p> <p>The matter is placed before Library committee for kind consideration and approval.</p>	
Decision	<p>The committee suggested to explore suitable location for arrangement of such facility in the campus.</p>	Deans/librarian
<b>LC.44/2020/1/8</b>	<b>Proposal for Implementation of Information Commons in Central Library</b>	
Note	<p>Information Commons is a new service model of the university library with the development of Computer technology, multi-media technology, network technology, modern communication technology and the change of people's learning method. It can cultivate the reader information literacy, promote readers to learn, exchange, collaborate and study under support of skilled library staff, computer experts, multi-media workers and teachers. A separate building attached with library, Computer Lab, variety of collaborative learning and workspaces, Information Desk, etc. are the requirement for creating Information Commons.</p>	

	<p>A committee may kindly be constituted to study and implementation of Information Commons in Central Library.</p> <p>The matter is placed before Library committee for kind consideration and approval.</p>															
Decision	<p><b>Approved.</b> A sub-committee was constituted with following members to study and implementation of Information Commons in Central Library.</p> <table border="0"> <tr> <td>Pro Vice Chancellor (PVC)</td> <td>Chairman</td> </tr> <tr> <td>All Deans of School</td> <td>Member</td> </tr> <tr> <td>Prof. C. Saram, Dept. of Social Work</td> <td>Members</td> </tr> <tr> <td>Librarian</td> <td>Member</td> </tr> <tr> <td>Computer Engineers</td> <td>Member</td> </tr> <tr> <td>University Engineers</td> <td>Member</td> </tr> <tr> <td>Deputy Librarian</td> <td>Member Secretary</td> </tr> </table> <p>The sub-committee is requested to submit the final proposal.</p>	Pro Vice Chancellor (PVC)	Chairman	All Deans of School	Member	Prof. C. Saram, Dept. of Social Work	Members	Librarian	Member	Computer Engineers	Member	University Engineers	Member	Deputy Librarian	Member Secretary	Librarian
Pro Vice Chancellor (PVC)	Chairman															
All Deans of School	Member															
Prof. C. Saram, Dept. of Social Work	Members															
Librarian	Member															
Computer Engineers	Member															
University Engineers	Member															
Deputy Librarian	Member Secretary															
LC.44/2020/1/9	<b>KIOSKS</b>															
Note	<p>Library Kiosk provides easy, fast and suitable information to library users. It will also increase efficiency of issue and return of library documents.</p> <p>Two Kiosks may be purchased for Central Library. The matter is placed before Library committee for kind consideration and approval.</p>															
Decision	<b>Approved</b>	Librarian														
LC.44/2020/1/10	<b>Any Other Business.</b>															
Note	<ol style="list-style-type: none"> <li>1. A Wheelchair for differently able library users.</li> <li>2. Best Library visit Award for student/Research Scholar /faculty/Staff to encourage the reading habits of users.</li> <li>3. Project books should be submitted to Central library after completion of projects.</li> </ol>															
Decision	<p><b>Approved Sl. No. 1- 2</b> <b>Regarding Sl.No.2</b>, it was decided to award the following;</p> <ol style="list-style-type: none"> <li>1. One award for UG/PG.</li> <li>2. One award for research scholar.</li> <li>3. One award for faculty.</li> </ol> <p><b>Regarding Sl.No.3</b> The committee resolved to allow the project head/principal investigator to keep the Project books with them for study purpose and return the project books at the time superannuation.</p>	Librarian														

  
 (Mukesh Saikia)  
 Librarian 09/03/2020

  
 (V.K Jain) 9/3/XX  
 Vice Chancellor

**MINUTES OF MEETING ON BUDGET ALLOCATION FOR PURCHASE OF BOOKS  
& JOURNALS FOR THE YEAR 2021-22 HELD ON 06 OCT, 2021**

The meeting on budget allocation for purchase of books & journals for the year 2021-22 held on 06 October 2021 in the Conference Hall of the Vice Chancellor. The Following members were present:


1. Prof. V.K. Jain, Vice-Chancellor	Chairman
2. Prof. D.K. Bhattacharyya, PVC	Member
3. Prof. P. K. Das, Dean, School of Humanities & Social Sciences	Member
4. Prof. Papari Baruah, Dean, School of Management sciences	Member
5. Prof. Debajit Hazarika, Dean, School of sciences	Member
6. Prof. Smriti Kumar Sinha, Dean, School of Engineering	Member
7. Dr. B. B. Mishra, Finance Officer	Special Invitee
8. Mr. Kumarjit Dutta, Dy. Registrar (Finance)	Special Invitee
9. Mr. Jitu Mani Das, Assistant Librarian	Special Invitee
10. Dr. Mukesh Saikia, Librarian	Member Secretary

Prof. V.K. Jain, Vice-Chancellor presided over the meeting. At the outset, the Chairman welcomed the member present in the meeting. The following agenda items were taken up one by one for discussions and decisions were taken as mentioned below:

Item No.	Agenda	Action to be taken
<b>01.</b>	<b>Purchased of books for the year 2021-22</b>	
<b>Note</b>	Based on the last year recommendation of books an amount of Rs. 70,25,637.00 is required for purchased of books for the year 2021-22.  The matter is place before the Committee for consideration and decision.	
<b>Decision</b>	The committee resolved to allocate Rs. 50,00,000.00 for purchase of books for the year 2021-22.	Librarian
<b>02.</b>	<b>Subscription/ Renewal of Print/e-journals and database for the year 2021-22</b>	
<b>Note</b>	HoDs have submitted the list of journals/e-journal/database to be renewed for the year 2021-22. An amount of Rs.1,04,74547.00 is required for the subscription of journals (Print+Online) and database for the year 2021-22  The matter is place before the Committee for consideration and decision.	
<b>Decision</b>	The Coramittee resolved to renew print and online journals <del>for the</del> <del>year 2021</del> of Rs. 95,34,469.00 for the year 2021-22.	Librarian

