



LNCT/LC/2024/01

Date: 27/01/2024

## **LIBRARY COMMITTEE**

### **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.)

## Composition:

S.No	Name	Department	Designation
1	Dr. Sushil Kumar	CSE	Chairman
2	Dr. Sadhna Mishra	CSE	Member
3	Dr. Soni Changlani	EC	Member
4	Mr. Akhilesh Kumar Soni	ME	Member
5	Dr. Manju Khare	EX	Member
6	Dr. Tripti Saxena	CSE	Member
7	Dr. Kamna Mishra	EC	Member
8	Mr. Devendra Bisen	EE	Member
9	Ms. Nectu Singh	ME	Member
10	Dr. Santosh Jain	Physics	Member
11	Dr. Arti Malviya	Chemistry	Member
12	Dr. Madhu Singh	Mathematics	Member
13	Asst. Pragya Shastri	Humanities	Member
14	Mr. Amar Lal Sujane	Librarian	Member

Principal, LNCT

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/2024/02

Date: 07/06/2024

INFORMATION AND AGENDA OF MEETING NO. 01 OF 2024

The meeting of Library Committee will be held on 08/06/2024 (Saturday) at 10:30 AM in the Board Room of the LNCT College.

The agenda points are as under:

1. Confirmation of minutes of Library Committee meeting No. 2 of 2023
2. Facilities in Library premises
3. Working Timing
4. Procurement of Books

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

Chairman (Library Committee)



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

Ref No: LNCT/LC/2024/02 Date: 07/06/2024

Subject: Library Meeting Agenda and Information.

S.No	Name	Department	Signature	Remarks
1.	Dr. Sushil Kumar	CSE		
2.	Dr. Sadhna Mishra	CSE		
3.	Dr. Sow Chandra	EC		
4.	Akhilesh K. Sani	ME		
5.	Dr. Kamna Mishra	EC		
6.	Dr. Tripti Saxena	CSE		
7.	Neetu Singh	ME		
8.	Prof. Pragya Shastri	Maintenance		
9.	Dr. Manoj Kumar	EX		
10.	Dr. Madhu Singh	Maths		
11.	Dr. Arki Malviya	chemistry		
12.	Dr. Santosh Sam	Physics		
13.	Devendra Bisen	EX		
14.	Anuraj Singh	Library		
15.				
16.				
17.				
18.				
19.				
20.				
21.				
22.				
23.				
24.				
25.				



LIBRARY COMMITTEE

LNCT/LC/2024/08

Date: 08/06/2024

Minutes of Meeting

A Meeting of Library Committee was held on 08/06/2024 (Saturday) in Board Room of LNCT College from 10:30 AM.

Confirmation of Minute of Library Committee Meeting No. 02 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.

Discussions

1. Librarian Shri Amar Lal Sujane had apprised the committee that timing of the Library had been from 09 am to 08 pm. The students from hostels and colleges neighborhood are making full use of the extended timings of the Library.
2. 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.
3. Librarian Mr. Amar further requested all the members to communicate the above points in classes of their respective departments.
4. Prof. Sushil Kumar brought out that 7<sup>th</sup> Semester is likely to start in 4<sup>th</sup> week of 31<sup>st</sup> July 2024. The 3<sup>rd</sup> & 4<sup>th</sup> Semester would start in September 2024. Admission will likely to go to Sep/Oct 2024 this year. Please do equip our library with sufficient books of these courses accordingly. So we need to prepare accordingly for 1<sup>st</sup> year and also for senior classes.
5. Librarian Mr. Amar stated that respective Departments had requisitioned required books on time to time. The books are made available to them. The List of books procured in last year are produced herewith. All are requested to kindly peruse through it.
6. Members are requested to discuss in their Departments about further requirement of the books and put-up their demands.
7. The senior member Dr. Soni Changlani & Dr. Sadhna Mishra has reiterated that they had sufficient and satisfactory level of books available in the library. Further they have adequate



## LIBRARY COMMITTEE

reference books available in their departmental libraries which are made use of by their faculties.

8. It was discussed that all faculties shall motivate students to read English news papers 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 meeting ended at about 11.30 AM.

