



INNOVATIVE INSTITUTE OF LAW

Approved by Bar Council of India (BCI), Delhi & Affiliated To CCS University, Meerut, U. P.

Library Committee 2019-20

Date: 6th June, 2019

Notification


Sub: Constitution of Library Committee for the year 2019-20

The Library Committee has been constituted for library activities for the year 2019-20 with the following compositions:

Sr. No	Name	Designation
1	Dr. Rakhi Sharma (Librarian)	Coordinator
2	Mr. Anjani Kumar Jha	Administrative Officer
3	Mr. Ronak Tiwari	Teacher representative
4	Ms. Asha Rani	Teacher Representative
5	Ms. Shipra Mishra	Teacher Representatives
6	Akhilesh Mishra (LL.B. II Year)	Student Representative
7	Akash Chaurasia (B.A.LL.B. III year)	Student Representative

Objectives: -

Provide advice, support, and liaison for the faculty, the individual departments, and the Librarian on matters of the role of the Library in academic learning, budgeting, collection development, bibliographic instruction and automation, circulation, and reference services. Academic departments have responsibility for the quality of their collections.


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The major functions of the Library Committee:

- To propose library vision and strategic documents
- To formulate various policies related to library like purchase and space etc.
- To propose library budget for the Institutes and department
- To propose library activities, programmes and services
- To propose library and information literacy in the institute
- Online journal, software awareness and faculty publications and institutional publications.
- Implementing Library policies – Library Material, Purchase Policy, Book Bank Policy, Electronic Resource Access Policy.
- To provide proper documentation services and updating the Library collection.
- To work towards modernization and improvement of Library and documentation Services
- To formulate policies and procedures for efficient use of Library resources.
- To review Library readership dept-wise.
- To adopt measures to enhance readership
- To seek feedback on Library functions from readers.
- To submit the annual report on the functioning of the library .

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Vision

- To provide a student-centered learning environment that facilitates transference of information and to cater to the needs of its users to access it.
- To augment and maintain collections in support of the academic pursuits of the College.
- To explore and implement innovative technologies and services to deliver information and scholarly resources, conveniently to users in the campus. To provide well-equipped and functional physical space where students can pursue learning independently beyond the classroom.

Mission

- To provide comprehensive resources and services in support of research, teaching, and learning needs of the academic community
- To facilitate access to right Information at the right time in the right manner so as to produce productive citizens to this great nation in general and to our community in particular.
- Putting technology to use innovatively for the flexible delivery of services and resources to users regardless of location within the campus.

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Dated- 28th June, 2019

CIRCULAR

A meeting of Library Committee will be held on 29/06/2019 at 02:00 PM in the Board Room

All the members are requested to attend the meeting.

Agendas of the Meeting

- Budget Approval and Utilization
- Indent for textbooks and reference books for odd semester 2019-20
- Usage statistics of Electronic Resources
- Subscription of printed journals
- Any other matter with the permission of chair.

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Copy to.....

1. Central Office (Management)
2. Principal
3. All Committee Members



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The agenda and outcome of the Library Committee meeting held on 29/06/2019

The meeting commenced at 02:00 pm with all the committee members. Coordinator welcomed all the committee members.

S. No.	Agenda	Discussion
1	Budget Approval and Utilization	Coordinator told the committee members that management will allocate the budget; She will report the management committee members. She told that fund has been utilized for the year 2018-19.
2	Indent for textbooks and reference books for odd semester 2019-20	The Coordinator said to send a circular to both the HoDs regarding list of books required for odd semester 2019-20. HoD will provide the books as per the requirement.
3	Usage statistics of Electronic Resources	The coordinator instructed to the committee members to take statistics of the entire subscribed database. She informed to motivate all the faculty members and students to use electronic resources regularly.
4	Subscription of printed journals	Library has five journals; these journals are renewed in each new session.
5	Any other matter with the permission of chair.	There was no other matter related to library.

