



पं. द्वारका प्रसाद मिश्र  
भारतीय सूचना प्रौद्योगिकी,  
अभिकल्पन एवं विनिर्माण संस्थान, जबलपुर  
(मानव संसाधन विकास मंत्रालय, भारत सरकार द्वारा स्थापित)

Pt. Dwarka Prasad Mishra  
Indian Institute of Information Technology,  
Design & Manufacturing Jabalpur  
(An Institute Established by MHRD Govt. Of India)

LIBRARY

IIITDMJ/LIB/2014-15/11/86  
Date: 28-11-2014

To,  
The Director  
PDPM-IIITDM  
Jabalpur (M.P)

Dear Madam,

This has referenced to your letter No. IIITDMJ/Dir/2014/08-1307 dated 25-08-2014. The LCS meeting was called on dated 24-09-2014 and discussed point (1 and 2) and also the internal budget allocation for the financial year (2014-15).

**Letter Point No. 1:** There should be an upper limit on the total overdue charge on an issued item, if it is not returned on time. For reference/rare books overdue charges per day may be higher than the rate for normal text and other such books.

**Letter Point No. 2** Provision of online renewal should be made at least once.

Recommendations of LCS Members are: (Minutes of meeting attached herewith)

- Library sends regular alert message every fortnightly to all users for return/re-issue.
- Overdue charges will be applied after the due date of Rs. 1.00/per day/per book applicable to all library users.
- Library will send two individual reminders through email, one before overdue date and second will be sent after one month of overdue date. Third reminder will be sent through letter after 15 days of second reminder. If the library user will not return/reissue the issued book, then a penalty of Rs 5000/- per book will be applied to library user for late submission/ such ignorance level irrespective the overdues plus book cost. Individual reminders will be only sent when new library software is purchased as this facility is not available in current software.

So, it is requested to you kindly give approval of LCS meeting minutes on 24-09-2014.

Thanks and Regards

Dr. Anil Kumar  
LCS, Convener

*[Signature]*  
28/11/2014

*Secretary (Senate)*

*For placement in the  
next meeting of the  
Senate.*

*AOP's  
1-12-2014.  
(Chairperson, Senate)*

**Indian Institute of Information Technology,  
Design and Manufacturing Jabalpur**

**Minutes Summery of LCS Meeting Held on September 24<sup>th</sup> 2014 at Library Reading Room**

**Members Present:**

1. Dr. Anil Kumar (Convener, LCS)
2. Prof. Tanuja Sheorey (Special Invitee)
3. Dr. Sujoy Mukherjee (Discipline Convener, ME)
4. Dr. Anurag Singh (Discipline Convener, CSE)
5. Dr. Manoj Singh Parihar (Discipline Convener, ECE)
6. Dr. Neeraj K Jaiswal (Discipline Convener, Physics)
7. Dr. Prabir Mukhopadhyay (Discipline Convener, Design)
8. Dr. Mamta Anand (Discipline Convener, HSS)
9. Ms. Menika Patel (Assistant Librarian)

**Members Absent:**

1. Dr. Lokendra Balyan (Discipline Convener, Mathematics)

**Agenda items discussed:**

1. Discussion on letter issued by the Director.
2. Discussion on Library Budget.

### Discussions and Decision as per agenda items

1. **Discussion on Director Letter:** The LCS members scrutinized the letter No. IITDMJ/Dir/2014/08-1308 dated 25-08-2014 issued by the Director, regarding library overdue charges (letter point No.1 and 2) only discussed. The following points are:

Letter Point No. 1: There should be an upper limit on the total overdue charge on an issued item, if it is not returned on time. For reference/rare books overdue charges per day may be higher than the rate for normal text and other such books.

Letter Point No. 2 Provision of online renewal should be made at least once.

The LCS members are decided: *Recommendation of LCS members are*

- a) Library sends regular alert message every fortnightly to all users for return/re-issue.
  - b) Overdue charges will be applied after the due date at rate of Rs. 1.00/per day/per book applicable to all library users.
  - c) Library will send two individual reminders through email, one before overdue date and second will be sent after one month of overdue date. Third reminder will be sent through letter after 15 days of second reminder. If the library user will not return/reissue the issued book, then a penalty of Rs 5000 per book will be applied to library user for late submission/ such ignorance level irrespective the overdues plus book cost. Individual reminders will be only sent when new library software is purchased as this facility is not available in current software.
2. **Library Budget:** The Institute has allocated the budget to the library for the Financial Year 2014-15 of Rs. 164.16 Lakhs (Books: Rs. 14 Lakhs and Online Journals: Rs. 150.16 Lakhs). The budget allocation for the Financial Year 2014-15 is as follow:

