

Date: 4th July, 2021

Minutes of the meeting held on dated 3rd July, 2021, in the Library Reading Hall at 03:00 PM.

A meeting of library committee was held on 3rd July, 2021, in the Library Reading Hall at 03:00 PM. The following persons attended the meeting:

1. Mr. N. K. Sharma, Principal & Chairperson of Library Committee
2. Dr. Kalpana Kumari, Assistant Professor & Coordinator, M. Ed. & Academic Committee. (invitee)
3. Dr. Babita Kumari, Associate Professor and Coordinator, B. Ed. (invitee)
4. Dr. Shanti Kumari, Associate Professor and Coordinator, D. Ed. Ed. (invitee)
5. Dr. Namita Kumari, Asst. Professor, and Coordinator, Grievance Cell (invitee)
6. Shri Manoranjan Kumar, Assistant Professor & Coordinator, IQAC (invitee)
7. Shri Ashis Kumar Sone, Librarian and Member, Library Committee.
8. ~~Shri Nirupam Mallik, IT Executive and Member, Library Committee.~~
9. Shri Kumar Ranjan Singh, Asst. Prof. and Coordinator, Library Committee.

The member could not attend the meeting -

1. Shri Nirupam Mallik, IT Executive & Member Library Committee.

Following resolutions were adopted in the meeting -

1. Review of the minutes of the last meeting held on 17th April, 2021.

(a) New members registration.

It was informed that so far 71 students of B.Ed., 31 students of D.El.Ed and 11 students of M.Ed. were registered in the library in the session 2020-22.

(b) Issuing books to students for 15 day instead of 7 days. (Student's grievance).

The decision for the mentioned issue was pending because of pandemic lockdown.

The minutes of the last meeting was reviewed and confirmed by all present members.

2. Status of new members registration.

It was informed that so far 71 students of B.Ed., 31 students of D.El.Ed. and 11 students of M.Ed. were registered in the library in session 2020-22. The co-ordinators - (B.Ed., D.El.Ed. and M.Ed.) were requested to communicate with the students and ask them to complete the process of registration through WhatsApp or by present physically following COVID protocol.

B. Facilitating to open bookshelf for students and teachers to see books before issue (Grievance).

The issue of opening the bookshelf for students and teachers <sup>has</sup> ~~was~~ discussed. In this

regard the librarian expressed his inability to implement the service. The librarian informed that the other staffs of the library were not taking any responsibility, as the reason of inability to provide the service. He further said that library needs three more staffs to implement the service.

4. Issue books to students for 15 days instead of 7 days (Grievance).

It was decided that books will be issued to students for 15 day from 5th July, 2021.

5. Issue more than 2 books to each student (Grievance).

It was decided that maximum <sup>(four)</sup> 4 books will be issued to each student at a time for 15 days.

It was also decided that maximum 5 (Five) books will be issued to each teacher for 21 days.

~~6. It was informed that~~  
6. Procurement of new books (e-books and print)

It was informed that procurement of new books (Printed version) was not possible because of the lack of space in the library. The list of ebooks has been prepared soon that will be sent for the approval of management.

7. Any other issue with the permission of the Chair.

(a) The status of subscription of UGC CARE Listed Journals.

It was informed that 20 (twenty) journals were subscribed listed in UGC CARE list of journals. The principal and chairperson expressed the need of subscribing 10 (ten) more journals listed in the UGC CARE list of journals, as our institute is providing post graduate degree in Education.

(b) Stationary purchase.

It was informed by the librarian that stationary purchase is still pending since 2019. The list of stationary was prepared several times and submitted to management but situation remained the same. In this regard Shri Manojranjan Kumar, Coordinator, IQAC proposed to send the list of stationary to Sr. P.R.O.

(c) Suggestion and Grievance Box for library.

It was informed that Suggestion and Grievance Box was installed by the side of the main door of the library but, was shifted to somewhere else without the consent of librarian. The principal and chairperson stressed the need of suggestion & Grievance Box for library. The Suggestion and Grievance Box will be opened in front of all the members on the day of the meeting.

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(d) Shifting the library to the Ground floor.

The librarian informed that, <sup>during</sup> last visit, ~~of~~ NAAC peer Team member suggested to shift the library from third floor to the Ground floor to extend better services to the readers. In the present situation, the library is inaccessible to those students and persons who are physically challenged by lower limbs. Further, there is no provision of elevator to reach the library for such people.

(e) Current status of processing the newly purchased books in 2020-21.

It was informed that the processing of the newly purchased books, in the last financial year was going on but yet to be completed. The librarian failed to provide exact date of completing the process. The Principal & Chairperson of the library committee stressed the need to complete it soon so that new books should be available for student. He proposed to call all the staffs of library to complete it soon. He also proposed to take the help of Dr. Anind Bhattacharya and Shri Bilrajit Das in this regard and the librarian was agreed to do that.

(f) Extend the library hours.

It was proposed by Shri Manoranjan Kumar that the library should function

from 9:00 AM to 5:00 P.M. to extend better services to the students who fails to use library properly during the limited time fixed in the time-table. He further said that the library was opened previously during the evening hours for the hostel students.

The librarian expressed his <sup>unability</sup> ~~inability~~ to extend the service of the library in the extended hours. When he was asked that previously it was done, the librarian demanded additional remuneration to provided library service in extended hours.

As there was no further issue to discuss the meeting ended with the vote of thanks to the chair.

1. S.P.P. 10.7.2021

2. Shankar 10/07/2021

3. Nand Kumar

4. Kalpana

5. Me

6. Babita

7. Amis for Law 12/07/2021



The minutes of the meeting of Library Committee, held on 16th August, 2021 at 3:00 P.M. at 19AC Room. The meeting was attended by the following personnel:

1. Dr. N. K. Sharma, Principal & Chairperson of the Library Committee.
2. Dr. Kalpana Kumari, Assistant Professor, Coordinator, M.Ed & Academic Committee. (Invited)
3. Dr. Shanli Kumari, Associate Professor, and Coordinator, D.El. Ed. Programme. (Invited)
4. Shri Manoranjan Kumar, Assistant Professor & Coordinator, 19AC (Invited)
5. Shri Nisupam Mallick, ~~Assistant Professor~~ <sup>IT Executive & Member</sup> Library Committee.
6. Shri Kuntal Ranjan Jha, Assistant Professor, and Coordinator, Library Committee.

