

**Minutes of the meeting of the Library Advisory Committee held on  
05<sup>th</sup> February, 2020**

A meeting of the Library Advisory Committee was convened in the Central Library on 5<sup>th</sup> February, 2020 at 2:30 p.m. The following members were present in the meeting:

- |    |                     |                     |
|----|---------------------|---------------------|
| 1. | Prof. S.K Nayak     | Chairman            |
| 2. | Prof. P. K. Acharya | Prof i/c, Library   |
| 3. | Prof. M. Maltesh    | Library Consultant  |
| 4. | Dr. D.K. Pandey     | Assistant Librarian |

**HODs and Faculties**

- |     |                           |                                    |
|-----|---------------------------|------------------------------------|
| 1.  | Prof. Kesang Degi         | Education, member                  |
| 2.  | Dr. Kakali Goswami        | Psychology, member                 |
| 3.  | Dr. Anwarul A. Laskar     | Geology, member                    |
| 4.  | Dr. Vokendro Singh        | Anthropology, member               |
| 5.  | Dr. Kausahlendra P. Singh | Social work, member                |
| 6.  | Dr. Shyam Shankar Singh   | Hindi, member                      |
| 7.  | Dr. K.C. Mishra           | English, member                    |
| 8.  | Dr. Sarah Hilaly          | History, member                    |
| 9.  | Prof. Sanjeev Kumar       | Physics, member                    |
| 10. | Dr. Oyi Dai Nimason       | Botany, representative             |
| 11. | Dr. Rajesh Chakraborty    | Chemistry, representative          |
| 12. | Prof. Sahin Ahmed         | Mathematics, member                |
| 13. | Dr. Samanta Sahu          | Political science, representative  |
| 14. | Dr. Kiran Kumari          | Geography, member                  |
| 15. | Dr. Sambhu Prasad         | Physical Education, representative |
| 16. | Mr. Firos A.              | C.S.E, member                      |
| 17. | Mr. Jagdeep Rahul         | E.C.E, member                      |
| 18. | Mr. Anup Kumar Das        | Economics, representative          |
| 19. | Mr. Kiri Tasso            | Sociology, representative          |
| 20. | Mr. Alok Kumar            | NSS, representative                |

Members from the following department were not present in the meeting:

1. Zoology
2. Commerce
3. Management.
4. Mass communication.
5. Fine arts and music.
6. AITS.

At the outset, the Chairman, LAC welcomed all the members present. Then, after thorough discussion and scrutiny, the committee has given some suggestion regarding the growth and betterment of Library and accepted the budget allocation department wise for purchase of textbooks, e- books and general nature/ reference/ books for Community Library for the year 2019-20.



The following suggestions are given by the members:


1. Suggestion for procuring Turnitin anti Plagiarism Software of 10 users interface.
2. Preparation of book list only in the format given by the Library and it is mandatory to have signature of HODs as well as faculty members from all respected department before sending to the Library. The soft copy of the list may be sent on excel sheet and sent to the Library via e-mail.
3. It has been decided to submit the recommended of books list on or before 12<sup>th</sup> February, 2020.
4. In case of text books, multiple copies can be purchased (at least 10 copies can be procured from the recommended book list).
5. Organising of PLANNER of UGC-INFLIBNET annual convention 2020 in the month of September.
6. Suggestion for displaying the list of e- resources with the help of display screen, it has been advised by the committee members to purchase MI TV for the purpose. Scifinder has to be subscribed by the Library with recommendation of the concerned departments.
7. The committee also suggested organising a workshop for all faculties and researching scholar regarding Plagiarism Detection Software. (URKUND)
8. To purchase licensed version of software like Windows/MS/SPSS etc. from the Library.

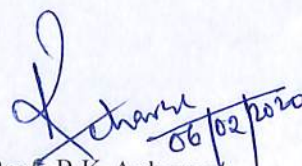
Further, Annual Budget Allocation for the year 2019-20 under capital assets has been discussed holding ref. No. F.20-3/2019 (CU) dated 22 Nov, 2019. The following are the fund allocated according to the budget under three major domains.

