

<b>Library Committee Meeting</b>		<b>No: 01</b> <b>Date: 27/10/2021</b> <b>Time: 11.15 a.m-12.15 p.m</b> <b>Venue: Library</b>	
<b>Conducted by</b> Professor+ Convenor Nandkumar N. Sawant			
<b>Attendees:</b> 1. Audrick D Mello 2. Supriya N Prabhu Khorjuvenkar 3. Nandkumar Sawant 4. Mahesh P Matha 5. Deepak Kumbhar 6. Sarita S Naik Tari 7. Sonia Fernandes Da Costa 8. Poonam Joshi 9. Aditi Y. Malik		<b>Absentees</b> 1. Alka Gawas ( with intimation)	
<b>Sr.No</b>	<b>Topic</b>	<b>Status/ Discussion</b>	<b>Decision/Action taken</b>
1.	Discussion done in the meeting	The Convener of the committee welcomed all the members and also introduced newly appointed Librarian and Librarian Grade I. Following issues were discussed in the Library Committee- 1. Library Budget allotted for the academic year (2021-2022) Rs. 6.50000/- (out of fee collection Rs. 3.50000/- self finance 300000) 2. CCTV installations in the Circulation Section. 3. Structural Changes in the library. 4. Open access library system to be implemented. 5. Library policies rules and regulations of the Library should be displayed. 6. Allocating cubicles to the research scholars 7. Allotment of library work to the N.S.S students to complete their N.S.S hours. Also for the students willing to do	

		8. Collaboration with Xavier College to develop archives collection. 9. Books which are shifted to vasco should be used to improve archives collection 10. Starting up of Readers club	
	<b>Action Plan</b>	The action plan prepared by the committee members is as follows:- 1. All the research Projects, Research work by faculty and students, Dissertations, of should be on D-Space Institutional repository software. 2. To develop Goa Section in the Library. 3. Conduct book exhibition on the theme: Goan Collection on 18 December 2021 and 25 January 2021 on theme Indian Freedom struggle. 4. To organise Exhibition by the end of February for book Requisition.	
		<b>Suggestion</b> 1. Formation of readers club 2. To encourage reading habits among U.G and P.G students it is suggested to Collaborate library with Hindi Department under Parvatibai Vachan Mandir	



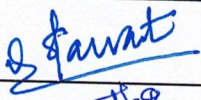
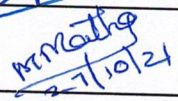

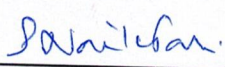
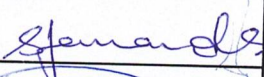

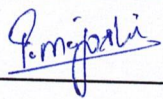
*Q. Javant*  
02/07

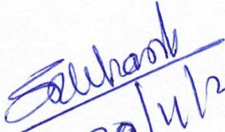
*Poojoshi*  
27/10/2021  
(Poonam M. Joshi)


## LIBRARY COMMITTEE MEETING

## ATTENDANCE SHEET

27-10-2021

Sr No.	Name	Designation	Signature
1	Audric D'Mello	Asst. Prof.	
2	Dr. Supriya N. Prabhu Khoyanade	Asst Prof	
3.	Nandkumar Sawant	Prof	
4.	Mahesh P. Matha	Asst Prof	
5.	Deepak Ambhar	Asst Prof	
6	Sarita Sawant	Associate Prof	
7.	Sunia da Costa	Asst Prof	
8	Aditi J. Malik	Coord I Librarian	
9	Poonam Mo Joshi	Librarian	

  
28/10/2021



C N N Sawant

27/10/2021



Parvatibai Chowgule College of Arts and Science



PARVATIBAI CHOWGULE COLLEGE

Margao, Goa

**Minutes of the Library Committee Meeting**

(Mid-Year Committee review meeting 2021-22)

<b>Date:</b> <u>04.02.2022</u>	<b>Time</b> Start: 09.50 a.m. End: 11.15 a.m.	<b>Venue:</b> Conference Room
<b>Meeting Attended by</b>	<b>Absent for the meeting</b>	<b>Meeting held By</b>
<ul style="list-style-type: none"> <li>• Prof. Nandkumar Sawant</li> <li>• Dr. Ananya Das</li> <li>• Ms. Poonam M. Joshi</li> <li>• Mr. Deepak Kumbhar</li> <li>• Mr. Mahesh P. Matha</li> <li>• Dr. Supriya N. Prabhu Khorjuvenkar</li> <li>• Ms. Alka Gawas</li> <li>• Dr. Sonia Da Costa</li> <li>• Smt. Sarita Naik Tari</li> <li>• Ms. Siddhilaxmi Naik</li> </ul>	<ul style="list-style-type: none"> <li>• Mr. Audrick D'Mello (with intimation)</li> </ul>	<p>Prof. Nandkumar Sawant (Convener)</p> <p>Presence</p> <ul style="list-style-type: none"> <li>• Dr. Ananya Das Principal In charge</li> </ul>

