



LIBRARY COMMITTEE

LNCT/LC/2023/01

Date: 12/01/2023

Objectives/Functions:

The Library Committee provides a forum for open discussion of matters relating to the Library and its services.

The major objectives are give below:

1. The Library Committee is a standing committee of the Academic Council.
2. To develop collection of reading material useful for various courses.
3. To provide full information support to the teaching-learning process in the college.
4. To provide various library services and facilities to the readers.
5. To support research activity for its progress and qualitative development.
6. To exchange information about the library and information requirements of the academic community of departments, centers and students.
7. The committee also looks into student's complaints, if any.
8. To discuss the need of budget, rules and regulations of the library.

Role & Responsibilities:

The duties and function of the Library Committee shall be:

1. To frame general rules for the management of the Library.
2. To prepare the annual budget estimates of the Library.
3. To allocate funds, from the sanctioned annual budget of the library, for the purchase of books, journals and periodicals.
4. To arrange for the stock taking of the library.
5. To advise the Librarian regarding general library development.



LAKSHMI NARAIN COLLEGE OF TECHNOLOGY BHOPAL (M.P.)

LIBRARY COMMITTEE

Composition:

S.No	Name	Department	Designation
1	Dr. Sushil Kumar	IT	Chairman
2	Dr. Sadhna Mishra	CSE	Member
3	Dr. Soni Changlani	EC	Member
5	Dr. Shailendra Dwivedi	ME	Member
6	Dr. Manju Khare	EX	Member
8	Dr. Tripti Saxena	CSE	Member
9	Dr. Kamna Mishra	EC	Member
10	Mr. Devendra Bisen	EE	Member
11	Dr. Keshav Singh	ME	Member
12	Dr. Santosh Jain	Physics	Member
13	Dr. Arti Malviya	Chemistry	Member
14	Dr. Madhu Singh	Mathematics	Member
15	Dr. Ankita Gautam	Humanities	Member
16	Mr. Amar Lal Sujane	Librarian	Member

Principal

Principal

Lakshmi Narain College of Technology
BHOPAL

Copy to:

1. Office of the Chairman/Vice Chairperson/Secretary
2. Director Administration
3. Director T&P / Incubation/ R&D
4. Dean Student Welfare (DSW)
5. HODs (All Departments)
6. Head, IT Infra
7. Registrar
8. Library



LIBRARY COMMITTEE

LNCT/LC/2023/02

Date: 25/02/2023

Information and Agenda of Meeting No.01 of 2023

The meeting of Library Committee will be held on 11/03/2023 (Saturday) at 09:30 am in the seminar hall of the college.

The agenda points are as under:

1. Confirmation of minutes of Library Committee meeting No.02 of 2022.
2. Facilities in Library premises.
3. Working Timing.
4. Procurement of Books.

Please make it convenient for yourself to attend the meeting.



Chairman

LAKSHMI NARAIN COLLEGE OF TECHNOLOGY, BHOPAL, M.P.

Ref No: LNCT/LC/2023/02

Date: 25/02/2023

Subject: Library meeting Agenda and Information

S.No	Name	Designation	Department	Signature
1.	Dr. Keshav Singh	Prof	ME	KS
2.	Dr. Shailendra Divedi	Prof. & HOD	ME	
3.	Dr. Sanjiv Chandra	Prof & HOD	EC	
4.	Dr. Manjiv Khare	member	EX	
5.	Dr. Sadhna K. Mishra	Prof & Head (mem)	CSE	
6.	Dr. Madhu Singh	Associate prof.	matm	Madhu
7.	Amar L. Sanyal	Librarian	Library	
8.	Dr. Suchil Kumar	Prof & Head	IT	
9.	Devendra Bisen	member	EX	
10.	Dr. Arti Malviya	Asso. Prof.	Engg. chem	
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				
21.				
22.				
23.				
24.				
25.				



LIBRARY COMMITTEE

LNCT/LC/2023/03

Date: 11/03/2023

Minutes of Meeting

A Meeting of Library Committee was held on 11/03/2023 (Saturday) in Seminar hall of the college from 09:30 am.

Confirmation of Minute of Library Committee Meeting No. 02 of 2022 and progress there in the librarian states that demands which were put up by Departments for new subjects as well as for Upgraded versions of the books had been processed. The books had been received. The college library had functioned till late evening, as per the discussions in last meeting. The students were facilitated to use best use of library.