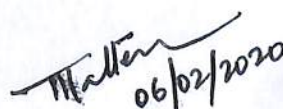
1. Text Books	52.75 Lakhs
2. E-Books	47.25 Lakhs
3. General nature books/ reference books/ Books for community library	100 lakhs

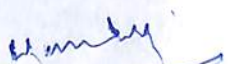
General nature/ reference books/Books for community library were selected from World Book Fair 2020, held at New Delhi from 4-12 January by a constituted Book Selection Committee with ref. no. Lib-25/wbf/94 dated 22/12/2019 and detail has been discussed before the Committee members.

Lastly, the meeting ended with the vote of thanks from Prof. P.K.Acharya, Prof i/c, Library.

  
 Prof. S.K. Nayak  
 Chairman, LAC

  
 Prof. P.K. Acharya,  
 Prof i/c, Library.

  
 Dr. M. Maltesh  
 Consultant, Library

  
 Dr. DK Pandey  
 Asstt. Librarian

### ATTENDANCE SHEET

SL NO.	NAME	DEPT.	MOBILE NO.	EMAIL	SIGN
1	Prof. Kesary Deji	Education	9436638607	ml_srl@yahoo.co.in	Kesary
2	Dr. Kakali Goswami	Psychology	8876942391	k.goswami86@yahoo.com	Goswami
3	Dr. Anwarul Akim Laskar	Geology	9127249265	anwarul.laskar@rgu.ac.in	[Signature]
4	Dr. Vivekendra Singh	Anthropology	9862963678	anthrohod@gmail.com	[Signature]
5	Prof. Mallesh, M.	Library	8073848483	mallesh.matebennur@gmail.com	Mallesh 5/2/2020
6	Prof. S.K. Nayak	Chairman, Library Commitee	9436068918	gaur.kpsingh@gmail.com	[Signature]
7	Dr. Kaushalendra Pratap Singh	Dept. of Social Work	9436418266	Prasantaacharya22@yahoo.in	[Signature]
8	Prof. P.K. Acharya	Princ. i/c. Library	8132885496	ssinghacharya22@gmail.com	[Signature]
9	Dr. Shyam Shankar Singh	[Signature]	9436044469	krushnasri22@rediffmail.com	[Signature]
10	Dr. K.C. Mishra	English	9436632154	Firosabd@gmail.com	[Signature]
11	FIROS.A	CSE	9402212509	sarahlulaly@yahoo.com	[Signature]
12	Dr. Santhi Ailaly	History	9436259622	Saujeer.kumar@rgu.ac.in	Saujeer
13	Prof. Saujeer Kumar	Physics	9435565142	pyidai03@yahoo.com	[Signature]
14	Dr. OYIDAI NIMASON	Bolaty (representative)	9431044689	Rajeshchakrabarty@rgu.ac.in	[Signature]
15	Dr. Rajesh Chakrabarty	chemistry	8822455486	Mod.ece@rgu.ac.in	[Signature]
16	Jagdeep Rahul	Dept of ECE	9451779948		[Signature]
17	Anup Kumar Sen	Dept. of Economics	9678568290		[Signature]



## Minutes of the meeting of the Library Advisory Committee held on 11<sup>th</sup> February, 2019-02-11

In pursuance of the office notification no dated ADM-37/AC/2000 dated 5<sup>th</sup> February, 2019, and circular Lib-22/LCM-2003-06 (Vol III) dated 8<sup>th</sup> February, 2019, a meeting of the Library Advisory Committee was conducted in the Central Library on 11<sup>th</sup> February, 2019 at 2.30 pm. Following members were present in the meeting-

- |                                   |                 |
|-----------------------------------|-----------------|
| 1. Prof. A Mitra                  | Chairman        |
| 2. Dr Anil Mili                   | Member          |
| 3. Dr AK Sharma, Librarian, AUS   | Member          |
| 4. Dr T Temjen, Dy Librarian, NU  | Member          |
| 5. Dr M N Maltesh, Librarian, RGU | Member Convener |

Member could not attend the meeting

1. Dr Hui Tag
2. Dr Daniel Mize

The convener welcomed the members present. He also thanked the external members of the Committee for taking trouble for attending the meeting.

After thorough discussion and scrutiny, the Committee members selected the reference sources. The title are given in Annexure-1 duly signed by all the members.

The members also scrutinised the E-Books from various vendors and aggregators. The Committee members selected the E-Book packages as Annexure-2 (duly signed by the members).