**A. AGENDA OF MEETING**

1. Budget and Utilization and Proposal of ideas.
2. Improvements in the Library during Academic year 2021-22.
3. Record of footfalls
4. UGC Recommendations and follow up.
5. Use of software for increasing Library efficiency.
6. Report of Library Visit.
7. AOB

AGENDA	DISCUSSION	REMARKS
<p>1. Budget and Utilization and Proposal of ideas.</p>	<p>-Aided Budget Allocated 2.34 Lakhs. Spent 1.16 Lakhs Balance 1.12 As on 04/02/2022 -Self finance Budget allocated 2.74Lakhs Spent 1.80lakhs Balance 1.65 lakhs.</p>	<p>-Department of Computer science and Mathematics to be sent reminder. -Reallocation for Departments who want to procure more books. -Miscellaneous Head Balance to be spent before 01/03/2022. -Reallocation of Self finance for purchasing Books and Library up gradation.</p>
<p>2. Improvements in the Library during Academic year 2021-22.</p>	<p>-Library record on website updated to 44463, previously 43310. -Stock Verification in process. -Registration of faculty to NLIST programme under INFLIBNET. -Organized Library Activities to encourage and create awareness on Library Resources (Book Exhibitions, Online Quiz and Book Fair). -Recruitment of staff. -Restricted open access. -Book Exhibition on National days every year.</p>	<p>-OIT is supposed to submit an updated faculty list to library for access to E-resources. -Library D-Space is to be updated where Research Papers, Thesis, previous years Question Papers, abstract from TY students' projects and List of Project CD's and DVD's are to be made available. Exam Cell has to submit the previous year's question papers. -Library D-Space is to be updated where Research Papers, Thesis, previous years Question Papers, abstract from TY students' projects and List of Project CD's and DVD's are to be made available. Exam Cell has to submit the previous year's question papers</p>
<p>3. Record of footfalls</p>	<p>-Week wise and Month wise record maintain on Register as well as system.</p>	<p>-Suggested to go digital using Barcode scanner or Biometric. -To be purchased.</p>

4.UGC Recommendations and follow up.	<ul style="list-style-type: none"> <li>-Verbally intimated by Dr. Shaila Ghanti (Offg. Principal)</li> <li>-To make Library Open Access.</li> <li>-Space Provision in Book Stack room.</li> <li>-Maintain Accession Register.</li> </ul>	<ul style="list-style-type: none"> <li>-Report prepared and Discussed with Offg. Principal</li> <li>-Decision Awaited.</li> <li>-Principal In charge Dr. <u>Anaya</u> Das suggested to get quotation for shifting Book stack from ground to first floor.</li> <li>-Stack room separation to make space (Recommended making two Stack room based on the Discipline Arts and Science).</li> </ul>
5.Use of software for increasing Library efficiency.	<ul style="list-style-type: none"> <li>- Proposal by DHE to shift College database to new software "KOHA".</li> <li>-Computer Required for OPAC search for the Patron.</li> <li>-Computer required for Library staff.</li> <li>-Plagiarism software provided by INFLIBNET.</li> </ul>	<ul style="list-style-type: none"> <li>-Budget to be put up to Principal in charge for further action.</li> <li>-To write to INFLIBNET to provide this facility.</li> </ul>
6.Report of Library Visit	<ul style="list-style-type: none"> <li>- Government College,Virnoda, Pernem (visit date: 14/01/2022)</li> <li>-DMCs College and Research Centre Library, Mapusa ( 15/01/2022)</li> </ul>	<ul style="list-style-type: none"> <li>-A proper format to be followed to Benchmark Libraries within Goa that have graduation in Arts and Science.</li> </ul>
7.AOB	<ul style="list-style-type: none"> <li>-Special section on 'Goa' to showcase uniqueness of the Library.</li> <li>-Audio                      -Visual Space.</li> </ul>	<ul style="list-style-type: none"> <li>-Dr. Sonia DCosta and Sarita Mayenkar/Tari to oversee and prepare a proposal.</li> <li>-Principal in charge to visit the Library and look at the feasibility plan for the same.</li> </ul>

Prof. Nandkumar Sawant  
(Convener)

*Ananya Das*  
Dr. Ananya Das  
Principal In charge

*Poojoshi*  
Poonam M. Joshi  
(Librarian)

# Parvatibai Chowgule College

Library Meeting (Held on 4<sup>th</sup> February 2022)

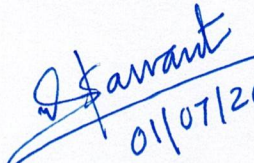
Conveyed by Prof. N.N. Sawant & Agenda presented by Librarian.

