



DEEPSHIKHA COLLEGE OF TECHNICAL EDUCATION

(Under The Management Of Deepshikha Kala Sansthan)

Affiliated to Rajasthan Technical University, University of Rajasthan & Approved by AICTE, Ministry of HRD, Govt. of India

Ref. No.: DCTE/ circular / 2023-24 / 102

Date 19/06/2023

NOTICE

All the members of the Library committee are informed that a meeting will be held on 20/06/2023 at 2:30 PM in the admin block by the Member Secretary of the Library Committee.

Attendance of all is mandatory in the meeting-

Dr. Rita Bisht	Principal
Ms. Sonia Gaur (L)	Member Secretary
Dr. Anila Sharma	HOD, Education Department
Mr. Devendra Kumar	HOD, Science Department
Dr. Sunita Yadav	Faculty Representative

Member Secretary
Library Committee

Principal

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Principal
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Varun Path, Mansarovar



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Ref. No. : DTE/MOM-ATR/2023-24/103

Date : 20/06/2023

Minutes of Meeting

The Library committee meeting commenced at 2:30 PM in Admin Block. The meeting began with a short prayer. Subsequently, The Member Secretary welcomed all the members to the Library committee meeting, expressing gratitude for their attendance and participation. The following agendas would be discussed during the meeting:

Meeting Agenda

1. Welcome, introduction of members, and briefing on the objectives of the Library Committee.
2. Review of the existing library resources and infrastructure.
3. Discussion on the implementation of the Koha Integrated Library Management System (ILMS).
4. Discussion on library automation and digitization of library records.
5. Implementation of Online Public Access Catalogue (OPAC/Web OPAC) and barcode-based circulation system.
6. Approval for procurement of library automation hardware and software.
7. Approval of budget for library automation, staff training, and digital library development.

Attendance of all is mandatory in the meeting-

Dr. Rita Bisht	Principal
Ms. Sonia Gaur (L)	Member Secretary
Dr. Anila Sharma	HOD, Education Department
Mr. Devendra Kumar	HOD, Science Department
Dr. Sunita Yadav	Faculty Representative

Agenda 1: Welcome, introduction of members, and briefing on the objectives of the Library Committee.

Discussion Points

1. The Principal welcomed all the members to the first meeting of the Library Committee for the academic session 2023-24 and appreciated their presence and participation.

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2. The Member Secretary introduced the members of the Library Committee and briefed them about their roles and responsibilities in ensuring the effective functioning of the Central Library.
3. It was discussed that the Library Committee would work towards strengthening library resources, improving user services, and supporting the academic and research needs of students and faculty members.
4. The Principal emphasized the importance of developing a modern, technology-enabled library that promotes reading habits, self-learning, and academic excellence within the institution.
5. Members discussed the need for periodic review of library infrastructure, learning resources, digital services, and user feedback to ensure continuous improvement in library facilities.
6. After detailed deliberations, all the members expressed their commitment to actively contribute towards the development and modernization of the Central Library in line with the institution's academic objectives.

Resolution

After detailed deliberations, the Library Committee unanimously resolved to initiate its activities for the academic session 2023–24 with a focus on strengthening library resources, improving user services, and supporting academic excellence. The Committee further resolved to meet periodically to review library development initiatives and ensure the effective implementation of decisions taken from time to time.

Action Taken Report (ATR)

In pursuance of the resolution, the responsibilities of the Committee members were communicated by the Member Secretary, and an action plan for the academic session 2023–24 was prepared. The Committee initiated the planning process for library development activities and scheduled periodic meetings to monitor the progress of the approved initiatives.

Agenda 2: Review of the Existing Library Resources and Infrastructure

Discussion Points

1. The Member Secretary presented the current status of the Central Library, including the collection of books, journals, reference materials, e-resources, and other learning resources available for students and faculty members.
2. It was discussed that the existing library infrastructure adequately supported academic activities; however, there was a need for continuous upgradation to meet emerging educational and technological requirements.
3. The Principal emphasized the importance of enriching the library collection with the latest editions of textbooks, reference books, competitive examination materials, and research publications.
4. Members discussed the need to improve seating arrangements, reading facilities, internet connectivity, and access to digital learning resources to create a more conducive learning environment.


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5. The Committee also reviewed the utilization of library resources and suggested encouraging students and faculty members to make greater use of the available facilities through orientation and awareness programmes.
6. After detailed deliberations, the Committee agreed that periodic assessment of library resources and infrastructure should be undertaken to ensure quality improvement.

Resolution

After detailed deliberations, the Library Committee unanimously resolved to strengthen the library resources and infrastructure by periodically reviewing the collection, improving user facilities, and ensuring the availability of adequate academic and digital learning resources to meet the requirements of students and faculty members.