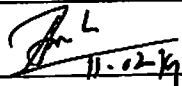
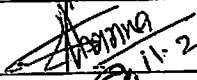
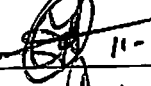


The Committee Members recommended following databases for the library subscription for year 2019.

1. Economic & Political Weekly- EPWRF- Online database on Indian Economy
2. EBSCO (EDS- Discovery Service)
3. Web of Science

Prof. A Mitra	Chairman
Dr Anil Mili	Member
Dr AK Sharma, Librarian, AUS	Member
Dr T Temjen, Dy Librarian, NU	Member
Dr M N Maltesh, Librarian, RGU	Member Convener

*Handwritten signatures and dates:*  
11-02-19  
11/02/2019  
11-2-2019  
11-2-2019  
11/2/2019

Attendance Sheet

Sl.No	Name	Department	Signature
1	Prof. A. Mitra	Chairman	 11.02.19
2			
3	Dr. A.K. Sharma	Assam University	 11.2.2019
4	DR. T. TEMJEN	Nagaland University	 11-2-2019
5	Dr. Anil Nishi	Dept. of Physical Education	 11/2/2019
6	Dr. Mallish. M.	University Librarian	 11/2/2019
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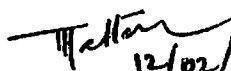
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1. Prof. A. Mitra, Director, IQAC, Chairman
2. Prof. Hui Tag HOD Dept of Botany member
3. Mr. Arindam Chakrabarty HOD I/C Dept of Management Member
4. Mr. Bikash Bage HOD I/C Dept of Sociology, Member
5. Dr. Kushalendra Pratap Head I/C Dept of Social Work Member
6. Dr. Krishna C. Mishra HOD Dept of English, Member
7. Prof.(Mrs.) Jarna Chakravorty HOD Dept of Zoology, Member
8. Mr. Punyo Chobin, Representative Dept of Fine Arts & Music,
9. Dr. Anil Mili, HOD I/C Dept of Physical Education, Member
10. Prof. Sarah Hilaly HOD Dept of History, Member
11. Prof. K.H.Kabi, HOD, Dept of Mass Comm, Member
12. Prof. Sanjeev Kumar HOD, Dept of Physics, Member
13. Dr. Lakhinath Saikia HOD I/C Dept of Chemistry Member
14. Dr. Anup Kr Das, Representative Dept of Economics
15. Dr. Samanta Sahu, Representative Dept of Political Science
16. Dr. Maltesh. M, University Librarian, Member Secretary
17. Dr. D.K.Pandey, Assitt. Librarian, special invitee

The HoDs and representatives of the Dept. i.e., Hindi, AITS, Anthropology, Commerce, CSE, Mathematics, Psychology and Geography did not attend the meeting. The chairman LAC welcomed all the members and the representatives of various departments and informed the members that this is the first LAC meeting after the gap of five years. The chairman also suggested that it will be better if the respective HoDs or HoDs i/c attend the library committee in future. The chairman asked the member secretary LAC to present the agenda items.

1. While presenting the agenda item number one, the member secretary discussed the progress of procurement of books during the UGC XII plan period and the expenditure incurred during the period. All the members requested to distribute the same to all the concerned departments. The member secretary agreed. (Action to be taken by Librarian)
2. Regarding agenda item number two i.e., the finalisation of the list of recommended books from various departments, many of them suggested that the list should be prepared according to the specific format. The specific format as prepared by the Library was distributed. The specific format will also be available to University website as informed by member secretary. It is decided that the final list should be submitted in those prescribed format in hard copies as well excel sheet in soft copies to the Library within 15<sup>th</sup> February 2019 (Friday) positively. The format should be signed by HoD's of the department and all faculties. It was also decided that after the arrival of books, the concerned HoD's or his/her representative will verify the books and on the basis of recommendation the bills will be processed. (Action to be taken by Librarian and HoDs)

  
12/02/2019

  
12.2.19

3. While discussing the any other item, some of the Science faculties suggested to include Scifinder, Science direct and Web of Science and other search Engines. The members also requested to review the journal list. (Action to be taken by Librarian)

The meeting ended with vote of thanks from the Chair.

  
12/02/2019.  
Dr. Maltesh Motebennur

(Member Secretary LAC)

  
12.02.19  
Prof. Amitava Mitra

(Chairman LAC)



## PROPOSAL FOR LIBRARY ADVISORY COMMITTEE

Competent Authorities may please consider constituting the Library advisory Committee for procurement of Library books and Journals, E- resources, E-books, equipments and to advice better services, functioning and overall development of the Library.