The following personnel could not attend the meeting -

1. Dr. Babita Kumari, Associate Professor & Coordinator B.Ed. Programme (Invited)
2. Dr. Namita Kumari, Assistant Professor & Coordinator, Grievance Cell (Invited).

Following are the resolutions adopted in the meeting: -

1. Review of the ~~min~~ minutes of the last meeting:

(a) Status of New Members Registration: It was informed that, so far, 120 students of B.Ed., 31 students of D.El. Ed. and 14 students of M.Ed. were registered in the library in the session 2020-22

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New members registration has been stopped further, because of, main server computer of the library has been stopped function -ing.

(b) The facility to open bookshelves for students and teachers to see books before issue. (Grievance).

It was informed by the librarian that he was unable to implement this service, because the other staffs of library were not taking any responsibility. He, further, stated that library needs three more staffs to implement the service.

(c) Issue books to students for 15 days instead of 7 days. (Grievance).

It was informed that the books are now issued to students for 15 days w.e.f. 5th July, 2021.

(d) Issue more than 2 (two) books to each student. (Grievance)

It was informed that maximum 4 books are issued to students at a time, for 15 days, and maximum 5 books are issued to teachers for 21 (twentyone) days, w.e.f. 5th July, 2021.

(e) Procurement of ~~new~~ new books (print & e-books) for 2021-22.

It was informed that the list of e-books were prepared and sent to the course coordinators, to IQAC coordinator and, to the Principal on 13<sup>th</sup> July, 2021. But, no reply was received from course coordinators and the Principal. Only coordinator, IQAC, replied and expressed his dissatisfaction with the list. Therefore, no further action was proceeded.

The procurement of books (print) for the coming sessions were suspended because of lack of storage capacity in the library.

(f) The status of subscription of UGC CARE listed journals.

It was informed that 20 (twenty) numbers of Journals were subscribed, listed in the UGC CARE list of Journals. Subscription to new journals are yet to be done.

(g) Stationary purchase.

It was informed that the list of stationary and other requirements of the library was sent to IQAC on the request of IQAC coordinator, for further process. So far, only 4 (four) numbers of Registers No. 9, were received by the librarian. Rest of the items are yet to be received.

(h) Suggestion & Grievance Box for Library

The Suggestion & Grievance Box has not been installed for library, so far.

(i) Shifting the library to the ground floor.

It was informed that no action has been initiated.

(j) Current status of newly purchased books in 2020-21.

It was informed that the accession of newly purchased books have been completed and the cataloguing is under process.

(k) Extend the library hours.

It was informed that the extension of library hours for (9:00 AM to 5:00 PM) could not be done because the librarian demands additional remuneration for the extended hours.

~~2. Repairing the main server computer of the library.~~

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It was informed that

The review of the minutes of the last meeting was completed after discussion. It was confirmed and approved by the present members.

~~2. Repairing the main server computer of the library.~~

It was informed that the main server computer of the library is not functioning at all from 27th July, 2021.

Information, in this regard was sent to the Secretary, DSSP & DIPSER, if as it needs financial and technical help.

It was planned to take this subject on the scheduled meeting of library Committee on 03/08/2021 but the meeting had to be postponed because of the final admission process of B. Ed. 2020-22. But this postponement of the scheduled meeting and delayed meeting information of the breakdown of main server of the library. The coordinator library committee begged apology in the meeting for that before the committee.

I was resolved that there is an urgent need of repairing the main server. But, unfortunately this postponement of the scheduled meeting could not be intimated to the authority and the people concerned. The library committee coordinator begged apology for the mistake of not informing the Principals & IQAC about the postponement of the scheduled meeting and delayed information of the breakdown of main server of the library.

It was resolved that there is an urgent need of repairing the main server or purchase a new one, <sup>because</sup> all the important works of library have been stand still.

The <sup>work</sup> affected are new registration of students, automated circulation of books etc.

It was informed that manual process of reshelving books has been indicated as an urgent alternative.

The committee decided that all short-comings of the library, which are affecting the regular functioning of the library to be communicated to the management and request to solve the problems at an earliest.

### 3. Registration status of newly enrolled students -

The above point has been discussed in the point (a) in the review of the ~~last~~ meeting minutes of the last meeting.

### 4. Accession of newly purchased books

It was informed that accession of the newly purchased books have been completed. The cataloguing & the shelving is under process.

### 5. Status of stationary purchase

This point has already been discussed under review of minutes of the last meeting at point 10. (5). It was informed that apart from four registers, two cartridges were also received on August 1, 2021.

Rest of items are still awaited.

## 6. E-library

It was informed that our institute provides limited facilities of e-library through our institutional website-library page. At present our library page provides e-content in the form of e-books, e-journals, e-magazines, e-resources, e-newspapers, e-question-papers (previous year examinations) etc.

7. Any other issue with the permission of the chair.

As there was no <sup>more</sup> issue to discuss, the meeting ended with the vote of thanks to the chair.

13.8.2021

Prepared by:

Kunnu Ranjan Jais

Coordinator, Library Committee.

1. Naugh

2. Shankar

3. Hira

4. Subhanshu

## RESOLUTIONS :- 14.

A meeting of library committee was held on 5th October, 2021, in the IGAC Room at 03:00 P.M. The following personnel ~~were~~ attended the meeting.

1. Dr. Shanti Kumari, Associate Professor and Coordinator, S.E. Ed. (Invitee)
2. Dr. Kalpana Kumari, Assistant Prof. & Coordinator M.Ed. and Academic Committee. (Invitee)
3. Dr. Namita Kumari, Asst. Prof. & Coordinator, Grievance Cell. (Invitee)
4. Shri Manoranjan Kumar, Asst. Prof. & Coordinator, IGAC. (Invitee)
5. Shri Ashis Kumar Sone, Librarian and Member, Library Committee.
6. Shri Anisupam Mallick, IT Executive and Member, Library Committee.
7. Shri Kumar Ranjan Jha, Assistant Prof. and Coordinator, Library Committee.

The following ~~members~~ personnel could not attend the meeting.