The meeting ended with a vote of thanks to the chair

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Attendance

S.No.	Name of the Members	Position	Signature
1	Dr. Rakhi Sharma (Librarian)	Coordinator	
2	Mr. Anjani Kumar Jha	Member	
3	Mr. Ronak Tiwari	Member	
4	Ms. Asha Rani	Member	
5	Ms. Shipra Mishra	Member	
6	Akhilesh Mishra (LL.B. II Year)	Student Representative	
7	Akash Chaurasia (B.A.LL.B.III year)	Student Representative	

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Action taken report of Library committee meeting held on 29/06/2019

S. No.	Agenda	Action Taken
1	Budget Approval and Utilization	Management approved the budget of two Lakh for the Law library for the academic session 2019-20.
2	Indent for textbooks and reference books for odd semester 2019-20	Reference books list were provided by both the HoDs. Of B.A.LL.B. & LL.B.
3	Usage statistics of Electronic Resources	All the members were utilizing electronic resources regularly. All were updated by the ERP.
4	Subscription of printed journals	Five journals are available for the new academic session 2019-20.
5	Any other matter with the permission of chair.	There was no other matter among the members.


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Dated- 27th December, 2019

CIRCULAR

A meeting of Library Committee will be held on 28/12/2019 at 02:00 PM in the Board Room.

All the members are requested to attend the meeting.

Agendas of the Meeting

- Indent for textbooks and reference books for even semester 2019-20
- Awareness program on Library resources and services
- Law library stock verification
- Any other matter with the permission of chair.

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The agenda and outcome of the Library Committee meeting was held on 28/12/2019

The meeting commenced at 02:00 pm with all the committee members. As the committee was newly formulated, all the members introduced themselves.

Coordinator welcomed all the committee members.

S. No.	Agenda	Discussion
1	Indent for textbooks and reference books for odd semester 2019-20	The Coordinator instructed to send a circular to both the HoDs regarding list of books required for odd semester 2019-20. HoD will provide the books as per the requirement.
2	Awareness program on Library resources and services	The Coordinator briefed number of awareness program conducted to the new faculty members.
3.	Law library stock verification	The Coordinator instructed to the committee members to do the stock verification of library and submit the report.
4.	Any other matter with the permission of chair.	There was no other matter related to library.

The meeting ended with a vote of thanks to the chair.

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S.No.	Name of the Members	Position	Signature
1	Dr. Rakhi Sharma (Librarian)	Coordinator	
2	Mr. Anjani Kumar Jha	Member	
3	Mr. Ronak Tiwari	Member	
4	Ms. Asha Rani	Member	
5	Ms. Shipra Mishra	Member	
6	Akhilesh Mishra (LL.B. II Year)	Student Representative	
7	Akash Chaurasia (B.A.LL.B.III year)	Student Representative	

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Action taken report of Library committee meeting held on 28/12/2019

S. No.	Agenda	Action Taken
1	Indent for textbooks and reference books for odd semester 2019-20	Reference books list were provided by both HoDs. Of B.A.LL.B. & LL.B.
2	Awareness program on Library resources and services	Awareness programs related to library facilities were conducted for the new faculty members.
3	Law library stock verification	Stock verification has been completed by the librarian.
4	Any other matter with the permission of chair.	There was no other matter among the members.

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Library Committee 2020-21

Date: 26th June, 2020

Notification

Sub: Constitution of Library Committee for the year 2020-21

Sr. No	Name	Designation
1	Dr. Rakhi Sharma (Librarian)	Coordinator
2	Mr. Anjani Kumar Jha	Administrative Officer
3	Ms. Sakshi Mishra	Teacher representative
4	Ms. Asha Rani	Teacher Representative
5	Ms. Shipra Mishra	Teacher Representatives
6	Akhilesh Mishra (LL.B. III Year)	Student Representative
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Provide advice, support, and liaison for the faculty, the individual departments, and the Librarian on matters of the role of the Library in academic learning, budgeting, collection development, bibliographic instruction and automation, circulation, and reference services. Academic departments have responsibility for the quality of their collections.

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- Online journal, software awareness and faculty publications and institutional publications.