Action Taken Report (ATR)

Following the resolution, the Member Secretary initiated a review of the existing library collection and infrastructure. Requirements for additional books, learning resources, and infrastructure improvements were identified, and necessary proposals were prepared for further approval.

Agenda 3: Discussion on the Implementation of the Koha Integrated Library Management System (ILMS)

Discussion Points

1. The Member Secretary presented the proposal for implementing the Koha Integrated Library Management System (ILMS) to automate the major functions of the Central Library.
2. It was discussed that the implementation of Koha would improve efficiency in acquisition, cataloguing, circulation, serial control, report generation, and database management.
3. The Principal highlighted that adopting an integrated library management system would strengthen transparency, improve service delivery, and support the institution's digital initiatives.
4. Members discussed the benefits of providing an online platform for accessing library resources and maintaining accurate digital records.
5. The Committee also reviewed the technical requirements, implementation process, and maintenance support required for successful deployment of the software.
6. After detailed deliberations, all members unanimously supported the proposal for implementing Koha ILMS.

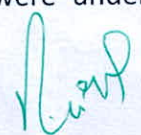
Resolution

The Library Committee unanimously resolved to implement the Koha Integrated Library Management System for the Central Library to ensure efficient automation of library operations and improved user services. The Member Secretary was authorized to coordinate the implementation process in accordance with institutional procedures.

Action Taken Report (ATR)

Following the approval, the implementation process for Koha ILMS was initiated. Preliminary technical planning, vendor coordination, and implementation scheduling were undertaken under the supervision of the Member Secretary.


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Agenda 4: Discussion on Library Automation and Digitization of Library Records

Discussion Points

1. The Member Secretary informed the Committee about the need to digitize library records to improve efficiency and accessibility.
2. It was discussed that accession registers, bibliographic records, and catalogue information should be converted into digital format in a phased manner.
3. Members suggested adopting standard cataloguing and classification practices to maintain uniformity and accuracy of library records.
4. The Principal emphasized that digitization would reduce manual work, improve record management, and facilitate faster library services.
5. The Committee discussed the need for regular verification, updating, and backup of digital records to ensure data security.
6. After detailed deliberations, the Committee unanimously supported the automation and digitization of library records.

Resolution

The Committee resolved to undertake the automation and digitization of all library records in a phased manner while ensuring accuracy, standardization, and proper maintenance of digital data.

Action Taken Report (ATR)

The process of digitizing accession records and library databases was initiated. The **Member Secretary** supervised data entry, verification, and record updating activities to ensure systematic implementation.

Agenda 5: Implementation of Online Public Access Catalogue (OPAC/Web OPAC) and Barcode-Based Circulation System

Discussion Points

1. The Member Secretary explained the importance of providing Online Public Access Catalogue (OPAC/Web OPAC) facilities for easy access to library resources.
2. It was discussed that students and faculty members would benefit from searching library holdings online before visiting the library.
3. Members also discussed the introduction of a barcode-based circulation system to improve the efficiency of book issue and return procedures.
4. The Principal stated that technology-enabled library services would significantly enhance user convenience and reduce manual errors.
5. The Committee reviewed the technical requirements for implementing OPAC, barcode generation, and automated circulation services.
6. After detailed deliberations, the Committee unanimously supported the implementation of both facilities.

Resolution

The Committee resolved to implement the OPAC/Web OPAC facility and barcode-based circulation system to improve accessibility, efficiency, and transparency in library operations.


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Action Taken Report (ATR)

Necessary preparations for OPAC implementation and barcode generation were initiated. Technical requirements were identified, and implementation activities commenced under the supervision of the **Member Secretary**.

Agenda 6: Approval for Procurement of Library Automation Hardware and Software

Discussion Points

1. The Member Secretary presented the requirement for procuring hardware and software essential for library automation.
2. It was discussed that barcode printers, barcode scanners, barcode labels, server infrastructure, and related equipment were necessary for the successful implementation of automation.
3. Members reviewed the proposed specifications and discussed the importance of procuring quality equipment through the prescribed institutional procedures.
4. The Principal emphasized that timely procurement would ensure smooth implementation of the automation project.
5. The Committee also discussed the need for installation, technical support, and maintenance of the procured equipment.
6. After detailed deliberations, the members unanimously agreed to recommend the procurement proposal.

Resolution

The Committee unanimously resolved to approve the procurement of the required hardware and software for library automation in accordance with the institutional purchase procedures and applicable financial norms.

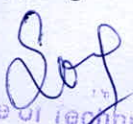
Action Taken Report (ATR)

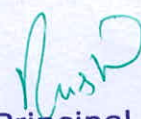
Based on the approval, the procurement process was initiated. Technical specifications were finalized, quotations were invited, and further action was taken as per institutional purchase procedures.

