



Library Committee
MoM's & ATR

Minutes of Meeting
(Last 5 Years)

Ansal University, Gurgaon, Haryana

Library Committee Meeting

January 18, 2019

Circular:

All the Library Committee members are informed that The Library Committee meeting will be held on January 23, 2019 at 10.00 A.M. (Wednesday) in SET Library (B-Block), to discuss the effective procurement of books, Journals, functioning and improvements of SET, SSAA and SOL University Library.

Library Committee Members:

- | | | |
|--|--------------|------------------------------|
| 1. Prof. Anamika Paul - Professor & Dean (SET) | "Chairman" | <i>For An</i> |
| 2. Ms. Mrunali Balki - Assistant Professor (SSAA) 505 | "Member" | <i>Handwritten signature</i> |
| 3. Prof. Manika Walia - Prof. & Asso. Dean (SSD) - 108 | "Member" | <i>Handwritten signature</i> |
| 4. Dr. Megha Khatri - Assistant Professor (SET) - D-214 | "Member" | <i>Handwritten signature</i> |
| 5. Ms. Anjali Sehrawat - Assistant Professor (SOL) - 003 | "Member" | <i>Handwritten signature</i> |
| 6. Dr. Amreesh Mishra - Associate Professor (STHM) - 006 | "Member" | <i>Handwritten signature</i> |
| 7. Dr. Sanjeev Kumar Sharma - Associate Professor (SAHS) - 207 | "Member" | <i>Handwritten signature</i> |
| 8. Dr. Nidhi Chowdhry - Associate Professor (SSB) - 513 | "Member" | <i>Handwritten signature</i> |
| 9. CFAO - Member | "Ex-Officio" | <i>Handwritten signature</i> |
| 10. Chief Librarian - Member Secretary | "Ex-Officio" | |

Please confirm your presence.

Dr. R. N. Malviya

Dr. R. N. Malviya
Chief Librarian
(Member Secretary "Ex- Officio")

Anamika

Prof. Anamika Paul
Professor & Dean (SET)
(Chairman Library Committee)

Chief Librarian
Sushant University, Gurugram

Library Committee Meeting

January 23, 2019

Minutes of The Meeting

Minutes of the meeting held on January 23, 2019 at 10.00 A.M. in the Central library.

A meeting of the Library Committee was held on January 23, 2019 at 10.00 A.M. in the Central library in order to discuss the strategies to improve the Ansal University library.

The following members were present in the meeting:

- | | |
|-----------------------------|----------------|
| 1. Dr. (Prof.) Anamika Paul | (Chairperson) |
| 2. Dr. Anjali Sehrawat | (Member -SOL.) |
| 3. Dr. Megh Khatri | (Member -SET) |
| 4. Prof. Amreesh Mishra | (Member -SHM) |
| 5. Dr. R. N. Malviya | (Ex-Officio) |

Following members were not present:

- | | |
|-----------------------------|---------------|
| 1. Prof. Manika Walia | (Member SSD) |
| 2. Dr. Sanjeev Kumar Sharma | (Member SSHS) |
| 3. Dr. Nidhi Chaudhary | (Member SSB) |
| 4. Ms Mrunali Bulki | (Member SSAA) |

The Library committee meeting was started at 10:00 AM. Meeting was chaired and welcomed by Dr. (Prof.) Anamika Paul, Chairperson of the Library Committee. The agenda of the meeting to discuss about the Procurement of Books, E-resources, Journals, Library cleaning, Library stock taking and other library related issues etc.

1. Re-arrange of SOL Library
2. — Deployment of the library staff for all three libraries.
3. About the strength of the library staff of all libraries.
4. Prepare the file and keep ready the documents for visit to COA and BCI.
5. — Requirement of Library attendant for SOL, Library
6. — Library Cleaning should be done regularly.
7. — Discipline should be maintained in the Library.
8. Approval of Books for SAHS (Increased Amount)
9. Purchase Approval of Books for SHS
10. Purchase Approval of Books for SHS
11. Renewal of DELNET Membership
12. Purchase approval for Books School of Law
13. Book Shelf for books received from Lucknow campus


Sushant University, Gurugram

Usman Khan, SSFIS

Minutes of Library Committee 23-01-2019

The Library committee meeting was held on 23/ 01/2019 to discuss the development and procurement of the library books etc. In the meeting following members were present:

1. Dr. (Prof.) Anamika Paul (Chairperson)
2. Dr. Megha Khatri (Member)
3. Ms. Anjali Sehrawat (Member)
4. Dr. Amreesh Mishra (Member)
5. Dr. R N Malviya (Ex-Officio)

And The following members were absent:

1. Ms. Mrunali Balki (Member)
2. Prof. Manika Walia (Member)
3. Dr. Sanjeev Kr. Sharma (Member)
4. Dr. Nidhi Chaudhary (Member)


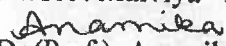
- The Library committee meeting was started at 10:10 AM. All the members congratulated the Dr. (Prof.) Anamika Paul Chairperson of the Library Committee. The Chairperson welcomed all the members.
- All the members discussed about subscription of print journals & E journals of SET Library.
- Members felt that SET Library does not have subscription of these journals. It should be done with the recommendation of faculty.
- Regarding books, members felt that atleast few copies of the latest edition books according to the current syllabus must be purchased.
- As per the norms of the UGC, we must have procure e-Books, e-journals and e-database also.
- Chief librarian informed that AU Library has received more than 1230 books from AIT Lucknow and all the books are accessioned, classified and automated for the users.
- Chief Librarian informed all the committee members that we have subscription of following E-Resource.


Chief Librarian
Sushant University, Gurugram

E-JOURNAL & DATA BASE				
	Link	User ID	Password	Through
J-STOR	Jstor.org	No user ID	No Pwd.	Access through IP
DELNET	http://delnet.nic.in/	HRAUG	AUG55	
Lexisnexis	http://www.lexisnexis.com/in/legal	RNMALVIYA	S5H6XR46	
Taxmann	https://www.taxmann.com	library@ansaluniversity.edu.in	taxmann@123	
Manupatra	www.manupatra.com	ansaluniv	ansaluniv	
E -BOOKS DATABASE				
	Link	User ID	Password	Through
EBSCO	search.ebscohost.com	ansal1	ansal	Access Through IP
NDL	National Digital Library	librarian@ansaluniversity.edu.in	ansal2018	
TMH	e-book database			
Ansal University also a member of			Sodhganga (INFLIBNET)	
Anti-Plagiarism Software			URKUND	
Contact: phdmonitoring@ansaluniversity.edu.in				

- Chairperson of Library committee suggested that user name and password of the available resources should be circulated to all the faculty and staff of University every month in the first week.
- Library committee members suggested that all the departments' coordinators should take the initiatives to inform university students at the end of the semester to donate books to the library and will be given a certificate of donation as appreciation for the same. Alternatively, each school can provide a bin for recycle of books.

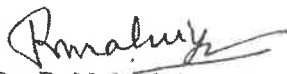
In the end, Chairperson of Library committee suggested that Library committee meeting should be held once every two months to review the progress of the library. In the end, meeting was dissolved with these suggestions with the thanks of library chairperson.


 Dr. R N Malviya Member Secretary (Ex-Officio)

 Dr. (Prof.) Anamika Paul (Chairman)


 Chief Librarian
 Sushant University, Gurugram

Chairperson suggested that library committee should be held once in a two month so that other issues can be discuss. It is proposed that the next meeting will be organized in the month of March 2019.

The meeting ended with the vote of time to the chairperson.

 24/01/2019
Dr. R. N. Malviya (Ex-Officio)
Chief Librarian



Dr. (Prof.) Anamika Paul (Chairperson)
Dean SET


Chief Librarian
Sushant University, Gurugram

Library Committee Meeting

March 19, 2019

Minutes of The Meeting

Minutes of the meeting held on March 19, 2019 at 2.30 P.M. in the Central library.

A meeting of the Library Committee was held on March 19, 2019 at 2.30 P.M. in the Central library in order to discuss the strategies to improve the Ansal University library.

The following Library Committee Members were present in the meeting:

- | | |
|-----------------------------|----------------------------|
| 1. Dr. (Prof.) Anamika Paul | (Chairperson) |
| 2. Dr. Anjali Schrawat | (Member SOL) |
| 3. Dr. Megh Khatri | (Member SET) |
| 4. Prof. Amreesh Mishra | (Member SHM) |
| 5. Prof. Manika Walia | (Member SSD) |
| 6. Ms Shweta Thusso | (Library Coordinator SSHS) |
| 7. Dr. R N Malviya | (Ex-Officio) |

Following members were not present:

- | | |
|-----------------------------|---------------|
| 1. Dr. Sanjeev Kumar Sharma | (Member SSHS) |
| 2. Dr. Nidhi Chaudhary | (Member SSB) |
| 3. Ms Mrunali Bulki | (Member SSAA) |

The Library committee meeting was started at 3:00 PM. Meeting was chaired and welcomed by Dr. (Prof.) Anamika Paul, Chairperson of the Library Committee. The agenda of the meeting to discuss about the Procurement of Books, E-resources, Journals, Library cleaning and other library related issues etc.

1. — Repair, Cleaning, Dusting of Library Book Shelves and maintenance of Library Building.
2. — Deployment of the library staff for all three libraries.
3. Procurement of printed Journals for SOL and SSAA Library.
4. Review and check the SOL and SSAA Library file for visit of COA and BCI
5. Procurement of Books for SOL, SHS and New School of Pharmacy Library
6. — Requirement of Library attendant for SOL, Library
7. — To Discuss the start Stock Verification of Central Library, SOL and SSAA and form the committee 2019
8. — Library Cleaning should be done regularly.
9. — Discipline should be maintained in the Library
10. Approval for Renewal of EBSCO, JStor (Online Subscription)
11. Purchase Approval of Books for SSAA, SSD
12. Regarding Renewal of Print Journals for SSAA
13. Approval for Subscription of Print Journals for SHS



Sushant University, Gurugram

14. Settlement of overdue Bill of DELNET (ILL)
15. Purchase approval for Books School of Law and SSB
16. Purchase Approval of Books for SHS
17. Subscription of SSC and Manupatra online journal for SOL
18. Any other issues by the permission of the chair.

Chairperson suggested that library committee should be held once in a two month so that other issues can be discuss.

It is proposed that the next meeting will be organized in the month of April 2019.

The meeting ended with the vote of time to the chairperson.


21/03/2019
Dr. R. N. Malviya (Ex-Officio)
Chief Librarian



Dr. (Prof.) Anamika Paul (Chairperson)
Dean SET

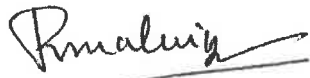

Chief Librarian
Sushant University, Gurugram

15. Book Exhibition on May 6, 2019 at SSA V Library

Chairperson suggested that library committee should be held once in a two month so that other issues can be discuss.