### Procurement of Books and Journals for the departments

1. Dr. A. Mitra, Director, IQAC, Chairman
2. All Heads/ Directors of the Depts./Institutes Members
3. Dr. Maltesh. M, University Librarian, Member Secretary
4. Dr. D.K.Pandey, Assitt. Librarian, special invitee

### Procurement of Reference and general books to the Library

1. Dr. A. Mitra, Director, IQAC, Chairman
2. Dr. Hui Tag, Department of Botany, Member
3. Dr. Daniel Mize, Department of Zoology, Member
4. Dr. Anil Mili, Department of Physical Education, Member
5. Mr. Bikas Bage, Department of Sociology, Member
6. Dr. Maltesh. M, University Librarian, Member Secretary

### Procurement of E-resources, eBooks, databases, institutional membership

1. Dr. A. Mitra, Director, IQAC, Chairman
2. Dr. Maltesh. M. Librarian, Member Secretary
3. Dr. Tamzin Ao, Deputy Librarian, Nagaland University (Expert Member)
4. Dr. Sanjay, University Librarian, Tripura Central University, Agartala (Expert Member)

Seen  
(Signature)  
24/07/19

Sl.No	Name	Department	Signature
1	DR. LAKHINATH SAIKIA	Chemistry	Saikia 11/02/19
2	Dr. KRISHNA CHANDRA MISHRA	English	Ko 11/2/19
3	Jharna Chakravorty	Zoology	Chakravorty 11-02-19
4	Punyo Chobin	Dept. of Fine Arts & Music	
5	Dr. Anil Kili (7005712043)	Dept. of Physical Educati	Anil Kili 11/2/2019
6	Mr. Bhasu Bera	Dept. of Zoology	Bera 11/2/19
7	Sorah Hitaly	Dept. of History	Hitaly 11/2/19
8	Dr. KH. KABIR	Dept. of Mass Comm	K. Kabir
9	Saujeer Kumar	9726156355 Physics	Saujeer
10	Dr. Hui Tag	Botany	Hui Tag 11/2/19
11	Anup Kr. Das	Economics	Anup 11/2/2019
12	Dr. Samanta Sahu.	Political Sci.	S. Sahu 11/2/19
13	Arindam Chakrabarty Head (IC) 8119901642	Management	Arindam 11/04/19
14	CHAMPA TANGIA (Representative)	Electronics & Communication	Champa 11/02/19
15	Dr. Kaushalendra Pratap Singh, Head (IC)	Social Work 9936418266	Dr. Singh 11/2/2019
16	Dr. Mallesh. M.	Univ. Librarian Member Secretary	Mallesh 11/02/2019 8073898483.
17	Dr. B. K. Samanta		
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Prof AMITA SAMANTA  
Chairman

11.2.19

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ज्ञान-विज्ञान विमुक्तये

डॉ. जितेन्द्र कुमार त्रिपाठी  
संयुक्त सचिव

Dr. Jitendra K. Tripathi  
Joint Secretary

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विश्वविद्यालय अनुदान आयोग  
University Grants Commission

(मानव संसाधन विकास मंत्रालय, भारत सरकार)  
(Ministry of Human Resource Development, Govt. of India)

बहादुर शाह जफर मार्ग, नई दिल्ली-110002  
Bahadur Shah Zafar Marg, New Delhi-110002

दूरभाष Ph : 011-23239200

E-mail : jitendratripathi.ugc@nic.in

D.O. No. F.1-3/2018 (CU)

24<sup>th</sup> December, 2018

Dear Sir,

In order to finalise the Annual Allocation under Capital Assets for the year 2018-19, UGC called the proposal/requirement from the Universities vide its letter dated 18.10.2018 and constituted a Committee to assess the financial requirement of various central universities under Capital Assets for the year 2018-19. The Committee reviewed the performance of the Central Universities based on the six formats in reference to the MHRD letter No. F. 61-7/2018.CU.Cdn dated 20.11.2018 and the availability of funds from Govt. of India. Accordingly, I am to convey the approval of the UGC on the basis of the recommendation of the Committee for Annual Allocation under Capital Assets for the year 2018-19 in respect of Rajiv Gandhi University as per details below:-

