

INDIRA SCHOOL OF BUSINESS STUDIES PGDM

DEPARTMENT OF LIBRARY

LIBRARY COMMITTEE MEETING

Date: 21st June 2021

Time: 11.00 am

Minutes of the Meeting

Day: Monday, 21st June 2021

Duration of the Meeting: 11.00am to 12.30pm

Members Present:

Sr. No.	Name	Designation
1	Dr. Kumendra Raheja	Chairman (In-charge Director, ISBS PGDM)
2	Dr. Abhinav Jog	Member (Associate Professor)
4	Dr. Bagirathi Iyer	Member (Associate Professor)
3	Prof. Shikha Sindhu	Member (Assistant Professor)
5	Mr. Mangesh Kuman	Secretary (Chief Library Controller, IGI)
6	Mrs. Jayanthi Kumbhar	Joint Secretary (Librarian, ISBS PGDM)

1. Appraisal of last meeting held on 21st December 2020.

Mr. Mangesh Kuman read out points regarding task and actions to be taken and implemented from the minutes of last meeting held on 21st December 2020, and explained decision taken and task completed by library to the committee members. As per as per AICTE Approval Process Handbook 2021-22, Total number of Titles and Volumes shall be increased in continuation till 10 years from the starting of the course(s), which shall be the minimum stock of Books.

As ISBS has now completed 15 years from the starting of the course So Mr. Mangesh Kuman explained that ISBS Library shall procure books as per the Affiliating Body Curriculum and Syllabus, and the Older Edition Books shall be replaced with latest edition by 5% of the total minimum Books required for that Programme. Library has taken the demo presentation of e-books access from McGraw Hill Publication and Pearson Publication and subsequently Library has subscribed to the both publishers databases for 5 years under IGI. Library has received Usage reports of the all subscribed online databases and maintained them in usage reports file. Also shared the same with the management authorities for their reference Mr. Mangesh Kuman Sir has also explained that ISBS PGDM has appointed new Librarian Mrs. Jayanthi Kumbhar from 17th May 2021 and Mr. Dayanand Kamble (Librarian, ISBS) has shared/handed over all library details, records, files registers etc. also provided training for library software SLIM21 and ERP operations and other work procedures as per job profile.

Proposed by: Mr. Mangesh Kuman

Approved by: Dr. Kumendra Raheja



2. Induction of newly appointed committee members of ISBS-PGDM Library Committee.

In the presence of ISBS PGDM Library Committee Members, Mr. Mangesh Kuman Sir inducted Dr. Kumendra Raheja Sir as a Chairman (In-charge, Director ISBS-PGDM) and Mrs. Jayanthi Kumbhar Joint Secretary (Librarian-ISBS PGDM) of the Library Committee.

Proposed by: Mr. Mangesh Kuman

Seconded by: Dr. Abhinav Jog



3. E-Books subscription/purchase for ISBS-PGDM Course (For A. Y. 2021-2022)

Mrs. Jayanthi Kumbhar explained that as per the AICTE handbook 2021-22 Yearly purchase of the books is not required for the libraries those have completed the 10 years. Also as per the AICTE norms, institutions shall have to add an annual increment of Books based on the changes in Curriculum and

Syllabus from time to time by the affiliating University/Board, the Older Edition Books shall be replaced with latest edition by 5% of the total minimum Books required for that Programme, Dr. Kumendra Raheja Sir has approved that library have to purchase the books which have older edition as per the AICTE norms. He also suggested to prepare the policy document for the replacement of older edition books with newer editions.

Regarding E-Books Subscription Ms. Jayanthi Kumbhar explained that IGI has subscribed to the McGraw Hill (105 Titles) & Pearson E-books (96 Titles) collection in the month of March 2021 and the login details have shared with PGDM students and faculty members through email. It was decided in the meeting that library need to request for the admin login for Mc-Graw Hill & Pearson E-books publishers for the purpose of managing profiles of the users and also for getting usage reports for maintaining library usage records updated.

Proposed by: Mrs. Jayanthi Kumbhar

Approved by: Dr. Kumendra Raheja

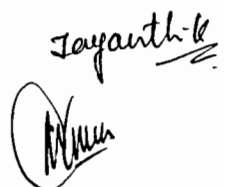


4. Library online services for study material during examinations period.

Mrs. Jayanthi Kumbhar explained that due to Covid-19 pandemic situation as students/faculty members are unable to visit the campus to make books circulation transactions. Library team has scanned the chapters from text books and reference books (permissible part as per copyright act/law) as per syllabus and have shared the same to all library users for their study and reference purpose through e-mail. Especially during examination period library has shared chapters and links online free e-books frequently as per student's exam schedule. Library has received user's positive feedback and appreciated the study material shared with them.