	The committee also resolved to exclude the recommended journals & database of Dept. of Computer Science & Engineering in order to accommodate selective IEEE journals for the year 2021-22.	
<b>03.</b>	<b>Subscription of IEL (IEEE Xplore Digital Library)</b>	
<b>Note</b>	The School of Engineering recommended the annual subscription of IEL (IEEE Xplore Digital Library) and the annual Subscription fee is Rs. 40,31,374.00  The matter is place before the Committee for consideration and decision.	
<b>Decision</b>	The Committee resolved to subscribe selective journals of IEEE within the budget of Rs. 20 Lakhs.  HoDs of School of Engineering are requested to submit the selective list journals of IEEE for the year 2021-22 at the earliest.	Librarian

  
 (Mukesh Saikia)  
 Librarian

  
 (Prof. V.K. Jain)  
 Vice-Chancellor

7/10/21

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**MINUTES OF THE 45<sup>TH</sup> LIBRARY COMMITTEE MEETING HELD ON 08 MARCH 2021**

The 45<sup>th</sup> Library Committee meeting was held on 08-03-2021 in the Conference Hall of the Vice Chancellor. The Following members were present:


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|--|------------------|
| 1. Prof. D.K. Bhattachayya, Dean Academic Affairs                | Chairman         |
| 2. Prof. P. K. Das, Dean, School of Humanities & Social Sciences | Member           |
| 3. Prof. Apurba Kr Das, Dept. of Environmental Science           | Member           |
| 4. Dr. Kakali Mahanta, Dept. of Business Administration          | Member           |
| 5. Mr. Kumarjit Dutta, Deputy Registrar (Finance)                | Special Invitee  |
| 6. Mr. Jitu Mani Das, Assistant Librarian                        | Special Invitee  |
| 7. Dr. Mukesh Saikia, Librarian                                  | Member Secretary |


Prof. D.K. Bhattachayya, Dean Academic Affairs presided over the meeting. At the outset, the Chairman welcomed the member present in the meeting. The following agenda items were taken up one by one for discussions and decisions as mentioned below:

**Routine Items:**

Item No.	Agenda	Action has been taken
LC.45/2021/1/1	<b>Confirmation of the minutes of the 44<sup>th</sup> meeting of the Library Committee held on 06-03-2020</b>	
Note	The minutes of the 44 <sup>th</sup> meeting of the Library Committee have been circulated to all members for kind perusal and comments.  No comment is received from any member so far. The minutes may kindly be confirmed.	
Decision	<b>Confirmed</b>	
LC.45/2021/1/2	<b>To consider and accept Action Taken Report on the minutes of the 44<sup>th</sup> Library Committee meeting.</b>	
	The Action Taken Report is placed for kind perusal and acceptance by the Library Committee.	
Decision	<b>Accepted</b>	
LC.45/2021/1/3	<b>Purchase of Books for the year 2020-21</b>	
Note	HoDs submitted the list books to be purchased for the year 2020-21 and financial sanction of Rs.96,87,586.00 was obtained for purchase of books. Book of Rs. 37,84,486.00 have been received by the Central Library till date. The empanelled Vendors have informed that most of the ordered books are out of print/ Out of stock/ unable to import foreign books due to pandemic situation. An amount of Rs.59 lakhs approx. is unutilized balance till date.  The matter is placed before Library committee for kind discussion and decision.	
Decision	i) The Committee resolved to subscribed (renew/new) recommended print journals for the year 2021.  ii) The Committee resolved to purchased Indian edition of books readily available in the market. Librarian was requested to collect readily available Indian book list from the empanelled vendors and send the list to HoDs and faculty members.	Librarian

	<p>iii) HoDs were requested to submit the list of Indian editions of available books as early as possible in order to utilize the unspent balance of Rs.25 lakhs on or before 31.03.2021.</p> <p>iv) The Committee resolved to request competent authority for cancellation of all the financial sanction orders for purchase of books and reallocate the unspent sanction amount for purchased of print journals of Rs. 34,14,375.00 and available Indian edition of recommended print books of Rs. 25 lakhs for all the departments.</p>	
<b>LC. 45/2021/1/4</b>	<b>Subscription of Journals/e-resources for the year 2021</b>	
Note	<p>HoDs submitted list of print journals of Rs. 34,14,375.00 and e-resources of Rs. 3,28,33,776.33 to be subscribed for the year 2021.</p> <p>The matter is placed before the Library Committee for discussion and decision.</p>	
Decision	The Committee resolved to spend an amount of Rs.34,14,375.00 for subscription of recommended print journals for the year 2021.	Librarian
<b>LC.45/2021/1/5</b>	<b>KIOSKS</b>	
Note	<p>Central Library wants to purchased KIOSK to provide easy, fast, and sustainable information to Library users.</p> <p>The matter is placed before the Library Committee for kind consideration and approval.</p>	
Decision	The Committee resolved to buy one KIOSKS for Central Library.	Librarian
<b>LC.45/2021/1/6</b>	<b>Purchased of multiples copies of textbooks</b>	
Note	<p>Engineering Departments and Dept. of Business Administration request to procure multiple copies of textbooks for common courses.</p> <p>The matter is placed before the Library Committee for discussion and approval.</p>	
Decision	Approved	Librarian

  
 (Mukesh Saikia)  
 Librarian  
 09/09/21

  
 (D.K. Bhattacharyya)  
 Dean, Academic Affairs  
 9/9/21