It is proposed that the next meeting will be organized in the month of July 2019.

The meeting ended with the vote of time to the chairperson.

 25/04/2019
Dr. R. N. Malviya (Ex-Officio)
Chief Librarian



Dr. (Prof.) Anamika Paul (Chairperson)
Dean SET

Library Committee Meeting

April 24, 2019

Minutes of The Meeting

Minutes of the meeting held on April 24, 2019 at 3.30 P.M. in the Central library.

A meeting of the Library Committee was held on April 24, 2019 at 3.30 P.M. in the Central library in order to discuss the strategies to improve the Ansal University library.

The following Library Committee Members were present in the meeting:

- | | |
|-----------------------------|----------------------------|
| 1. Dr. (Prof.) Anamika Paul | (Chairperson) |
| 2. Prof. Amreesh Mishra | (Member SHM) |
| 3. Dr. Nidhi Chaudhary | (Member SSB) |
| 4. Ms. Anjali Sehrawat | (Member SOL) |
| 6. Ms Shweta Thusso | (Library Coordinator SSHS) |
| 7. Dr. R N Malviya | (Ex-Officio) |

Following members were not present:

- | | |
|-----------------------------|----------------|
| 1. Dr. Sanjeev Kumar Sharma | (Member SSHS) |
| 2. Dr. Nidhi Chaudhary | (Member SSB) |
| 3. Ms Mrunali Bulki | (Member, SSAA) |

The Library committee meeting was started at 3:00 PM. Meeting was chaired and welcomed by Dr. (Prof.) Anamika Paul, Chairperson of the Library Committee. The agenda of the meeting to discuss about the Procurement of Books, E-resources, Journals. Library cleaning and other library related issues etc.

1. Repair and maintenance of Library Building. —
2. Deployment of the library staff for all three libraries. —
3. Discuss to organize Books Exhibitions in university
4. To Discuss the start Stock Verification of Central Library, SOL and SSAA and form the committee 2019 and start from May 2019 —
5. Discuss to organize conference/workshop of KOHA for Library Professionals
6. Procurement of printed Journals for SOL, Library.
7. Procurement of Books for SOL, Library
8. Procurement of E-books for SSB
9. Requirement of Library attendant for SOL, Library —
10. Library Cleaning should be done regularly. —
11. Discipline should be maintained in the Library —
12. Any other issues by the permission of the chair.
13. Regarding Renewal of EBSCO eBook Academic Collection
14. Approval of Newspapers payment for AU (Increased Amount)
15. Renewal of Forbes Magazine for VC Office

Library Committee Meeting

July 9, 2019

Minutes of The Meeting

Minutes of the meeting held on July 9, 2019 at 11.30 A.M. in the Central library.

A meeting of the Library Committee was held on July 9, 2019 at 11.30 A.M. in the Central library in order to discuss the strategies to improve the Ansal University library.

The following Library Committee Members were present in the meeting:

- | | |
|-----------------------------|----------------------------|
| 1. Dr. (Prof.) Anamika Paul | (Chairperson) |
| 2. Prof. Amreesh Mishra | (Member SHM) |
| 3. Ms. Srijini Hazra, | (Member SSAA) |
| 4. Dr. Anjali Sehrawat | (Member SOL) |
| 6. Ms. Shweta Thusso | (Library Coordinator SSHS) |
| 7. Dr. R. N. Malviya | (Ex-Officio) |

Following members were not present:

- | | |
|-----------------------------|---------------|
| 1. Dr. Sanjeev Kumar Sharma | (Member SSHS) |
| 2. Dr. Nidhi Chaudhary | (Member SSB) |

The Library committee meeting was started at 11.30 A. M. Meeting was chaired and welcomed by Dr. (Prof.) Anamika Paul, Chairperson of the Library Committee. The agenda of the meeting to discuss about the Procurement of Books, E-resources, Journals. Library cleaning and other library related issues etc.

The agenda of the meeting are as follows:

1. Procurement of books & Journals.
2. Requirement of Security guard for SOL. Library.
3. Deployment of the library staff for all three libraries.
4. About the strength of the library staff of all libraries.
5. Requirement of Library attendant for SOL, Library.
6. Make aware every faculty members and students about the resources of our Library.
7. Reminding, Regarding Renewal for Print Magazines (FORBES India)
8. Purchase Approval of Books for SOHM
9. Purchase Approval of Books for SSHS (Pharmacy)
10. Discussed Stock verification and final report writing
11. Renewal of "Indian Bar Review" for 2019-20 (SOL Library)

~~Chief Librarian~~
Sushant University, Gurugram

Chairperson suggested that library committee should be held once in a two month so that other issues can be discuss.

It is proposed that the next meeting will be organized in the month of September 2019.

The meeting ended with the vote of time to the chairperson.




Dr. R. N. Malviya, (Ex-Officio)
Chief Librarian

11/07/2019



Dr. (Prof.) Anamika Paul (Chairperson)
Dean SET


Chief Librarian
Sushant University, Gurugram

Library Committee Meeting

September 17, 2019

Minutes of The Meeting

Minutes of the meeting held on September 17, 2019 at 10.30 A.M. in the Central Library.

A meeting of the Library Committee was held on September 17, 2019 at 10.30 A.M. in the Central library in order to discuss the strategies to improve the Ansal University library.

The following Library Committee Members were present in the meeting:-

- | | |
|-----------------------------|----------------------------|
| 1. Dr. (Prof.) Anamika Paul | (Chairperson) |
| 2. Prof. Amreesh Mishra | (Member) |
| 3. Dr. Nidhi Chaudhary | (Member SSB) |
| 4. Ms. Anjali Sehrawat | (Member SOL) |
| 6. Ms. Shweta Thusso | (Library Coordinator SSHS) |
| 7. Dr. R. N. Malviya | (Ex-Officio) |

Following members were not present:

- | | |
|---|----------------|
| 1. Dr. Sanjeev Kumar Sharma | (Member SSHS) |
| 2. Dr. Nidhi Chaudhary | (Member SSB) |
| 3. Ms Srijini Hazra , Assistant Professor | (SSAA, Member) |

The Library committee meeting was started at 10.30 A.M. Meeting was chaired and welcomed by Dr. (Prof.) Anamika Paul, Chairperson of the Library Committee. The agenda of the meeting to discuss about the Procurement of Books, E-resources, Journals and other library related issues etc.

1. Library Stock verification status, finding in detail report.
2. Deployment of the library staff for all three libraries.
3. About the strength of the library staff of all libraries.
4. To Draft the Library books Donation Policy
5. Discussed Damaged books discarding and removing from the Library Records
6. Requirement of Library attendant for SOL Library.
7. Requirement of security staff for SOL Library
8. Approval for 8 Bookshelves (Steel Racks) for SOL Library
9. Regarding installation of CCTV and RFID System in AU Libraries
10. Regarding subscription of McGraw Books for SSB
11. Regarding Purchase of books for SHS, SSB & SSHS (Pharmacy)
12. Purchase of books "Selected Judgement on Professional Ethics" (10 Set)
13. Approval for the RENEWAL OF MANUPATRA & SCC Online
14. Procurement of Pharmacy books and SHS books
15. Approval for Purchase of Books for SSAA, SSPD and SSD-Library


Sushant University, Gurugram

16. Opening of all library up to 8.00 PM

In the end, Chairperson of Library committee suggested that Library committee meeting should be held once every two months to review the progress of the library.

It is proposed that the next meeting will be organized in the month of November 2019.

The meeting ended with the vote of time to the chairperson.

R. N. Malviya 18/09-2019

Dr. R. N. Malviya (Ex-Officio)
Chief Librarian

Anamika

Dr. (Prof.) Anamika Paul (Chairperson)
Dean SET

[Signature]
Chief Librarian
Sushant University, Gurugram

Library Committee Meeting
December 12, 2019

Minutes of The Meeting

Minutes of the meeting held on December 12, 2019 at 2.30 P. in the Central library.

A meeting of the Library Committee was held on December 12, 2019 at 2.30 P. in the Central library in order to discuss the strategies to improve the Ansal University library.

The following Library Committee Members were present in the meeting:


- | | |
|-----------------------------|---------------|
| 1. Dr. (Prof.) Anamika Paul | (Chairperson) |
| 2. Dr. Anjali Sehrawat | (Member SOL) |
| 3. Ms. Shweta Thusso | (Member SHS) |
| 4. Dr. Dinesh Rai | (Member SET) |
| 5. Dr. R. N. Malviya | (Ex-Officio) |

Following members were not present:

- | | |
|-----------------------------|---------------|
| 1. Dr. Sanjeev Kumar Sharma | (Member SSHS) |
| 2. Dr. Nidhi Chaudhary | (Member SSB) |
| 3. Ms Srijini Hazra , | (Member SSAA) |

The Library committee meeting was started at 2:30 PM. Meeting was chaired and welcomed by Dr. (Prof.) Anamika Paul, Chairperson of the Library Committee. The agenda of the meeting to discuss about the Procurement of Books, E-resources, Journals and other library related issues etc.


1. To be discussed about the rechecking of missing books in the Library.
2. Procurement of books, Journals and databases.
3. Deployment of the library staff for all three libraries.
4. About the strength of the library staff of all libraries.
5. Requirement of Library attendant for SOL Library.
6. Requirement of security staff for SOL Library
7. Approval for 20 Bookshelves (Steel Racks) for SSHS Library and 8 Bookshelves for SOL
8. Proposal for Termite Treatment at Central Library, AU
9. Request for Trained Library Attendant in SOL Library, AU
10. Book Exhibition on 11 November 2019 for SSHS
11. Approval for Purchase of Books for SSAA Library
12. Regarding Subscription for approval of Print Magazines / Journals



Chief Librarian
Sushant University, Gurugram

In the end, Chairperson of Library committee suggested that Library committee meeting should be held once every two months to review the progress of the library.

It is proposed that the next meeting will be organized in the month of February 2020.

The meeting ended with the vote of time to the chairperson.


Dr. R. N. Malviya (Ex-Officio)
Chief Librarian
16/12/2019
16/12/2019.


Dr. (Prof.) Anamika Paul (Chairperson)
Dean SET


Chief Librarian
Sushant University, Gurugram

Library Committee Meeting

Minutes of the Meeting

Minutes of the meeting held on July 15, 2020 at 3.00-4.00 P.M. online on google meet portal.

A Meeting of the Library Committee was held on July 15, 2020 at 3.00-4.00 P.M. online on google meet portal in order to discuss the strategies/ planning to improve the quality of library services of Ansal University during the pandemic COVID-19 because University and Library was closed to the users during COVID-19.