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- Implementing Library policies – Library Material, Purchase Policy, Book Bank Policy, Electronic Resource Access Policy.
- To provide proper documentation services and updating the Library collection.
- To work towards modernization and improvement of Library and documentation Services
- To formulate policies and procedures for efficient use of Library resources.
- To review Library readership dept-wise.
- To adopt measures to enhance readership
- To seek feedback on Library functions from readers.
- To submit the annual report on the functioning of the library


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Dated- 26th June, 2020

CIRCULAR

A meeting of Library Committee will be held on 27/06/2020 at 02:00 PM in the Board Room.

All the members are requested to attend the meeting.

Agendas of the Meeting

- Budget Approval and Utilization
- Indent for textbooks and reference books for odd semester 2020-21
- Training program for students and staff members
- Subscription of printed journals
- Any other matter with the permission of chair.

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2. Principal
3. All Committee Members



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The agenda and outcome of the Library Committee meeting held on 27/06/2020

The meeting commenced at 02:00 pm with all the committee members. Coordinator welcomed all the committee members.

S. No.	Agenda	Discussion
1	Budget Approval and Utilization	Coordinator told the committee members that management will allocate the budget for the new academic session. She will report to the management committee members. She told that fund has been utilized for the year 2019-20.
2	Indent for textbooks and reference books for odd semester 2020-21	The Coordinator instructed the committee members to send a circular to both the HoDs regarding list of books required for odd semester 2020-21 HoD will provide the books as per the requirement.
3	Training program for students and staff members	The coordinator was told by the management committee members to arrange training program for students and faculty members. She expressed faculty members and students to publish the papers in reputed national and International journals. She expressed that chapters must publish in books as well.
4	Subscription of printed journals	Library has five journals; these journals are renewed in each new section.
5	Any other matter with the permission of chair.	There was no other matter related to library.

The meeting ended with a vote of thanks to the chair.

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Attendance

S.No.	Name of the Members	Position	Signature
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2	Mr. Anjani Kumar Jha	Member	
3	Ms. Sakshi Mishra	Member	
4	Ms. Asha Rani	Member	
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Action taken report of Library committee meeting was held on 27/06/2020

S. No.	Agenda	Action Taken
1	Budget Approval and Utilization	Management approved the budget of two Lakh for the Law library for the academic session 2020-21.
2	Indent for textbooks and reference books for odd semester 2020-21	Reference books list were provided by both HoDs.
3	Awareness program on Library resources and services	Awareness programs related to library facilities were conducted for the new faculty members.
4	Training program for students and staff members	Training programs have been completed by the Librarian and Principal.
5	Subscription of printed journals	Printed journals for 2020-21 sessions have been renewed.
6	Any other matter with the permission of chair.	There was no other matter among the members.

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Dated- 28th December, 2020

CIRCULAR

A meeting of Library Committee will be held on 29/12/2020 at 02:00 PM in the Board Room.

All the members are requested to attend the meeting.

Agendas of the Meeting

- Indent for textbooks and reference books for even semester 2020-21
- Awareness program on Library resources and services
- Library website updating
- Any other matter with the permission of chair.

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1. Central Office (Management)
2. Principal
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The agenda and outcome of the Library Committee meeting held on 29/12/2020

The meeting commenced at 02:00 pm with all the committee members. Coordinator welcomed all the committee members.

S. No.	Agenda	Discussion
1	Indent for textbooks and reference books for even semester 2020-21	The Coordinator instructed to send a circular to both the HoDs regarding list of books required for odd semester 2020-21. HoD will provide the books as per the requirement.
2	Awareness program on Library resources and services	Coordinator briefed number of awareness program conducted to the new faculty members.
3.	Library website updating	Coordinator instructed to update the ERP and website to upload the syllabus, assignments and study material.
4.	Any other matter with the permission of chair.	There was no other matter related to library.

The meeting ended with a vote of thanks to the chair.


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Attendance

S.No.	Name of the Members	Position	Signature
1	Dr. Rakhi Sharma (Librarian)	Coordinator	
2	Mr. Anjani Kumar Jha	Member	
3	Ms. Sakshi Mishra	Member	
4	Ms. Asha Rani	Member	
5	Ms. Shipra Mishra	Member	
6	Akhilesh Mishra (LL.B. III Year)	Student Representative	
7	Akash Chaurasia (B.A.LL.B. IV year)	Student Representative	

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Action taken report of Library committee meeting held on 29/12/2020

S. No.	Agenda	Action Taken
1	Indent for textbooks and reference books for even semester 2020-21	Reference books list were provided by both HoDs.
2	Awareness program on Library resources and services.	Awareness programs related to library facilities were conducted for the new faculty members.
3	Library website updating	Website and ERP have been updated.
4	Any other matter with the permission of chair.	There was no other matter among the members.