Agenda 7: Approval of Budget for Library Automation, Staff Training, and Digital Library Development

Discussion Points

1. The Member Secretary presented the estimated budget required for implementing library automation and related development activities.
2. It was discussed that adequate financial support would be essential for software implementation, infrastructure development, staff training, and annual maintenance.
3. Members emphasized the importance of conducting orientation and capacity-building programmes to enable library staff to effectively manage the automated library system.
4. The Principal highlighted the need for continuous investment in digital library services to enhance the quality of teaching, learning, and research.
5. The Committee discussed future initiatives such as expanding e-resources, strengthening digital services, and ensuring regular system maintenance.


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6. After detailed deliberations, all members unanimously recommended approval of the proposed budget.

Resolution

The Committee unanimously resolved to recommend the approval of the proposed budget for library automation, staff training, annual maintenance, and future digital library development activities to ensure the effective functioning of the Central Library.

Action Taken Report (ATR)

Following the resolution, the budget proposal was forwarded to the Competent Authority for approval. Planning for staff training, digital library initiatives, and annual maintenance activities was initiated under the supervision of the Member Secretary.



Member Secretary
Library Committee


Principal

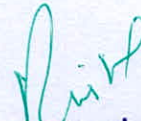
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Ref. No. : DCTE/Circular/2024-25/209

Date 17/07/2024

NOTICE

All the members of the Library committee are informed that a meeting will be held on 18/07/2024 at 12:30 PM in the admin block by the Member Secretary of the Library Committee.

Attendance of all is mandatory in the meeting-

Dr. Rita Bisht	Principal
Ms. Sonia Gaur	Member Secretary
Dr. Anila Sharma	HOD, Education Department
Mr. Devendra Kumar	HOD, Science Department
Dr. Sunita Yadav	Faculty Representative

Member Secretary
Library Committee

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Ref. No.: DCTE/MOM-ATR/2024-25/210

Date: 18/07/2024

Minutes of Meeting

The Library committee meeting commenced at 12:30 PM in Admin Block. The meeting began with a short prayer. Subsequently, The Member Secretary welcomed all the members to the Library committee meeting, expressing gratitude for their attendance and participation. The following agendas would be discussed during the meeting:

Meeting Agenda

1. Confirmation of the Minutes of the Previous Library Committee Meeting
2. Consideration and Approval of the Library Budget for the Academic Session 2024-25
3. Review and Finalization of Department-wise Book Requirements for the Academic Session 2024-25
4. Renewal and Subscription of National and International Journals for the Academic Session 2024-25
5. Procurement of Books as per the Latest University of Rajasthan Syllabus and Departmental Requirements
6. Strengthening of Library Services through Orientation Programmes, Promotion of OPAC/Koha, Display of New Arrivals, and Enhancement of the Reference Collection

Attendance of all is mandatory in the meeting-

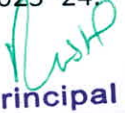
Dr. Rita Bisht	Principal
Ms. Sonia Gaur	Member Secretary
Dr. Anila Sharma	HOD, Education Department
Mr. Devendra Kumar	HOD, Science Department
Dr. Sunita Yadav	Faculty Representative

Agenda 1: Confirmation of the Minutes of the Previous Library

Discussion Points

1. The Principal welcomed all the members to the second Library Committee Meeting for the academic session 2024-25 and requested the Member Secretary to present the minutes of the previous meeting held during the academic session 2023-24.


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2. The Member Secretary presented the proceedings and resolutions of the previous meeting and briefed the Committee about the progress made in implementing the decisions related to library automation, strengthening of library resources, and improvement of library services.
3. It was discussed that the resolutions passed in the previous meeting had been implemented in a phased manner and had contributed significantly towards improving the functioning of the Central Library.
4. Members reviewed the Action Taken Report and expressed satisfaction with the progress achieved in areas such as library automation, digital services, and enhancement of user facilities.
5. The Principal emphasized that regular review of previous decisions was essential to ensure effective implementation, transparency, and continuous improvement in library administration.
6. After detailed deliberations, the Committee unanimously agreed that the minutes of the previous meeting accurately reflected the proceedings and decisions taken by the Committee.

Resolution

After detailed deliberations, the Library Committee unanimously resolved to confirm the minutes of the previous Library Committee Meeting. The Committee expressed satisfaction with the progress made on the resolutions passed earlier and resolved to continue monitoring the implementation of all approved initiatives to ensure the effective development and modernization of the Central Library.

Action Taken Report (ATR)

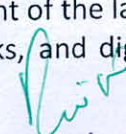
In pursuance of the resolution, the minutes of the previous meeting were formally confirmed and recorded. The Member Secretary informed the Committee that the approved decisions had been implemented in a phased manner, and periodic monitoring of ongoing library development activities would continue to ensure their timely completion and sustained effectiveness.

