



A Unit of Vikramshila Educational & Welfare Society, Patna

Ref. No. MCTE/2022/003-LAC

Date 16/12/2022

Constitution of LIBRARY ADVISORY COMMITTEE

Objectives:

The function of the Library Advisory Committee is to support the functioning of the library so that it can facilitate the library development plans by advocating the library development activities with the management. The purpose of the Library Advisory Committee is to act as a channel of communication and dialogue between the Library and its users. The Committee's main objective is to aid in the establishment a bridge between the Library and the academic fraternity and the institute management. The Library Advisory Committee (LAC) is to be appointed by the Principal of the Institution.

Agenda/ Purpose/Role:

To formulate library policies in relation to the development of library resources and its efficient services. To ensure effective fund utilization. To ensure coordination between library and various department.

Subject to the supervision and control of the management, there shall be a Library Advisory Committee to advice on library matters.

Frequency of the Meetings:

Library Advisory Committee shall meet once in an year or on the need basis, as convene by the Chairperson.

General Rules:

- No bags, umbrellas, parcel, etc except files may be brought into the library. Personal belongings may be kept at the property counter provided at the entrance at the owner's risk. The library will not accept responsibility for the loss or misplacement of personal belongings.
- Users are not permitted to consume food or drink in the library, or to engage in conduct or bring into the library any item liable to cause damage to library property or premises.
- Use of mobile phone is strictly prohibited inside the library.
- Users must not engage in conduct to the disturbance of others. Silence must be maintained in the library Reading Area. Conversation and noise must be kept to a minimum elsewhere.
- Users must not act disrespectfully or abusively to other users or to members of the library staff.
- Users must be decently dressed and conduct themselves properly in the library.
- Reservation of seats is not permitted. The library staff may remove books and other articles left for any length of time on chairs and tables.

- The library staff on duty has the right to request a user to leave the premises if he/she is found to be violating any of the library rules.
- Users shall not damage or misuse library services, materials, property, equipment or premises in any way.
- On leaving the library, all users are required to produce for inspection all books and items taken out of the library and have to make an entry in the Check-Out Register.
- Users failing to observe the Regulations on Borrowing may be subject to fines and to suspension from further borrowing until all loans have been cleared and any fines or compensation paid. Fines are payable immediately and in full.
- Users may be required to pay in full compensation for any items borrowed in their name, which are not returned to the library or for any damage, defacement or loss in respect of library equipment, premises, services or materials (including those obtained through the library-inter library loans service).
- Users found damaging or stealing library property will be referred to College Disciplinary Committee.
- Failure to pay fines, to return items or to pay full compensation is treated as a debt to the College.
- Any user in breach of any library Regulation may be required to pay a fine or compensation, or may be suspended from the use of the library for entire semester or for a stated period.

Library Advisory Committee shall be constituted as follows:

- The Principal.
- Convener
- Librarian shall be the Member- Secretary of the Library Advisory Committee
- Chairman/Principal may also nominate one or two other member(s) having genuine interest in the Library and in its growth & development.

The members of the Committee (Session 2022-23) and their Roles and Responsibilities are given below;

Sl. No.	Name	Designation
1.	Dr. Kumari Sunita Singh	Chairperson; Principal
2.	Mrs. Noushia Tabassum	Asst. Professor- Convener
3.	Dr. Uday Shankar	Asst. Professor- Member
4.	Mr. Arvind Kumar	Librarian - Member
5.	Mrs. Anjana Kumari	Asst. Professor- Member
6.	Mr. Kanhaiya Kumar	Student-Member
7.	Ms. Swati Kumari	Student-Member

Dr. Kumari Sunita Singh.
Chairperson
MCTE, PATNA
16/12/22

Principal
Jundeshwan College for Teacher Education
Sarari Patna-801105

Noushia Tabassum
16/12/22
Convener
Library Advisory Committee

Dr. Uday Shankar
16/12/22
Anjana
16/12/22

Kanhaiya Kumar
16/12/22

Swati Kumari
16/12/22

Notice

Page No. 2
Date:

Ref. No. - MCTE/23/004-LAC

Date: 17/02/23

This is to inform to all the members of the Library Advisory Committee that a meeting is proposed on 20/02/2023 (Monday) at 03:00 PM in the college library. All the members of the Committee are hereby informed to be present in the meeting.