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Library Committee 2021-22

Date: 25th June, 2021

Notification

Sub: Constitution of Library Committee for the year 2021-22

Sr. No	Name	Designation
1	Dr. Rakhi Sharma (Librarian)	Coordinator
2	Mr. Anjani Kumar Jha	Administrative Officer
3	Ms. Sakshi Mishra	Teacher representative
4	Ms. Asha Rani	Teacher Representative
5	Ms. Shipra Mishra	Teacher Representatives
6	Anurag Bhati (LL.B. I year)	Student Representative
7	Akash Chaurasia (B.A.LL.B. V year)	Student Representative

Objectives: -

Provide advice, support, and liaison for the faculty, the individual departments, and the Librarian on matters of the role of the Library in academic learning, budgeting, collection development, bibliographic instruction and automation, circulation, and reference services. Academic departments have responsibility for the quality of their collections.

The major functions of the Library Committee:

- To propose library vision and strategic documents
- To formulate various policies related to library like purchase and space etc.
- To propose library budget for the Institutes and department
- To propose library activities, programmes and services
- To propose library and information literacy in the institute
- Online journal, software awareness and faculty publications and institutional




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publications.

- Implementing Library policies – Library Material, Purchase Policy, Book Bank Policy, Electronic Resource Access Policy.
- To provide proper documentation services and updating the Library collection.
- To work towards modernization and improvement of Library and documentation Services
- To formulate policies and procedures for efficient use of Library resources.
- To review Library readership dept-wise.
- To adopt measures to enhance readership
- To seek feedback on Library functions from readers.
- To submit the annual report on the functioning of the library


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Mission

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Dated- 25th June, 2021

CIRCULAR

A meeting of Library Committee will be held on 26/06/2021 at 02:00 PM in the Board Room.

All the members are requested to attend the meeting.


Agendas of the Meeting

- Indent for textbooks and reference books for odd semester 2021-22
- Development of Library Infrastructure and Maintenance
- Awareness program on Library resources and services
- Subscription of printed journals
- Any other matter with the permission of chair.



Copy to.....

1. Central Office (Management)
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INNOVATIVE INSTITUTE OF LAW


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The agenda and outcome of the Library Committee meeting held on 26/06/2021

The meeting commenced at 02:00 pm with all the committee members. The Coordinator welcomed all the committee members.

S. No.	Agenda	Discussion
1	Indent for textbooks and reference books for odd semester 2021-22	The Coordinator instructed to provide the list of books required for odd semester 2021-22 as per the requirement.
2	Development of Library Infrastructure and Maintenance	The deteriorating condition and urgent need of its maintenance was informed to the members. The following need for infrastructure procurement and maintenance of existing infrastructure was presented: 1. Outsourcing of Deep cleaning of library resources to get rid of fungus, termite, moisture, dust and dirt accumulation. 2 Complete renovation of journal section 3. Installation of CCTV cameras.
3	Awareness program on Library resources and services	Coordinator briefed number of awareness program conducted to the new faculty members.
4	Subscription of printed journals	Library has five journals; these journals are renewed in each new session.
5	Any other matter with the permission of chair.	There was no other matter related to library.

The meeting ended with a vote of thanks to the chair.


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Action taken report of Library committee meeting was held on 26/06/2021

S. No.	Agenda	Action Taken
1	Indent for textbooks and reference books for odd semester 2021-22	Reference books list were provided by both HoDs.
2	Development of Library Infrastructure and Maintenance	The Coordinator urged to expedite the above concerns considering the physical condition of the library building. Daily cleaning of library resources was agreed upon.
3	Awareness program on Library resources and services	Awareness programs related to library facilities were conducted for the new faculty members.
4	Subscription of printed journals	Printed journals for 2021-22 session have been renewed.
5	Any other matter with the permission of chair.	There was no other matter among the members.