1. Dr. N. K. Sharma, Principal.
2. Dr. Babita Kumari, Associate Prof. & Coordinator B.Ed. (invitee)

As ~~the~~ <sup>the</sup> principal was absent the meeting was chaired by Dr. Kalpana Kumari.

The resolutions taken in the meeting are as follows -

1. Review of the minutes of the previous last meetings

(a) Status of new members registration  
The computerised registration has been stopped since 27th July 2021, because of ~~the~~ breakdown of the main server computer. ~~Asst~~ on 27th July, 2021 the status of registration was - B.Ed. 120, D.El.Ed. 31 and M.Ed. - 14.

It was informed that though the computerised registration process was out of order, however, manual registration of all the students were done and the books are issued to students as per their requirement.

(b) Facilitating to open bookshelves for students and teachers to see books before issue. (Grievance)

The librarian expressed his inability to implement this service. The librarian informed that other staffs are not taking any responsibility. He further expressed that library needs three more staffs.

It was decided to communicate the issue to the management.

(c) Procurement of new books (print and e-books) for the session 2021-22

It was informed that the list of e-books ~~was~~ <sup>has</sup> prepared and ~~was~~ sent

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to the course coordinator, to IQAC coordinator and to the principal on 13<sup>th</sup> July, 2021, but no reply were received either from the course coordinators, or from the principal. And the IQAC coordinator was not satisfied with the listed e-books. Therefore, no further action was proceeded.

The library committee resolved to seek help from the faculty members in identifying e-books for ~~sub~~ subscription/procurement.

It was informed that the procurement of printed books were suspended because of lack of storage capacity in the library.

(d) The status of subscription of UGC CARE listed Journals.

It was informed that 20 UGC-CARE listed Journals were already subscribed. 10 more Journals (UGC-CARE) to be identified for subscription.

(e) Stationary purchase.

It was informed that the list of stationary and other requirements ~~were~~ <sup>were</sup> sent to IQAC coordinator for further process. So far, only four Registers and two Cartridge of Xerox machine were received by the library.

It was decided to communicate the issue to the management.

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(f) Suggestion & Grievance Box for library.  
It was informed that Suggestion and Grievance Box has not been installed for the library, so far.  
It was decided to send the requisition to the management, in this regard!

(g) Shifting the library to the ground floor.

It was informed that no action has been initiated in this regard, so far.

It was decided to communicate the issue to management.

(h) Current status of the processing of newly purchased books for 2020-21.

It was informed that the processing of books has been completed and now the books are available for use.

(i) Extend the library hours.

It was proposed by Shri Manoranjan Kumar, Coordinator, IOAC, that the library should function from 9 AM to 5 PM. The proposal is ~~is~~ pending because the librarian demanded additional remuneration for the extended hours.

Therefore, it was decided to communicate the issue to management, in this meeting.

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The review of minutes of the last meeting thus completed, confirmed and approved by the members present in the meeting.

~~The discussion on today's agenda are as follows.~~

2. Repairing the main server computer.

It was informed that the process of repairing the server computer has been initiated by the management. It is expected to be done after Durga Puja.

3. Status of stationary received.

The matter has already discussed under 'stationary purchase' in the series of the minutes of the last meeting.

4. Status of MIS for library.

It was informed that the MIS for library needs certain modification. The service provider was to visit the library on 30/09/2021, but till the end of the meeting no information was received.

It was decided to communicate the issue to management.

As there was no further issue to discuss the meeting ended with the vote of thanks to the chair.

6th Oct, 2021

Kumud Ranjan Ma.

Coordinator, Library Committee.

1. Devi
2. Kulpaal  
6/10/2021
3. Shanti  
06/10/2021
4. Him  
06.10.2021
5. Ashis Kumar Saha
6. Naitik Kumeri

## RESOLUTION - 15

Minutes of the meeting held on 13<sup>th</sup> Nov. 2021.

A meeting of library committee was held on 13<sup>th</sup> Nov. 2021, at 3:00 P.M. in the Principal's Chamber. Following personnel attended the meeting -

1. Dr. Babita Kumari, Officiating Principal, & Chairperson of the library Committee.
2. Dr. Shanti Kumari, Associate Professor & Coordinator, D. Ed. Ed. Programme (invitee)
3. Dr. Kalpana Kumari, Assistant Professor & Coordinator, M. Ed. Prog. & Academic Committee (invitee)
4. Shri Manoranjan Kumar, Assistant Professor & Coordinator, IQAC (invitee)
5. Dr. Namita Kumari, Assistant Professor & Coordinator, Grievance Cell. (invitee)
6. Shri Ashis Kumar Sore, Librarian & Member, Library Committee.
7. Ms. Bipasa Dasgupta, Assistant Librarian & Member, of Library Committee.
8. Shri Nirupam Mallick, IT Executive & Member, Library Committee.
9. Shri Kuntal Ranjan Jha, Assistant Professor & Coordinator, Library Committee.

The resolutions adopted in the meeting are as under -

1. Review of the minutes of the last meeting.
  - a) The status of new members's registration. The registration of the new member have been completed manually and

books are also <sup>being</sup> circulated manually.

(b) Facilitating to open bookshelves for students and teachers to see books before issue.

(Ref. Resolution - 12, agenda No. 3, dated 4th July 21)

No action has been taken so far.

(c) Procurement of New books (Printed & E-books).

It was informed that subscribing e-books from standard publishers is costly affair.

Standard e-books could not be identified properly. Therefore, it was resolved to take the suggestion from best mentor Sir (Prof. Dr.) Taposh Choudhary in this regard.

(d) Status of subscription to <sup>10</sup> new <sup>DIG-CARE</sup> Journals.

The action is pending because the Journals were not been identified so far.

(e) Stationary Purchase.

All the stationary and other requirements were received by librarian except Spine-label & Scanner. It was informed that soon both the items will be supplied.

(f) Suggestion & Grievance Box for library.

It was assured by the officiating Principal Dr. Babita Kumari, that Suggestion and Grievance Boxes will be installed soon.

(g) Shifting the library to the ground floor.  
The action is pending.

(h) Status of new books purchased for 2020-21.

It was informed that the processing of new books has been completed and the books are available to be circulated.

(i) Extension of library hours.  
The action is pending.

