



UNIVERSITY OF SCIENCE & TECHNOLOGY, MEGHALAYA

Minutes of the 18th Meeting of the Library Management Committee held on July 29, 2022

No: USTM/MACL/LMC/18/2022

Date: 29/07/2022

Time: 11.00 am

Venue: Office of the Vice Chancellor, USTM

The eighteenth meeting of the Library Management Committee of University of Science & Technology, Meghalaya (USTM) was held on 29th July, 2022 under the Chairmanship of Dr. G. D. Sharma, Honourable Vice Chancellor of USTM. The attendees are:

Sl. No	Name of Members	Designation	Members
01	Dr. G. D. SHARMA	Vice Chancellor, USTM	Chairman
02	Dr. R. K. SHARMA	Advisor, USTM	Advisor
03	Dr. SUJIT SIKIDAR	Professor, Commerce	Vice Chairman
04	Dr. JATINDRA NATH GANGULY	Professor, Chemistry	Vice Chairman
05	Dr. A.C. TALUKDAR	Dean, School of Social Sciences & Humanities	Member
06	Dr. ENAMUL KARIM	Dean, School of Applied Sciences	Member
07	Dr. AMIT CHOUDHURY	Dean, School of Business Sciences	Member
08	Dr. PRADIP KUMAR BARUAH	Prof & HOD, Botany	Member
09	Dr. BAHARUL ISLAM	Dean I/C University School of Law & Research	Member
10	Dr. BHAIRAB SARMA	Associate Professor & HOD, CSE	Member
11	Dr. PALLAB KALITA	Vice Principal, School of Pharmaceutical Science	Member
12	Dr. HABIBUL ISLAM	Dean, School of Allied Medical Sciences	Member
13	Dr. JONALI CHETIA	Dean, PQH School of Education	Member
14	Dr. NURUJAMAN LASKAR	COE & Finance Officer	Member
15	Mr. NAZRUL ISLAM KHAN	Establishment Manager	Member
16	Dr. MD. MUKUTOR RAHMAN	Assistant Librarian	Convener

The Hon'ble Vice Chancellor welcomed all the members to the 18th meeting of the Library Management Committee and briefed about the latest developments in the university library both in terms of collection and services to the esteemed members. Thereafter, the convener initiated the discussion as per the agenda.

After detailed deliberation the following resolution has been taken place:

Agenda	Resolution	Action Taken
LMC 18.1 To confirm the minutes of 17 th LMC Meeting held on 05 th October 2021	17.2 As our library is going to be the digital library so, the decision to purchase the second phases of RFID has been stopped for the time being.	Minutes Confirmed (The ATR has been annexed herewith as Annexure- 3)
LMC 18.2 Subscription of new online database in place of I-Scholar Database.	18.2 As I-Scholar database service provider unable to give service, The library committee decided to subscribe EBSCO database in place of I-Scholar.	
LMC 18.3 Fine implementation of delay submits books.	18.3 Fine is waived off/ Write off for the time being. The committee will decide the date of recollection of fine also the amount of fine per book per day.	
LMC 18.4 Circulation of books from departmental library	LMC 18.4 Library professional from central library will give training in Library Management Software Koha to the Academic Officer from each department and he/she will be responsible for circulation of books.	
LMC 18.5 Tentative plans for future.	18.5 Purchase more E-resources including E-books.	

The meeting ended with the vote of thanks from the Librarian I/C.

Signature
Librarian

[Handwritten Signature]
29/07/2022

LIBRARIAN I/C
Maulana Azad Central Library
University of Science & Technology
Meghalaya

[Handwritten Signature]
29.07.22
Signature
Vice Chancellor

Vice Chancellor
University of Science & Technology
Meghalaya

Annexure- 3
Maulana Azad Central Library, USTM
Action Taken Report of 17th LMC Meeting held on 5th October 2021

Agenda	Resolution	Action Taken
LMC 17.2 Discussion on purchase of RFID second phases.	17.2 As our library is going to be the digital library so, the decision to purchase the second phases of RFID has been stopped for the time being.	17.2 Followed the resolution.

