Vishnu Waman Thakur Charitable Trust's

VIVA Institute of Technology

Approved by AICTE, New Delhi, DTE, Government of Maharashtra,
Affiliated to University of Mumbai
At- Shirgaon, Post-Virar (E.), Tal-Vasai, Dist-Palghar – 401 305
Website: www.viva-technology.org

Library Committee

The first meeting of Library Committee was held on 6th January 2012 at 2.30 p.m in a Board Room, VIVA Institute of Technology, shirgaon virar (E)

Following members were present for the meeting.

1. Dr. Arun Kumar Chairman
2. Mrs. Devshree Ugvekar Secretary
3. Prof. Ashwini save member
4. Prof. Bhushan Save member
5. Prof. Archana Ingle member
6. Prof. Lissy Jose member
7. Prof. Niyati Raut member

Following points were discussed —

1. To discuss about duties & function of the Library Committee :- following duties & responsibilities were finalised during meeting —
   A] To conduct a meeting twice in a year
   B] To frame general rules for the proper management of the library.
   C] To advice librarian regarding general library development.
   D] To prepare Annual Budget & estimates of the library for submission to the management.
   E] To carry out verification & submit a report to the Committee

F] To maintain Annual Report, Summarizing activities & achievements of library.

2. To discuss about report submission to the management.

It was decided by committee to prepare Library Report regarding Library committee Activitys & submit to the management once in a year.

Initial day of library committee their duties & responsibilities were discussed & the meeting was ended with vote of thanks.

It was decided that the next meeting will held on first week of June 2012, the circular will be forwarded to all concern committee members.

Dr. Arun Kumar
(Chairman)

The Second meeting of Library committee was held on 4th June, 2012 at 2.30 p.m. in a Board room of VIVA Institute of Technology, Shirgaon Virar (E).

Following members were present for the meeting —

1. Dr. Arun Kumar Chairman
2. Mrs. Devshree Ugvekar Secretary
3. Prof. Archana Ingle Member
4. Prof. Bhushan Save Member
5. Prof. Ashwini Save Member
6. Prof. Niyati Raut Member
7. Prof. Lisy Jose Member

Following points were discussed during the meeting —

1. To read AICTE Handbook 2012-13

AICTE every year published Approval process Handbook for the AICTE approved institution & institutions need to follow guidelines mentioned in a handbook.

AICTE Approval process Handbook 2012-13 describes that every year institute should increased Books → 50 Titles & 250 Volumes to each branch

Print Journals → 6 National Journals to each branch

E-Journals → As per Appendix 10 to each branch

It was suggested to committee members to provide required list of books for their concern department.

Print & e-Journal Subscription was already done for the year of Jan-Dec 2012. Librarian remind with all the the list of Journals to increase the users access.

2. To discuss about Library Software

Librarian explain some issues which describes the necessity of standard Library Automation software.

Itwas suggested by committee members to maintain register & follow up regularly for software issues from VSS Developers until the work has not done.

3. To discuss about Digital library Infrastructure

Librarian bring in to notice that as per AICTE Hand book ~~process~~ library must be acquire digital library set up to provide research based activity platform for students.

It was suggested & recommended by Committee members that Digital Library must contain atleast 10 Computers with Internet Connectivity. They are further suggested to librarian to prepare a Digital Library Layout & forward to the management board for the approval.

4. Discuss on procurement of IIT video Lecture series.

Librarian take in to noticed that as per AICTE Approval process Handbook every institution must have subscription based membership of IIT video lectures, which is cost of Rs. 45000/-

Since it was the eminent personalities video lectures the committee members highly recommended for this membership package.

5. To finalized library policy

It was suggested by Committee members to the librarian to prepare library policy manual for proper management the policy regarding Inter Library Loan, Weeding out, Acquisition Policy, Library Rules & regulation, circulation policy, Electronic Resource Access policy etc.

6. Any other matter with the permission of chairman.

1. Committee members suggested that there should be sitting arrangement for Teaching Staff & required atleast Single Research Desk for inhouse researchers.

The Librarian thanked present committee members & the meeting ended with vote of thanks.