(j) Repairing of main server computer.  
It was informed that the process of repairing main server computer is under going.

(k) Status of MIS.

It was informed that the re-structuring of the library module has been completed and data feeding is under process.

The review of the minutes of the last meeting has been completed and confirmed.

(2.) ILMs. as per NAAC requirement.

It was resolved that permission of management will be taken to install KOHA ILMs software as an alternative arrangement. ~~##~~

(3.) New server computer purchase.

It was informed that the requirement has been communicated the Secretary DSSP & DIPSER, by the librarian.

(4.) NCTE books purchase process.

It was informed that procurement of 4 NCTE <sup>books</sup> has been approved by the Secretary DSSP & DIPSER and the process has already been started.

(5.) Any other issue with the permission of the chair.

(A) Record keeping in library for students and teachers who are doing self study courses.

It was decided that record keeping for self-study-courses (by teachers & students) will be done in a separate registers. Orientation will be conducted to make the members aware of the process.

As there were no further issue, the meeting ended with the vote of thanks to the chair.

K. P. P.  
12th Nov. 2021

(Kumud Ranjan Jha)

Coordinator Library Committee.

B. B. B.  
14.11.2021

Principal

Dev Sangha Institute of Professional  
Studies & Educational Research  
(DIPSER) Deoghar (Jh.)

1. Shanti

2. ~~...~~

3. ~~...~~

4. ~~...~~

5. ~~...~~

6. B. B.

7. Ashis Kumar Sene

## RESOLUTION - 16

Minutes of the meeting of Library Committee  
(3rd, December, 2021).

A meeting of library committee was held on 3rd December, 2021, at 3:00 P.M. in the Assembly Hall. Following members/invitees attended the meeting.

1. Dr. Shanti Kumari, Associate Professor & Coordinator, D. Ed. Programme. (Invitee)
2. Dr. Kalpana Kumari, Assistant Professor, & Coordinator, M. Ed. Programme and Academic Committee (Invitee)
3. Shri Manoranjan Kumar, Assistant Professor, & Coordinator, IGAC (Invitee)
4. Dr. Namita Kumari, Assistant Professor & Coordinator, Grievance Cell (Invitee)
5. Shri Ashis Kumar Sone, Librarian & Member of library committee.
6. Ms. Bipasa Dasgupta, Assistant Librarian, & Member of library Committee.
7. Shri Nisupam Mallick, IT Executive, & Member of Library Committee.
8. Shri Kumar Ranjan Ora, Assistant Professor & Coordinator, Library Committee.

Following member could not attend the meeting

1. Dr. Babita Kumari, Officiating Principal & Chairperson of the library committee.

The meeting was chaired by Dr. Shanti Kumari. The resolutions adopted in the meeting are as under—

1. Review of the minutes of the last meeting.

(a) Facilitating to open bookshelves for students and teachers to see books before issue.

It was informed that the issue has been communicated to the Secretary, <sup>DESPE</sup> DIPSER, for decision and needful action.

(b) Procurement of new books (Printed & e-books)

It was informed that subscribing e-books from standard publishers is costly affair. Further more, standard e-books in Hindi version could not be identified properly. Therefore, it was resolved that we must take advice from our Mentor, Prof (Dr.) Taposh Ghoshal, but so far action could not be taken.

(c) ~~D~~ status of subscription of 10 new 'OBC-CARE' Journals:

The status is pending because the journals were not identified so far.

(d) Stationary purchase.

It was informed that almost all the stationary and other requirement were supplied except spine label and scanner.

(e) Suggestion and Grievance Box for library.  
It was informed that the action is still incomplete.

(f) Shifting the library to the ground floor.

It was informed that the issue has

been communicated to the Secretary, DSSP & DIPSER, for <sup>decision and</sup> needful action.

(g) Extension of library hour.

It was informed that the issue has been communicated to the Secretary DSSP & DIPSER for decision and needful ~~action~~ action.

(h) Repairing the main server of the library.

It was informed that RAM and SIMPS of the server has been taken out to be tested. No further process has been carried out so far, in this regard.

(i) Status of MIS.

The library module has been re-structured and data feeding is ~~going on~~ has been done. But because of slow internet the MIS is not opening in the library.

(j) ILMS as per requirement of NAAE.

It was informed that the librarian has taken oral permission from the Secretary DSSP & DIPSER and KOHA ILMS has been installed as an alternative measure for library automation. At present the KOHA

ILMS has started functioning.

(K) New server computer purchase:

It was informed in the last meeting that the librarian has already communicated the requirement for new server computer. Further, no fresh information received in this regard.

(L) NCTE book purchase process

It was informed that the list of 4 books with price, duly approved by the secretary, has been handed over to the Chief Accountant, Shri Malay Baisya for preparing the B.D. in the name of NCTE.

(m) Record keeping in the library for self study courses.

It was decided in the last meeting that record keeping for self study course will be done in a separate register and orientation will be conducted to fill the purpose in the register. So far action could not be taken.

The review of the ~~last~~ minutes of the last meeting has been completed and confirmed.

2. Repairing of the photocopy machine of the library

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It was informed that the photocopy machine of the library is remain non-functioning. The problem has been communicated to the Secretary JSSP & DIPICR on 25th September, 2021. Shri Prakash Bhavadwaj visited library and inquired into the matter but the problem has not been solved so far.

3. Any other issue with the permission of the chair.

It was informed that the librarian Shri Ashis Kumar Sone had submitted one ~~month~~ notice for his resignation. The committee requested him explain the technicality of the ILM & KOHA and others functions of the library to the Assistant Librarian Mr. Biban Dasgupta, so that smooth functioning of the library can be assured continuously.

5/12/2021

(Kumud Ranjan Jha)

Coordinator Library Committee.

KD  
K. P. S. B.  
5/12/2021

Account  
05/12/2021  
Hiran  
5/12/21

Babita  
23.12.2021

Principal  
Dev Sangha Institute of Professional  
Studies & Educational Research  
(DIPSER) Deoghar (Jh.)

## RESOLUTION - 17

Minutes of the Meeting of the Library Committee held on 11th January, 2022.