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Dated- 30th December, 2021

CIRCULAR

A meeting of Library Committee will be held on 31/12/2021 at 02:00 PM in the Board Room.

All the members are requested to attend the meeting.

Agendas of the Meeting

- Vacant Positions in the library
- Indent for textbooks and reference books for odd semester 2021-22
- Awareness program on Library resources and services
- Subscription of printed journals
- Any other matter with the permission of chair.

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The agenda and outcome of the Library Committee meeting held on 31/12/2021.

The meeting commenced at 02:00 pm with all the committee members. Coordinator welcomed all the committee members.

S. No.	Agenda	Discussion
1	Vacant Positions in the library	The Principal informed the problems faced in the administration branch of Library in the absence of Librarian. The Director assured the filling up of the position of Librarian at the earliest.
2	Indent for textbooks and reference books for odd semester 2021-22	The Coordinator instructed to send a circular to both the HoDs regarding list of books required for odd semester 2021-22 HoD will provide the books as per the requirement.
3	Awareness program on Library resources and services	Coordinator briefed number of awareness program conducted to the new faculty members.
4	Subscription of printed journals	Library has five journals; these journals have been renewed in new session.
5	Any other matter with the permission of chair.	There was no other matter related to library.

The meeting ended with a vote of thanks to the chair


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Attendance

S.No.	Name of the Members	Position	Signature
1	Dr. Rakhi Sharma (Librarian)	Coordinator	
2	Mr. Anjani Kumar Jha	Member	
3	Ms. Sakshi Mishra	Member	
4	Ms. Asha Rani	Member	
5	Ms. Shipra Mishra	Member	
6	Anurag Bhati (LL.B. I year)	Student Representative	
7	Akash Chaurasia (B.A.LL.B. V year)	Student Representative	

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Action taken report of Library committee meeting held on 31/12/2021

S. No.	Agenda	Action Taken
1	Indent for textbooks and reference books for odd semester 2021-22	Reference books list were provided by both HoDs.
2	Awareness program on Library resources and services	Awareness programs related to library facilities were conducted for the new faculty members.
3	Subscription of printed journals	Printed journals for 2021-22 sessions have been renewed.
4	Any other matter with the permission of chair.	There was no other matter among the members.

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Library Committee 2022-23

Date: 3rd June, 2022

Notification

Sub: Constitution of Library Committee for the year 2022-23

The Library Committee has been constituted for library activities for the year 2022-23 with the following compositions:

Sr. No	Name	Designation
1	Dr. Rakhi Sharma (Librarian)	Coordinator
2	Mr. Anjani Kumar Jha	Administrative Officer
3	Ms. Sakshi Mishra	Teacher representative
4	Ms. Asha Rani	Teacher Representative
5	Ms. Shipra Mishra	Teacher Representatives
6	Anurag Bhati (LL.B. II year)	Student Representative
7	AKSHAY VAID (B.A.LL.B. V year)	Student Representative

Objectives: -

Provide advice, support, and liaison for the faculty, the individual departments, and the Librarian on matters of the role of the Library in academic learning, budgeting, collection development, bibliographic instruction and automation, circulation, and reference services. Academic departments have responsibility for the quality of their collections.

The major functions of the Library Committee:

- To propose library vision and strategic documents
- To formulate various policies related to library like purchase and space etc.
- To propose library budget for the Institutes and department
- To propose library activities, programmes and services
- To propose library and information literacy in the institute



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- Online journal, software awareness and faculty publications and institutional publications.
- Implementing Library policies – Library Material, Purchase Policy, Book Bank Policy, Electronic Resource Access Policy.
- To provide proper documentation services and updating the Library collection.
- To work towards modernization and improvement of Library and documentation Services
- To formulate policies and procedures for efficient use of Library resources.
- To review Library readership dept-wise.
- To adopt measures to enhance readership
- To seek feedback on Library functions from readers.
- To submit the annual report on the functioning of the library

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Vision

- To provide a student-centered learning environment that facilitates transference of information and to cater to the needs of its users to access it.
- To augment and maintain collections in support of the academic pursuits of the College.
- To explore and implement innovative technologies and services to deliver information and scholarly resources, conveniently to users in the campus. To provide well-equipped and functional physical space where students can pursue learning independently beyond the classroom.