## Library Budget (F.Y. 2014-15)

### Budget for Library Books (Rs. 14 Lakh)

#### A) Faculty Wise : Research and General

Allocated for the F.Y. 2014-15, Number of Faculty 50 (Per Head Rs. 10,000.00)	Approx. Expended for the F.Y. 2014-15 on 12-09-2014 (Rs.)	Remaining Amount for the F.Y. 2014-15 (Rs.)
5,00,000.00	5,324.17	4,94,675.83

#### B) Discipline Wise: Reference Materials

Discipline	Allocated for the F.Y. 2014-15 Amount (Rs.)	Approx. Expended for the F.Y. 2014-15 on 12-09-2014 (Rs.)	Remaining Amount for the F.Y. 2014-15 (Rs.)
ME	70,000.00	12,789.90	57,210.10
CSE	70,000.00	11,638.80	58,361.20
ECE	70,000.00	28,682.40	41,317.60
Maths	40,000.00	11,544.06	28,455.94
Physics	40,000.00	0.00	40,000.00
Design	40,000.00	24,780.23	15,219.77
HSS	30,000.00	805.00	29,195.00
<b>Total</b>	<b>3,60,000.00</b>	<b>90,240.39</b>	<b>2,69,759.61</b>

C) Text Book

Allocated for the F.Y. 2014-15 Amount (Rs.)	Approx. Expended for the F.Y. 2014-15 on 12-09-2014 (Rs.)	Remaining Amount for the F.Y. 2014-15 (Rs.)
4,90,000.00	1,08,322.00	3,81,678.00

D) Non- Teaching Members Recommend Book for Library

Allocated for the F.Y. 2014-15 Amount (Rs.)	Approx. Expended for the F.Y. 2014-15 on 12-09-2014 (Rs.)	Remaining Amount for the F.Y. 2014-15(Rs.)
50,000.00	0.00	50,000.00

**Budget for Library Journals (Print & Online) (Rs. 142 Lakh)**

Sl. No	Discipline	Allocated for the FY 2014- 2015 (Rs.)
1.	ME	1,100,000.00
2.	CSE	1,100,000.00
3.	ECE	1,100,000.00
4.	Maths	600,000.00
5.	Physics	1,000,000.00
6.	Design	600,000.00
7.	HSS	300,000.00
8.	Science Direct (Option I)	6,800,000.00
9.	Scopus	1,300,000.00
10.	IEEE/IET Electronic Library IEL Online	300,000.00
Total Rs.		1,42,00,000.00

**Budget for Library Magazine and General Print Journals (Rs. 02 Lakh)**

Sl. No	Description	Allocate 2015 (Rs.)
1.	Library Magazine and General Journals	2,00,000.00
Total (Rs.)		2,00,000.00

**In hand of Rs. 6, 16,000.00**

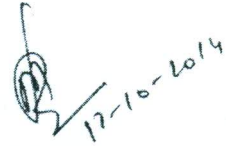
**Note: Budget will be revised if any discipline expands the above mentioned amount or Institute give more budget to Library.**



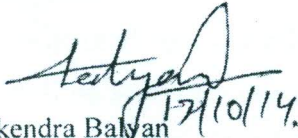
Dr. Sujoy Mukherjee  
(Discipline Convener, ME)



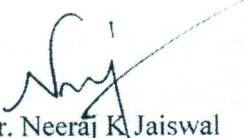
Dr. Anurag Singh  
(Discipline Convener, CSE)



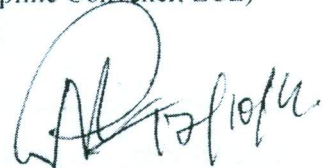
Dr. Manoj Singh Parihar  
(Discipline Convener, ECE)



Dr. Lokendra Balyan  
(Discipline Convener, Mathematics)



Dr. Neeraj K Jaiswal  
(Discipline Convener, Physics)



Dr. Prabir Mukhopadhyay  
(Discipline Convener, Design)



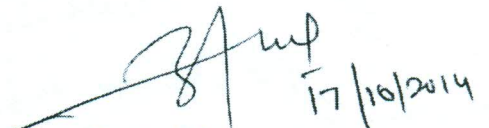
Dr. Mamta Anand  
(Discipline Convener, HSS)



Ms. Menika Patel  
(Assistant Librarian)



Prof. Tanuja Sheorey  
(Special Invitee)



Dr. Anil Kumar  
(Convener, LCS)