A meeting of the library committee was held on 11th January, 2022, at 10:50 A.M. in the Principal's chamber. The following members of the committee / faculty were attended the meeting -

- ① Dr. Babita Kumari, Officiating Principal & Chairperson of the committee.
- ② Dr. Shanti Kumari, Associate Professor & Coordinator of D.El.Ed. Programme (in-charge)
- ③ Dr. Kalpana Kumari, Assistant Prof. & Coordinator, M.Ed. Prog. & Academic Committee (in-charge)
- ④ Shri Manoranjan Kumar, Assistant Prof. & Coordinator, IQAC (in-charge)
- ⑤ Mr. Bipasa Dasgupta, Assistant-Librarian, & Member of the committee.
- ⑥ Shri Nishupam Mallick, IT Executive & Member of the committee.
- ⑦ Shri Kunal Ranjan Jha, Assistant Prof. & Coordinator, Library Committee.

The following invitee could not attend the meeting -

- ① Dr. Namita Kumari, Assistant, Prof & Coordinator, Guidance cell.

The resolutions adopted in the meeting are as follows —

- ① Review of the minutes of the last meeting.
- ② Procurement of <sup>new</sup> books (Print & e books).  
It was informed that the issue of procurement of books was discussed in the last IQAC meeting held on 20<sup>th</sup> December, 2021. The matter was raised by Prof. (Dr.) Taposh Ghoshal, Mentor, DSSPE DIPSER in the presence of chairperson DSSPE DIPSER, Prof. Sudeep Ranjan Ghosh & Secretary, DSSP & DIPSER, Shri Anam Kumar Chatterjee along with other IQAC members. IQAC instructed to start the procurement of new books for the academic year 2021-22.
- ③ Suggestion & Grievance Box for library.  
It was informed that the issue is still unsolved.
- ④ Shifting of library on the Ground floor.  
It was informed that the issue has been discussed in the last IQAC meeting and it was resolved in the meeting that a part of library will be shifted to the ground floor below the Auditorium.

(d) Repairing the main server computer.

It was informed that the requirement of server computer is over now, because the LMS KOHA software has been installed in the existing window system of the library and the library automation has been re-installed as per the order (oral) of the secretary, DSSP & DIBSER.

(e) The status of MIS.

The library modules of MIS is almost completed, as informed by the coordinator, and the problem of slow internet has been sorted out.

(f) NCTE books purchase.

It was informed that following books of NCTE publication were ordered -

(1) Swami Vivekananda and Education  
(English) Rs. 500/-

(2) Shree Maa Ka Shiksha Darshan  
(Hindi) Rs. 400/-

(3) Parivaran Shiksha (Vol. I, II & III)  
(Hindi) Rs. 1200/-

(4) Policy Perspectives in Teacher Education  
(English) Rs. 700/-

The order has been sent to NCTE along with a demand draft of Rs. 2800/- on 11/12/2021.

(g) Record keeping in the library for self study course.

It was informed that the service has not been started so far due to pandemic lockdown again.

(a) Repairing the photocopy machine.

It was informed that no further action in this regard, has been carried out.

(c) Resignation of the Librarian Shri Ashish Kumar Sone.

It was informed that the Librarian Shri Ashish Kumar Sone has been relieved from his duties with effect from 23rd December, 2021, (by the order of DIPSER management) after necessary formalities. The charge of the library has been handed over to Assistant Librarian Mrs. Bipra Dasgupta.

The review of the minutes of the last meeting has been ended and was confirmed by the members present.

2. Procurement of books for the session 2021-22.

It was resolved that as per the instruction of IGAE the procurement of books has been initiated. In this regard Mrs. Bipra Dasgupta Assistant Librarian was requested to finalise the list of books already given by the faculty members.

As there was no more issue to discuss the meeting ended with the vote of thanks to the chair.

19.01.2022.

Kunind Ranjan Jha,  
Coordinator, Library Committee

Principal  
19.01.2022

Dakshin Institute of Professional  
Studies & Educational Research  
(DIPSER) Deoghar (Jh.)

Signature of the attendees.

1. Dr. Babita Kumari. Babita  
12-01-2022
2. Dr. Shanti Kumari, Shanti  
12/01/2022
3. Dr. Kalpana Kumari. Kalpana  
12/01/2022
4. ~~Dr. Namita Kumari~~
5. Shri Manoj Kumar. Manoj  
12.01.2022
6. Ms. Bipra Dasgupta Bipra  
12-01-22
7. Shri Nrupam Mallick.
8. \_\_\_\_\_

## RESOLUTION - 18

Date - 04.02.2022

Minutes of the Meeting, held on 04.02.2022

A meeting of the library committee was held on 04.02.2022, at 11:00 AM, in the Principal's Chamber, following faculty members / Members of the library committee were present on the meeting -

1. Dr. Babita Kumari, officiating Principal & chairperson of the library committee.
2. Dr. Shaanti Kumari, Associate Prof & Coordinator, D.El. Ed. prog. (invitee)
3. Dr. Kalpana Kumari, Assist. Prof. & Coordinator, M.Ed. & Academic committee (invitee)
4. Dr. Namita Singh Kumari, Assit. Prof & Coordinator Grievance Cell (invitee)
5. Shri Manoranjan Kumar, Asst Prof & Coordinator, IQAC (invitee)
6. Ms. Bipasa Sengupta, Assitant Librarian & Member of the library committee.
7. Shri Nirupam Mallick, IT Executive & Member of library committee.
8. Shri Kumar Ranjan Das, Assit. Prof & Coordinator, library committee.

Date \_\_\_\_\_  
Page \_\_\_\_\_

The following resolutions were adopted in the meeting —

① Review of the minutes of the last meeting.

Procurement of new books.

① It was informed that the list of books given by the faculty members are being compiled with ISBN by the Assistant Librarian Ms. Bipasa ~~Singh~~ <sup>Singh</sup>. The list will be submitted to the <sup>official</sup> principal on 12th February, 2022.

② Suggestion and Grievance Box for library.

It was informed that suggestion and Grievance Box for library will be provided soon.

③ Shifting of the library on the ground floor.

It was informed that, though the issue has been discussed in the last IGA meeting & for no concrete action has been taken in this regard.

Shri Manoj Kumar suggested to shift the library in the 1st floor of the hostel building below the newly constructed classroom.

Hence, it was resolved to communicate the issue to the management for needful action.