Mission

- To provide comprehensive resources and services in support of research, teaching, and learning needs of the academic community
- To facilitate access to right Information at the right time in the right manner so as to produce productive citizens to this great nation in general and to our community in particular.
- Putting technology to use innovatively for the flexible delivery of services and resources to users regardless of location within the campus.

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Dated- 3rd June, 2022

CIRCULAR

A meeting of Library Committee will be held on 04/06/2022 at 02:00 PM in the Board Room.

All the members are requested to attend the meeting.

Agendas of the Meeting

- Discussion on Newspaper
- Indent for textbooks and reference books for odd semester 2022-23
- Awareness program on Library resources and services
- Subscription of printed journals
- Any other matter with the permission of chair.



Copy to.....

1. Central Office (Management)
2. Principal
3. All Committee Members

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The agenda and outcome of the Library Committee meeting held on 04/06/2022

The meeting commenced at 02:00 pm with all the committee members. Coordinator welcomed all the committee members.

S. No.	Agenda	Discussion
1	Discussion on Newspaper	Daily Newspapers are subscribed for recent news and references. Our Library subscribes 4 Newspapers for the benefit of all. We will try to add one or two newspaper.
2	Indent for textbooks and reference books for odd semester 2022-23	The Coordinator instructed to provide the list of books required for odd semester 2022-23.
3	Awareness program on Library resources and services	Coordinator briefed number of awareness program conducted to the new faculty members.
4	Subscription of printed journals	Library has five journals; these journals are renewed in each new session.
5	Any other matter with the permission of chair.	There was no other matter related to library.

The meeting ended with a vote of thanks to the chair.

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Attendance

S.No.	Name of the Members	Position	Signature
1	Dr. Rakhi Sharma (Librarian)	Coordinator	
2	Mr. Anjani Kumar Jha	Member	
3	Ms. Sakshi Mishra	Member	
4	Ms. Asha Rani	Member	
5	Ms. Shipra Mishra	Member	
6	Anurag Bhati (LL.B. II year)	Student Representative	
7	Akshay Vaid (B.A.LL.B. V year)	Student Representative	

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Action taken report of Library committee meeting held on 04/06/2022

S. No.	Agenda	Action Taken
1	Discussion on Newspaper	One new newspaper has been subscribed.
2	Indent for textbooks and reference books for odd semester 2022-23	Reference books list were provided by both HoDs.
3	Awareness program on Library resources and services	Awareness programs related to library facilities were conducted for the new faculty members.
4	Subscription of printed journals	Printed journals for 2022-23 sessions have been renewed.
5	Any other matter with the permission of chair.	There was no other matter among the members.

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Dated- 6th January, 2023

CIRCULAR

A meeting of Library Committee will be held on 07/01/2023 at 02:00 PM in the Board Room.

All the members are requested to attend the meeting.

Agendas of the Meeting

- Discussion regarding recovery for the lost books
- Indent for textbooks and reference books for odd semester 2022-23
- Awareness program on Library resources and services
- Subscription of printed journals
- Any other matter with the permission of chair.

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Copy to.....

1. Central Office (Management)
2. Principal
3. All Committee Members

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The agenda and outcome of the Library Committee meeting held on 07/01/2023.

The meeting commenced at 02:00 pm with all the committee members. Coordinator welcomed all the committee members.

S. No.	Agenda	Discussion
1	Discussion regarding recovery for the lost books	The Coordinator discussed and decided that if Books were lost by students and staff, he or she has to deposit same book as a penalty.
2	Indent for textbooks and reference books for odd semester 2022-23	The Principal instructed the coordinator to send a circular to both the HoDs regarding list of books required for odd semester 2022-23 HoD will provide the books as per the requirement.
3	Awareness program on Library resources and services	Coordinator briefed number of awareness program conducted to the new faculty members.
4.	Renewal of printed journals and magazines	Library has five journals and four magazines these journals and magazines are renewed in each new session.
5	Any other matter with the permission of chair.	There was no other matter related to library.