Signature
Librarian, MACL, USTM

[Handwritten Signature]
29/07/2022

LIBRARIAN 1/c
Maulana Azad Central Library
University of Science & Technology
Meghalaya

[Handwritten Signature]
LIBRARIAN
Maulana Azad Central Library
University of Science & Technology
Meghalaya

[Handwritten Signature]
Registrar
University of Science & Technology
Meghalaya



UNIVERSITY OF SCIENCE & TECHNOLOGY, MEGHALAYA

Minutes of the 17th Meeting of the Library Management Committee held on October 05, 2021

No: USTM/MACL/LMC/2021/17

Date: 05/10/2021

Time: 11.00 am

Venue: Office of the Vice Chancellor, USTM

The seventeenth meeting of the Library Management Committee of University of Science & Technology, Meghalaya (USTM) was held on 05th October, 2021 under the Chairmanship of Dr. G. D. Sharma, Honourable Vice Chancellor of USTM. The attendees are:

Sl. No	Name of Members	Designation	Members
01	Dr. G. D. SHARMA	Vice Chancellor, USTM	Chairman
02	Dr. R. K. SHARMA	Advisor, USTM	Advisor
03	Dr. SUJIT SIKIDAR	Professor, Commerce	Vice Chairman
04	Dr. JATINDRA NATH GANGULY	Professor, Chemistry	Vice Chairman
05	Dr. A.C. TALUKDAR	Dean, School of Social Sciences & Humanities	Member
06	Dr. ENAMUL KARIM	Dean, School of Applied Sciences	Member
07	Dr. AMIT CHOUDHURY	Dean, School of Business Sciences	Member
08	Dr. PRADIP KUMAR BARUAH	Prof & HOD, Botany	Member
09	Dr. BAHARUL ISLAM	Dean I/C University School of Law & Research	Member
10	Dr. BHAIRAB SARMA	Associate Professor & HOD, CSE	Member
11	Dr. PALLAB KALITA	Vice Principal, School of Pharmaceutical Science	Member
12	Dr. HABIBUL ISLAM	Dean, School of Allied Medical Sciences	Member
13	Dr. JONALI CHETIA	Dean, PQH School of Education	Member
14	Dr. NURUJJAMAN LASKAR	COE & Finance Officer	Member
15	Mr. NAZRUL ISLAM KHAN	Establishment Manager	Member
16	Dr. MD. MUKUTOR RAHMAN	Assistant Librarian	Convener

The Hon'ble Vice Chancellor welcomed all the members to the 17th meeting of the Library Management Committee and briefed about the latest developments in the university library both in terms of collection and services to the esteemed members. Thereafter, the convener initiated the discussion as per the agenda.

LIBRARIAN
Maulana Azad Central Library
University of Science & Technology
Meghalaya

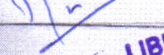
17th LMC Minutes, USTM

Registrar
University of Science & Technology,
Meghalaya

Page 1

After detailed deliberation the following resolution has been taken place.

Agenda	Resolution	Action Taken
<p>LMC 17.1 To confirm the minutes of 16th LMC Meeting held on 13th March 2021</p>	<p>16.2.1 Request all the HOD of the departments to send their requirement of Books in standard book requirement format during a specific time period. 16.2.2 Instead of requesting multiple volumes department will request for one or two volume. 16.2.3 Librarian will check the quantity available in the library and after checking it will be forwarded to the Chairman of the Library Committee. 16.2.4 Books shall be purchased through this committee. 16.3 Maulana Azad Central library guidelines shall be circulated to all the departments. Same or modified guideline shall be applied to the entire departmental library. 16.4.1 Library shall organize Orientation programme for newly enrolled students along with the faculty members of respective departments. 16.4.2 Library shall Organize workshop/ awareness programme to the Research Scholars and Faculty members. 16.4.3 Library shall maintain a proper user attendance record in the register. 16.4.4 Library will take an initiative for resource sharing with nearby Library. 16.5 Regarding Stock Verification two Library Professional Experts shall be involved from the outside of our University. (Prof. Dr. R. K. Barman, GU and Dr. Gautam Sarma, KKHOU is recommended by Chairman of the Library Committee). Librarian shall assist the stock verification committee. 16.6 Library shall send reminder to the defaulters of non return books. 16.7 Fine is waived off/ Write off due to COVID-19 pandemic. The committee will decide the date of recollection of fine also the amount of fine per book per day. 16.8 MACL will prepare an Annual Budget of the Library, 2021. 16.9 Bill/challan will be sent by the supplier with the book only. 16.10.1 Maulana Azad Central Library as a Digital library. 16.10.2 To make digital Library Books and previous year question papers shall be digitized. 16.10.3 To make our library one of the best library in Northeast. 16.10.4 Librarian should visit some of the best</p>	<p>Minutes Confirmed (The ATR has been annexed herewith as Annexure- 2)</p>