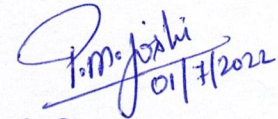
Sr. No.	Name	Signature
1	Prof Nandkumar N Sawant	<u>N Sawant</u>
2	Poonam M. Joshi	<u>P. Joshi</u>
3	Deepak Kumbhar	<u>Deepak</u>
4	Mahesh P. Matha	<u>M. Matha</u> 4/2/22
5	Dr. Supriya N. Prabhakar Khoryiventkar	<u>S. Prabhakar</u> 04/02/22
6	Alka Gawas	<u>Alka</u>
7	Dr. Sonia Da Costa	<u>Sonia</u>
8	Sarita S Nair	<u>Sarita</u> 04/02/22
9	Ananya Das	<u>Ananya</u> 04/02/2022
10	Siddhikxmi Naik	<u>S. Naik</u> 04/02/2022
11		
12		

<b>Library Committee Meeting</b>		<b>No:</b> 03 <b>Date:</b> 30/06/2022 <b>Time:</b> 09.30am to 10.30am <b>Venue:</b> Library															
<b>Conducted by</b> Professor + Convenor Nandkumar N. Sawant																	
<b>Attendees:</b> <ol style="list-style-type: none"> <li>Asst. Prof. Deepak Kumbhar</li> <li>Asst. Prof Mr.Mahesh P.Matha</li> <li>Asst. Prof Sonia Fernandes Da Costa</li> <li>Librarian Poonam Joshi</li> <li>Asst. Prof Supriya N Prabhu Khorjuvenkar</li> <li>Librarian Grade I Aditi Y. Malik</li> </ol>		<b>Absentees</b> <ol style="list-style-type: none"> <li>Alka Gawas</li> <li>Audrick D'Mello</li> </ol>															
<b>Agenda :</b>		<b>1. To review Library functioning 2021-2022</b> <b>2.To discuss issues related to library functioning and management.</b>															
<b>Sr.No</b>	<b>Topic</b>	<b>Status/ Discussion</b>	<b>Decision/Action taken</b>														
1.	Discussion done in the meeting	<p>The Convener of the committee welcomed all the members Following issues were discussed in the Library Committee-</p> <ol style="list-style-type: none"> <li>Reorganization of library stack room 1 (Science) &amp; stack room 2 (Arts) First floor</li> <li>Created D-Space Chowgule College.</li> <li>Updated Library websites giving link to open access E-Resources, e-books.</li> <li>Open access library for students and faculty</li> <li>Library Budget allotted for the academic year 2021-2022 is as follow:</li> </ol> <p><b>Aided Programme</b></p> <table border="1"> <thead> <tr> <th>Allotted</th> <th>Utilised</th> </tr> </thead> <tbody> <tr> <td>Books Rs 2,35,000</td> <td>2,21,469</td> </tr> <tr> <td>Journals/Magazine Rs.-60,900</td> <td>36,101</td> </tr> <tr> <td>E-books – Rs.15,0000</td> <td>13,924</td> </tr> </tbody> </table> <p><b>Self Funded Programme</b></p> <table border="1"> <thead> <tr> <th>Allotted</th> <th>Utilised</th> </tr> </thead> <tbody> <tr> <td>Books Rs 2,74,000</td> <td>1,67,915</td> </tr> <tr> <td>Journals Rs.-26,000</td> <td>20,230</td> </tr> </tbody> </table>	Allotted	Utilised	Books Rs 2,35,000	2,21,469	Journals/Magazine Rs.-60,900	36,101	E-books – Rs.15,0000	13,924	Allotted	Utilised	Books Rs 2,74,000	1,67,915	Journals Rs.-26,000	20,230	
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		<ol style="list-style-type: none"> <li>6. On Occasion of 60<sup>th</sup> Goa liberation day 19 Dec 2021 Organised Online Quiz on theme 'know your Goa' &amp; Book Exhibition on theme "Books on Goa"</li> <li>7. Library footfall week wise &amp; month wise record maintain on system &amp; on register.</li> <li>8. Plan out Allotment of library work for students those who are willing to do internship in library.</li> <li>9. Implementation of Koha Library Management Software in library</li> <li>10. Books which are shifted to vasco should bring back after physical verification.</li> </ol>	
	<b>Action Plan</b>	<b>Suggestion</b>  The action plan prepared by the committee members is as follows:- +1. Staff should appoint under Self Finance Programmes. 2. Revise fine policy for late return of the book. 3. Certificate of Internship should be commonly design by the College. 4. Transfer of data to Library management system KOHA of DHE.	
		Aditi Yogesh Malik	

  
 01/07/2022  
 (N N Sawant)

  
 01/7/2022  
 (Poonam M. Joshi)