④ ~~Repairing~~ Repairing Server Computer.

It was informed that LMS KOTA

Software is scanning smoothly and Ms. Bipin  
Sanghvi expressed her satisfaction in  
bundling the software. Therefore, it  
was decided that, now, there is no  
requirement of server computer for  
library.

~~It was decided that the members of the committee  
Shri Nitupam Nattik will be requested to~~

(e) Status of MIS for library.

It was informed that MIS for the  
library has been completed. Dr.  
Kalpana Kumari was requested to  
notify all concern to check the  
MIS for library and report of  
the irregularity, if any, to the MIS  
admin. Shri K.R.Ms.

(f) NCTE book purchase.

It was informed that the order for  
NCTE books were sent. It was  
resolved to check and verify the  
delivery of the order.

(g) Record keeping for Self-study course  
and Assignment preparation.

It was informed that record keeping  
for self-study course and Assignment preparation  
will be done from 7<sup>th</sup> February, 2022. In  
this regard students will be oriented properly.

(h) Repairing the photocopy machine of the library.  
It was decided that the issue will <sup>be</sup> taken  
up in the next IQAC meeting.

(E) Procurement of books for the session 2021-22

It was informed that the point has already been discussed under point (a) of the review.

The minutes of the last meeting were reviewed and confirmed.

(2) Store room creation (for old newspapers & magazines)

It was resolved that the issue will be raised in the next ICQAC meeting.

(3) The status of MLC for library.

The point has already been discussed under review of the point (e)

(4) Evening library for hostel students.

It was resolved that the library will be opened from 10 AM to 5 PM w.e.p.

7th February. If the response will be positive from the student the closing hour may extend. This has been done with the consent of Mrs. Bipasa Dasgupta, Assistant Librarian. Smt. Sabitri Paul, Library attendant will accompany her.

(5) Pest control in the library.

It was informed that ~~the~~ pest control is necessary to protect the books and other study material of the library. Hence, it was resolved to communicate the issue to the management for necessary action.

6. Any other issue with the permission of the chair

(i) ~~Infrastructure~~ update (IT)

(ii) ~~IT~~ I.T. infrastructure update in the library.

It was informed by Shri Nisupam Mallik, Member of Library Committee, the IT Executive, that four new computers were installed in the library, side by side by one Rack (POE). And the LAN installation will be done soon.

There was no more issue to discuss. The meeting ended with vote of thanks to the chair.

KJG  
04.02.2022

(Kumud Ranjan Das.)

Coordinator, Library Committee

Babita  
14.02.2022

Principal  
Dip Sengha Institute of Professional  
Studies & Educational Research  
(DIPSER) Deoghar (Jharkhand)

1. Dr. Babita Kaur

Babita

2. Dr. Shanti Kumari

Shanti

3. Dr. Kalpana Kumari

Kalpana

4. Dr. Namita Kumari

5. Shri Manoranjan Kumar

Manoranjan  
04.02.2022

6. Ms. Bipasa Dasgupta

7. Shri Nisupam Mallik

Nisupam  
04.02.2022

## RESOLUTION - 19

Date - 05/03/2022.

Minutes of the meeting held on 04-03-2022.

A meeting of the library committee was held on 04-03-2022 at 3:00 PM. in ISAC room. Following faculty members / Members of the library committee were present in the meeting -

1. Dr. Babita Kumari, Officiating Principal & Chairperson of library committee.
2. Dr. Namita Kumari, Asst. Prof. & Coordinator, Grievance cell (invitee)
3. Shri Manoranjan Kumar, Asst. Prof. and Coordinator, ISAC (invitee)
4. Ms. Bipasa Dasgupta, Assistant librarian and member
5. Shri Anupam Mallick, IT Executive & member.
6. Shri Kuntal Ranjan Jha, Asst. Prof. & Coordinator, Library Committee.

The resolutions adopted in the meeting are as follows -

1. Review of the minutes of the last meeting.  
(a) Procurement of new books.  
It was informed that the list of books has been prepared by Ms. Bipasa Dasgupta and submitted to the coordinator, library committee for final verification.

Date \_\_\_\_\_  
Page \_\_\_\_\_

It was resolved that the list will be finalised and, will be sent to the authority for necessary action, before 15th March, 2022.

⑥ Suggestion & Grievance Box for library.

It was informed that suggestion and Grievance box has been installed at library.

⑦ Shifting the library / part of library on the ground floor.

It was informed that the issue has been communicated to the management. So far, no concrete action has been taken.

⑧ Repairing Server Computer.

It was informed that, as, the library automation was re-instated with the installation of KOHA ILMIS software in the available computer of the library, now, the library do not require a server computer. Therefore, it was resolved that the server computer <sup>5/11</sup> should be handed over to the ICT department along with other dead computers.

~~It was further inform~~

⑨ Status of MIS for library.

It was informed that re-structuring of book information with Call NO. has been done. At present the service provider is working on access issue of the library materials to its viewer.

(f) Evening library for hostel students.  
It was informed that Assistant Librarian Mrs. Bipara Dasgupta is ready to provide evening library facility (from 4:00 P.M. to 5 P.M.) to hostel students if she will be given additional remuneration for the extended hour. Therefore, it was resolved to communicate the issue to the management.

(g) Pest control in the library.  
It was informed that pest control in the library has not been done. Therefore, it was resolved to communicate the issue to the management.

(h) Any other issue with the permission of the chair  
(i) LAN modification in the library.  
It was informed that the LAN modification of the library will be done before 22/03/2022.

## 2. Subscription of magazines for library.

It was informed that subscription of the following five magazines are due for year 2022.

- ① Science Reporter (English)
- ② विज्ञान प्रगती
- ③ कृषि क्षेत्र
- ④ India Today (Hindi).
- ⑤ प्रतिज्ञा विज्ञान दर्पण

Therefore, it was resolved to communicate the issue to management for needful action.


③ Any query issue with the permission of the chair.

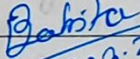
(i) UPS / inverter connection for library computers.

It was informed by the Assistant Librarian Mrs. Biparna Dasgupta, that some of the computers of library don't have power-backup, which affects the computers and the smooth functioning of the library body. Therefore, UPS / inverter connections are needed in the library.