The following Library Committee Members were present in the meeting:

Dr. (Prof.) Garima Prakash	(Chairperson)
Dr. Anjali Sehrawat	(Library Member, SOL)
Ms. Srijani Hazra	(Library Member, SSA)
Ms. Shweta Thusso	(Library Member, SSHS)
Mr. Pritam Lenka	(Library Member, SSD)
Dr. Chhavi Singhla	(Library Member, Pharmacy)
Dr. Dinesh Rai	(Library Member, SET)
Mr. Sunil Kumar	(Library Member, SHT)
Dr. R. N. Malviya	(Member Secretary)

The Library committee meeting was started at 3.00 PM. Meeting was chaired and welcomed by Dr. (Prof.) Garima Prakash, Chairperson-Library Committee. The agenda of the meeting to discuss about the service provided during the pandemic Covid-19 without any fail and hazards and other issues discussed as below:

1. Discussing subscription and renewal of print journals and e-resources.
2. Finalizing procurement of books according to syllabus and new editions.

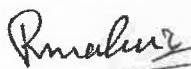
~~Chief Librarian~~
Sushant University, Gurugram

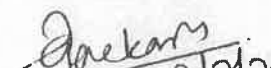
3. Finding ways to provide library services to students and faculties in a pandemic situation.
4. Providing remote access of resources along with IP based access.
5. Discussing how to provide better library services to students and faculties.
6. Discussing other issues like Issue --return of books policy during pandemic of COVID -19.
7. How to manage the due date fine of Issues books etc.
8. Subject wise books to be download for the use of student.
9. Open source link to be provided to the faculty and student for uninterrupted study and teaching.
10. Subscribed E-resources to be provided to the library users on IP access and remote access.
11. Improve the role of library in this pandemic situation
12. Implementing teleworking for all library staff (e-books on demand).
13. Holding all meetings and conferences virtually, wherever possible.
14. Library provided e-resources and their links to the library users.

In the end, Chairperson of Library committee suggested that Library committee meeting should be held once every two months to review the progress of the library.

It is proposed that the next meeting will be organized in the month of September-October 2020.

The meeting ended with the vote of thanks to the chairperson.


Dr. R N Malviya 12/7/2020 (Member Secretary), (Chief Librarian)


Dr. (Prof.) Garima Prakash 12/7/2020 (Chairperson, Library Committee)


Chief Librarian
Sushant University, Gurugram

Library Committee Meeting

18th March, 2020

Minutes of the Meeting

Minutes of the meeting held on 18th March, 2020 at 3.00pm in the central Library.

A Library Committee Meeting was held on 18th March, 2020 at 3.30pm in the central Library of our University.

The following members were present in the Meeting:

1. Dr. Garima Prakash, Dean, SHM	Chairperson
2. Dr. Chhavi Singla, Principal-Pharmacy	Member
3. Dr. Anjali Sehrawat, Assistant Professor, SOL	Member
4. Ms. Srijani, Assistant Professor, SSAA	Member
5. Dr. Dinesh Rai, Assistant Professor, SET	Member
6. Mr. Sunil Kumar, Assistant Professor, SOTHM	Member
7. Ms. Shweta Thusoo, Assistant Professor, SHS	Member
8. Mr. Pritam Lanka, Assistant Professor, SSD	Member
9. Mr. K.P. Singh, Assistant Librarian	Special Invitee
10. Dr. R.N. Malviya, Chief Librarian	Members Secretary

The Members were discussed in details on the following points:

1. Committee members feels that due to Covid-19 Pandemic situation Library staff will work from home and send the report to the Chief Librarian regularly.
2. During the meeting members were suggested that Due to pandemic situation, Library will be closed and we will provide online services to the students and faculty members.
3. Members are also suggested that we should make our own institutional repositories and for this purpose. we should download books from open sources on the relevant subjects.
4. Committee members feels that we should subscribe and renew print journals and e-resources for our Library.
5. During the meeting it has been discussed that we should Finalizing the procurement of books according to syllabus and new editions.


Chief Librarian
Sushant University, Gurugram

6. It has been discussed that we should Find the way to provide library services to students and faculty members in the pandemic situation.
7. During the meeting committee members suggested that we should Provide remote access of resources along with IP based access to the users.
8. It has been discussed in the meeting that we should find out a way to provide better library services to students and faculties.
9. During the meeting it has been discussed that how to manage the due date fine of Issues books etc.
10. The Committee members are also discussed in details some other issues like Issue –return of books policy during pandemic days.


Chief Librarian
Sushant University, Gurugram

First Library Committee Meeting

13th February, 2020

Minutes of The Meeting

Minutes of the meeting held on 13th February, 2020 at 3.00 P.M. in the Central library.

A meeting of the library committee was held on 13th February, 2020 at 3.00 P.M. in the Central library in order to discuss the strategies to improve the Ansal University library.

The following members were present in the meeting:

1. Dr. Garima Parkash. Dean, SHM	Chairperson
2. Dr. Chhavi Singla. Principal, Pharmacy	Member
3. Dr. Dinesh Rai. Associate Professor, SET	Member
4. Dr. Anjali Sehrawat. Assistant Professor, SOL	Member
5. Ms Shweta thusoo, Assistant Professor, SHS	Member
6. Mr. Sunil Kumar, Assistant Professor, SIIM	Member
7. Gautam Kumar, Manager Account, Account	Member
8. Dr. R. N. Malviya, Chief Librarian	Member Secretary

Following members were not present:

1. Dr. Naveen Nandel. Assistant Professor, SSB	Member
2. Mr. Pritam Lanka. Associate Professor, SSD	Member
3. Ms Sijani . Assistant Professor, SSAA	Member

Please find following points noted during the meeting:


1. Library staff should Control the noise if any students misbehave or disobey the library rules and further inform the respective Dean of School and further concerned school should take appropriate action against the students
2. Committee members feel that chief librarian should brief library staff twice a week about library action plan.
3. The Sol. library to be re arranged to get some sunlight in the library to make it brighter.
4. The librarian of Sol. to be transferred to the central library and monitor him closely and groom him appropriately in work ethics and his responsibilities
5. The members observed that some books are not having barcode or damaged which is not scan / accepted by the machine. The needful to be done on immediate basis

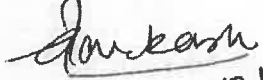

Chief Librarian
Sushant University, Gurugram

6. Committee members deliberate on how to motivate the student and faculty to visit library regularly and develop reading habits. One class in the time table given as library class for each batch in each school can help in increasing the usage of the library.
7. Members suggested that we improve reading habits and library usage if one lecture of every TDL class is scheduled in library.
8. Members also suggested that if an IT broadcast can go every week reflecting which school had the maximum usage of library shall motivate all the schools to increase their library usage.
9. Members suggested that every students, faculty or other visitor must sign in the entry book kept at library entry gate.
10. Time to time make faculty and students aware of library resources (books, Journals, E-books, e-journal and other information) through e-mail
11. Chairperson suggested that library committee should be held once in a month so that other issues can be discuss.

It is proposed that the next meeting will be organized in the month of March 2020

The meeting ended with the vote of time to the chairperson.


17/2/2020
Dr. R. N. Malviya.
Member Secretary
(Chief Librarian)


17/2/2020
Dr. Garima Parkash.
Chairperson Library Committee
(Dean, SHM)


Chief Librarian
Sushant University, Gurugram

Sub: Extension of Duration of Library Hours - Inculcation of Reading Habits among the Students and Faculty Members & Facilitating the students to "Earning while Learning".

WHEREAS the management had been deliberating to extend library hours to inculcate the reading habits among the students and faculty members.

WHEREAS the management had also been deliberating to encourage the students for the above purpose to imbibe the reading habits and also offer them an opportunity to "earning while learning" to partly offset their financial need.

In view of the above, therefore, it has been decided to extend library hours with effect from 17.03.2020 from 5 pm to 8 pm for five days a week i.e. Mondays to Fridays. The Chief Librarian is, accordingly, directed to take the following steps as deemed fit and appropriate to translate the management's vision into reality in consultation with the Chairperson of the Library Committee.

- a) To invite applications from the students to apply as student-interns to the respective Directors/Deans.
- b) To make monthly rosters about the deployment of student-interns on the basis of their interest, financial needs and otherwise.
- c) To deploy one student-intern along with one faculty member to each library i.e. Central, SOL and SSAA, who will take suitable steps to improve the maintenance and upkeep of the library books, among other.
- d) To take adequate security measures in consultation with the Director Campus Life, particularly, if there are girl student-interns.
- e) To guide and train the student-interns about their responsibilities.
- f) To raise proper invoices as per accounting procedure on the behalf of the student-interns and remunerate the student-interns.
- g) Chairperson, Library Committee and Director Campus Life to provide help and guidance to take all appropriate steps to make the initiative a success.
- h) Monthly reports will be generated and submitted to the Vice-Chancellor/Chancellor for their perusal.

This issues with the approval of the Vice-Chancellor.

A. K. Yadav
Registrar & COO

Internal Distribution

1. Chancellor/Vice-Chancellor
2. All the Directors/Deans/HODs
3. Chairperson, Library Committee/Director Campus Life
4. Master File


Chief Librarian
Sushant University, Gurugram


**Ansal University,
Gurgaon, Haryana
Library Committee Meeting**


February 11, 2020

Circular:

The constitution of the library committee as on date 07 - 02 - 2020, and that this is the 1st Meeting of the newly constituted committee members are informed that The Library Committee Meeting will be held on February 13, 2020 at 3.00 PM. (Thursday) in Main Library (B-Block), to discuss The procurement of quality books, Journals and Magazine (e-books, e-journals) as per the norms of UGC, COA, BCI and PCI. Ansal University or Department/School.

Please confirm your presence.


Dr. R. N. Malviya
Chief Librarian
(Member Secretary)


Prof. Garima Parkash,
Dean - SHM
(Chairperson Library Committee)


Sushant University, Gurugram

Minutes of the Meeting of the Library Committee March 8, 2021, at Sushant University, Gurgaon

A meeting was conducted on March 08, 2021 to discuss about the smooth functioning of the Library. Following members of ICC attended the meeting:

1. Dr. Garima Prakash, Dean SHTM, Chairperson
2. Dr. Anjali Sehrawat, SOL, Member
3. Dr. R N Malviya, Chief Librarian, Member Secretary
4. Dr. Chhavi Singla, SOP, Member
5. Mr. Naveen Nandel, SOB, Member
6. Mr. P. Lanka, Member, SOD, Member
7. Ms. Shweta Thusoo, SHS, Member
8. Ms. Srijjani Hazra, SSAA, Member
9. Mr. Gaulam, Account, Member

Minutes of the meeting are as follows:

1. At the outset, Chairperson welcomed all the members of the Committee. She informed that as per the guidelines issued by concern department, all the organizations should have adequate latest Library facilities. She described the role of Library committee for the betterment of the library and its optimum use by the users. Further, she mentioned that it was the first meeting of the reconstituted Library Committee in Sushant University and welcomed suggestions from all members to make it effective.
2. Dr. Anjali Sehrawat suggested that latest edition books must be available in all the libraries of the university according to student ratio on priority basis, as we know that it is mandatory.
3. Dr. R N Malviya told that the library must have subscription of E-Resources School wise.
4. Dr. Chhavi Singla and Ms. Shweta Thusoo told that there should be a separate Library for School of Health Science and Pharmacy as per the norms of PCI.
5. All the members agreed that there is a problem of Space in the library and we have to subscribe latest journals/magazine school wise and latest edition books must be procured every year according to student ratio. Library must have subscription of E-resources.