  
Chairmah (Library Committee)



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

Ref No: LNCT/LC/2024/03 Date: 08/06/2024

Subject: Minutes of Meeting (Library Committee)

S.No	Name	Department	Signature	Remarks
1.	Dr. Sushil Kumar	C&E		
2.	Dr. Sadhna Mishra	CSE		
3.	Dr. Sow Chergam	Dr. EC		
4.	Akhilesh K. Saini	ME		
5.	Dr. Kamna Mishra	CE		
6.	Dr. Tupti Saxena	CSE		
7.	Devendra Bisen	EX		
8.	Dr. Mohan Kumar	EX		
9.	Neetu Singh	ME		
10.	Dr. Santosh Jain	Phy		
11.	Dr. Arti Melnye	chemistry		
12.	Prof. Pragya Shastri	Humanities		
13.	DR. MADHU SINGH	Maths		
14.	Amrinder Singh	Library		
15.				
16.				
17.				
18.				
19.				
20.				
21.				
22.				
23.				
24.				
25.				



LIBRARY COMMITTEE

LNCT/LC/2024/04

Date: 09/10/2024

INFORMATION AND AGENDA OF MEETING NO. 02 OF 2024

The meeting of Library Committee will be held on 10/10/2024 (Thursday) at 09:30 am in the Board Room of LNCT College.

The agenda points are as under:

1. Confirmation of minutes of Library Committee meeting No.01 of 2024
2. Facilities in Library premises
3. The process of book bank of the new first session was discussed
4. Working Timing
5. Along with the purchase of other books, religious books were also purchased.

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

Chairman (Library Committee)



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

Ref No: LNCT/IC/2024/04 Date: 09/10/2024

Subject: Library Committee Agenda and Information.

S.No	Name	Department	Signature	Remarks
1.	Dr. Sushil Kumar	CSE		
2.	Dr. Sadhna Mishra	CSE		
3.	Dr. Savi Chandra	EC		
4.	Akhilesh Kumar	ME		
5.	Dr. Kamesh Mishra	GE		
6.	Dr. Tripti Sahoo	CSE		
7.	Dr. Manoj Khare	EX		
8.	Neetu Singh	ME		
9.	Devendra Bisen	EX		
10.	Dr. Santosh Jais	PHY		
11.	Dr. Asti Malviya	chem.		
12.	Prof. Pragya Shastri	Humanities		
13.	Dr. Madhu Singh	Mathematics		
14.	Amer Lal Banjara	librarian		
15.				
16.				
17.				
18.				
19.				
20.				
21.				
22.				
23.				
24.				
25.				



LIBRARY COMMITTEE

LNCT/LC/2024/05

Date: 10/10/2024

Minutes of Meeting

A Meeting of Library Committee was held on 10/10/2024 (Thursday) in Board Room of LNCT College from 09:30 am.

Confirmation of Minute of last Library Committee Meeting No.01 of 2024 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 1<sup>st</sup> Semester Session – Library Committee:**  
The Library Committee has finalized the book bank distribution process for the new 1<sup>st</sup> Semester session. As per the decision, books under the book bank scheme have been issued to students between 18<sup>th</sup> September to 30<sup>th</sup> 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.



LIBRARY COMMITTEE

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 departments, and the faculty is now referring to them.
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.

A handwritten signature in blue ink, consisting of a stylized 'A' followed by a horizontal line and a small flourish.

Chairman (Library Committee)



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

Ref No: LNCT/LC/2024/05

Date: 10/10/2024

Subject: Minutes of Meeting LC2

S.No	Name	Department	Signature	Remarks
1.	Dr. Sushil Kumar	CSE		
2.	Dr. Sadhna Mishra	CSE		
3.	Dr. Soni Changlan	EC		
4.	Akhilesh Ka. Soti	ME		
5.	Dr. Kamna Mishra	EC		
6.	Dr. Tripti Saxena	CSE		
7.	Naitu Singh	ME		
8.	Dr. Madhu Singh	Maths		
9.	Prof. Pragya Shastri	Humanities		
10.	Devendra Bisen	EX		
11.	Dr. Arti Malviya	chemistry		
12.	Dr. Manoj Khare	EA		
13.	Dr. Santosh Jau	Phy		
14.	Amuz Lal Sujana	library		
15.	D			
16.				
17.				
18.				
19.				
20.				
21.				
22.				
23.				
24.				
25.				