LIBRARIAN
 Maulana Azad Central Library
 University of Science & Technology
 Meghalaya


Registrar
 University of Science & Technology,
 Meghalaya

	library to see their best practices. (IIT and NIPER, Guwahati etc).	
LMC 17.2 Discussion on purchase of RFID second phases.	17.2 As our library is going to be the digital library so, the decision to purchase the second phases of RFID has been stopped for the time being.	

The meeting ended with the vote of thanks from the Assistant Librarian.

Signature
Librarian

[Handwritten Signature]
05/10/2021

LIBRARIAN 1/c
Maulana Azad Central Library
University of Science & Technology
Meghalaya

Signature
Vice Chancellor

[Handwritten Signature]
05/10/21

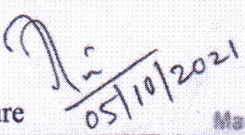
Vice Chancellor
University of Science & Technology
Meghalaya


[Handwritten Signature]
LIBRARIAN
Maulana Azad Central Library
University of Science & Technology
Meghalaya

[Handwritten Signature]
Registrar
University of Science & Technology
Meghalaya

Annexure- 2
Maulana Azad Central Library, USTM
Action Taken Report of 16th LMC Meeting held on 13th March 2021

Agenda	Resolution	Action Taken
LMC 16.2 Discussion on book ordering and book purchase.	16.2.1 Request all the HOD of the departments to send their requirement of Books in standard book requirement format during a specific time period. 16.2.2 Instead of requesting multiple volumes department will request for one or two volume. 16.2.3 Librarian will check the quantity available in the library and after checking it will be forwarded to the Chairman of the Library Committee. 16.2.4 Books shall be purchased through this committee.	16.2.1 All the HOD of the departments are requested in the date of 23/03/2021 16.2.2 Requested to give required quantity in minimum number 16.2.3 Book requirement list forwarded to Chairman, LMC in 26-04-2021 16.2.4 Following the resolution.
LMC 16.3 Circulation of policies on library services.	16.3 Maulana Azad Central library guidelines shall be circulated to all the departments. Same or modified guideline shall be applied to the entire departmental library.	16.3 Guidelines of Maulana Azad Central library has circulated to all the departments. (23/03/2021)
LMC 16.4 Discussion on Library services	16.4.1 Library shall organize Orientation programme for newly enrolled students along with the faculty members of respective departments. 16.4.2 Library shall Organize workshop/ awareness programme to the Research Scholars and Faculty members. 16.4.3 Library shall maintain a proper user attendance record in the register. 16.4.4 Library will take an initiative for resource sharing with nearby Library.	16.4.1 Orientation programme organized. 16.4.2 Awareness programme to the Research Scholars, Done 20/03/2021 16.4.3 Maintaining the same. 16.4.4 Work in Progress. Talked to Librarian Cotton College, Guwahati.
LMC 16.5 Stock verification of library books and journals.	16.5 Regarding Stock Verification two Library Professional Experts shall be involved from the outside of our University. (Prof. Dr. R. K. Barman, GU and Dr. Gautam Sarma, KKOU is recommended by Chairman of the Library Committee). Librarian shall assist the stock verification committee.	16.5 Work in Progress (Both the experts were informed in mail by Registrar, USTM)
LMC 16.6 Discussion on library default books.	16.6 Library shall send reminder to the defaulters of non return books.	16.6 Finished calling to the defaulters.
LMC 16.7 Discussion on fine implementation.	16.7 Fine is waived off/ Write off due to COVID-19 pandemic. The committee will decide the date of recollection of fine also the amount of fine per book per day.	16.7 Following the resolution.
LMC 16.8 Preparation of Annual Library Budget	16.8 MACL will prepare an Annual Budget of the Library, 2021.	16.8 Budget of MACL for 2021 is prepared.
LMC 16.9 Delay receives bills from the supplier after processing the book.	16.9 Bill/challan will be sent by the supplier with the book only.	16.9 Following the same.
LMC 16.10 Tentative plans for future.	16.10.1 Maulana Azad Central Library as a Digital library. 16.10.2 To make digital Library Books and previous year question papers shall be digitized. 16.10.3 To make our library one of the best library in Northeast. 16.10.4 Librarian should visit some of the best library to see their best practices. (IIT and NIPER, Guwahati etc).	16.10.1 Implemented. 16.10.2 Task is going on. 16.10.3 Work on process 16.10.4 Visited Cotton university library.