Chief Librarian
Sushant University, Gurugram

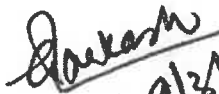
6. All the members discussed about the late books fine problem due to lockdown the as the users were not allowed to come to the campus. They agreed that fine should be waived off during this period.
7. University announced to be closed due to COVID-19 second wave pandemic for safety aspect. The committee decided to wave of the fine during lock down period.
8. The Chairperson conveyed her thanks to the members for attending the meeting and the members agreed that the Committee will meet once in two months or earlier, if need arise. Next meeting will be held in the month of April 2021.

Meeting ended with vote of thanks by the Chief Librarian (Dr. R N Malviya)



Dr. R N Malviya,
Chief Librarian,
Member Secretary

9/3/2021



Dr. Garima Prakash,
Dean SHIM,
Chairperson, Library Committee



Sushant University, Gurugram

Library Committee Meeting
Minutes of the Meeting

Minutes of the meeting held on February 21, 2022 at 3.00-4.00 P.M. in the Central Library (B-Block)
The first meeting of the Library Committee was convened on Monday 21st February, 2022 at 3.00-4.00 p.m. in the Central Library, Academic Block-B Sushant University Gurugram under the Chairpersonship of Prof. (Dr) Garima Prakash to discuss the strategies/ planning to improve the quality of library services of Central, and other departmental SAA and SOL Libraries.

The following Library Committee Members were present in the meeting:

- | | |
|---|------------------|
| 1. Dr. Garima Parkash, Dean, VHTBS | Chairperson |
| 2. Dr. Chhavi Singla, Professor, Department of Pharmacy | Member |
| 3. Mr. Pritam Lanka, Associate Professor, SOD | Member |
| 4. Dr. Dinesh Rai, Associate Professor, SET | Member |
| 5. Dr. Neena Singh Zutshi, Professor, SAA | Member |
| 6. Dr. Anjali Sehrawat, Assistant Professor, SOL | Member |
| 7. Mr. Sunil Kumar, Assistant Professor, VHTBS | Member |
| 8. Ms. Shweta Thusoo, Assistant Professor, SHS | Member |
| 9. Dr. Naveen Naudel, Assistant Professor, SOB | Member |
| 10. Chief Librarian | Member Secretary |

The following member was not present:

1. CFAO or his Noninee

The meeting commenced with a word of welcome by Prof. (Dr) Garima Prakash, Chairperson-Library Committee. and She informed the members about the reconstitution of the library committee and requested the member secretary to proceed with agenda.

Thereafter, with the permission of the Chair, the Member Secretary presented the agenda items and the following decisions were taken:

Agenda No. 1-6 To see the present situation of the central library, the member secretary has given many suggestions for good shape in the Central Library i.e.

1. To create new Layout of the Central Library
2. To remove L.V Shaft Room and Washroom from the inside premises
3. To enhance Seating Capacity in the Central Library
4. To increase Racks, Tables and Chairs for the Central Library
5. To installation ~~and~~ ^{False} Ceiling in the Central Library
6. To create Sections in the Library
 - **Reprographic section** = The Xerox machine we may keep on stationary shop as advised by Dr. Chhavi Singla, Professor, Department of Pharmacy. Professor Dr. Garima Parkash, Dean, VHTBS suggested to Member Secretary to discussed with Laurent Guiraud about this facility.

Golf Course Rd, Huda, Sushant Lok 2, Sector 55, Gurugram, Haryana 122003


Chief Librarian
Sushant University, Gurugram

- **Digital Library Section** = Automated and digital library services are provided from this section. Maintaining hardware and software, providing internet service, e-resource access service, WEBOPAC Service, Remote login service, maintaining library databases. In this section the users may access online e Books and E-Journals.
- **Theses/ Dissertation Section** – Ph.D. Theses and M. Phil & Master Degree Dissertations of the University maintained by this section.

Decision: The above mentioned **Agenda 1 to 6** have been discussed in the meeting and suggested by esteemed Prof. Dr. Garima Parkash, Chairperson, Prof. (Dr.) Neena Singh Zutshi, SAA and others library committee members that make a proper measured design with the help of SOD students as per the library requirement, then we will proceed to the higher Authority.

Agenda No. 7 Discussed to enhance the procurement of Online Databases. For the time beings we have 4 databases i.e. in the libraries. i.e. SCC Online and Manupatra for SOL, JSTOR for SAA and EBSCO Academic e Book Collection for SOB and Hotel Management.

Decision: The member secretary indicated that there is no online database for engineering, Pharmacy, Health Science, Planning and Development, and Design. IEEE POP online databases has been suggested by Dr. Dinesh Rai, Associate Professor, SET for Engineering Department. Library Committee also suggested that online database should be other schools also.

Agenda No. 8 Discussed procurement of Print Journals for all Libraries i.e. General, SOL and SAA.

Decision: The member secretary suggested that there are no print journals in any libraries so far. It is the basic need for students, research scholars and faculty members for their research project. All the library committee members suggested to Member Secretary to prepare a list of UGC Care and Scopus print journals (school wise) and discussed with concerned Dean of schools for finalization then propose for procurement.

Agenda No. 9 Discussed about Procurement of Latest Book for all Schools.

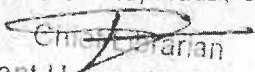
Decision: It has been observed that there are lacking of latest edition of books in all libraries. At this, the member secretary advised to all library committee members that they may plan for the same and also suggested to Ms. Shweta Thusoo, Assistant Professor, SHS for procurement of latest book for SHS on asking by her.

Agenda No. 10 Discussed about to create new Library Website on the library portal.

Decision: There is no updation on Library Website for the time beings. The member secretary suggested to all library committee members that all the information have been prepared by him self related to this aspect. We will create essential information of library on web portal in couple of days.

Agenda No. 11 Discussed about increase manpower for SOL and SAA Libraries.

Golf Course Rd, Huda, Sushant Lok 2, Sector 55, Gurugram, Haryana 122003


Chief Librarian
Sushant University, Gurugram

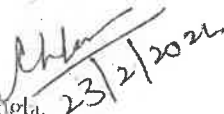
Decision: It has been observed that there is no sufficient manpower in SOL and SAA departmental Libraries. Due to this, the library professionals and users are suffered. Neither proper arrangement of documents nor giving proper services to the users. The file is in process for manpower already in this context.

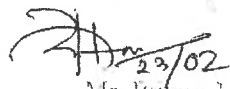
Agenda No. 12 Discussed about the preparation of Budget for the calendar year 2022-23.

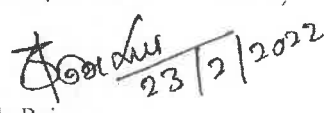
Apart from all above mentioned points, Dr. Anjali Sehrawat, Assistant Professor, SOL suggested to Newspaper stand should be in the Central and Departmental Libraries.


Library committee meeting should be held once every three months to review the progress of the library. It is proposed that the next meeting will be organized in the month of April 2022.

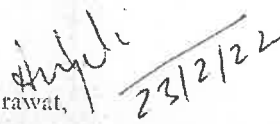
The meeting closed with the vote of thanks to the chairperson and all library committee members by the member secretary.



Dr. Chhavi Singla, 23/2/2022
Professor, Department of Pharmacy

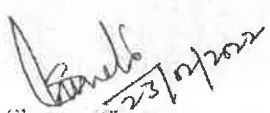

Mr. Pritam Lanka,
Associate Professor, SOD

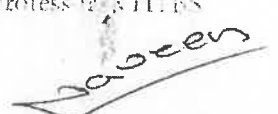

Dr. Dinesh Rai,
Associate Professor, SET

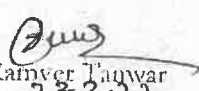

Dr. Naveen Singh Gaurhi, 22.02.22
Professor, SAA

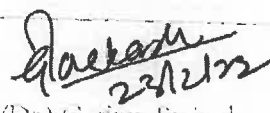

Dr. Anjali Sehrawat, 23/2/22
Assistant Professor, SOL


Dr. Naveen Kumar, 23/2/22
Assistant Professor, MHRS


Ms. Shweta Thusoo, 23/2/2022
Assistant Professor, SHS


Dr. Naveen Nandhi,
Assistant Professor, SOB


Dr. Ranveer Tawar, 22.2.22
Member Secretary


Prof. (Dr.) Garima Prasad,
Chairperson, Library Committee

Circular:
(Welcome in 1st Meeting)

Greetings of the Day!!

Dear All Library Committee Members

As per notification SU/RO/22/02/C/029 dated Feb 14, 2022 the new Library Committee has been reconstituted by esteemed Registrar sir. All the Library Committee Members are requested to please attend 1st meeting on (Monday) February 21, 2022 at 3.00 to 4.00 pm in the Central Library (B Block). Others 3 library committee meeting will be held in the month of April, July, and October, 2022.

The meeting will be chaired by the esteemed Prof. (Dr.) Garima Parkash mam and the following Agenda's will be for meeting for functioning and improvements of Central, and other departmental SAA and SOL Libraries.

Agenda No. 1 To create new Layout of Central Library

Agenda No. 2 To Create Sections in the Library:

1. Acquisition Section
2. Technical Section = Classification and Cataloguing
3. Periodical Section
4. Reference Section
5. Digital Library Section
6. Theses and Dissertation Section
7. Stack Section
8. Reprography Section
9. Bound Volumes Section

Agenda No. 3 To remove L.V Shaft Room and Washroom from the inside premises of the Central Library

Agenda No. 4 To enhance Seating Capacity in Central Library

Agenda No. 5. To increase Racks, Tables and Chairs for the Central Library.

Agenda No. 6 To installation Fall Ceiling in the Central Library

Agenda No. 7 To enhance of procurement of Online Databases

Agenda No. 8 Procurement of Print Journals


Agenda No. 9 To Procurement of Latest Book

Agenda No. 10 To create Library Website

Agenda No. 11 To increase Manpower for Libraries

Agenda No. 12 To enhance Budget

For your kind information, Please


Chief Librarian
Sushant University, Gurugram

SU/RO/22/02-C.029

Feb 14, 2022

NOTICE

This is notified for the information of all, that the LIBRARY COMMITTEE has been reconstituted, as per the details given below, w.e.f. Feb 14, 2022.