The meeting ended with a vote of thanks to the chair.

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Attendance

S.No.	Name of the Members	Position	Signature
1	Dr. Rakhi Sharma (Librarian)	Coordinator	
2	Mr. Anjani Kumar Jha	Member	
3	Ms. Sakshi Mishra	Member	
4	Ms. Asha Rani	Member	
5	Ms. Shipra Mishra	Member	
6	Anurag Bhati (LL.B. II year)	Student Representative	
7	Akshay Vaid (B.A.LL.B. V year)	Student Representative	

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Action taken report of Library committee meeting held on 07/01/2023

S. No.	Agenda	Action Taken
1	Discussion regarding recovery for the lost books	The Principal formulated the rule with the consent of management committee that students and staff members' will deposit same book in the library for penalty.
2	Indent for textbooks and reference books for odd semester 2022-23	Reference books list were provided by both HoDs.
3	Awareness program on Library resources and services	Awareness programs related to library facilities were conducted for the new faculty members.
4	Renewal of printed journals and magazines	Printed journals and magazines for 2022-23 sessions have been renewed.
5	Any other matter with the permission of chair.	There was no other matter among the members.

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Library Committee 2023-24

Date: 2nd June, 2023

Notification

Sub: Constitution of Library Committee for the year 2023-24

The Library Committee has been constituted for library activities for the year 2023-24 with the following compositions:

Sr. No	Name	Designation
1	Dr. Rakhi Sharma (Librarian)	Coordinator
2	Mr. Anjani Kumar Jha	Administrative Officer
3	Ms. Sakshi Mishra	Teacher representative
4	Ms. Asha Rani	Teacher Representative
5	Ms. Shipra Mishra	Teacher Representatives
6	Anurag Bhati (LL.B. II year)	Student Representative
7	AKSHAY VAID (B.A.LL.B. V year)	Student Representative

Objectives: -

Provide advice, support, and liaison for the faculty, the individual departments, and the Librarian on matters of the role of the Library in academic learning, budgeting, collection development, bibliographic instruction and automation, circulation, and reference services. Academic departments have responsibility for the quality of their collections.

The major functions of the Library Committee:

- To propose library vision and strategic documents
- To formulate various policies related to library like purchase and space etc.
- To propose library budget for the Institutes and department
- To propose library activities, programmes and services
- To propose library and information literacy in the institute

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- Online journal, software awareness and faculty publications and institutional publications.
- Implementing Library policies – Library Material, Purchase Policy, Book Bank Policy, Electronic Resource Access Policy.
- To provide proper documentation services and updating the Library collection.
- To work towards modernization and improvement of Library and documentation Services
- To formulate policies and procedures for efficient use of Library resources.
- To review Library readership dept-wise.
- To adopt measures to enhance readership
- To seek feedback on Library functions from readers.
- To submit the annual report on the functioning of the library

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Vision

- To provide a student-centered learning environment that facilitates transference of information and to cater to the needs of its users to access it.
- To augment and maintain collections in support of the academic pursuits of the College.
- To explore and implement innovative technologies and services to deliver information and scholarly resources, conveniently to users in the campus. To provide well-equipped and functional physical space where students can pursue learning independently beyond the classroom.
-

Mission

- To provide comprehensive resources and services in support of research, teaching, and learning needs of the academic community
- To facilitate access to right Information at the right time in the right manner so as to produce productive citizens to this great nation in general and to our community in particular.
- Putting technology to use innovatively for the flexible delivery of services and resources to users regardless of location within the campus.

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Dated- 5 June, 2023

CIRCULAR

A meeting of Library Committee will be held on 07/06/2023 at 02:00 PM in the Board Room.

All the members are requested to attend the meeting.

Agendas of the Meeting

- Discussion on Newspaper
- Indent for textbooks and reference books for odd semester 2023-24
- Awareness program on Library resources and services
- Subscription of printed journals
- Any other matter with the permission of chair.

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Copy to.....

1. Central Office (Management)
2. Principal
3. All Committee Members



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The agenda and outcome of the Library Committee meeting held on 07/06/2023

The meeting commenced at 02:00 pm with all the committee members. Coordinator welcomed all the committee members.