(Rs. in lakhs)

S. No.	Name of the Item	Annual Allocation for the year 2018-19 under Capital Assets approved by UGC
1	Books & Journals	100.00
2	Equipments/Laboratories	100.00
3	Campus Development	200.00
4	Other Infrastructure including furniture & fixture	100.00
	<b>Total</b>	<b>500.00</b>

The above mentioned approval/allocation is subject to the following conditions:

1. UGC vide its letter No.F.1-1/2012 (CU) dated 17.09.2016, 25.11.2016 and 2.3.2017 circulated the guidelines for approval of building projects. University may strictly follow the procedure of approval of building projects as per above stated UGC guidelines and send the proposal for construction/renovation/ repairs costing more than Rs.75.00 lakhs to UGC for seeking prior approval of UGC Standing Committee.
2. University may not initiate the work / project outside the campus i.e. approach road, water pipe line, electric sub-station etc. which are the responsibility of the State Government. In this regard, university may take up the matter with State Government/Central Government/UGC as the case may be.
3. University should follow the General Financial Rules, 2017 as well as instructions of GFR 130 to 141 pertaining to execution of the works.
4. The Central Vigilance Commission (CVC) vide its letter No.011/VGL/014 dated 11<sup>th</sup> February, 2011 has circulated the instructions on "Transparency in Tendering System" and No.01-11-CTE-SH-100 dated 17.02.2011 regarding "Mobilization - Advance".

V. Talreja

Therefore, the construction work should strictly be as per General Financial Rules, 2017 and CVC instructions issued from time to time.

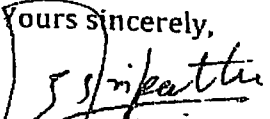
5. The MHRD has clearly articulated the guidelines for financial management in Central Universities and procedure has been well laid down in the MHRD letter No.F.61-19/2005-Desk (U) dated 3<sup>rd</sup> March, 2016. Therefore, university may ensure that the instructions to maintain financial propriety are strictly followed and no deviation from the procedure be allowed.
6. UGC vide its letter No.F.13-2/2017 (CU) dated 27<sup>th</sup> May, 2017 has sent a letter to all central universities for adoption of General Financial Rules (GFR) 2017. Therefore, university may follow the General Financial Rules, 2017 and take urgent necessary action to amend their manuals of financial procedures to bring them in conformity with GFRs, 2017 and those don't have their own approved manuals on financial procedures may adopt the provisions of GFRs. 2017 and instructions/guideline there under from time to time.
7. University may follow the reservation policy of Govt. of India / UGC for SC/ST/OBC/PwD in appointment of teaching and non-teaching staff and for reservation in admissions the Central Educational Institutions (Reservation in Admission) Act 2006 and as amended in 2012 may be followed.
8. University may fill up the backlog vacancies for SC/ST/OBC/PwD at the earliest to fulfil the statutory requirement of Govt. of India.
9. All statutory posts should be filled by appointment through Selection Committee as per UGC Regulations.
10. University may fill up the teaching posts as per UGC Regulations on Minimum Qualification for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education, 2018 as amended from time to time and make serious efforts to fill up the teaching posts at the earliest.

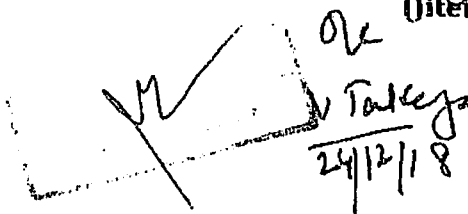
I would like request you to ensure that the utilization of the grants received by the university shall be submitted to the UGC in time to enable smooth management of funds and to avoid unnecessary audit objections. The release of grant would depend on the pace of expenditure by the University & timely submission of utilization certificate / statement of expenditure.

With warm regards,

**Prof. Saket Kushwaha**  
Vice-Chancellor  
Rajiv Gandhi University  
Rono Hills, Doimukh  
Itanagar - 791 111  
Arunachal Pradesh

Yours sincerely,

  
(Jitendra K. Tripathi)

  
24/12/18

Copy to : F.No.20-3/2018 (CU).