Composition:

1. Dr. Garima Parkash, Dean, VHTBS	Chairperson
2. Dr. Chhavi Singla, Professor, Department of Pharmacy	Member
3. Mr. Pritam Lanka, Associate Professor, SOD	Member
4. Dr. Dinesh Rai, Associate Professor, SET	Member
5. Dr. Neena Singh Zutshi, Professor, SAA	Member
6. Dr. Anjali Sehrawat, Assistant Professor, SOL	Member
7. Mr. Sunil Kumar, Assistant Professor, VHTBS	Member
8. Ms. Shweta Thusoo, Assistant Professor, SHS	Member
9. Dr. Naveen Nandel, Assistant Professor, SOB	Member
10. CFAO or his Nominee	Member
11. Chief Librarian	Member Secretary

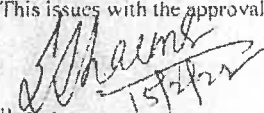
Guidelines:

1. All the meetings of the Library Committee shall be convened with the prior permission of the Chairperson.
2. All the meetings of the Library Committee shall be convened at least once in three months. Proceedings of the meetings shall be properly documented and circulated.
3. Term of library committee is two years, which can be renewed for a further term.
4. The quorum for holding the meetings shall be three members plus Chief Librarian. The LC can invite any faculty member or employee of the University for assistance if required.
5. The Agenda for the ordinary meeting shall be circulated to the members at least two days in advance.
6. All the records of the meeting will be maintained by the Chief Librarian in his office, with a copy in the Registrar Office.

Role and Functions of LC:

1. To guide the Chief Librarian in formulating general library policies, rules and regulations for the functioning of the Libraries and enhancement of their visibility within and outside the campus.
2. To oversee and guide the Chief Librarian about the adequacy and quality of books, journals, e-resources etc. to be procured.
3. To modernize, improve and conversion of the Libraries into e-Libraries.
4. To formulate policies and procedures for efficient use of Library resources.
5. To review School-wise readership and inculcate the reading habits among the students and faculty members.
6. To prepare budget and proposals for the development of the Libraries.
7. To seek feedback on the functioning of Libraries and take measures for improving the functioning thereof.
8. To audit the stock-verification of Libraries every year.
9. To submit the annual report on the functioning of the Libraries.
10. The LC shall report to the Registrar and work under his control and supervision.

This issues with the approval of the Vice Chancellor.


 Registrar
 Sushant University
 (Formerly Ansal University)

Copy to:

1. All members of the Committee
2. Secretary to Hon'ble VC
3. Concerned File


 Chief Librarian
 Sushant University, Gurugram

Attendance Sheet: Library Committee members
(Welcome in 1st Meeting) 21.2.22

Creetings of the Day!!

1. Dr. Garima Parkash, Dean, VHTBS	Chairperson	981003320	<i>Parkash</i>
2. Dr. Chhavi Singla, Professor, Department of Pharmacy	Member	9268659221	<i>Chhavi</i>
3. Mr. Pritam Lanka, Associate Professor, SOD	Member	9928687566	<i>Pritam</i>
4. Dr. Dinesh Rai, Associate Professor, SET	Member	9873541955	<i>Dinesh</i>
5. Dr. Neena Singh Zutshi, Professor, SAA	Member	7042001425	<i>Neena</i>
6. Dr. Anjali Sehrawat, Assistant Professor, SOL	Member	991010604	<i>Anjali</i>
7. Mr. Sunil Kumar, Assistant Professor, VHTBS	Member	9810768994	<i>Sunil</i>
8. Ms. Shweta Thusoo, Assistant Professor, SHS	Member	9990780480	<i>Shweta</i>
9. Dr. Naveen Nandel, Assistant Professor, SOB	Member	8585918505	<i>Naveen</i>
10. CFAO or his Nominee	Member		
11. Chief Librarian	Member Secretary	9811468439	<i>Om</i>


Chief Librarian
Sushant University, Gurugram

**Shushant University
Central Library**

Minutes of the Meeting

The 2nd meeting of the Library Committee was convened on May 13, 2022 at 3.00-4.00 P.M. in the Central Library, Academic Block-B Sushant University Gurugram under the Chairpersonship of Prof. (Dr) Garima Prakash to improve the quality of library services of Central, and other departmental SAA and SOL Libraries.

The following Library Advisory Committee Members were present in the meeting:

- | | |
|--|------------------|
| 1. Dr. Garima Parkash, Dean, VHTBS | Chairperson |
| 2. Dr. Chhavi Singla, Professor, Department of Pharmacy | Member |
| 3. Mr. Pritam Lanka, Associate Professor, SOD/ Ms Shalini Sharma | Member |
| 4. Dr. Dinesh Rai, Associate Professor, SET | Member |
| 5. Dr. Anjali Sehrawat, Assistant Professor, SOL | Member |
| 6. Mr. Sunil Kumar, Assistant Professor, VHTBS | Member |
| 7. Ms. Shweta Thusoo, Assistant Professor, SHS | Member |
| 8. Chief Librarian | Member Secretary |

The following member was not present:

- | | |
|--|--------|
| 1. Dr. Naveen Nadel, Asstt. Professor, SOB | Member |
| 2. CFAO or his Nominee | Member |

The meeting commenced with a word of welcome by Prof. (Dr.) Garima Prakash, Chairperson-Library Committee. and She requested the member secretary to proceed with agenda.

Thereafter, with the permission of the Chair, the Member Secretary presented the agendas and the following decisions were taken:

- Agenda No. 1** Updating about the Layout of redesign of the Central Library by the students of Architecture (Team Headed by Prof. Dr. Neena Zutshi and Dr. Pritam Lenka).
- Decision:** **The member secretary indicate about the** Layout of redesign of the Central Library preparation by the students of SOD. The library staff was not satisfied with this proposal; it requires more modification. In the end it has been decided that the proposal will be discuss in next Library Advisory Committee (LAC) meeting.

- Agenda No. 2.** Update about the subscription of Print Journals.
- Decision:** The central Library has collected the information form SAA, SOL, SOB, and Pharmacy regarding this context, SHS and Hotel management is remaining. The central Library is on process.

- Agenda No. 3** To enhance usage of Library: **Best Library User Award** (Students, Research Scholars, Faculty members and Staff.

- Decision:** The Central Library is willing to promote maximum and proper utilization of library facilities and services, the Library Resource Centre, (Central Library), SOL Library and SAA Library, Sushant University wants to honour the **Best Library User**


Chief Librarian

Sushant University, Gurugram

**Shushant University
Central Library**

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The following Library Advisory Committee Members were present in the meeting:

- | | |
|--|------------------|
| 1. Dr. Garima Parkash, Dean, VHTBS | Chairperson |
| 2. Dr. Chhavi Singla, Professor, Department of Pharmacy | Member |
| 3. Mr. Pritam Lanka, Associate Professor, SOD/ Ms Shalini Sharma | Member |
| 4. Dr. Dinesh Rai, Associate Professor, SET | Member |
| 5. Dr. Anjali Sehrawat, Assistant Professor, SOL | Member |
| 6. Mr. Sunil Kumar, Assistant Professor, VHTBS | Member |
| 7. Ms. Shweta Thusoo, Assistant Professor, SHS | Member |
| 8. Chief Librarian | Member Secretary |

The following member was not present:

- | | |
|--|--------|
| 1. Dr. Naveen Nadel, Asstt. Professor, SOB | Member |
| 2. CFAO or his Nominee | Member |

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Decision: The central Library has collected the information form SAA, SOL, SOB, and Pharmacy regarding this context, SHS and Hotel management is remaining. The central Library is on process.

Agenda No. 3 To enhance usage of Library: **Best Library User Award** (Students, Research Scholars, Faculty members and Staff. ✓)

Decision: The Central Library is willing to promote maximum and proper utilization of library facilities and services, the Library Resource Centre, (Central Library), SOL Library and SAA Library, Sushant University wants to honour the **Best Library User**


Chief Librarian
Sushant University, Gurugram


Chief Librarian
Sushant University, Gurugram

Award to users from June, 2022. Two students (one from the UG and one from the PG, and two staff members one from Teaching and one from Non-Teaching on the basis of the following statistical data:

1. Number of visits to the library. (Only one visit per day will be taken into Consideration-Total hours spent in the library will be calculated.
2. Utilization of library resources
3. Timely return of the books
4. Code of conduct and Discipline

This Award will be render during the First Week of every New Year by Hon'ble Vice- Chancellor/ Pro- Vice Chancellor or Registrar Sir/Chairperson- Library Committee.

Apart from this, Dr. Anjali Sehrawat, Assistant Professor, SOL suggest to organize Library week program to the users.

Agenda No. 4. Relocation of the **Reference Section, Motivational Books, Dictionaries, Encyclopaedias, Communication Skill Books, and Competitive Books** for the maximum utilization of resources in the Central Library.

Decision: The **Reference Section, Motivational Books, Dictionaries, Encyclopaedias, Year Book, Communication Skill Books, and Competitive Books** for the maximum utilization of resources in the Central Library has been relocated by the library team. All LAC team members were satisfied with this updated scenario.

Agenda No. 5. Discuss about the book "Survive or Sink by Kidwal, Naina Lal" (approx. 700 Copy) to donate the books for the users/ Parents during Admission Time.

Decision: It has been discussed about the book of "Survive or Sink by Kidwal, Naina Lal" (approx. 700 Copy) to distribute the books during the library activity to the library users.


Agenda No. 6. During the visit in Central Library by Hon'ble Vice Chancellor, it has been observed that there is no online database for Engineering Department

Decision: On the basis of above Agenda, the member secretary suggested 2 databases for Engineering Department Refread e- library (Online databases for all Schools) and IEEE in the meeting. Dr. Dinesh Rai, Associate Professor, SET discussed with member secretary to send a mail about all these databases in detailed information to take decision after discussing with Dean Engineering.

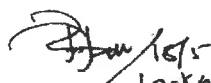
Library committee meeting should be held once every three months to review the progress of the library. It is proposed that the next meeting will be organized in the month of August 2022.

The meeting closed with the vote of thanks to the chairperson and all library committee members by the member secretary.