Agenda 2: Consideration and Approval of the Library Budget for the Academic Session 2024-25

Discussion Points

1. The Member Secretary presented the proposed library budget for the academic session 2024-25, highlighting the estimated financial requirements for the procurement of books, journals, newspapers, e-resources, library automation, maintenance of library infrastructure, and other developmental activities of the Central Library.
2. The Principal emphasized that the library budget should be planned in accordance with the academic needs of the institution and should adequately support teaching, learning, research, and extension activities. It was further stated that optimum utilization of the budget would contribute to strengthening the quality of library services.
3. It was discussed that priority should be given to the procurement of the latest editions of textbooks, reference books, competitive examination books, and digital learning


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resources as per the curriculum of the University of Rajasthan and the requirements of various departments.

4. Members deliberated on the allocation of funds for the renewal of journals, subscription to e-resources, maintenance of the Koha Library Management System, purchase of library consumables, and upgradation of library infrastructure to ensure uninterrupted library services.
5. The Committee also discussed the need to allocate adequate funds for organizing library orientation programmes, staff training, preservation of library resources, and future expansion of digital library facilities in order to meet the evolving academic and technological requirements.
6. After detailed deliberations, the Committee expressed satisfaction with the proposed budget and unanimously agreed that it was comprehensive, balanced, and capable of addressing the present and future requirements of the Central Library.

Resolution

After detailed deliberations, the Library Committee unanimously resolved to approve the proposed Library Budget for the academic session 2024–25 and recommended that the same be forwarded to the Competent Authority for necessary approval. The Committee further resolved that the sanctioned budget shall be utilized judiciously and transparently for the procurement of library resources, subscription of journals and e-resources, maintenance of library automation systems, infrastructure development, and other library-related activities in accordance with institutional policies and financial regulations.

Action Taken Report (ATR)

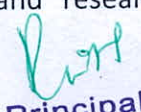
In pursuance of the resolution, the proposed Library Budget for the academic session 2024–25 was submitted to the Competent Authority for approval. The Member Secretary initiated the necessary planning for procurement of books, journals, e-resources, and other library requirements in accordance with the approved budget. Budgetary provisions were also earmarked for staff development, infrastructure maintenance, and strengthening of digital library services to ensure the timely implementation of all proposed activities during the academic session.

Agenda 3: Review and Finalization of Department-wise Book Requirements for the Academic Session 2024–25

Discussion Points

1. The Member Secretary informed the Committee that all academic departments had been requested to submit their requirements for textbooks, reference books, competitive examination books, and other learning resources for the academic session 2024–25.
2. It was discussed that the book requirements submitted by the departments should be carefully reviewed to ensure that they were in accordance with the latest curriculum prescribed by the University of Rajasthan and the academic needs of students and faculty members.
3. The Principal emphasized that priority should be given to the procurement of the latest editions of prescribed textbooks, reference books, and research-oriented


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publications to strengthen teaching, learning, and research activities within the institution.

4. Members suggested that each department should submit complete bibliographic details, including the title, author, publisher, edition, ISBN, and the number of copies required, to facilitate timely procurement and accurate record management.
5. The Committee also discussed that departments should submit their book requirements well in advance of the commencement of each academic session so that procurement, cataloguing, classification, and accessioning of books could be completed without delay.
6. After detailed deliberations, the Committee unanimously agreed that timely submission and systematic review of departmental book requirements would ensure the availability of adequate learning resources and improve the overall quality of library services.

Resolution

After detailed deliberations, the Library Committee unanimously resolved that all academic departments shall submit their book requirements in the prescribed format with complete bibliographic details within the stipulated time. The Committee further resolved that priority shall be given to the procurement of books prescribed under the latest University of Rajasthan syllabus, along with additional reference and research materials, to adequately support the academic and research requirements of the institution.

Action Taken Report (ATR)

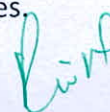
In accordance with the resolution, the Member Secretary circulated the prescribed book requisition format to all Heads of Departments and requested them to submit their requirements within the specified timeline. The received requisitions were scrutinized and consolidated for further processing, procurement, and inclusion in the Central Library collection before the commencement of the academic session.

Agenda 4: Renewal and Subscription of National and International Journals for the Academic Session 2024–25

Discussion Points

1. The Member Secretary presented the list of national and international journals due for renewal and highlighted the importance of maintaining updated journal subscriptions to support academic, research, and professional development activities.
2. It was discussed that the renewal of existing journals should be undertaken on priority to ensure uninterrupted access to quality academic resources for students and faculty members throughout the academic session.
3. The Principal emphasized that journal subscriptions should be aligned with the curriculum, research requirements, and the guidelines of the University of Rajasthan and other regulatory bodies. He further suggested that preference be given to reputed, peer-reviewed, and UGC-CARE-listed journals wherever applicable.
4. Members reviewed the subject-wise journal requirements submitted by various departments and recommended subscribing to additional journals in emerging disciplines to strengthen teaching, learning, and research activities.