Signature  05/10/2021
LIBRARIAN IIC
Maulana Azad Central Library
University of Science & Technology
Meghalaya


Registrar
University of Science & Technology,
Meghalaya



UNIVERSITY OF SCIENCE & TECHNOLOGY, MEGHALAYA
Minutes of the 16th Meeting of the Library Management Committee
held on March 13, 2021

No: USTM/MACL/LMC/2021/16

Date: 13/03/2021

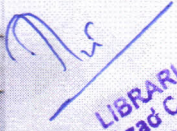
Time: 11.00 am

Venue: Office of the Vice Chancellor, USTM


The sixteenth meeting of the Library Management Committee of University of Science & Technology, Meghalaya (USTM) was held on 13th March, 2021 under the Chairmanship of Dr. G. D. Sharma, Honourable Vice Chancellor of USTM. The attendees are:

Sl. No	Name of Members	Designation	Members
01	Dr. G. D. SHARMA	Vice Chancellor, USTM	Chairman
02	Dr. R. K. SHARMA	Advisor, USTM	Advisor
03	Dr. SUJIT SIKIDAR	Professor, Commerce	Vice Chairman
04	Dr. JATINDRA NATH GANGULY	Professor, Chemistry	Vice Chairman
05	Dr. A.C. TALUKDAR	Dean, School of Social Sciences & Humanities	Member
06	Dr. ENAMUL KARIM	Dean, School of Applied Sciences	Member
07	Dr. AMIT CHOUDHURY	Dean, School of Business Sciences	Member
08	Dr. PRADIP KUMAR BARUAH	Prof & HOD, Botany	Member
09	Dr. BAHARUL ISLAM	Dean I/C University School of Law & Research	Member
10	Dr. BHAIRAB SARMA	Associate Professor & HOD, CSE	Member
11	Dr. PALLAB KALITA	Vice Principal, School of Pharmaceutical Science	Member
12	Dr. HABIBUL ISLAM	Dean, School of Allied Medical Sciences	Member
13	Dr. JONALI CHETIA	Dean, PQH School of Education	Member
14	Dr. NURUJAMAN LASKAR	COE & Finance Officer	Member
15	Mr. NAZRUL ISLAM KHAN	Establishment Manager	Member
16	Dr. MD. MUKUTOR RAHMAN	Assistant Librarian	Convener

The Hon'ble Vice Chancellor welcomed all the members to the 16th meeting of the Library Management Committee and briefed about the latest developments in the university library both in terms of collection and services to the esteemed members. Thereafter, the convener initiated the discussion as per the agenda.


LIBRARIAN
Maulana Azad Central Library
University of Science & Technology
Meghalaya

16th LMC Minutes, USTM


Registrar
University of Science & Technology,
Meghalaya

Page 1

After detailed deliberation the following resolution has been taken place:

