



MAULANA AZAD CENTRAL LIBRARY
UNIVERSITY OF SCIENCE AND TECHNOLOGY
MEGHALAYA

Library Proceedings Samples



Maulana Azad Central Library
University of Science and Technology, Meghalaya

No. 2019/LMC/12

Date: 03/08/2019

Minute of the meeting on 03/08/2019 at Maulana Azad Central Library

The following members to discuss various issues relating to library and the action plan taken against the proposed work in reference to the meeting held on 03rd August, 2019.

- | | |
|----------------------------|-----------------------------|
| 1. Mr. Nurujjaman Laskar | Deputy Registrar, USTM |
| 2. Dr. Sankar Thapa | Member, Library Committee |
| 3. Dr. Papiya Dutta | Chairman, Library Committee |
| 4. Md. Mukutor Rahman | Assistant Librarian |
| 5. Mr. Bikramaditya Barman | Assistant Librarian |
| 6. Mr. Lalit Saikia | Member, Library Committee |
| 7. Mr. Gautam Gogoi | Convener, Library Committee |

The following agendas are discussed and identified as a proposed plan for up gradation of existing facilities:

1. The order for new books will be placed as per the requisition of Department. Those departments who did not submit a reminder will be given to submit latest by 25th August 2019.
2. Student's feedback from each department is to be taken for new addition of books as required and necessary.

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3. Increase the amount Library Budget.
4. Volume of books available is to be multiplied according to the demands from HoD's or concerned faculty members and report to be prepared accordingly.
5. NDA is mandatory for each student.
6. I-Scholar Database registered by the Maulana Azad Central Library.
7. Fund allocated for the library and its utilization by the finance committee of the university for the financial year 2018 - 2019 has been ratified by the house and noted the same.

NB: New committee members for the year 2020.

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|----------------------------|-----------------------------|
| 1. Mr. Nurujjaman Laskar | Deputy Registrar, USTM |
| 2. Dr. Sankar Thapa | Member, Library Committee |
| 3. Dr. Papiya Dutta | Chairman, Library Committee |
| 4. Md. Mukutor Rahman | Assistant Librarian |
| 5. Mr. Bikramaditya Barman | Assistant Librarian |
| 6. Ms. Rashmi Baruah | Member, Library Committee |
| 7. Dr. Anup Kr. Bordoloi | Member, Library Committee |
| 8. Mr. Gautam Gogoi | Convener, Library Committee |

Signature of the members present in the meeting held on 03/08/2019.

1. Mr. Nurujjaman Laskar
2. Dr. Sankar Thapa
3. Dr. Papiya Dutta
4. Md. Mukutor Rahman
5. Mr. Bikramaditya Barman
6. Mr. Lalit Saikia
7. Mr. Gautam Gogoi

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Maulana Azad Central Library
University of Science and Technology, Meghalaya

No. 2019/LMC/11

Date: 02/02/2019


Minute of the meeting on 02/02/2019 at Maulana Azad Central Library


The following members to discuss various issues relating to library and the action plan taken against the proposed work in reference to the meeting held on 02nd February, 2019.

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|----------------------------|-----------------------------|
| 1. Mr. Nurujjaman Laskar | Deputy Registrar, USTM |
| 2. Dr. Sankar Thapa | Member, Library Committee |
| 3. Dr. Papiya Dutta | Chairman, Library Committee |
| 4. Mr. Shyamanta Boro | Assistant Librarian |
| 5. Mr. Bikramaditya Barman | Assistant Librarian |
| 6. Mr. Lalit Saikia | Member, Library Committee |
| 7. Mr. Gautam Gogoi | Convener, Library Committee |

The following agendas are discussed and identified as a proposed plan for up gradation of existing facilities:

1. The order for new books will be placed as per the requisition of Department. Those departments who did not submit a reminder will be given to submit latest by 25th February 2019.
2. Student's feedback from each department is to be taken for new addition of books as required and necessary.
3. NDL is mandatory for every student.


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4. J-Store data will be purchased by the authority.
5. Student's feedback from each department is to be taken for new addition of books as required and necessary.
6. Updated list of books including new entry of books/journal/ magazines are to be sent to the respective HoDs preferably in every weekend.
7. RFID will be implemented in our MAC Library.

Signature of the members present in the meeting held on 02/02/2019.

1. Mr. Nurujjaman Laskar

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2. Dr. Sankar Thapa

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3. Dr. Papiya Dutta

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4. Mr. Shyamanta Boro

[Signature] 02-02-2019

5. Mr. Bikramaditya Barman

[Signature] 02.02.2019

6. Mr. Lalit Saikia

[Signature] 02-02-19

7. Mr. Gautam Gogoi

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[Signature] 02.02.2019



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No. 2018/LMC/10

Date: 04/08/2018


Minute of the meeting on 04/08/2018 at Maulana Azad Central Library


The following members to discuss various issues relating to library and the action plan taken against the proposed work in reference to the meeting held on 04th August, 2018.

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| 1. Mr. Nurujjaman Laskar | Deputy Registrar, USTM |
| 2. Dr. Sankar Thapa | Member, Library Committee |
| 3. Dr. Papiya Dutta | Chairman, Library Committee |
| 4. Mr. Shyamanta Boro | Assistant Librarian |
| 5. Mr. Bikramaditya Barman | Assistant Librarian |
| 6. Mr. Lalit Saikia | Member, Library Committee |
| 7. Mr. Gautam Gogoi | Convener, Library Committee |

The following agendas are discussed and identified as a proposed plan for up gradation of existing facilities:

1. The order for new books will be placed as per the requisition of Department. Those departments who did not submit a reminder will be given to submit latest by 25th August 2018.
2. Student's feedback from each department is to be taken for new addition of books as required and necessary.


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3. Fund allocated for the library and its utilization by the finance committee of the university for the financial year 2017 - 2018 has been ratified by the house and noted the same.

NB: Same committee will be continued for the next year i.e. for 2019.

Signature of the members present in the meeting held on 04/08/2018.

1. Mr. Nurujjaman Laskar

2. Dr. Sankar Thapa

3. Dr. Papiya Dutta

4. Mr. Shyamanta Boro

5. Mr. Bikramaditya Barman

6. Mr. Lalit Saikia

7. Mr. Gautam Gogoi

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[Signature] 04-08-2018

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[Signature] 04-8-18
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[Signature] 04.08.2018



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