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5. The Committee also discussed the need to increase access to e-journals and online databases to facilitate easy availability of scholarly resources and encourage research among faculty members and students.
6. After detailed deliberations, the Committee unanimously agreed that timely renewal of existing journals and subscription to new academic journals would significantly enhance the quality of library resources and support the institution's academic excellence.

Resolution

After detailed deliberations, the Library Committee unanimously resolved to approve the renewal of the existing national and international journals and to subscribe to additional journals based on departmental requirements, curriculum revisions, and research needs. The Committee further resolved that priority shall be given to reputed peer-reviewed and subject-specific journals to strengthen the academic and research environment of the institution.

Action Taken Report (ATR)

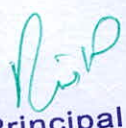
In accordance with the resolution, the Member Secretary initiated the process for renewal of the existing journal subscriptions and obtained quotations for the subscription of additional journals recommended by various departments. The consolidated proposal was processed for approval, and necessary steps were taken to ensure the timely availability of journals for the academic session 2024–25.

Agenda 6: Procurement of Books as per the Latest University of Rajasthan Syllabus and Departmental Requirements

Discussion Points

1. The Member Secretary informed the Committee that the procurement of books for the academic session 2024–25 should be undertaken in accordance with the latest syllabus prescribed by the University of Rajasthan and the requirements submitted by the respective academic departments.
2. It was discussed that priority should be given to the purchase of the latest editions of prescribed textbooks, reference books, competitive examination books, and research publications to support effective teaching, learning, and research activities.
3. The Principal emphasized that books should be procured from reputed publishers and authors to ensure the quality, authenticity, and relevance of the library collection. He further stated that sufficient copies of high-demand books should be made available for the benefit of students.
4. Members reviewed the consolidated list of recommended books received from various departments and suggested that the procurement process should be carried out in a transparent and systematic manner, following the institutional purchase procedures and financial norms.
5. The Committee also discussed the need to maintain a balanced collection by including multidisciplinary books, value-added reading materials, and publications relevant to competitive examinations, skill development, and emerging areas of knowledge.


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6. After detailed deliberations, the Committee unanimously agreed that the timely procurement of quality books would strengthen the library collection and adequately support the academic requirements of students and faculty members.

Resolution

After detailed deliberations, the Library Committee unanimously resolved to approve the procurement of books as per the latest University of Rajasthan syllabus and departmental recommendations. The Committee further resolved that preference shall be given to the latest editions published by reputed publishers, and the procurement process shall be carried out in accordance with institutional purchase procedures to ensure the availability of quality learning resources in the Central Library.

Action Taken Report (ATR)

In accordance with the resolution, the Member Secretary consolidated the approved list of books received from various departments and initiated the procurement process as per institutional norms. Quotations were obtained from authorized vendors, purchase proposals were processed for approval, and necessary steps were taken to ensure the timely availability of the recommended books in the Central Library for the academic session 2024–25.

Agenda 6: Strengthening of Library Services through Orientation Programmes, Promotion of OPAC/Koha, Display of New Arrivals, and Enhancement of the Reference Collection

Discussion Points

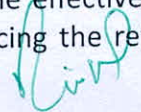
1. The Member Secretary informed the Committee about the need to strengthen library services by creating greater awareness among students and faculty members regarding the facilities and resources available in the Central Library, including the Koha Library Management System and OPAC/Web OPAC.
2. The Principal emphasized that Library Orientation Programmes should be organized for newly admitted students at the beginning of each academic session to familiarize them with library rules, digital resources, OPAC, book borrowing procedures, and other library services.
3. It was discussed that the display of newly arrived books should be updated regularly in the library and on the institutional notice board so that students and faculty members remain informed about the latest additions to the library collection.
4. Members suggested strengthening the reference section by procuring the latest editions of encyclopedias, dictionaries, handbooks, yearbooks, atlases, and other standard reference materials to support teaching, learning, and research activities.
5. The Committee also discussed the need to encourage greater utilization of library resources by promoting digital services, providing user assistance, and periodically obtaining feedback from students and faculty members for continuous improvement.
6. After detailed deliberations, the Committee unanimously agreed that these initiatives would significantly improve the quality of library services, enhance user satisfaction, and promote a culture of reading, self-learning, and academic excellence within the institution.

Resolution

After detailed deliberations, the Library Committee unanimously resolved to strengthen library services by organizing regular library orientation programmes, promoting the effective use of OPAC/Koha, displaying newly arrived books on a regular basis, and enhancing the reference


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Principal

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collection with updated and relevant academic resources. The Committee further resolved to encourage optimum utilization of library facilities through continuous user awareness initiatives and periodic review of library services.