Hence, it was resolved to communicate the issue to the management for needful action.

As there was no more issue to discuss the meeting ended with the vote of thanks to the chair.


  
5.03.2022  
Kuntal Ranjan Das,  
Coordinator, Library Committee  
DIPSER.


  
05.03.2022

Principal  
Dev Sangha Institute of Professional  
Studies & Educational Research  
(DIPSER) Deoghar (Jharkhand)

Signatures

1. Shri Manoj Kumar
2. Dr. Namita Kumari
3. Mrs. Biparna Dasgupta
4. Shri Nishu Malik.

 05/03/22

BOJ 05/03/2022  
 05.03.22

## RESOLUTION - 20

Date - 16.04.2022

A meeting of Library Committee was held on 13-04-2022 at 3:30 PM in the IQAC room. Following faculty members / members of the committee were present in the meeting -

1. Dr. Babita Kumari, Officiating Principal & Chairperson of the committee.
2. Dr. Shanti Kumari, Associate Professor & Coordinator, D.El.Ed. Prog.
3. Dr. Kalpana Kumari, Assistant Professor & Coordinator, M.Ed. Prog. & Academic Committee.
4. Shri Manoranjan Kumar, Asst. Professor & Coordinator, IQAC.
5. Dr. Namita Kumari, Assistant Professor & Coordinator, Grievance Cell.
6. Ms. Bipasa Dasgupta, Assistant Librarian & member of the committee.
7. Shri Nityam Mallick, IT Executive & member of the committee.
8. Shri Kamad Ranjan Das, Asst. Professor & Coordinator of the committee.

The resolutions adopted in the meeting are as follows -

1. Review of the minutes of the last meeting.

(a) Procurement of New Books.

The list of books were prepared, finalised and sent to the authority on 13<sup>th</sup> March 2022, for necessary action.

(b) Shifting of the library / part of the library on the ground floor.

The issue has been communicated to the authority again on the 13<sup>th</sup> March 2022 for action.

(c) Status of MIS

MIS for library has been finalised by the Service Provider. The Assistant Librarian Mrs. Bipasa Dasgupta has been given training by the Service provider on 11<sup>th</sup> & 12<sup>th</sup> April 2022. Mrs. Dasgupta assured its complete implementation.

(d) Evening library facility for Hostel students -

Assistant Librarian Mrs. Bipasa Dasgupta is ready to provide the facility but with additional remuneration.

The issue has been communicated, to the authority for necessary action, on 13<sup>th</sup> March 2022.

(e) Pest control in the library.

The issue has been communicated to the authority on 13<sup>th</sup> March 2022, for necessary action.

Date \_\_\_\_\_  
Page \_\_\_\_\_

(f) LAN modification in the library.  
The LAN modification of the library will be completed by 10<sup>th</sup> May 2022, as assured by Shri Himpani Mallik, IT Executive of the institution.

- (g) Subscription of the following Magazines -
- (i) Science Reporter (English)
  - (ii) Vigyan Prasati (Hindi)
  - (iii) Karmkshetra (Hindi)
  - (iv) India Today (Hindi)
  - (v) Pratikshit Darpan (Hindi)

Though, the issue was communicated to the authority on 13.03.2022, however it was resolved that the magazine should be bought from Hawker for their uninterrupted supply.

The issue will be communicated to the authority for necessary action.

- (h) UPS/Inverter connection for library computers.

The issue has been communicated to the authority on 13<sup>th</sup> March 2022 for necessary action.

- (i) 2. Book binding for damage books of the library.

It was informed that almost 60 books have been damaged and among them 20 books need immediate repairing. Hence, it was resolved to communicate the issue to the authority.

Date \_\_\_\_\_  
Page \_\_\_\_\_

3. Need of curtains for library windows & doors

It was informed that curtains are needed for the library windows & doors. Hence, it was resolved to communicate the issue to the authority.

4. Re-emboursement of the price of books purchased by <sup>any</sup> teachers for the library.

It was informed that some teachers are interested in buying books for the library during their visits to book fairs etc., if the price of books will be re-embursed. The same issue had been raised in the last IQAC meeting held on 20<sup>th</sup> March 2022. Hence, it was decided to communicate the issue to the authority for needful decision in the matter.

5. Any other issue with the permission of the chair.

a. Library is not comfortable during college hours, (because of extreme heat-wave condition), 9:45 AM to 4:00 PM.

It was informed that the library users (students & teachers) are feeling very uncomfortable to use library for the purpose of study, because of heat wave condition. The condition of the library staff members are quite

pathetic. In such a situation optimum use of library as learning resource, will not be possible. The assets are issued the books and leaving the library immediately.

Hence, it was suggested 'Start Morning College' (6:30 AM to 12:30 P.M) so that library can be used properly during the Summers.

(B) Submit the number of standard books and research journals submitted for NAAC visit ~~20~~ 2013.

Shri Manoranjan Kumar, Coordinator, ISOAC requested to provide the number of standard books and research journals submitted for NAAC visit 2013. Assistant Librarian Mrs. Bipasa Dasgupta, assured to provide the required data by ~~27~~ 19/04/2022.

As there was no further issue to discuss the meeting ended with vote of thanks to the chair.

KR  
16.4.2022

Kumud Ranjan Jha  
Coordinator, Library Committee  
DIPSEA, Deoghar.

Deebita

16.04.2022  
Dr. Babita Kanwar  
Officially Principal.

Principal  
Dev Sengha Institute of Professional  
Studies & Educational Research.  
(DIPSER) Deoghar (Jh.)

