

**MINUTES OF THE FIRST MEETING OF THE TWELFTH LIBRARY COMMITTEE  
HELD ON TUESDAY THE 21<sup>ST</sup> MARCH, 2017 AT 3.00 P. M. IN THE CONFERENCE  
HALL, ADMINISTRATIVE BLOCK, GOA UNIVERSITY, TALEIGAO PLATEAU, GOA**

The first meeting of the 12<sup>th</sup> Library Committee was convened on Tuesday 21<sup>st</sup> March, 2017 at 3.00 p. m. in the Conference Hall, Administrative Block, Goa University under the Chairpersonship of Vice - Chancellor Prof. Varun Sahni

**Members Present**

Registrar	Member
Finance Officer	Member
Dr. Bipin Tiwari	Dept. of Hindi
Dr. S.S. Umraskar	Dept. of Marathi
Ms. Scarlet Fernandes	Dept. of Portuguese
Dr. Prakash Pariekar	Dept. of Konkani
Dr. Seema S. Risbud	Dept. of History
Dr. Joanna P. Coelho	Dept. of Sociology
Shri. M. D. Aiholi	Dept. of Economics
Dr. P. Sriram	Dept. of Commerce
Dr. R. Nirmala	Dept. of Management Studies
Prof. Aftab Ahmed Can	Dept. of Marine Science
Dr. Sanjeev C. Ghadi	Dept. of Biotechnology
Dr. Anthony Viegas	Dept. of Earth Science
Dr. M. Tamba	Dept. of Mathematics
Dr. Bholanath Pahari	Dept. of Physics
Prof. I. K. Pai	Dept. of Zoology
Dr. Nandakumar Kamat	Dept. of Botany
Ms. Lakshangy Chari	Dept. of Microbiology
Dr. V.V. Kamat	Dept. of Computer Science & Tech.
Dr. Anjali Chaubey	Dept. of English
Dr. J. S. Parab	Dept. of Electronics
Dr. Mamta Kumari	Centre for Women Studies
Dr. Alaknanda Shringare	Dept. of Political Science

**Department representatives present in place of Member/HOD**

Ms. Natasha Gomes	Dept. of French
Prof. Aprajita Gangopadyay	C.L.A.S
Prof B. R. Shrinivasan	Dept. of Chemistry
Prof. Sanjyot Pai Vernekar	Dept. of Philosophy

**Members Absent**

President P.G. Union	Member
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## Minutes of the 12<sup>th</sup> Meeting of the Library Committee

Date: 21<sup>st</sup> March, 2017

Time: 3.00 p.m.

Venue: Conference Hall, Goa University, Taleigao Plateau, Goa.

A list of members who attended the meeting of Library committee and those who sought leave of absence is appended.

The Chairperson welcomed the members to the First Meeting of the 12<sup>th</sup> Library Committee of the Goa University Library and requested the member secretary to proceed with agenda.

Thereafter, the agenda was taken up for discussion

<b>A</b>	<b>DISCUSSION ITEMS</b>
<b>A.1</b>	<b>CONFIRMATION OF MINUTES</b>
<b>A.1.1</b>	<p><b>To Confirm the minutes of the 1<sup>st</sup>. Meeting of the 11<sup>th</sup> Library Committee held on 4<sup>th</sup> August 2014.</b></p> <p>Chairperson noted that last library committee meeting was held in August, 2014 and later it was not conducted till date and was of the view that it is inappropriate not to conduct meetings of the library committee at least twice in a year. As such it was decided to conduct the next library committee meeting before the end of September, 2017.</p> <p>The minutes of the First Meeting of the 11<sup>th</sup> Library Committee held on 4<sup>th</sup> August, 2014 was confirmed.</p> <p style="text-align: center;">(Action: Librarian)</p>
<b>A. 2</b>	<b>REPORT OF EXPENDITURE</b>
<b>A.2.1.</b>	<p><b>Report of expenditure incurred on plan budget (books and journals) for the year 2015-16 was approved.</b></p> <p><b>Report of expenditure incurred on plan budget (books and journals) for the year 2016-17.</b></p> <p>It was approved after discussion. Finance Officer noted some discrepancies in the expenditure statement of current financial year. It was decided to correct and circulate the same along with minutes of the meeting.</p> <p style="text-align: center;">(Action: Librarian)</p>

<p><b>A.2.2.</b></p>	<p><b>Report on the expenditure incurred on Book Bank Scheme and other funds for the year 2015-16 was approved.</b></p> <p><b>Report on the expenditure incurred on Book Bank Scheme and other funds for the year 2016-17.</b></p> <p>It was approved after discussion. Finance Officer noted some discrepancies in the expenditure statement of current financial year. It was decided to correct and circulate the same along with minutes of the meeting.</p> <p style="text-align: center;">(Action: Librarian)</p>
<p><b>A.2.3.</b></p>	<p><b>Report on the expenditure incurred on UGC XII<sup>th</sup> plan (2012-13 to 2016-17) .</b></p> <p>Expenditure statement was presented. Registrar suggested that if there is balance left in the grant, then the bills paid under plan funds or pending bills could be adjusted against it.</p> <p>The Chairperson suggested that departments can send recommendations within 3 days of Library Committee meeting (i.e before 24/3/2017).</p> <p style="text-align: center;">(Action: Librarian)</p>
<p><b>A.3</b></p>	<p><b>Proposal for E-books procurement</b></p> <p>The member secretary proposed the need for a policy for procurement of e-books. Prof. Nandakumar Kamat, Dept. of Botany felt that we should rethink on the procurement of e-books. Some members of Library Committee also supported him as the cost of e-books is very high.</p> <p>Chairperson advised librarian to select e-books and e-journals with perpetual access. He also suggested that library may conduct a session for the library committee members on various publishing models of e-books by inviting major publishers. This will help in evolving an e-book procurement policy for the Goa University Library.</p> <p style="text-align: center;">(Action: Librarian)</p>
<p><b>A.4</b></p>	<p><b>Databases and Software purchased directly by departments</b></p> <p>There are departments which procure or subscribe for software and databases used exclusively by them.</p> <p>It was suggested that such purchases be made by the library and make it available to the entire campus through campus network.</p> <p style="text-align: center;">(Action: Librarian)</p>