Action Taken Report (ATR)

In accordance with the resolution, the Member Secretary organized library orientation programmes for newly admitted students and initiated awareness activities on the use of OPAC/Koha and other digital library services. The display of new arrivals was updated regularly, additional reference resources were identified for procurement, and user feedback was periodically collected to further strengthen the quality and effectiveness of library services.

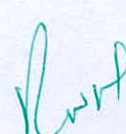

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Ref. No. : DOTE/Circular / 2025-26 / 318

Date 16/07/2025

NOTICE

All the members of the Library committee are informed that a meeting will be held on 17/07/2025 at 1:30 PM in the admin block by the Member Secretary of the Library Committee.

Attendance of all is mandatory in the meeting-

Dr. Rita Bisht	Principal
Ms. Sonia Gaur	Member Secretary
Dr. Anila Sharma	HOD, Education Department
Mr. Devendra Kumar	HOD, Science Department
Dr. Sunita Yadav	Faculty Representative

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Ref. No. : DCTE/MOM-ATR/2025-26/319

Date : 17/07/2025

Minutes of Meeting

The Library committee meeting commenced at 1:30 PM in Admin Block. The meeting began with a short prayer. Subsequently, The Member Secretary welcomed all the members to the Library committee meeting, expressing gratitude for their attendance and participation. The following agendas would be discussed during the meeting:

Meeting Agenda

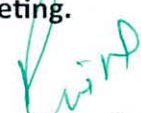
1. Confirmation of the Minutes of the Previous Library Committee Meeting.
2. Review of Library Budget Utilization and Development Plan for the Academic Session 2025-26.
3. Procurement of Relevant Books, Reference Materials, and Learning Resources as per the Latest University of Rajasthan Syllabus and Departmental Requirements.
4. Strengthening of Library Infrastructure through Procurement of Furniture and Installation of CCTV Surveillance System.
5. Organization of Library Orientation and Awareness Programmes for Effective Utilization of Library Resources and Services.
6. Review of Stock Verification, Library Website Updation, and Strengthening of Digital Library Services.

Attendance of all is mandatory in the meeting-

Dr. Rita Bisht	Principal
Ms. Sonia Gaur	Member Secretary
Dr. Anila Sharma	HOD, Education Department
Mr. Devendra Kumar	HOD, Science Department
Dr. Sunita Yadav	Faculty Representative

Agenda 1: Confirmation of the Minutes of the Previous Library Committee Meeting.


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Discussion Points

1. The Principal welcomed all the members to the Library Committee Meeting for the academic session 2025–26 and requested the Member Secretary to present the minutes of the previous meeting.
2. The Member Secretary presented the minutes of the previous Library Committee Meeting and briefed the Committee about the action taken on the resolutions passed during the academic session 2024–25.
3. It was discussed that the decisions relating to library budget utilization, procurement of books, renewal of journals, and strengthening of library services had been implemented successfully in accordance with the recommendations of the Committee.
4. Members reviewed the Action Taken Report and expressed satisfaction with the progress made in improving library resources, infrastructure, and user services during the previous academic session.
5. After detailed deliberations, the Committee unanimously agreed that the minutes of the previous meeting accurately reflected the proceedings and the decisions taken by the Committee.

Resolution

After detailed deliberations, the Library Committee unanimously resolved to confirm the minutes of the previous Library Committee Meeting. The Committee appreciated the progress made in implementing the approved resolutions and resolved to continue monitoring the execution of all library development activities to ensure continuous quality enhancement.

Action Taken Report (ATR)

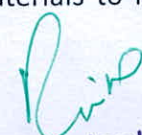
In pursuance of the resolution, the minutes of the previous meeting were formally confirmed and recorded. The Member Secretary informed the Committee that the approved decisions had been implemented successfully, and periodic reviews would continue to ensure the effective execution of ongoing library development initiatives.

Agenda 2: Review of Library Budget Utilization and Development Plan for the Academic Session 2025–26

Discussion Points

1. The Member Secretary presented a detailed report on the utilization of the library budget during the previous academic session and informed the Committee that the allocated funds had been utilized effectively for the procurement of books, journals, e-resources, library infrastructure, and other developmental activities.
2. The Principal appreciated the effective utilization of the available budget and emphasized that future financial planning should focus on strengthening the quality of library resources, digital services, and infrastructure in accordance with the academic requirements of the institution.
3. It was discussed that adequate budgetary provisions should be made for the procurement of the latest editions of textbooks, reference books, competitive examination books, journals, e-resources, and other learning materials to meet the evolving needs of students and faculty members.