**Budget and fund allocation to different departments, procurement of books and journals, E-resources, eBooks, Reference works and membership of different database and institutions**

Sl. No.	Departments	Fund allocation	Remarks
1.	AITS	1 lakhs	
2.	Anthropology	2 lakhs	
3.	Botany	2 lakhs	
4.	Chemistry	3 lakhs	
5.	Commerce	1 lakhs	
6.	CSE	2 lakhs	
7.	Economics	1 lakhs	
8.	Education	1 lakhs	
9.	Electronics & Communication	2 lakhs	
10.	English	2 lakhs	
11.	Fine Arts & Music	3.5 lakhs	
12.	Geography	1 lakhs	
13.	Geology	3.5 lakhs	
14.	Hindi	1 lakhs	
15.	History	1 lakhs	
16.	Management	1 lakhs	
17.	Mathematics	2.5 lakhs	
18.	Physical Education	3.5 lakhs	
19.	Physics	3 lakhs	
20.	Pol. Sc.	1 lakhs	
21.	Psychology	3.5 lakhs	
22.	Social Work	3.5 lakhs	
23.	Sociology	3.5 lakhs	
24.	Zoology	2 lakhs	
25.	MASS Com.		
	<b>TOTAL</b>	<b>58.5 lakhs</b>	

Seen  
(Signature)  
02/02/19

**Annual Budget Allocation for the year 2018-19 under Capital Assets approved by UGC Books and Journals 100.00 lakhs**

**Fund allocation out this budget**

① eBooks procurement	50 lakhs
2. General Reference works	50 lakhs
3. Print Journals	05 lakhs
<b>Total</b>	<b>105.00 lakhs</b>

Handwritten signature and date: 21/07/19



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विश्वविद्यालय अनुदान आयोग  
University Grants Commission  
मनव संसाधन विकास मंत्रालय, भारत सरकार  
(Ministry of Human Resource Development, (Govt. of India)  
बहादुरशाह जफर मार्ग, नई दिल्ली- 110 002  
Bahadurshah Zafar Marg, New Delhi-110002  
Phone : 011-23406429



No. F. 1-7/2018 (CU)

March, 2018

The Registrar,  
Rajiv Gandhi University  
Rono Hills, Doimukh  
Itanagar - 791 111  
(Arunachal Pradesh)

28 MAR 2018

**Subject: Approval for establishment of a new Department of National Security Studies in Rajiv Gandhi University, Itanagar-reg.**

Sir,

I am directed to convey the approval of the University Grants Commission for establishment of a new Department of National Security Studies as per details under:-

S. No.	Items	Amount approved (Rs. in Lakh)	Grant now sanctioned (Rs. in lakhs)	Remarks
<b>A</b>	<b>Non-Recurring</b>			
a	Infrastructure	20.00	20.00	
b	Books	2.50	2.50	
c	Equipments	5.00	5.00	
d	Furniture	4.00	4.00	
	<b>Total</b>	<b>31.50</b>	<b>31.50</b>	
<b>B</b>	<b>Recurring</b>			
a	Salary expenditure of teaching posts	27.00	13.50	Four teaching positions (one Professor, one Associate Professor and two Assistant Professors) are approved.
b	Workshop(s)/ Seminar	5.00	2.50	
	<b>Total</b>	<b>32.00</b>	<b>16.00</b>	
	<b>Total (A+B)</b>	<b>63.50</b>	<b>47.50</b>	

Further, the bifurcation of above releases under General, SC and ST components are as under:-

Items/head	(Rs. In lakhs)				Total
	Gen	SC	ST		
Non-Recurring (Capital Assests-35)	29.93	0.94	0.63		31.50
Recurring (Recurring-31)	15.20	0.48	0.32		16.00
<b>Total</b>	<b>45.13</b>	<b>1.42</b>	<b>0.95</b>		<b>47.50</b>

The sanction letter of the above mentioned grant is being issued separately under General, SC, ST Component.

You are requested that the teaching posts may fill up strictly as per UGC norms and after giving wide publicity in National dailies and Employment News.

Yours faithfully

(Sushma Rathore)  
Under Secretary

LC-PS to VC  
2-FO  
3-JR (ACG)

*[Handwritten signature]*  
28/3/18

RGU  
Library  
For Books

AS  
may Dept.  
28/3/18

**Budget allocation for new department of National Security Studies**

**Sanction order No F1-7/2018(CU) Dated 28 March 2018.**

**Procurement of Books**

**2.50 lakhs**

(2/0  
2/0  
04/07/19