Thanks & Regards,


17/02/23

(Kumari Shashi Singh)
IQAC Co-ordinator
M.C.T.E., Patna



Mundeshwari College for Teacher Education

Sarari-Usri Road, Khagaul, Patna – 801105

Affiliated to Aryabhata Knowledge University, Patna

Ref. No. MCTE/23/005-LAC

Date: 20/02/2023

RESOLUTION/ATR LIBRARY ADVISORY COMMITTEE

Minutes of Meeting of Library Advisory Committee held on 20/02/23 at 03:00 PM in MCTE Library. Following members were the members of the meeting.

Sl. No.	Name	Designation
1.	Dr. Kumari Sunita Singh	Chairperson; Principal
2.	Mrs. Noushia Tabassum	Asst. Professor- Convener
3.	Dr. Uday Shankar	Asst. Professor- Member
4.	Mr. Arvind Kumar	Librarian - Member
5.	Mrs. Anjana Kumari	Asst. Professor- Member
6.	Mr. Kanhaiya Kumar	Student-Member
7.	Ms. Swati Kumari	Student-Member

Anjana K.

DISCUSSION & RESOLUTION ON AGENDA

The agenda for the meeting are discussed as following:

Agenda 1: Fully Automation of Library:

The meeting started with the greeting of IQAC Co-Ordinator to all the members of the committee. Automation of library was discussed at length in the meeting and it was unanimously decided that the library should be fully automated for an easier access to the students and the faculty members.

Agenda 2: Library enabled and access of WEB-OPAC system:

It was decided in the meeting that the Library shall have access to the WEB-OPAC system/e-resources. It is vital for the students to have access to the e-resources as most of the contents are now online.

Agenda 3: To utilize the library space efficiently:

The Librarian emphasized that the space in the library should be used efficiently so as to accommodate more and more students. Utilization of space should be such that the Library doesn't look crowded and the students feel comfortable while accessing the library.

Sunita Singh.
Chairperson
20/2/23
MCTE, PATNA

Convenor
Library Advisory Committee

Notice

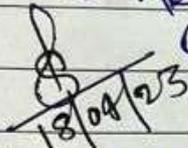
Page No.	4
Date:	

Ref. No. - MCTE/23/006-LAC

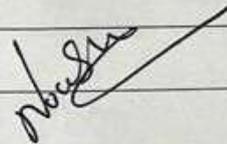
Date: 18/04/23

This is to inform to all the members of the Library Advisory Committee that a meeting is proposed on 22/04/2023 (Saturday) at 03:00 PM in the college library. All the members of the committee are hereby informed to be present in the meeting.

Thanks & Regards,


18/04/23

(Kumari Shashi Singh)
IQAC Co-ordinator
M.C.T.E., Patna





MUNDESHWARI COLLEGE FOR TEACHER EDUCATION, PATNA
Affiliated to Aryabhata Knowledge University, Patna

LIBRARY ADVISORY COMMITTEE NOTIFICATION

Ref. No: MCTE/23/007-LAC

Date: 22/04/2023

With the onset of new academic session, Mundeshwari College for Teacher Education has restructured the members of the Cell. It is a policy matter of Mundeshwari College for Teacher Education that to restructure the Library Advisory Committee every year. The new members of the Cell for the Session 2023-24 are given below;

Sl. No.	Name	Designation
1.	Dr. Kumari Sunita Singh	Chairperson; Principal
2.	Mrs. Noushia Tabassum	Convenor; Asst. Prof.
3.	Dr. Uday Shankar	Asst. Professor - Member
4.	Mr. Arvind Kumar	Librarian - Member
5.	Mrs. Anjana Kumari	Asst. Professor - Member
6.	Mr. Kanahiya Kumar	Student - Member
7.	Ms. Swati Kumari	Student - Member