Discussions

1. Librarian Shri Amar Lal Sujane apprised that the wi-fi facilities were smoothly working in Library premises and students were happily using these facilities.
2. Library Timing: Librarian Shri Amar Lal Sujane apprised the committee that the timing of the library had been from 09 am to 08 pm. The students from the hostels and also those Students adjacent as per their requirement and convenience in evening time.
3. The Chairman of LC, Dr. Sushil Kumar has requested members to workout requirement of books considering introduction of new subjects branches up gradation of Syllabus, addition of new books, reading materials etc. at the earliest.
4. Librarian had requested all the departments to submit their requirement considering strength of their students, no. of old books available and no. of other author's books available on the Subjects/no. of topics covered in other books. A judicious requirement may be projected for central Library as well for their own department Library.
5. All the Members had jointly expressed that they all need to ask their faculty to promote more us of Library facilities by themselves and motivate their students also.

After this meeting ended at about 10:30 am.


Chairman (Library Committee)

LAKSHMI NARAIN COLLEGE OF TECHNOLOGY, BHOPAL, M.P.

Ref No: LNCT/LC/2023/03

Date: 12/03/2023

Subject: Library Meeting minutes

S.No	Name	Designation	Department	Signature
1.	Dr. Shailendra Dwivedi	Prof. & HOD	ME	
2.	De. Soni Chayla	Prof & HOD	D (Ec)	
3.	Dr. Sadhna K. Mishra	Prof & Head (Men)	CSE	
4.	Dr. Keshav Singh	Prof.	ME	
5.	D. S. Jushil Ver.	Pr. & Head	IT	
6.	Dr. Manoj Kumar	Member	EX	
7.	Dr. Madhu Singh	Ass. prof.	Maths	
8.	Amur L. Sujana	Librarian	Library	
9.	Devendra Bisen	member	EX	
10.	Dr. Arti Malviya	Asso. Prof.	Engg. chem	
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				
21.				
22.				
23.				
24.				
25.				



LAKSHMI NARAIN COLLEGE OF TECHNOLOGY BHOPAL (M.P.)

LIBRARY COMMITTEE

LNCT/LC/2023/04

Date: 13/10/2023

Information and Agenda of Meeting No. 02 of 2023

The meeting of Library Committee will be held on 14/11/2023 (Saturday) at 09:30 am in the seminar hall of the college.

The agenda points are as under:

1. Confirmation of minutes of Library Committee meeting No.02 of 2023
2. Facilities in Library premises
3. The process of book bank of the new first session was discussed
4. Working Timing

Please make it convenient for your-self to attend the meeting.

Chairman (Library Committee)



LIBRARY COMMITTEE

LNCT/LC/2023/05

Date: 14/11/2023

Minutes of Meeting

A Meeting of Library Committee was held on 14/11/2023 (Saturday) in Seminar hall of the college from 09:30 am.

Confirmation of Minute of last Library Committee Meeting No.01 of 2023 and progress there in:

The Librarian states that demands which were put up by Departments for new subjects as well as for upgraded versions of the books had been processed. The books had been received. The College library had functioned till late evening, as per the discussions in last meeting. The students were facilitated to use best use of library and motivated to read English news papers and refer the research journals.

Discussions:

1. Librarian Shri Amar Lal Sujane apprised that the wi-fi facilities were smoothly working in Library premises and students were happily using these facilities.
2. Librarian had further apprised the committee that the timing of the library had been from 09 am to 08 pm. The students from the hostels and also those Students adjacent as per their requirement and convenience in evening time.
3. Book Bank Distribution for the New First Session – Library Committee:
The Library Committee has finalized the book bank distribution process for the new 1st Semester session. As per the decision, books under the book bank scheme have been issued to students between 18th September to 30th September, after submission of fees and showing the admission slip. Books will not be issued after the specified dates. Additionally, students must return library books within five days after the end of the university examination to ensure proper management and availability of resources.
4. Students are time and again educated not to tear pages from the books. They are also advised to return books by due dates, so that these books are available to other students also whenever they are needing them.
5. Members are requested to consult in their Departments about further requirement of the books and put-up their demands.
6. Librarian **Mr. Amar** informed that necessary books have been requested from the concerned departments from time to time, and they have been made available accordingly. Books for the newly introduced courses have been purchased based on the suggestions received from the



LIBRARY COMMITTEE

departments, and the faculty is now referring to them. Additionally, **34 religious books** are made available to the students this time.

7. It was discussed that all faculties shall motivate students to read English news papers and magazines daily. Those interested in research shall be motivated to use research journals. Students shall be repeatedly made educated to handle books carefully and return in-time.

After this, the meeting ended at about 10:35 am.

Chairman (Library Committee)

A handwritten signature in blue ink, consisting of several loops and a long horizontal stroke, positioned above the text 'Chairman (Library Committee)'. The signature is somewhat stylized and difficult to decipher.