Proposed by: Mrs. Jayanthi Kumbhar

Seconded by: Mr. Mangesh Kuman



5. Weed out of old books (A-Series).

Mrs. Jayanthi Kumbhar explained that ISBS PGDM library have the A-series books, which are having old editions, obsolete and damaged books which are needed to be weed out. Library has prepared the weed out policy for the same and presented to the committee members for their review and opinions. Mr.

Mangesh Kuman suggest the Librarian to prepare the list of books which are required to be weeded out and share the same with all faculty members to get their opinion/remarks on each title. Once the book list with faculty remarks received, library shall prepare final list of books to be weed out and get it approved from the Management/Director, ISBS PGDM. Prof. Shikha Sindhu told that all faculty members will participate in the process of weed out of these books from the Library.

Proposed by: Mrs. Jayanthi Kumbhar

Approved by: Dr. Kumendra Raheja



6. Library readiness status for NBA – PGDM Course.

Mrs. Jayanthi Kumbhar explained that Library is continuously updating all library documents as required to maintain quality standards regarding library documentation and library services, Library is in process to finalize its Library Manual for the year 2020-21 and will be completed by first week of July 2021. Library keeps updating various library files on regular basis and maintain all library registers, usage reports and other records updated.

Proposed by: Mrs. Jayanthi Kumbhar

Seconded by: Dr. Bagirathi Iyer




7. National Digital Library – NDL Club Registration Status.

Mrs. Jayanthi Kumbhar explained that Library has registered itself for NDL. Also we are process to apply for NDL Club Membership, for that we need to register our institute in NDL Club Membership. It was decided that library need to start the registration process for NDL Club membership as soon as possible. Mr. Mangesh Kuman suggest that library should also apply for the membership subscription of the NLIST/DELNET consortia at ISBS library. Dr. Kumendra Raheja Sir has approved to start the NDL Club Membership process as well as subscribe the NLIST/DELNET consortia membership subscription for library.

Proposed by: Mr. Mangesh Kuman

Approved by: Dr. Kumendra Raheja

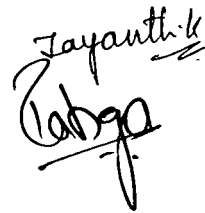



8. Miscellaneous Points and Library e-resources usage details.

Mrs. Jayanthi Kumbhar has raised the point that need to add the Library webpage link on the ISBS PGDM website. Dr. Kumendra Raheja sir approved the same and suggest to connect with IT dept. and get the task completed. Mrs. Jayanthi Kumbhar also explained that library has lack of space to accommodate newly arrived books in the library. And expressed the need for making new wall attached book shelves Dr. Kumendra Raheja sir approved the same. Prof. Shikha Sindhu suggests to put books location chart on books rack to facilitate the process of easy access of books.

Proposed by: Mrs. Jayanthi Kumbhar

Approved by: Dr. Kumendra Raheja

Handwritten signatures of Jayanthi K. and Dr. Kumendra Raheja.

Conclusion:

The meeting ended at 12.30pm and all the points were successfully discussed and decided.

Action to be taken and implemented:

1. To prepare the policy document for the replacement of older edition books with newer editions for ISBS PGDM Library.
2. To prepare the list of books which are required to be weeded out.
3. To initiate the process of NDL Club Institutional membership and for NLIST/DELNET Subscription Institutional Membership.



Prepared By

Mrs. Jayanthi Kumbhar
Librarian, ISBS PGDM
(Joint Secretary, Library Committee)



Reviewed By

Mr. Mangesh Kuman
Chief Library Controller, IGI
(Secretary, Library Committee)



Approved By

Dr. Kumendra Raheja
In-Charge Director, ISBS PGDM
(Chairperson, Library Committee)



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List of ISBS PGDM Library Committee Members (A. Y. 2020-21):

Sr. No.	Name	Designation
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2	Dr. Abhinav Jog	Member (Professor)
4	Dr. Baghirathi Iyer	Member (Associate Prof.)
3	Prof. Shikha Sindhu	Member (Asst. Prof.)
5	Mr. Mangesh Kuman	Secretary (Chief Library Controller)
6	Mrs. Jayanthi Kumbhar	Joint Secretary (Librarian, ISBS PGDM)