<p><b>A.5</b></p>	<p><b>Uploading the Minutes of the Meeting of Library Committee on University Website.</b></p> <p>It was decided to upload the minutes of the committee meeting on the university website based on the request of Prof. Nandakumar Kamat.</p> <p>He also suggested that we may approach the legislative secretariat, Government of Goa for getting the copies of assembly proceedings and related literature.</p> <p style="text-align: center;">(Action: Librarian)</p>
<p><b>A.6</b></p>	<p><b>Pattern of Funds allocation to various departments</b></p> <p>There was discussion on the pattern of funds allocation to various departments in the case of purchase of books and journals. Member secretary explained that present allocation is based on a formula developed by Prof. Sudarsan of Economics Department. Some members suggested that the present formula is not reflecting the actual number of students in the department. It was decided to have a new committee constituted with the following members for evolving new formulae for the allocation of funds.</p> <p>Following members were selected to form a committee for allocation of funds for purchase of books and journals.</p> <p><u>For books</u></p> <p>Prof. P.K. Sudarsan, Dept. of Economics  Prof. Nandakumar Kamat, Dept. of Botany and  Dr. Anjali Chaubey, Dept. of English</p> <p><u>For Journals</u></p> <p>Prof. P.K.Sudarsan, Dept. of Economics  Dr. Prakash Pariekar, Dept of Konkani and  Dr. R. Nirmala, Dept. of Management Studies</p> <p style="text-align: center;">(Action: Librarian)</p>
<p><b>A.7</b></p>	<p><b>OTHER ITEMS</b></p>
<p><b>A.7.1</b></p>	<p><b>Intimation of receipt of ordered books</b></p> <p>It was also decided that intimation regarding receipt of books recommended by faculty should be informed to the concerned faculty or heads of departments.</p> <p style="text-align: center;">(Action: Librarian)</p>
<p><b>A.7.2</b></p>	<p><b>Cataloguing of Portuguese books</b></p> <p>The representative of Portuguese department has agreed to help in the cataloguing of Portuguese books available in the library.</p> <p style="text-align: center;">(Action: Librarian)</p>

<b>A.7.3</b>	<p><b>Installation of scanner in the library</b></p> <p>Member secretary informed the committee about the procurement and installation of a book scanner in the library purchased by IQAC, Goa University.</p>
<b>A.7.4</b>	<p><b>Proposal of establishing “Learning Commons” in the Library</b></p> <p>The member secretary proposed to establish “Learning commons” in the library. He also made presentation on ‘Learning Commons’ of the library which was unanimously appreciated and suggested that Detailed Project Report may be prepared and presented in the next library committee meeting.</p> <p style="text-align: center;">(Action: Librarian)</p>

The meeting ended at 5.30 p.m. with thanks to the chair.

Sd/-  
 (Professor Varun Sahni)  
 Vice-Chancellor

Sd/-  
 (Dr. Gopakumar V. )  
 University Librarian and  
 Member Secretary

## **Performance Report of Goa University Library**

Goa University Library is catering to the information needs of the students, research scholars and faculty of the university. Our services are also provided to students and faculty who come from of the affiliated colleges. The major services we provide are

- Book loan
- Journals & periodicals
- Ensuring access to digital resources
- Documents delivery
- Literature search support
- Reprographic service
- Academic writing support
- Reference service
- and plagiarism checking. The onlinelibrary catalogue and the website are heavily used facilities.

### **Statistics on the performance.**

#### **Enrollment in the library**

Total P.G. students: 968

Total Ph.DStudents : 32

Membership (Others) : 08

#### **Users of the Library**

Footfalls :on an average 125 people

Issue of books per day: 150 books on an average

#### **Fines Collected:-**

Rs. 154595/- for the year 2015-16

Rs. 180742/- for the year 2016-17(till date)

#### **Photocopying Charges**

Rs. 11842/- for the year 2015-16

Rs. 18284/- for the year 2016-17(till date)

#### **Plagiarism checking conducted**

On an average 650 per year, that includes the PG dissertations from affiliated professional colleges.

**Expenditure on purchase of books (plan budget).**

<b>Year</b>	<b>No. of Books</b>	<b>Expenditure</b>
2012-13	1293	13,73,498/-
2013-14	273	4,56,212/-
2014-15	1074	9,99,972/-
2015-16	1607	13,94,445/-
2016-17	1269	1039791/-

**Expenditure on purchase of books (Book Bank).**

<b>Year</b>	<b>No. of Books</b>	<b>Expenditure</b>
2012-13	1958	6,60,000/-
2013-14	1909	11,87,189/-
2014-15	1435	13,19,869/-
2015-16	1308	11,03,529/-
2016-17	1210	980965/-

**Subscription to Journals**

<b>Year</b>	<b>No. Journals</b>	<b>Expenditure</b>
2012-13	230	60,02,487/-
2013-14	275	65,19,834/-
2014-15	305	71,23,199/-
2015-16	257	69,90,888/-
2016-17	199	63,74,508/-