Signatures

1. Dr. Shanti Kumari Shanti  
16/04/2022
2. Dr. Kalpana Kumari Kalpana  
16/04/2022
3. Shri Manoranjan Kumar Manoranjan  
16/04/22
4. Dr. Manita Kumari Nanta Kumari
5. Mrs. Bipasa Dasgupta Bipasa  
16.04.2022
6. Shri Mithunam Mallick Mithunam  
16.06.22
7. Han

## RESOLUTION - 21

Minutes of Meeting (19.05.2022)

A meeting of library committee was held on 19-05-2022 at 12:00 PM in the Principal's chamber. Following faculty members / members of the library committee were present in the meeting:

1. Dr. Babita Kumari, Officiating Principal,
2. Dr. Shanti Kumari, Asso. Prof. & Coord. D.C.E.D.
3. Dr. Kelpana Kumari, Asst. Prof. & Coord. M.Ed. & Academic Committee.
4. Shri Manoranjan Kumar, Asst. Prof. & Coord. IQAC
5. Dr. Manita Kumari, Asst. Prof. & Co-ord. Grievance cell.
6. Dr. Kamakendra Kumar, Asst. Prof. & Member Library Committee.
7. Dr. Kartik Pal, Asst. Prof. & Member of Library Committee.
8. Mrs. Bipasa Dasgupta, Assistant Librarian & Member of Library Committee.
9. Shri Kumar Ranjan Jha, Asst. Prof. & Co-ord. Library Committee.

The members could not attend the meeting -

1. Dr. Bairagi Patra, Prof. & Member Library Committee.

The meeting was chaired by Dr. Babita Kumari, officiating Principal. The resolutions adopted in the meeting are as follows:-

1. Review of the minutes of the last meeting -

(a) Procurement of steel books.

It was informed that the list of books has been prepared, finalized and sent to the authority on 13th March, 2022 for necessary action. It was again resubmitted on 04.05.2022.

(b) Shifting of the library/ part of library to the ground floor.

It was informed that the issue had been sent to the management on 13.03.2022 for necessary action.

(c) Status of MIS for library.

The newly accessioned books <sup>(707)</sup> were entered in MIS portal including 627 new books.

(d) Evening library for ~~the~~ Hostel students.

It was informed that Assistant Librarian Mrs. Bipasa Dasgupta was instructed, to come at 12:10 P.M. and will leave the campus at 6:10 P.M., by the honourable Secretary, DSEB, to provide evening library facility to the hostel students.

(e) Pest control in the library.

It was informed that the pest control in the library has not been done so far.

The issue has been communicated again to the management on 26th April 2022, for necessary action in this regards.

Date \_\_\_\_\_  
Page \_\_\_\_\_

(f) LAN modification in the library.  
It was informed that the LAN modification in the library has been completed on 05/05/2022.

(g) Subscription of <sup>Magazines for the</sup> library.  
It was informed that subscription of following five magazines are due for the year 2022 onwards.

- a. Science Reporter (English)
- b. Vigyan Pragati (Hindi)
- c. Kurukshetra (Hindi)
- d. India Today (Hindi)
- e. Pratiyogita Sarpan (Hindi)

It was resolved that the mentioned magazines should be bought from Hawkar. The matter had been communicated to the management on 26/4/2022 for necessary action. But, so far, no instruction received from management.

(h) Book-binding for damage books of library.

It was informed that almost 60 books have been damaged and among them 20 books need immediate repairing. The issue had been communicated to the management on 26/04/2022 for necessary instruction. So far, no instruction was received from management.

(i) Need of curtains in the library.  
It was informed that curtains are needed for library window. Hence, it was resolved to communicate the issue to the management. The issue was communicated to the management on 26/4/2022 for necessary instruction/action. So far, no instruction was received from management.

(j) Re-<sup>to be</sup> reimbursement of the price of books purchased by for library by any teacher.  
It was informed that some teachers are interested in buying books during their visits to books fairs etc., if the price of books will be re-imbursed. The same, had been communicated to the management on 26/04/2022 for necessary instruction. So far, no instruction was received from management.

(k) Library is not comfortable for the users during college hours (in summer).  
It was informed that Library is not comfortable for the users because of extreme heat condition. Hence, it was suggested to start Morning College (6:30 AM to 1:30 PM) so that library can be used comfortably. But, the suggestion was not implemented even after the consent of the honourable Secretary, SSP & DIPSER.

Date \_\_\_\_\_  
Page \_\_\_\_\_

(b) Number of standard books & Journals submitted during NAAC 2013.

Shri Manoranjan Kumar, Coordinator, NAAC had requested to provide the number of standard books & Journals, submitted during NAAC visit 2013. Assistant Librarian Ms. Bipasa Dasgupta assured to provide the required data by 19/04/2022. But, so far, required data was not provided by the Asst. Librarian Ms. Dasgupta.

## 2. Status of Magazine & Journal Subscription.

It was informed that the Asst. Librarian Ms. Bipasa Dasgupta was requested to prepare the current status of subscription of Magazines & Journals, but she did not produce the status in the meeting. Though she assured to submit the same to the officiating principal on 21/05/2022 but the status she submitted does not give a clear picture of current status of subscription.

## 3. Status report of books issued, return and outstanding books (books out of library)

It was informed that 321 books were issued till 19/05/2022 (Books out of library)

4. Library inventory (stock verification) to identify missing books.

It was resolved the Inventory (Stock verification) of library books will be started from 15th June 2022; it is expected to be completed by 15th September 2022. All the members of the library committee, have assured to extend helping hands to complete the task.

5. Any query issue with the permission of the chair.

a. Need of rubber stamp for library.

It was informed by the Assit. Librarian Mrs. Bipasa Dasgupta, that rubber stamps are required for following

- i. Accession - 1
- ii. No dues - 1
- iii. Library - 1
- iv. Librarian - 1
- v. Reference - 1
- vi. Date Stamp - 2

b. Following records were required by Coordinator, I G Ac.

i. How many books were never issued?

ii. How many books have single copy.

Assit. Librarian Mrs. Bipasa Dasgupta assured to provide the required data after summer vacation (13.08.2022).

As there were no quer issues to discuss, the meeting ended with the vote of thanks to the Chair.

23/05/2022  
(Kunnu Ranjan Tho.)

Coordinator, Library Centre

23.05.2022

Dr. Balita Kumari  
Officiatey Principal

Dev Sangha Institute of Professional  
Studies & Educational Research  
Dooghar, Jharkhand

Signature

Quer Signatories

1. Dr. Shashi Kumari.
2. Dr. Kalpana Kumari.
3. Shri. Manoranjan Kumar.
4. Dr. Namita Kumari
5. Dr. Kamalendra Kumar.
6. Dr. Kartik Pal.
7. Mrs. Bipasa Dasgupta
- 8.

Shashi

Kalpana

Manoranjan

Namita Kumari

Pal 28/05/2022

B.D. 30.07.22