Minutes of Library Advisory Committee held on 24th June 2025

Date: 24th June 2025

Time: 2:00 PM

Venue: Vice Principal's Office

The meeting of Library Advisory Committee was convened on 24th June 2025 at 2 pm in the Vice Principal's office under the chairmanship of Dr. Utpal Tamuly. The meeting aimed to deliberate on various issues concerning the smooth functioning and development of the Central Library.

Members Present:

1. Dr. Utpal Tamuly – Chairperson
2. Ms. Parismita Bora – Convenor
3. Ms. Mouchumi Konwar – Member
4. Dr. Jayanta Sonowal – Member
5. Mr. Sajidur Rahman – Member
6. Dr. Ankur Nath – Member

The meeting commenced with the Convenor, Ms. Parismita Bora, explaining the purpose and agenda of the meeting. She then read out the minutes of the previous meeting held on 25th March 2023, which were reviewed and duly approved by the committee.

Agendas put forth by the Librarian

1.Preparation of Library Budget for the Academic Session 2025–2026

The librarian informed the committee regarding the fund available in the library budget which isRs **4,15,749**and presented a draft of the estimated budget for the upcoming session. The committee reviewed the budget and provide approval for the same.

2.Proposal for Purchase of a New CCTV System

The librarian informed the committee that the existing CCTV system in the library has been non-functional for several months. The need for a new set of CCTV cameras

was acknowledged by the committee for the purpose of maintaining security and monitoring library activities.

3. Proposal for Purchase of an Automatic Barcode Reader

The librarian proposed the procurement of an automatic barcode scanner to be installed at the library's entrance and exit. This would enable efficient logging of users and facilitate accurate tracking of footfall.

4. Use of Faculty Reading Room for Classes

The librarian raised concern about the conduct of academic classes in the only available faculty reading room, which was affecting its intended use.

5. Any other matter

I. Development of Library Website

The committee discussed the proposal for developing a dedicated library website. The librarian informed the members that the website is already under development and is expected to be ready for launch by July. A preview of the in-progress website was shared with the committee.

II. Issuance of Library Clearance Certificates

Discussion: The issue of delayed return of library books by outgoing students was brought to the committee's attention. To address this, the committee decided that students in their final semester will be issued their admit cards only upon obtaining a library clearance certificate.

III. Integration of Library Card with Student ID Card

The committee explored the feasibility of integrating library card with student ID card to create a single, multi-functional identity card. This integration would simplify card management for students and reduce the cost of producing separate cards.

Resolutions Taken

Resolution No 1: Committee resolve to accept the budget.

Resolution No 2: Committee resolve to buy a new CCTV system for the library.

Resolution No 3: The committee approved the proposal and resolved to proceed with the purchase of an automatic barcode reader for the library.

Resolution 4: The committee resolved that academic classes should no longer be held in the faculty reading room to preserve its primary purpose.

Resolution 5: The committee resolved to proceed with the integration of the student ID and library card and to seek approval from the relevant authority for the purchase of a PVC card printer to facilitate this process.
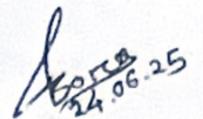
Conclusion

The meeting concluded with vote of thanks from the convenor.
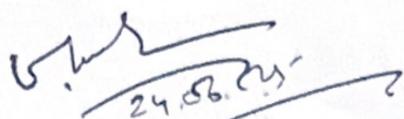
Signature of the Chairperson

Dr Utpal Tamuly

Signature of the Convenor

MsParismita Bora

Certified & accepted

Principal
Namrup College