Chief Librarian
Sushant University, Gurugram

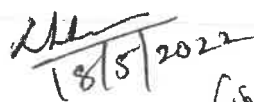

Chief Librarian
Sushant University, Gurugram

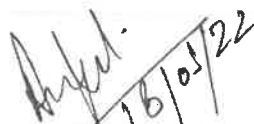
Dr. Chhavi Singla, Professor,


Lenka

Dr. Pritam Lenka, Associate Professor/ Dr. Shalini Sharma



18/5/22


18/5/2022
Dr. Dinesh Rai, Associate Professor,


16/05/22
Dr. Anjali Sehrawat, Assistant Professor,


18-05-22
Ms. Shweta Thusoo, Assistant Professor


15/5/22
Mr. Sunny Kumar, Assistant Professor,


17-05-22
Chief Librarian, Member Secretary
Chief Librarian
Sushant University, Gurugram


18/5/22
Dr. Garima Parkash, Dean, Chairperson Library


Chief Librarian
Sushant University, Gurugram

Welcome to all of you in 2nd LAC Meeting

Greetings of the Day!!

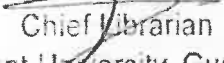
Dear All Library Committee Members

All the Library Committee Members are requested to please attend the 2nd meeting on **(Friday) May 13, 2022 at 3.00 to 4.00 pm.** in the Central Library (B Block). Other 2 library committee meetings will be held in the month of July, and October, 2022.

The meeting will be chaired by the esteemed Prof. (Dr.) Garima Parkash mam and the following Agenda will be for meeting for functioning and improvements of Central, and other departmental SAA and SOL Libraries.

- Agenda No. 1** Updation about the Layout of redesign of the Central Library by the students of Architecture (Team Headed by Prof. Dr. Neena Zutshi and Dr. Pritam Lenka).
- Agenda No. 2.** Update about the subscription of Print Journals.
- Agenda No. 3** To purchase of Xerox machines for SAA Library and SOL Library.
- Agenda No. 4.** To enhance usage of Library: **Best Library User Award** (Students, Research Scholars, Faculty members and Staff).
- Agenda No. 5.** Relocation of the **Reference Section, Motivational Books, Dictionaries, Encyclopaedias, Communication Skill Books, and Competitive Books** for the maximum utilization of resources in the Central Library.
- Agenda No. 6.** Discuss about Survive or Sink by Kidwal, Naina Lal (approx. 700 Copy) to donate the books for the users/ Parents during Admission Time.
- Agenda No. 7.** Refread e- library (Online databases for all Schools). OR IEEE for Engineering stream.

For your kind information, Please


Chief Librarian
Sushant University, Gurugram



Dr. Dharmendra Kumar Harit <dharmendrahait@sushantuniversity.edu.in>

Members of Library committee

3 messages

Suman Punia <sumanpunia@sushantuniversity.edu.in>

Wed, Dec 14, 2022 at 4:11 PM

To: Kanu Priya <kanupriya@sushantuniversity.edu.in>, Amrita Madan <amritamadan@sushantuniversity.edu.in>, Atul Kumar Agarwal <atulkuaragarwal@sushantuniversity.edu.in>, Alpana Jijja <alpanajijja@sushantuniversity.edu.in>, Pooja Mehra <poojamehra@sushantuniversity.edu.in>, Saif Anjum <saifanjum@sushantuniversity.edu.in>, Tajinder Kaur Anand <tajinderanand@sushantuniversity.edu.in>, Gautam Kumar <gautamkumar@sushantuniversity.edu.in>, "Dr. Dharmendra Kumar Harit" <dharmendrahait@sushantuniversity.edu.in>
Cc: Registrar Sushant University <registrar@sushantuniversity.edu.in>, Vice Chancellor <vc@sushantuniversity.edu.in>

Dear all

This is notified for the information of all, that the LIBRARY COMMITTEE has been reconstituted, as per the details given below, w.e.f December 12, 2022.

Thanks & Regards

Suman Punia

Assistant Registrar

Sushant University (Erstwhile Ansal University)

Office Ext No.: 421

 library committe2022 Dem.PDF
456K

Atul Kumar Agarwal <atulkuaragarwal@sushantuniversity.edu.in>

Wed, Dec 14, 2022 at 4:32 PM

To: Suman Punia <sumanpunia@sushantuniversity.edu.in>
Cc: Kanu Priya <kanupriya@sushantuniversity.edu.in>, Amrita Madan <amritamadan@sushantuniversity.edu.in>, Alpana Jijja <alpanajijja@sushantuniversity.edu.in>, Pooja Mehra <poojamehra@sushantuniversity.edu.in>, Saif Anjum <saifanjum@sushantuniversity.edu.in>, Tajinder Kaur Anand <tajinderanand@sushantuniversity.edu.in>, Gautam Kumar <gautamkumar@sushantuniversity.edu.in>, "Dr. Dharmendra Kumar Harit" <dharmendrahait@sushantuniversity.edu.in>, Registrar Sushant University <registrar@sushantuniversity.edu.in>, Vice Chancellor <vc@sushantuniversity.edu.in>

Dear Sir,

My name is Dr. Atul Kumar Agarwal and designation is Professor. Please correct it.

Thanks & Regards,

[Quoted text hidden]

Dr. Dharmendra Kumar Harit <dharmendrahait@sushantuniversity.edu.in>

Wed, Dec 14, 2022 at 4:38 PM

To: Suman Punia <sumanpunia@sushantuniversity.edu.in>

Dear mam,

Please correction the designation for Dr. Atul Kumar Aggarwal.
Sushant University, Gurugram

<https://mail.google.com/mail/u/0/?ik=bba9304f24&view=pt&search=all&permthid=thread-f:1752185728910747167&siml=msg-f:1752185728910747167...> 1

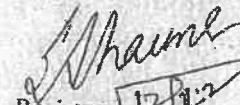
SU/RO/22/12/C/50

NOTICE

December, 12, 2022


This is notified for the information of all, that the LIBRARY COMMITTEE has been reconstituted, as per the details given below, w.e.f December 12, 2022.

S. No.	Name	Designation
1.	Dr. Kanu Priya Associate Dean SOL	Chairperson
2.	Dr. Amrita Madan Associate Dean SAA	Member
3.	Dr. Atul Aggarwal, Associate Professor, SOB	Member
4.	Dr. Alpana Assistant Professor, SET	Member
5.	Ms. Pooja Mehra Assistant Professor, SHS	Member
6.	Mr. Saif Anjum Assistant Professor, VHTBS	Member
7.	Mr. Tajinder Kaur Anand , Assistant Professor, SOD	Member
8.	CFAO or his Nominee	Member
9.	Dr. Dharmendra Chief Librarian	Member Secretary


Registrar
Sushant University
(Erstwhile Ansal University)

Copy to:-

1. All members of the Committee
2. Secretary to Hon'ble VC
3. Concerned File


Chief Librarian
Sushant University, Gurugram

Award to users from June, 2022. Two students (one from the UG and one from the PG, and two staff members one from Teaching and one from Non-Teaching on the basis of the following statistical data:

1. Number of visits to the library. (Only one visit per day will be taken into Consideration-Total hours spent in the library will be calculated.
2. Utilization of library resources
3. Timely return of the books
4. Code of conduct and Discipline

This Award will be render during the First Week of every New Year by Hon'ble Vice- Chancellor/ Pro- Vice Chancellor or Registrar Sir/Chairperson- Library Committee.

Apart from this, Dr. Anjali Sehrawat, Assistant Professor, SOL suggest to organize Library week program to the users.

Agenda No. 4. Relocation of the **Reference Section, Motivational Books, Dictionaries, Encyclopaedias, Communication Skill Books, and Competitive Books** for the maximum utilization of resources in the Central Library.

Decision: The **Reference Section, Motivational Books, Dictionaries, Encyclopaedias, Year Book, Communication Skill Books, and Competitive Books** for the maximum utilization of resources in the Central Library has been relocated by the library team. All LAC team members were satisfied with this updated scenario.

Agenda No. 5. Discuss about **the book** "Survive or Sink by Kidwal, Naina Lal" (approx. 700 Copy) to donate the books for the users/ Parents during Admission Time.


Decision: It has been discussed about **the book of** "Survive or Sink by Kidwal, Naina Lal" (approx. 700 Copy) to distribute the books during the library activity to the library users.

Agenda No. 6. During the visit in Central Library by Hon'ble Vice Chancellor, it has been observed that there is no online database for Engineering Department

Decision: On the basis of above Agenda, the member secretary suggested 2 databases for Engineering Department Refread e- library (Online databases for all Schools) and IEEE in the meeting. Dr. Dinesh Rai, Associate Professor, SET discussed with member secretary to send a mail about all these databases in detailed information to take decision after discussing with Dean Engineering.

Library committee meeting should be held once every three months to review the progress of the library. It is proposed that the next meeting will be organized in the month of August 2022.

The meeting closed with the vote of thanks to the chairperson and all library committee members by the member secretary.


Chief Librarian
Sushant University, Gurugram



Dr. Dharmendra Kumar Harit <dharmendrahait@sushantuniversity.edu.in>

Members of library committee

3 messages

Suman Punia <sumanpunia@sushantuniversity.edu.in>

Tue, Feb 7, 2023 at 12:35 PM

To: Latika Duhan <latikaduhan@sushantuniversity.edu.in>, Suruchi Modi <suruchimodi@sushantuniversity.edu.in>, Atul Kumar Agarwal <atulakumaragarwal@sushantuniversity.edu.in>, Amit Kumar Singh <amitsingh@sushantuniversity.edu.in>, Pooja Mehra <poojamehra@sushantuniversity.edu.in>, Saif Anjum <saifanjum@sushantuniversity.edu.in>, Tajinder Kaur Anand <tajinderanand@sushantuniversity.edu.in>, CFAO <cfao@sushantuniversity.edu.in>, "Dr. Dharmendra Kumar Harit" <dharmendrahait@sushantuniversity.edu.in>
Cc: Vice Chancellor <vc@sushantuniversity.edu.in>, Registrar Sushant University <registrar@sushantuniversity.edu.in>, Secretary Vc <secretarytovc@sushantuniversity.edu.in>

Dear all

This is notified for the information of all, that the LIBRARY COMMITTEE has been reconstituted, as per the details given in the attachment.

Thanks & Regards

Suman Punia

Assistant Registrar

Sushant University (Erstwhile Ansal University)

Office Ext No.: 421



library committee2023.PDF
475K

Latika Duhan <latikaduhan@sushantuniversity.edu.in>

To: "Dr. Dharmendra Kumar Harit" <dharmendrahait@sushantuniversity.edu.in>

Tue, Feb 7, 2023 at 1:27 PM

Sir

Request you to please call a meeting tomorrow at 3:30PM

Best Regards

Latika

[Quoted text hidden]

library committee2023.PDF
475K

Dr. Dharmendra Kumar Harit <dharmendrahait@sushantuniversity.edu.in>
To: Latika Duhan <latikaduhan@sushantuniversity.edu.in>

Tue, Feb 7, 2023 at 4:41 PM

Dear Mam,

I will do

Thank you

Sushant University, Gurugram

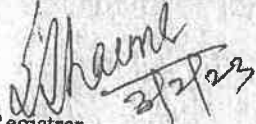
SU/RO/23/02/C/54

February 3, 2023

NOTICE

This is notified for the information of all, that the LIBRARY COMMITTEE has been reconstituted, as per the details given below, w.e.f February 3, 2023.

