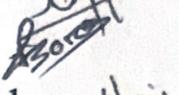
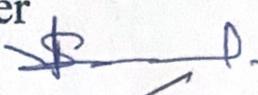
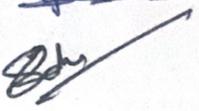


Library Advisory Committee
Namrup College, Namrup

Date-25/03/2023

Members Present

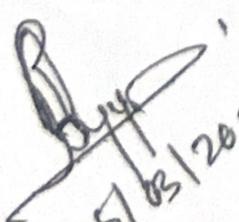
1. Dr Padma Acharyya, Chairperson 
2. Miss Parismita Bora, Convener 
3. Mr. Hijam Homendro Singh, Member 
4. Miss Mouchumi Konwar, Member
5. Dr. Jayanta Sonowal, Member 
6. Mr. Sajidur Rahman, Member 

- Chairperson takes the chair
- Objective of the meeting
- Reading out the minutes of Library Advisory Committee meeting held on 26/05/2022

Agenda

- ✓ 1. Renewal of Nlist subscription
- ✓ 2. Drinking Water Facility in the library
- ✓ 3. Discussion regarding library automation
- ✓ 4. Upgradation of SOUL 2.0 to SOUL 3.0
- ✓ 5. Blocking of windows between canteen and library
- ✓ 6. Discussion on any other matter

- Vote of Thanks


25/03/2023

Library Advisory Committee

Namrup College, Namrup

Minutes of the Namrup College Library Advisory Committee held on 25th March 2023

The Namrup College Library Advisory Committee meeting was held on 25th March 2023 at 1pm in the college library. The convener (Librarian) welcomed all the member with an introductory speech and ask the chairperson to take his seat. Agenda of the meeting was handed over to the chairperson and the meeting started with convener explaining the objective of the meeting to the committee members. After the said objective the convener read out the minutes of the Library Advisory Committee Meeting held on 26th May 2022 and the committee enormously accepted the same. Convener informed the committee that out of the 10 resolution that has been passed in the previous meeting 6 resolutions has been successfully completed. Resolution no 2, subscription of magazine is partially completed as only 3 magazines has been subscribed and the rest 4 are not subscribed because local vendor refuses to provide those magazines. After a discussion committee suggested the librarian to go for online subscription of those magazines. Resolution No 3 is also partially completed due to insufficient technical staff. Resolution No 7, automation of circulation section and smart card for faculty and student is partially completed. Since out of 12000 books data entry of 7000+ books have been completed and rest are under process therefore, library is opting for both manual as well as computerized issue return system. When asked about the reason librarian informed the committee that due to lack of technical staff the process is taking time. Smart card has been provided to Faculty members and students of 2nd and 4th semester. Convener informed the committee that a computerized login and logout system has been installed in the library entrance along with the manual register. Committee discusses on Resolution no 10, suggested the Librarian to appoint a library trainee and take approval for the same from the authority. At the end Committee thanked the authority for his corporation and hope for the same in the future.

Agendas put forth by the Librarian in the Library Advisory Committee

- 1. Renewal of Nlist Subscription**
- 2. Drinking water facility in the library**
- 3. Discussion regarding Library Automation**

Drinking water facility was available in the library earlier but due to some reason this facility was discontinued. As the water filter is necessary in the library for the students who came to the library for study so the librarian request the committee to look into the matter.

Librarian informed the committee members regarding the present status of the library automation. For the time being out of 12000 books data entry of 7000+ books has been achieved. The computerized issue return process has been initiated in the library along with the manual one to understand the pros and cons of the system and to make the library staff as well as the users to make them fond of the system. A computerized entry and exit system with barcode technology has been installed in the entrance along with the manual register. Regarding the digitization process till date the question papers and some publication of the college has been uploaded in the D space

software. Librarian also informed the committee about the remote access to the library collection using SOUL Web OPAC. Librarian asked the committee to appoint one person so that the library can attain full automation as soon as possible.

4. Upgradation of SOUL 2.0 to SOUL 3.0

5. Blocking of windows between library and canteen

The noise from the canteen disturbs the students who came to study in the reading room. Therefore librarian requested the committee to look into the matter.

6. Discussion on any other matter

Librarian informed the committee regarding the need for a library website. Since the library is moving towards automation so it is important to have a library website so that the information can be disseminated easily to the user.

Resolution Passed /Decision taken

Resolution no 1.

Suggest to renew the NList program and requested the librarian to continue this subscription for subsequent years

Resolution No 2.

Resolved to recommend that the librarian is requested to provide a water filter in the library and request the authority to look into the matter.

Resolution No 3

Library committee recommend the librarian to appoint one library trainee and take permission from the authority for the same.

Resolution No 4.

Library committee recommend the librarian to upgrade SOUL 2.0 to SOUL 3.0

Resolution No 5.

Resolved to recommend that the librarian is advised to block the ^{Window} door between the library and canteen and take the matter to the authority for approval.

Resolution No.6

Library Committee suggested the librarian to develop a Library website from the next academic session and take permission from the authority for the same.

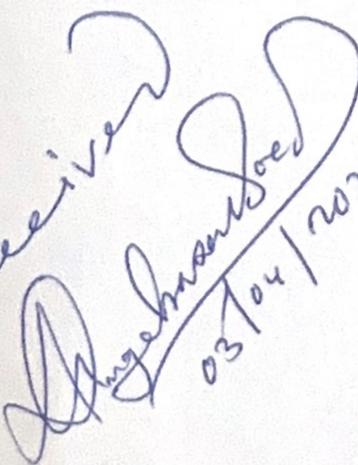
At the end, committee discusses regarding the preparation for NAAC peer team visit and suggest the librarian on some important aspect regarding library and how to prepare for the NAAC peer team Visit. The meeting of library advisory committee ended with vote of thanks from the convener.


29/3/2023

Signature of the Chairperson


29/3/23

Signature of the Convener

Receiver

03/04/2023

LIBRARIAN
Namrup College