Dr. Arun kumar
(chairperson)

The third meeting of Library committee was held on 5th January 2013 at 2.30 p.m in a Library Department Reading room of VIVA Institute of Technology, shirgaon virar (E)

Following members were present for the meeting

1. Dr. Arun Kumar Chairman
2. Devshree Ugrekar Secretary
3. Archana Ingle Member
4. Ashwini Save Member
5. Bhushan Save Member
6. Niyati Raut Member

Prof Lissy Jose were absent due to vacation leave.

Following Points were discussed —

1. Approval of the minutes of previous meeting
The minutes of the previous meeting were taken, read & approved by all the members of the committee.

2. Discuss on E-package Approval
As per AICTE Approval Process Handbook 2013-14 Appendix 10 librarian retrieve the quotation from the vendors & prepare Summary sheet. E-Journal quotation & Summary sheet present to the Committee. & Committee members Shortlisted Some Journal packages as per requirement & recommended to management board for the Annual subscription.

3. Discuss about Budget
Librarian present the report regarding Amount expenditure under various heads & balance amount which can utilized before March.
Committee members review the report & suggested to increase the volume of highly used books.
Further suggested that prepare approx budget for next financial year 2013-2014.

4. To propose the appointment of library staff.
Librarian raised the issue of trained manpower. Librarian demand on trained library staff, atleast 2 more staff required for proper management of library.
The Committee recommended to hire staff on contract basis. Librarian suggested following educational qualification criteria —

Designation → Library attendant
Qualification → Minimum 12
Additional Qualification → Library Science Certificate course, Basic Knowledge of computer.

5. Discuss about library software
Librarian Share some issues regarding library software i.e. OPAC, Billing, Master entry, Barcoding etc.
It was suggested by committee members to maintain register & take regular follow up to solve the issues.

6. Discuss about Library Area

Librarian take in to noticed that day by day library increased in number of volumes, hence it is required to have some provisional space for stacking area, as well as proper digital library set-up. Librarian discuss on following issues

1. Library area - expansion
2. Library Racks
3. Digital Library Section
4. Special sitting arrangement for Staff.
5. Research desk
6. Well designed library infrastructure.

Committee members listen & suggested that design a proper plan as per requirement & put forward to the management board.

7. Discuss about discipline

It was further suggested that library should maintain with proper silence, should check i-cards while students entering in the library, controll over the open access system which helps to reduce the missing books issues.

Since there was no other matter to discuss, the meeting ended with vote of thanks

Dr. Arun Kumar
(Chairman)

The fourth meeting of library committee was held on 01 June 2013 at 11.30 a.m in a Board room of VIVA Institute of Technology, Shirgaon Virar (E).

Following members were present for the meeting

1. Dr. Arun Kumar chairman
2. Devshree Ugvekar Secretary
3. Archana Ingle member
4. Ashwini Save Member
5. Bhushan Save Member

Prof. Lissy Jose & Prof. Niyati Raut were absent due to vacational leave.

Following points were discussed:-

1. Approval of the minutes of previous meeting

The minutes of the previous meeting were taken, read & approved by all the members of the committee.

2. Discuss on stock verification Report.

Librarian explained that June month need to close down all the transaction of library for the purpose of stock verification. Librarian request to all the faculties to co-operate by retuening issued collection of library.

Committee members support to the suggestion given by librarian & assure to co-operate with library department. They are further requested that send a circular regarding same activity conducted by library.

They suggested ~~that~~ librarian to prepare the report after completing verification & present in next meeting.

3. To discuss about Journal access by Students & Faculty

Librarian point out on low Journal access ration by students & faculty.

On this issue Committee members decided to give project to students based on Journals which institute subscribed for various department.

4. To discuss about library visit

To standardize services Committee members suggested to visit some nearby engineering Colleges

Since there was no further issues, the meeting ended with vote of thanks.

Dr. Arun kumar
(Chairperson)

The fifth meeting of Library Committee was held on 4th January 2014 at 11.30 a.m in Board room of VIVA Institute of Technology, Shirgaon Virar(E).

Following members were present for the meeting —

1. Dr. Arun Kumar	Chairman	
2. Devshree Ugvekar	Secretary	
3. Prof. Archana Ingle	Member	
4. Prof. Bhushan Save	Member	
5. Prof. Niyati Raut	Member	
6. Prof. Lisy Jose	Member	

Prof. Ashwini Save were abscent due to leave.

Following points were discussed during meeting —

1. Approval of the minutes of previous meeting

The minutes of the previous meeting were taken, read & approved by all the members of the committee.