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4. Members deliberated on the proposed Library Development Plan for the academic session 2025–26 and suggested allocating funds for library furniture, installation of CCTV cameras, maintenance of the Koha Library Management System, enhancement of digital library services, and modernization of library facilities.
5. The Committee also discussed the need to earmark sufficient funds for staff development programmes, annual maintenance of library equipment, stock verification, library website updation, and user awareness initiatives to ensure the efficient functioning of the Central Library.
6. After detailed deliberations, the Committee unanimously agreed that the proposed budget utilization plan and development initiatives would significantly contribute to strengthening the library and improving the quality of academic support services.

Resolution

After detailed deliberations, the Library Committee unanimously resolved to approve the proposed Library Development Plan for the academic session 2025–26 and recommended that the necessary budgetary provisions be made for the procurement of library resources, infrastructure development, digital services, staff development, and other library improvement initiatives. The Committee further resolved that the sanctioned funds should be utilized judiciously in accordance with institutional policies and financial norms.

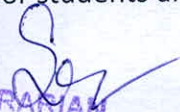
Action Taken Report (ATR)

In accordance with the resolution, the Member Secretary prepared the detailed budget proposal and Library Development Plan for the academic session 2025–26 and submitted the same to the Competent Authority for approval. Necessary planning was initiated for the implementation of the approved developmental activities, and periodic monitoring was undertaken to ensure the effective utilization of the sanctioned budget.

Agenda 3: Procurement of Relevant Books, Reference Materials, and Learning Resources as per the Latest University of Rajasthan Syllabus and Departmental Requirements

Discussion Points

1. The Member Secretary informed the Committee that book requisitions had been received from various academic departments based on the latest University of Rajasthan syllabus and the curriculum requirements for the academic session 2025–26.
2. The Principal emphasized that the library collection should be regularly updated with the latest editions of prescribed textbooks, reference books, competitive examination books, research publications, and other learning resources to support quality teaching and learning.
3. It was discussed that priority should be given to books published by reputed national and international publishers and authored by renowned academicians to ensure the quality and relevance of the library collection.
4. Members reviewed the department-wise book requirements and recommended the procurement of adequate copies of high-demand books to ensure easy accessibility for students and faculty members.


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5. The Committee also discussed the inclusion of multidisciplinary books, career-oriented resources, competitive examination materials, and newly published reference books to strengthen the academic and research environment of the institution.
6. After detailed deliberations, the Committee unanimously agreed that the timely procurement of quality learning resources would enrich the Central Library collection and effectively support the academic, research, and professional development needs of students and faculty members.

Resolution

After detailed deliberations, the Library Committee unanimously resolved to approve the procurement of relevant books, reference materials, and other learning resources as per the latest University of Rajasthan syllabus and the requirements submitted by the respective departments. The Committee further resolved that preference shall be given to the latest editions published by reputed publishers, and the procurement process shall be carried out in accordance with the institutional purchase procedures and financial norms to ensure timely availability of quality resources in the Central Library.

Action Taken Report (ATR)

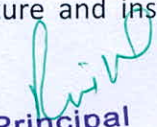
In accordance with the resolution, the Member Secretary consolidated the department-wise book requirements and initiated the procurement process as per institutional guidelines. Quotations were invited from authorized suppliers, the purchase proposal was processed for approval, and necessary steps were taken to ensure that the approved books and learning resources were made available in the Central Library before the commencement of the academic session 2025–26.

Agenda 4: Strengthening of Library Infrastructure through Procurement of Furniture and Installation of CCTV Surveillance System

Discussion Points

1. The Member Secretary informed the Committee about the need to further strengthen the library infrastructure by procuring additional furniture and installing a CCTV surveillance system to ensure a safe, secure, and student-friendly library environment.
2. The Principal emphasized that adequate seating arrangements, reading tables, chairs, book racks, newspaper stands, and other essential furniture should be made available to accommodate the increasing number of library users and to provide a comfortable learning atmosphere.
3. It was discussed that the installation of CCTV cameras at strategic locations within the Central Library would enhance security, ensure proper monitoring of library activities, safeguard library resources, and promote discipline among users.
4. Members reviewed the existing infrastructure and suggested replacing worn-out furniture and adding new furniture wherever required to improve the overall ambience, functionality, and accessibility of the library.
5. The Committee also discussed that the CCTV surveillance system should be integrated with the institutional security mechanism and maintained periodically to ensure its effective functioning.
6. After detailed deliberations, the Committee unanimously agreed that strengthening the library infrastructure through the procurement of furniture and installation of


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CCTV cameras would significantly improve user convenience, security, and the overall quality of library services.

Resolution

After detailed deliberations, the Library Committee unanimously resolved to approve the procurement of the required library furniture and the installation of CCTV cameras in the Central Library. The Committee further resolved that the procurement and installation process shall be carried out in accordance with institutional purchase procedures and financial norms to ensure a safe, secure, and conducive learning environment for students and faculty members.