S. No.	Name	Designation
1	Dr. Latika Singh ,Associate Dean SET	Chairperson
2	Dr Suruchi Modi, Sr. Professor SAA	Member
3	Dr. Atul Kumar Aggarwal, Professor, SOB	Member
4	Mr. Amit Kumar Singh, Assistant Professor, SOL	Member
5	Ms. Pooja Mehra, Assistant Professor, SHS	Member
6	Mr. Saif Anjum ,Assistant Professor, VHTBS	Member
7	Mr. Tajinder Kaur Anand , Assistant Professor, SOD	Member
8	CFAO or his Nominee	Member
9	Dr. Dharmendra Chief Librarian	Member Secretary


Registrar
Sushant University

Copy to:-

1. All members of the Committee
2. Secretary to Hon'ble VC
3. Concerned File


Chief Librarian
Sushant University, Gurugram

SUSHANT UNIVERSITY

Library and Resource Centre

Date: 06/02/2023

Circular

This is to inform all members of the Library Committee that a meeting is scheduled as follows:

Date: 08/02/2023


Time: 02.00 PM


Venue: Central Library, Sushant University, Gurugram


Agenda:

- Diversifying the library collection.
- Upgrading equipment, user experience, and seamless access.

All members are kindly requested to attend the meeting punctually.


Dr. Dharmendra Harit
Member Secretary


Prof. (Dr.) Latika Singh
Chairperson, Library Committee


Chief Librarian
Sushant University, Gurugram

Library Resource Centre

Library Advisory Committee (LAC) Members

Date: 08/02/2023

Greetings of the Day!!

Dear All Library Committee Members


As per notification **SU/RO/23/02/C/54 dated February 03, 2023**, the new Library Committee has been reconstituted by esteemed Registrar sir. All the Library Committee Members are requested to please attend the meeting on February 08, 2023, at 2.00 pm. in the Central Library (B -Block).


The meeting will be chaired by the esteemed Prof. (Dr.) Latika Singh and the following Agenda will be for meeting for functioning and improvements of Central, and other departmental SAA and SOL Libraries.

Agenda No. 1 Diversifying the library collection.

Agenda No. 2 Upgrading equipment, user experience, and seamless access.

For your kind information, Please


Dr. Dharmendra Harit
Member Secretary


Prof. (Dr.) Latika Singh
Chairperson Library Committee


Chief Librarian
Sushant University, Gurugram


Library and Resource Centre

Library Advisory Committee (LAC) Members

Date: 08/02/2023

Sr. No.	Name of the Committee Members	Designation	Name of School	Signature
1	Dr. Latika Singh, Associate Dean	Chairperson	SET	
2	Dr. Suruchi Modi, Sr. Professor	Member	SAA	
3	Dr. Atul Kumar Aggarwal, Professor	Member	SOB	
4	Mr. Amit Kumar Singh, Assistant Professor	Member	SOL	
5	Ms. Pooja Mehra, Assistant Professor	Member	SHS	
6	Mr. Saif Anjum, Assistant Professor	Member	VHTBS	
7	Mr. Tajinder Kaur Anand, Assistant Professor,	Member	SOD	
8	CAFO	Member	Accounts	
9	Dr. Dharmendra Harit	Member Secretary	Chief Librarian	


Dr. Dharmendra Harit
Member Secretary


Prof. (Dr.) Latika Singh
Chairperson, Library Committee


Chief Librarian
Sushant University, Gurugram

SUSHANT UNIVERSITY
LIBRARY RESOURCE CENTRE

All Library Staff,
Sushant University



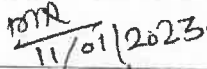


Date: 11/01/2023


A meeting called by Chief Librarian. The following agenda.

Library Agenda

1. Update the Library records like Title, Volume, Print Journals, e-Journals separately school wise data.
2. Renewal Timing for Print Journals or e-Journals details school wise.
3. Some suggestion for books shelving arrangement guide lines.
4. List of Thesis/Project Reports received in libraries school wise list.
5. If any necessary work, suggest me.

Meeting attend the following Library Staff.

Name	Designation	Signature
Dr. Dharmendra Harit	Chief Librarian	
S.K. Dey	Librarian	
Murari Kumar	Assistant Librarian	 11/01/2023
Dusmanta Mahalik	Assistant Librarian	
Rohit Kumar	Library Assistant	


Chief Librarian
Sushant University, Gurugram



Dr. Dharmendra Kumar Harit <dharmendrahait@sushantuniversity.edu.in>

MEMBER'S OF LIBRARY COMMITTEE

1 message

Fri, Aug 16, 2024 at 4:59 PM

Suman Punia <sumanpunia@sushantuniversity.edu.in>

To: Saurav Chhabra <sauravchhabra@sushantuniversity.edu.in>, Aparajita Shrivastava

<aparajitashrivastava@sushantuniversity.edu.in>, Dinesh Rai <dineshrai@sushantuniversity.edu.in>, Manu Singh

<manusingh@sushantuniversity.edu.in>, Richa Nangia <richanangia@sushantuniversity.edu.in>, Vineeta Kochhar

<vineetakochhar@sushantuniversity.edu.in>, Amit <amit@sushantuniversity.edu.in>, Gautam Kumar

<gautamkumar@sushantuniversity.edu.in>, "Dr. Dharmendra Kumar Harit" <dharmendrahait@sushantuniversity.edu.in>

Cc: Registrar Sushant University <registrar@sushantuniversity.edu.in>, Secretary Vc

<secretarytovc@sushantuniversity.edu.in>, Human Resource <humanresource@sushantuniversity.edu.in>

Dear all

This is notified for the information of all, that the LIBRARY COMMITTEE has been reconstituted, as per the details in the attachment

Thanks & Regards

Suman Punia

Assistant Registrar

Sushant University

Office Ext No.: 456

Sushant
University

 library committee 2024.PDF
460K

~~Chief Librarian~~
Sushant University, Gurugram

SU/RO/24/08/C/093

August 9, 2024

NOTICE

This is notified for the information of all, that the LIBRARY COMMITTEE has been reconstituted, as per the details given below, w.e.f August 9, 2024.

S. No.	Name	Designation
1	Dr. Saurabh Chhabra Dean Professor (VATEL)	Chairperson
2	Dr Aparajita Shrivastava Professor SAA	Member
3	Dr. Dinesh Rai Professor SET	Member
4	Dr. Manu Professor, SOL	Member
5	Dr. Richa Nangia, Associat Professor, SOB	Member
6	Ms. Vineeta Kochar Associate Professor ,SOD	Member
7	Dr. Amit Assistant Professor, SHS	Member
8	CFAO or his Nominee	Member
9	Dr. Dharmendra Chief Librarian	Member Secretary


Registrar
Sushant University

Copy to:-

1. All members of the Committee
2. Secretary to Hon'ble VC
3. Concerned File


Chief Librarian
Sushant University, Gurugram

Library Resource Centre

Library Advisory Committee (LAC) Members

Date: 20/08/2024

Greetings of the Day!!

Dear All Library Committee Members

As per notification **SU/RO/24/08/C/093 dated August 09, 2024**, the new Library Committee has been reconstituted by esteemed Registrar sir. All the Library Committee Members are requested to please attend the meeting on August 24, 2024, at 2.00 pm. in the Central Library (B Block).

The meeting will be chaired by the esteemed Prof. (Dr.) Saurav Chhabra and the following Agenda will be for meeting for functioning and improvements of Central, and other departmental SAA and SOL Libraries.

- Agenda No. 1** Increase Manpower for Libraries.
- Agenda No. 2** Procurement of Online Databases Specially SOL, SAA, SET.
- Agenda No. 3** Procurement of Latest Book for all schools.
- Agenda No. 4** Proper lighting in all libraries; some tube lights and bulbs are not Working.
- Agenda No.5** Any maintenance issue.

For your kind information, Please

Dr. Dharmendra Harit
Member Secretary

Dr. Saurav Chhabra
Chairperson Library Committee

Chief Librarian
Sushant University, Gurugram

Library Resource Centre

Library Advisory Committee (LAC) Members

Welcome to 1st Meeting

Sr. No.	Name of the Committee Members	Designation	Name of School	Mobile No	Signature
1	Dr. Saurav Chhabra	Chairperson Library Committee	VHTBS	999944-5365	<i>Saurav Chhabra</i>
2	Dr. Aparajita Shrivastava	Member	SAA	9029545529	<i>Aparajita Shrivastava</i>
3	Dr. Dinesh Rai	Member	SET	9873541955	<i>Dinesh Rai</i>
3	Dr. Manu	Member	SOL	8853590315	<i>Manu</i>
4	Dr. Richa Nangia	Member	SOB	9953024474	<i>Richa Nangia</i>
5	Ms. Vineeta Kochar	Member	SOD	9810296694	<i>Vineeta Kochar</i>
6	Dr. Amit	Member	SHS	9992992994	<i>Amit</i>
7	CFAO or his Nominee	Member	Accounts	9312717071	<i>CFAO</i>
	Chief Librarian	Member Secretary	HOD Library	9711244867	<i>Chief Librarian</i>

HIMANSHU SANGHANI } ON BEHALF OF
ROBBIN DWIVEDI } APARAJITA SHRIVASTAVA

Saurav Chhabra
Dr. Saurav Chhabra
Chairperson

Dr. Dhamendra Harit
Dr. Dhamendra Harit
Member Secretary

Chief Librarian
Sushant University, Gurugram

Minutes of the Meeting

The meeting of the library committee was held on 24 Aug. 2024 at the Central Library Academic B-Block, Sushant University, Gurugram, under the chairpersonship of Prof. (Dr.) Saurav Chhabra to improve the quality of library services in Central and other Department Library SAA and SOL libraries.

The following library advisory committee members were **present** at the meeting.

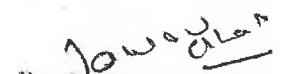
Sr. No.	Name of the Committee Members	Designation	Name of School
1	Prof. (Dr.) Saurav Chhabra	Chairperson Library	VHTBS
2	Dr. Aparajita Shrivastava	Member	SAA
3	Dr. Dinesh Rai	Member	SET
4	Ms. Vineeta Kochar	Member	SOD
5	CAFO	Member	Accounts
6	Chief Librarian	Member Secretary	Chief Library

The following members were Absent.


Sr. No.	Name of the Committee Members	Designation	Name of School
1	Dr. Manu	Member	SOL
2	Dr. Richa Nangia	Member	SOB
3	Dr. Amit	Member	SHS

Prof. (Dr.) Saurav Chhabra. Expresses an inviting welcome to everyone at the meeting. He says "Chairperson, Library Committee," and he requests that the member secretary proceed forward with the agenda.