2. Present & discuss on stock verification report.

Librarian present the stock verification report front of Library committee.

Committee members approved the report & suggested to librarian to take necessary action against long due books.

3. Discuss on Book Binding issues

During the stock verification library staff found some books need binding procedure to long time preservance. Librarian put forward list of binding books & it was approved by Committee members.

4. To discuss about Journal Renewal

Based on previous record & access ratio librarian suggested to continue some journals for Jan - Dec 2014 period.

Committee members agree on the suggestion & shortlisted some journals as per requirement. It was further suggested to librarian to get quotation & forward for final approval. & payment procedure.

5. To discuss about Digitization Project

Librarian informed to Committee member that department had undertake the digitization project which include Scanning of Bills, purchase order, Question papers, Newspaper Advertisement regarding posts (Recruitment), Admission notice as well as capturing Table of contents & cover page of books.

Committee members reviewed the activity taken by library department & appreciate the digitization project.

6. Discuss on E-journal subscription

As per AICTE Handbook 2014-2015 Appendix 10 listed e-jovenals. librarian prepared summary sheet ~~with~~ & present front of Committee to finalized.

Based on previous year access ration & subject requirement Committee members shortlisted some e-journal packages & suggested to librarian to prepare final sheet, attached quotation & submit to the management board for final approval.

7. Discuss about Budget

It was suggested by committee members to prepare budget for next financial year 2014 - 2015 based on previous year expenditure. It was further requested to increase 10% amount under the section of e-journal subscription due to increased rate of exchange price.

8. E-Journal training

It was suggested by members to conduct e-journal training session twice in a year for better access output.

Since there was no other matter to discuss the meeting ended with vote of thanks.

Dr. Arun Kumar
(Chairman)

The sixth meeting of Library Committee was held on 6th ~~January~~ June 2014. at 2.30 p.m in a Board room, VIVA Institute of Technology, Shirgaon Virar (E)

Following members were presents for the meeting —

1. Dr. Arun Kumar	Chairman	
2. Devshree Ugvekar	Secretary	
3. Prof. Archana Ingle	Member	
4. Prof. Niyati Raut	Member	
5. Prof. Ashwini Save	Member	
6. Prof. Bhushan Save	Member	
7. Prof. Lisy Jose	Member	

Following points were discussed —

1. Approval of the minutes of previous meeting
The minutes of the previous meeting were taken, read & approved by all the members of the committee.

2. Discuss on Book increment as per AICTE Norms
It was discussed & checked by Committee members yearly increment report prepared by library. Librarian recommend to all the committee members to provide list of new book which need to be added for new additions. Committee members agreed & assure to provide New titles list to library.

3. Discuss on E-journal training
As per committee member suggestion librarian conduct a training in the month of March & next will be month of August. Committee members informed that the trainning session was useful for student research work.

4. Discuss on appointment of Library Staff.
Librarian point out issue on library staff requirement, since the lack of manpower library department unable to control over students which degrade the discipline of library.
It was highly suggested by Committee members to appoint competant staff in library.

5. Discuss about University Recommended Book Section.
It was discussed by faculty members & librarian. to develope special section which is highlighted as a University Recommended Books.

Since there was no any issue to discuss, meeting ended with vote of thanks.

Dr. Arun Kumar
(Chairman)

7

The Seventh meeting of Library Committee was held on 3rd January 2015, at 2.30 p.m in a board room, VIVA Institute of Technology, shirgaon virar(E).

Following members were present for the meeting —

1. Dr. Arun kumar	Chairman	
2. Devshree Ugvekar	Secretary	
3. Prof. Archana Ingle	member	
4. Prof. Bhushan Save	Member	
5 Prof. Ashwini Save	Member	

Following points were discussed —

1. Approval of the minutes of previous meeting —
The minutes of previous meeting were taken, read & approved by all the members of the committee.

2. Discuss about WEBOPAC & software
Librarian explain importance of standard library software, after regular follow-up software developers create WEBOPAC for betterment of library service. Users can view/access OPAC link anywhere from any place.
Committee members appreciate the OPAC job/designed by librarian & suggested to make live on website.

3. Discuss about Journal scanning work
Librarian explained the importance of journal archiving & create database for searching content through software.
Committee members appreciate the idea & suggested to take necessary action to implement Archival plan.