Agenda	Resolution	Action Taken
LMC 16.1 To confirm the minutes of 15 th LMC Meeting held on 1 st Feb 2021	15.1 Online database J-Gate should be renewed. Request the online database service provider to give both the IP based and User ID and Password based access to the users in view of COVID-19 pandemic situation. 15.2 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 25 th February 2021. 15.3 Student's feedback from each department has to be taken.	Minutes Confirmed (The ATR has been annexed herewith as Annexure- 1)
LMC 16.2 Discussion on book ordering and book purchase.	16.2.1 Request all the HOD of the departments to send their requirement of Books in standard book requirement format during a specific time period. 16.2.2 Instead of requesting multiple volumes department will request for one or two volume. 16.2.3 Librarian will check the quantity available in the library and after checking it will be forwarded to the Chairman of the Library Committee. 16.2.4 Books shall be purchased through this committee.	
LMC 16.3 Circulation of policies on library services.	16.3 Maulana Azad Central library guidelines shall be circulated to all the departments. Same or modified guideline shall be applied to the entire departmental library.	
LMC 16.4 Discussion on Library services	16.4.1 Library shall organize Orientation programme for newly enrolled students along with the faculty members of respective departments. 16.4.2 Library shall Organize workshop/ awareness programme to the Research Scholars and Faculty members. 16.4.3 Library shall maintain a proper user attendance record in the register. 16.4.4 Library will take an initiative for resource sharing with nearby Library.	
LMC 16.5 Stock verification of library books and journals.	16.5 Regarding Stock Verification two Library Professional Experts shall be involved from the outside of our University. (Prof. Dr. R. K. Barman, GU and Dr. Gautam Sarma, KKHOU is recommended by Chairman of the Library Committee). Librarian shall assist the stock verification committee.	
LMC 16.6 Discussion on library default books.	16.6 Library shall send reminder to the defaulters of non return books.	

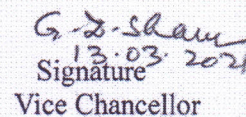
LMC 16.7 Discussion on fine implementation.	16.7 Fine is waived off/ Write off due to COVID-19 pandemic. The committee will decide the date of recollection of fine also the amount of fine per book per day.	
LMC 16.8 Preparation of Annual Library Budget	16.8 MACL will prepare an Annual Budget of the Library, 2021.	
LMC 16.9 Delay receives bills from the supplier after processing the book.	16.9 Bill/challan will be sent by the supplier with the book only.	
LMC 16.10 Tentative plans for future.	16.10.1 Maulana Azad Central Library as a Digital library. 16.10.2 To make digital Library Books and previous year question papers shall be digitized. 16.10.3 To make our library one of the best library in Northeast. 16.10.4 Librarian should visit some of the best library to see their best practices. (IIT and NIPER, Guwahati etc).	

The meeting ended with the vote of thanks from the Assistant Librarian.


Signature
Assistant Librarian



13/03/2021.

Assistant Librarian
Maulana Azad Central Library
University of Science & Technology
Meghalaya


13.03.2021
Signature
Vice Chancellor

Vice Chancellor
University of Science & Technology
Meghalaya


LIBRARIAN
Maulana Azad Central Library
University of Science & Technology
Meghalaya


Registrar
University of Science & Technology.
Meghalaya

Annexure- 1

Maulana Azad Central Library, USTM

Action Taken Report of 15th LMC Meeting held on 1st Feb 2021

Agenda	Resolution	Action Taken
LMC 15.1 Renewal of J-Gate Database	15.1 Online database J-Gate should be renewed. Request the online database service provider to give both the IP based and User ID and Password based access to the users in view of COVID-19 pandemic situation.	Online database J-Gate has been renewed. The online database service provider provided User ID and Password based access to the users.
LMC 15.2 Order for New Books	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 25 th February 2021.	The departments are informed regarding new requirements.
LMC 15.3 Students Feedback Form	Student's feedback from each department has to be taken.	Student's feedback from (Google form) is circulated in e-mail (all Deans, HOD & Faculty) and whatsapp (Library group, Admin Group, CR, JCR & individuals) groups. (https://docs.google.com/forms/d/1R4nQnHwBUSOmVoBUCTHCg7I8r4d-pQ7JZV-_86k96PA/edit).

Signature

Assistant Librarian

Maulana Azad Central Library, USTM

Assistant Librarian
Maulana Azad Central Library
University of Science & Technology
Meghalaya

LIBRARIAN
Maulana Azad Central Library
University of Science & Technology
Meghalaya

Registrar
University of Science & Technology,
Meghalaya