

Minutes of Meeting Library Committee

A meeting of the Library Committee was held on 23rd July 2018 in the Class Room C104.

It was attended by the all the library committee members as below:

Prof. Sitaraman Ramakrishnan (Member)
Dr. Naqui Anwer (Member)
Dr. Chander Kumar Singh (Convenor)
Dr. Shantanu De Roy (Member)
Dr. Neeti (Member)
Mr. Ratan Kumar Jha (Member)

Following agenda have discussed and finalized in the “**Library Committee**” Meeting.”

- 1) **Book Fair recommended books:** Faculty members and students have recommended books in Book Fair held 22-23rd Feb 2018 for TERI SAS Library. The Library Committee has decided to approve list of books recommended by faculty members on basis of maximum cap of cost Rs.5000.00 in first instalment and rest of the books will be approved based on its requirement and justification for the course as discussed in the library committee. The list of books suggested by students was reviewed by the committee and selected books were approved for procurement.
- 2) **Guest Faculty Library Membership:** The Library Committee has recommended that membership should be given to the guest/adjunct faculty (5 books for 3 months period) with subject to ‘**No Dues Certificate from the library**’ at the end of every semester. This would be in effect from the coming semester, Jan-June 2019. The committee also suggested that this requirement for the no dues should be included in the contract of the guest and adjunct faculty.
- 3) **Selection of Information Assistant (Trainee) for TERI SAS Library:** Three candidates who applied of this position were called for interview at the TERI SAS. These candidates appeared for the interview on 23 July 2018 at 2:00 PM in Class Room C104 before the librarian and the library committee. The Library Committee interviewed the candidates, and evaluated them on basis of communication skills, IT skills, knowledge of library automation software, qualification and experience in the library science. Ms. Prerna Bharadwaj has been selected on the basis of performance in the interview.