S. No.	Agenda	Discussion
1	Discussion on Newspaper	Daily Newspapers are subscribed for recent news and references. Our Library subscribes 4 Newspapers for the benefit of all. We will try to add one or two newspaper.
2	Indent for textbooks and reference books for odd semester 2023-24	The Coordinator instructed to provide the list of books required for odd semester 2023-24.
3	Awareness program on Library resources and services	Coordinator briefed number of awareness program conducted to the new faculty members.
4	Subscription of printed journals	Library has five journals; these journals are renewed in each new session.
5	Any other matter with the permission of chair.	There was no other matter related to library.

The meeting ended with a vote of thanks to the chair.


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Attendance

S.No.	Name of the Members	Position	Signature
1	Dr. Rakhi Sharma (Librarian)	Coordinator	
2	Mr. Anjani Kumar Jha	Member	
3	Ms. Sakshi Mishra	Member	
4	Ms. Asha Rani	Member	
5	Ms. Shipra Mishra	Member	
6	Anurag Bhati (LL.B. II year)	Student Representative	
7	Akshay Vaid (B.A.LL.B. V year)	Student Representative	

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Action taken report of Library committee meeting held on 07/06/2023

S. No.	Agenda	Action Taken
1	Discussion on Newspaper	One new newspaper has been subscribed.
2	Indent for textbooks and reference books for odd semester 2023-24	Reference books list were provided by both HoDs.
3	Awareness program on Library resources and services	Awareness programs related to library facilities were conducted for the new faculty members.
4	Subscription of printed journals	Printed journals for 2023-24 sessions have been renewed.
5	Any other matter with the permission of chair.	There was no other matter among the members.

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Dated- 5th January, 2024

CIRCULAR

A meeting of Library Committee will be held on 08/01/2024 at 02:00 PM in the Board Room.

All the members are requested to attend the meeting.

Agendas of the Meeting

- Discussion regarding recovery for the lost books
- Indent for textbooks and reference books for odd semester 2023-24
- Awareness program on Library resources and services
- Subscription of printed journals
- Any other matter with the permission of chair.

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Copy to.....

1. Central Office (Management)
2. Principal
3. All Committee Members

The agenda and outcome of the Library Committee meeting held on 08/01/2024. The

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meeting commenced at 02:00 pm with all the committee members. Coordinator welcomed all the committee members.

S. No.	Agenda	Discussion
1	Discussion regarding recovery for the lost books	The Coordinator discussed and decided that if Books were lost by students and staff, he or she has to deposit same book as a penalty.
2	Indent for textbooks and reference books for odd semester 2023-24	The Principal instructed the coordinator to send a circular to both the HoDs regarding list of books required for odd semester 2023-24 HoD will provide the books as per the requirement.
3	Awareness program on Library resources and services	Coordinator briefed number of awareness program conducted to the new faculty members.
4.	Renewal of printed journals and magazines	Library has five journals and four magazines these journals and magazines are renewed in each new session.
5	Any other matter with the permission of chair.	There was no other matter related to library.

The meeting ended with a vote of thanks to the chair.

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Attendance

S.No.	Name of the Members	Position	Signature
1	Dr. Rakhi Sharma (Librarian)	Coordinator	
2	Mr. Anjani Kumar Jha	Member	
3	Ms. Sakshi Mishra	Member	
4	Ms. Asha Rani	Member	
5	Ms. Shipra Mishra	Member	
6	Anurag Bhati (LL.B. II year)	Student Representative	
7	Akshay Vaid (B.A.LL.B. V year)	Student Representative	

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Action taken report of Library committee meeting held on 08/01/2024

S. No.	Agenda	Action Taken
1	Discussion regarding recovery for the lost books	The Principal formulated the rule with the consent of management committee that students and staff members will deposit same book in the library for penalty.
2	Indent for textbooks and reference books for odd semester 2023-24	Reference books list were provided by both HoDs.
3	Awareness program on Library resources and services	Awareness programs related to library facilities were conducted for the new faculty members.
4	Renewal of printed journals and magazines	Printed journals and magazines for 2023-24 sessions have been renewed.
5	Any other matter with the permission of chair.	There was no other matter among the members.


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