A
Anjana Kumari
Darshini
Swati

Sunita Singh
Chairperson
22/4/23
MCTE, PATNA

Noushia
Convenor
22/04/23
Library Advisory Committee

Notice

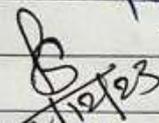
Page No.	6
Date:	

Ref No. - MCTE/23/008 - LAC

Date: 02/12/23

This is to inform to all the members of the Library Advisory Committee that a meeting is proposed on 05/12/2023 (Tuesday) at 03:00 PM in the college library. All the members of the committee are hereby informed to be present at the meeting.

Thanks & Regards


(Kumari Shashi Singh)
IQAC co-ordinator
M.C.T.E., Patna



Mundeshwari College for Teacher Education

Sarari-Usri Road, Khagaul, Patna - 801105

Affiliated to Aryabhatta Knowledge University, Patna

Ref. No. MCTE/23/009-LAC

Date: 05/12/2023

RESOLUTION/ATR LIBRARY ADVISORY COMMITTEE

Minutes of Meeting of Library Advisory Committee held on 05/12/2023 at 03:00 PM in MCTE Library. Following members were part of the Library Advisory Committee.

Sl. No.	Name	Designation
1.	Dr. Kumari Sunita Singh	Chairperson; Principal
2.	Mrs. Noushia Tabassum	Convenor; Asst. Prof.
3.	Dr. Uday Shankar	Asst. Professor - Member
4.	Mr. Arvind Kumar	Librarian - Member
5.	Mrs. Anjana Kumari	Asst. Professor - Member
6.	Mr. Kanahiya Kumar	Student - Member
7.	Ms. Swati Kumari	Student - Member

Anjana Kumari
Swati

DISCUSSION & RESOLUTION ON AGENDA

The agenda for the meeting are discussed as following:

Agenda 1: Review of the Last Meeting:

The minutes of the previous meeting was discussed at length. In the last meeting it was decided that the WEB-OPAC system needs to be implemented which is still pending. IQAC Co-Ordinator mentioned this and asked the Librarian to ensure proper implementation.

Agenda 2: Purchase of new books in the Library:

During the meeting, it was pointed out by the Librarian that we need to purchase more books in the Library to keep ourselves updated with the current curriculum. It was unanimously decided that the Book List needs to be prepared by the Librarian and presented before the management for the approval of purchase of books.

Agenda 3: Subscription to DELNET

To keep ourselves updated with the Library system and software, IQAC Co-Ordinator suggested to Librarian to enquire about the subscription details of DELNET and post approval from the management, subscribe to the DELNET. This will be hugely beneficial for the students as they can access the online study materials which in turn will help them in gaining knowledge from across the web.

Sunita Singh
Chairperson
5/12/23
MCTE, PATNA

Noushia Tabassum
05/12/23
Convenor
Library Advisory Committee

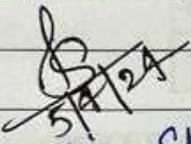
Notice

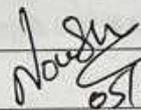
Ref No. - MCTE/24/010-LAC

Date: 05/04/24

This is to inform to all the members of the Library Advisory Committee that a meeting is proposed on 08/04/24 (Monday) at 03:00 PM in the college library. All the members of the committee are hereby informed to be present in the meeting.

Thanks & Regards,


(Kumari Shashi Singh)
ICAC co-ordinator
M.C.T.E. Patna


05/04/24



Mundeshwari College for Teacher Education

Sarari-Usri Road, Khagaul, Patna - 801105

Affiliated to Aryabhata Knowledge University, Patna

Ref. No. MCTE/24/011-LAC

Date: 08/04/2024

RESOLUTION/ATR LIBRARY ADVISORY COMMITTEE

Minutes of Meeting of Library Advisory Committee held on 08/04/2024 at 03:00 PM in MCTE Library.