Action Taken Report (ATR)

In accordance with the resolution, the Member Secretary prepared the requirements and technical specifications for the procurement of library furniture and CCTV cameras. The proposal was submitted to the Competent Authority for approval, and the procurement and installation process was initiated as per the prescribed institutional procedures.

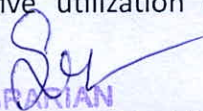
Agenda 5: Organization of Library Orientation and Awareness Programmes for Effective Utilization of Library Resources and Services

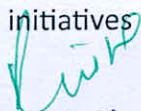
Discussion Points

1. The Member Secretary informed the Committee about the importance of organizing Library Orientation Programmes for newly admitted students to familiarize them with the facilities, resources, rules, and services available in the Central Library.
2. The Principal emphasized that regular awareness programmes should be conducted to encourage students and faculty members to make effective use of the library's print and digital resources, thereby promoting a culture of reading, self-learning, and academic excellence.
3. It was discussed that orientation sessions should include demonstrations on the use of the Koha Library Management System, OPAC/Web OPAC, e-resources, book search, issue and return procedures, and other library services to improve user awareness and accessibility.
4. Members suggested organizing periodic user awareness programmes, book exhibitions, and information literacy sessions to enhance reading habits and keep students informed about newly added books, journals, and digital resources available in the library.
5. The Committee also discussed the need to collect feedback from students and faculty members after orientation programmes to identify areas for improvement and further strengthen the quality of library services.
6. After detailed deliberations, the Committee unanimously agreed that regular orientation and awareness programmes would improve the effective utilization of library resources, enhance user satisfaction, and contribute to the overall academic development of the institution.

Resolution

After detailed deliberations, the Library Committee unanimously resolved to organize Library Orientation and Awareness Programmes at the beginning of every academic session and periodically thereafter for students and faculty members. The Committee further resolved to promote effective utilization of library resources through awareness initiatives on Koha,


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OPAC/Web OPAC, e-resources, library rules, and other services to strengthen teaching, learning, and research activities.

Action Taken Report (ATR)

In accordance with the resolution, the Member Secretary prepared a schedule for Library Orientation and Awareness Programmes and organized sessions for newly admitted students and faculty members. Demonstrations on the use of Koha, OPAC/Web OPAC, and other library services were conducted, awareness materials were displayed in the library, and feedback from participants was collected to improve future programmes.

Agenda 6: Review of Stock Verification, Library Website Updation, and Strengthening of Digital Library Services

Discussion Points

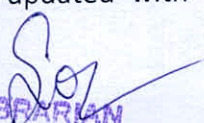
1. The Member Secretary informed the Committee that annual stock verification of the library collection was due and emphasized the need to verify the physical availability of books and other library resources to ensure the accuracy of library records.
2. The Principal highlighted that regular stock verification is essential for maintaining transparency, accountability, and proper management of library resources. He emphasized that any discrepancies identified during the verification process should be resolved promptly in accordance with institutional rules.
3. It was discussed that the library website should be updated regularly with information related to library timings, rules and regulations, new arrivals, library services, e-resources, OPAC/Web OPAC access, and other important notices to ensure easy access to information for students and faculty members.
4. Members suggested strengthening digital library services by providing updated links to e-books, e-journals, open educational resources, previous question papers, institutional repositories, and other online academic resources through the library website.
5. The Committee also discussed the need for periodic review and maintenance of digital library services, regular data backup, and updating the Koha Library Management System to ensure uninterrupted and efficient library operations.
6. After detailed deliberations, the Committee unanimously agreed that timely stock verification, regular website updation, and continuous strengthening of digital library services would improve the efficiency, transparency, and accessibility of the Central Library.

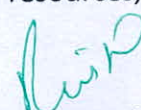
Resolution

After detailed deliberations, the Library Committee unanimously resolved to undertake annual stock verification of all library resources, update the library website on a regular basis, and further strengthen digital library services for the benefit of students and faculty members. The Committee also resolved that all digital platforms and library records shall be reviewed periodically to ensure accuracy, accessibility, and efficient library management.

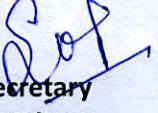
Action Taken Report (ATR)

In accordance with the resolution, the Member Secretary initiated the annual stock verification process and constituted a schedule for physical verification of the library collection. The library website was updated with the latest information regarding library resources, services, new


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arrivals, and digital facilities. Necessary steps were also taken to strengthen digital library services, update the Koha Library Management System, and ensure regular maintenance and backup of library records.


Member Secretary
Library Committee

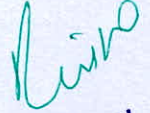

Principal

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CC to:-

1. Principal Office
2. HOD, Education Department
3. HOD, Science Department
4. For website


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