First of all, the library member secretary began with a review of the library's sections and services.


Dr. Saurav Chhabra
Chairperson


Chief Librarian
Sushant University, Gurugram


Dr. Dharmendra Harit
Member Secretary

SUSHANT UNIVERSITY

Library and Resource Centre

Date: 21/01/2025

Circular

Subject: Library Committee Meeting

This is to inform all members of the Library Committee that a meeting is scheduled as follows:

Date: 23 /01/2025


Time: 11.00 AM

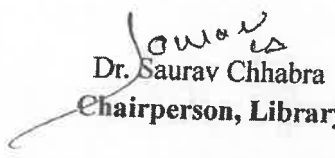
Venue: Central Library, Sushant University, Gurugram

Agenda:

- DELNET Renewable.
- Purchase of AIR (All India Reporter) for School of Law Library.
- Purchase of Journals & Magazine for School of Art & Architecture Library.
- Requirement of Sign Board.
- Arrangement/Replacement of Sufficient lights in Art & Architecture Library.

All members are kindly requested to attend the meeting punctually.


Dr. Dharmendra Harit
Member Secretary


Dr. Saurav Chhabra
Chairperson, Library Committee


Chief Librarian
Sushant University, Gurugram

Library Resource Centre

Library Advisory Committee (LAC) Members

Date: 23/01/2025

Welcome to all members

Sr. No.	Name of the Committee Members	Designation	Name of School	Mobile No	Signature
1	Dr. Saurav Chhabra	Chairperson Library	VHTBS	9999445365	<i>[Signature]</i>
2	Dr. Aparajita Shrivastava	Member	SAA	9029545529	<i>[Signature]</i>
3	Dr. Dinesh Rai	Member	SET	9873541955	<i>[Signature]</i>
4	Dr. Manu	Member	SOL	8853590315	<i>[Signature]</i>
5	Dr. Richa Nangia	Member	SOB	9953024474	<i>[Signature]</i>
6	Ms. Vineeta Kochar	Member	SOD	9810296694	<i>[Signature]</i>
7	Dr. Amit	Member	SHS	9992992994	<i>[Signature]</i>
8	CAFO	Member	Accounts		<i>[Signature]</i>
9	Chief Librarian	Member Secretary	Chief Library	9711244867	<i>[Signature]</i>

Total number of library advisory committee members Present 07

Total number of library advisory committee members Absent 02

[Signature]
Dr. Dharmendra Harit
Member Secretary

[Signature]
Dr. Saurav Chhabra
Chairperson, Library Committee

[Signature]
Sushant University, Gurugram

Minutes of the Meeting

The meeting of the library committee was held on 23rd January 2025 at the Central Library Academic B-Block, Sushant University, Gurugram, under the chairpersonship of Prof. (Dr.) Saurav Chhabra to improve the quality of library services in Central and other Department Library SAA and SOL libraries.

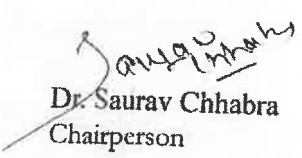
The following library advisory committee members were **present** at the meeting.


Sr. No.	Name of the Committee Members	Designation	Name of School
1	Prof. (Dr.) Saurav Chhabra	Chairperson Library	VHTBS
2	Dr. Aparajita Shrivastava	Member	SAA
3	Ms. Vineeta Kochar	Member	SOD
4	Dr. Richa Nangia	Member	SOB
5	Dr. Amit	Member	SHS
6	CAFO	Member	Accounts
7	Chief Librarian	Member Secretary	Chief Library

The following member were Absent.

Sr. No.	Name of the Committee Members	Designation	Name of School
1	Dr. Manu	Member	SOL
2	Dr. Dinesh Rai	Member	SET

Prof. (Dr.). Saurav Chhabra. Expresses an inviting welcome to everyone at the meeting. He says "Chairperson, Library Committee," and he requests that the member secretary proceed forward with the agenda.


Dr. Saurav Chhabra
Chairperson


Dr. Dharmendra Harit
Member Secretary


Chief Librarian
Sushant University, Gurugram

Sushant University
Library and Resource Centre
Library Committee Meeting Minutes

Date: 23 / 01 / 2025

Time: 11.00 AM

Venue: Central Library, Library & Resource Centre

Attendees:

- List of Attendees with their designations are attached.

1. DELNET Renewal:

- The committee discussed the renewal of the DELNET subscription.
- It was decided to renew the subscription for the upcoming year, as it provides valuable resources for faculty and students.
- The Librarian was tasked to proceed with the renewal process and provide the financial details.

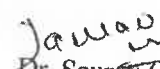
2. Purchase of AIR (All India Reporter) for School of Law Library:

- The School of Law representative presented the requirement for the purchase of the All-India Reporter (AIR) for the library.
- The committee acknowledged the importance of AIR for legal research and education.
- It was resolved to approve the purchase of the required volumes of AIR, subject to budget availability. The Law school representative will provide the list of required volumes to the Librarian.
- The Librarian was tasked to get the quotation and present it in front of Purchase committee.

3. Purchase of Journals & Magazines for School of Art & Architecture Library:

- The School of Art & Architecture representative highlighted the need for updated journals and magazines relevant to their field.
- A list of recommended journals and magazines was presented to the committee.
- The committee approved the purchase of the journals and magazines, prioritizing those deemed most essential.
- The Librarian was asked to purchase the journals and magazine as per the list provided by the School of Art & Architecture.


Dr. Dharmendra Harit
Member Secretary


Dr. Saurav Chhabra
Chairperson, Library Committee


Librarian
Sushant University, Gurugram

Sushant University

Library and Resource Centre

23/01/2025

Library Committee Meeting Minutes

4. Requirement of Sign Board:

- The committee discussed the need for improved signage within the library premises.
- It was decided to install a clear and informative signboard at the library entrance and within the library to guide users.
- The librarian was tasked to get the quote for the sign board and present it in front of purchase committee.

5. Arrangement/Replacement of Sufficient Lights in Art & Architecture Library:

- The School of Art & Architecture representative raised concerns regarding inadequate lighting in their library section.
- The committee acknowledged the importance of proper lighting for study and research.
- It was resolved to arrange for the replacement or addition of sufficient lighting fixtures in the Art & Architecture Library.
- The Librarian was tasked to coordinate with the maintenance department to address the lighting issue and provide the estimated cost in the next meeting.

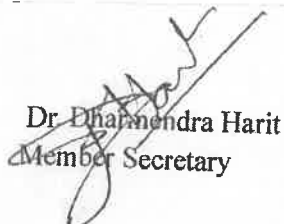
Next Meeting:


- The date and time of the next meeting will be decided and communicated later.

Minutes Prepared By:

- Mr. Dusmanta Mahalik, Assistant Librarian, Sushant University, Gurugram

Approved By:


Dr. Dharmendra Harit
Member Secretary


Dr. Saurav Chhabra
Chairperson, Library Committee


Chief Librarian
Sushant University, Gurugram

NOTICE

This is notified for the information of all, that the LIBRARY COMMITTEE has been reconstituted, as per the details given below, w.e.f February 21, 2025.

S. No.	Name	Designation
1.	Dr. Saurav Chhabra, Dean Vatel	Chairperson
2.	Dr Aparajita Shrivastava , Professor SAA	Member
3.	Dr. Alpana Jijja , Associate Professor SET	Member
4.	Dr .Richa Nangia, Associate Professor, SOB	Member
5.	Ms. Vineeta Kochar , Associate Professor, SOD	Member
6.	Dr. Armit , Assistant Professor, SHS	Member
7.	Dr. Shreya, Assistant Professor, SOL	Member
8.	CFAO or his Nominee	Member
9.	Dr. Dharmendra Harit,, Chief Librarian	Member Secretary

This issues with the approval of the Vice Chancellor


 Pro Vice-Chancellor & Registrar
 Sushant University

Copy to:-

1. All members of the Committee
2. Secretary to Hon'ble VC
3. Concerned File


 Chief Librarian
 Sushant University, Gurugram

Library Resource Centre

Library Advisory Committee (LAC) Members

Welcome in 2nd Meeting

Sr. No.	Name of the Committee Members	Designation	Name of School	Mobile No.	Signature
1	Dr. Saurabh Chhabra	Chairperson	VHTBS	9999445365	<i>Saurabh Chhabra</i>
2	Dr. Aparajita Srivastava	Member	SAA	9029545529	<i>Aparajita Srivastava</i>
3	Dr. Dinesh Rai	Member	SET	9873541955	<i>A</i>
4	Dr. Manu	Member	SOL	8853590315	<i>A</i>
5	Dr. Richa Nangia	Member	SOB	9953024474	<i>Richa Nangia</i>
6	Ms. Vineeta Kochar	Member	SOD	9810296694	<i>Vineeta Kochar</i>
7	Dr. Amit	Member	SHS	9992992994	<i>Dr. Amit</i>
8	CFAO or his Nominee	Member	Accounts	9312717071	<i>CFAO</i>
9	Dr. Dharmendra Harit	Member Secretary	HOD Library	9711244867	<i>Dharmendra Harit</i>

Saurabh Chhabra
Dr. Saurabh Chhabra
Chairperson

Dharmendra Harit
Dr. Dharmendra Harit
Member Secretary

Sushant

Dr. Dharmendra Kumar Harit <dharmendrasaharit@sushantuniversity.edu.

Members of LIBRARY COMMITTEE

1 message

Sat, Feb 22, 2025 at 4:30 f

Suman Punia <sumanpunia@sushantuniversity.edu.in>
To: Saurav Chhabra <sauravchhabra@sushantuniversity.edu.in>, Aparajita Shrivastava
<aparajitashrivastava@sushantuniversity.edu.in>, Alpana Jijja <alpanajijja@sushantuniversity.edu.in>, Richa Nangia
<richanangia@sushantuniversity.edu.in>, Vineeta Kochhar <vineetakochhar@sushantuniversity.edu.in>, Amit
<amit@sushantuniversity.edu.in>, Shreya <shreya@sushantuniversity.edu.in>, "Dr. Dharmendra Kumar Harit"
<dharmendrasaharit@sushantuniversity.edu.in>, Gautam Kumar <gautamkumar@sushantuniversity.edu.in>
Cc: Registrar Sushant University <registrar@sushantuniversity.edu.in>, Secretary Vc
<secretarytovc@sushantuniversity.edu.in>

Dear All

This is notified for the information of all, that the LIBRARY COMMITTEE has been reconstituted, as per the details in
the attachment


Thanks & Regards**Suman Punia**

Assistant Registrar

Sushant University

Office Ext No.: 456

Sushant
University **LIBRARY COMMITTEE Feb 2025.PDF**
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Chief Librarian
Sushant University, Gurugram