Sl. No.	Name	Designation
1.	Dr. Kumari Sunita Singh	Chairperson; Principal
2.	Mrs. Noushia Tabassum	Convener; Asst. Prof.
3.	Dr. Uday Shankar	Asst. Professor - Member
4.	Mr. Arvind Kumar	Librarian - Member
5.	Mrs. Anjana Kumari	Asst. Professor - Member
6.	Mr. Kanahiya Kumar	Student - Member
7.	Ms. Swati Kumari	Student - Member

Anjana Kumari
Kanahiya
Swati

DISCUSSION & RESOLUTION ON AGENDA

The agenda for the meeting are discussed as following:

Agenda 1: Review of the previous meeting:

The minutes of the previous meeting was discussed at length and was reviewed and approved.

Agenda 2: Library Budget Allocation:

The Librarian presented the proposed Library budget for the upcoming academic year. IQAC Co-Ordinator suggested allocating more funds for e-resources. He also emphasized on purchase of more books in pedagogy.

Agenda 3: Library Usage and Student Feedback:

The librarian presented data on library usage, including circulation statistics and student feedback. IQAC Co-Ordinator suggested a library orientation program for new students so that they are updated with the rules and regulation of the library and how to abide by them.

Chairperson
MCTE, PATNA
8/4/24

Noushia
08/04/24
Convener
Library Advisory Committee

Notice

Page No. 10

Date:

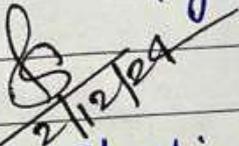
Ref. No - MCTE/24/012-LAC

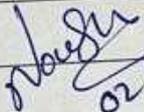
Date: 02/12/24

24

This is to inform to all the members of the Library Advisory Committee that a meeting is proposed on 05/12/24 (Thursday) at 03:00 PM in the college library. All the members of the committee are hereby informed to be present in the meeting.

Thanks + Regards


(Kumari Shashi Singh)
IQAC Co-ordinator
M.C.T.E., Patna


02/12/24



Mundeshwari College for Teacher Education

Sarari-Usri Road, Khagaul, Patna - 801105
Affiliated to Aryabhata Knowledge University, Patna

Ref. No. MCTE/24/013-LAC

Date: 05/12/2024

RESOLUTION/ATR LIBRARY ADVISORY COMMITTEE

Minutes of Meeting of Library Advisory Committee held on 05/12/2024 at 03:00 PM in MCTE Library. Following were the members of the meeting.

Sl. No.	Name	Designation
1.	Dr. Kumari Sunita Singh	Chairperson; Principal
2.	Mrs. Noushia Tabassum	Convenor; Asst. Prof.
3.	Dr. Uday Shankar	Asst. Professor - Member
4.	Mr. Arvind Kumar	Librarian - Member
5.	Mrs. Anjana Kumari	Asst. Professor - Member
6.	Mr. Kanahiya Kumar	Student - Member
7.	Ms. Swati Kumari	Student - Member

Signature of Anjana Kumari
Signature of Kanahiya Kumar
Signature of Swati Kumari

DISCUSSION & RESOLUTION ON AGENDA

The agenda for the meeting are discussed as following:

Agenda 1: Review of the previous meeting:

The minutes of the previous meeting was discussed at length and was reviewed and approved.

Agenda 2: Maintenance and upkeep of Library facilities:

The Librarian presented the status of Library Maintenance and upkeep of the Library facilities.

Agenda 3: To take review of the faculty members regarding books:

Faculty members gave reviews and some suggestions for text books for all courses including journals and periodicals.

Agenda 4: Regarding stock verification and sale of unused scrap:

Members discussed that used and unused library stock should be verified and process should be done for the sale of unused scrap of library.

Signature of Sunita Singh
Chairperson
MCTE, PATNA
8/12/24

Signature of Noushia Tabassum
Convenor
05/12/24
Library Advisory Committee