4. Discuss on E-journal Subscription
Librarian prepare summary sheet as per quotation given by Aggregator for several e-journals suggested by AICTE Handbook 2015-2016 point no. 5 Appendix 10. Also present access report of e-journals for the year 2014.
Based on previous year access & subject requirement committee suggested important e-journals packages which was cater the needs of users. They further suggested to librarian to revised final quotation summary sheet & forward to the management board for the final approval.

5. Renewal of Print Journal
Librarian present access report of print journal & based on previous access ration suggested to continue some journal for Jan-Dec 2015 period.
Committee members agree on the suggestion & shortlisted some journals as per requirement.

6. Discuss about Budget

It was suggested by Committee members to prepare Budget based on previous expenditure for the next financial year 2015 - 2016. & Submit to the management board before march end.

7. Discuss on NBA requirements & format

Chairman discuss on NBA accreditation process & suggested to librarian to maintain file records as per standard format. Committee members further suggested to focus on digital library developments in special account of e-book collection.

They further suggested to prepare PPT of library features.

8. Reporting & discuss on stock verification.

Librarian present stock verification record. Committee members review the report & congratulate library department for less number of missing issues or control over missing issues.

Since there are no any issues to discuss, meeting ended with vote of thanks.

Dr. Arun Kumar
(Chairman)

The Eight meeting of Library Committee was held on 6th June 2015 at 2.30 p.m in a board room of VIVA Institute of Technology, Shirgaon Virar (E)

Following members were present for the meeting —

1. Dr. Arun Kumar Chairman
2. Devshree Ugvekar Secretary
3. Prof. Archana Ingle member
4. Prof. Bhushan Save Member
5. Prof. Niyati Raut Member
6. Prof. Lisy Jose Member
7. Prof. Ashwini Save member

Following points were discussed —

1. Approval of the minutes of previous meeting —
The minutes of previous meeting were taken, read & approved by all the members of the committee.

2. Discuss on digitization work
Library Committee members review the digitization project conducted by library department. Committee members appreciate the work done by library department.

3. Discuss on Report format

Chairman Suggested to the librarian to maintain record & prepare report as per Various format for various inspection Committee like NBA format, LIC format, AICTE format & update regularly for immediate submission.

4. Discuss on Library Committee Nomination & appraisal

First library committee Nominated in 2012 by Management Board & It was given very good result in library development. Secretary thanked to every Committee members for their trust & support for improvement in library department activity.

5. Discuss on printing Stationary

Librarian put requirement front of library Committee with balanced Stock report & explain the importance of required stationary like Book cards, Date Slips, faculty Register, library Cards etc.

Library Committee approved & Suggested to librarian to take final approval from management board.

Since there are no further topic to discuss meeting ended with vote of thanks.

Dr. Arun Kumar
(Chairman)

The Ninth meeting of Library Committee was held on 2nd January 2016 at 11 a.m. in a board room of VIVA Institute of Technology, Shirgaon virar (e).

Following members were present for the meeting —

1. Dr. Arun Kumar chairman
2. Devshree Ugvekar Secretary
3. Prof. Archana Ingle Member
4. Prof. Bhushan Save Member
5. Prof. Ashwini Save Member
6. Prof. Niyati Raut Member
7. Prof. Lisy Jose Member

Following points were discussed —

1. Approval of previous meeting minutes

The minutes of previous meeting were taken, read & approved by all the members of the committee.

2. Discuss on Institutional Repository

Librarian explain the need of Institutional Repository for institution. Institutional repository is a research output of institutional researchers. Librarian wish to developed IR for an institution for that library department required support from various research scholars in manner of submission of their research output to the library department. Committee members welcomes the idea & assure to support for such activity.

3. Discuss on stock verification Report
Stock verification report were presented by librarian & reported that there were less number of missing or pending issues. Committee members report take, read & congratulate library department to get controll over missing issues.

4. Renewal of E-journal
As per AICTE Handbook 2016-2017 librarian take quotation from aggregators & prepare summary sheet & present front of committee member for approval. Since there was less access in e-journals ration committee not satisfied with access report thoe they suggested to made cut shot in e-journal package renewal.

5. Discuss on Digital library maintenance
Committee members suggested to update regularly collection & with the help of lab technicians take proper maintenance of digital library setup.

Since there was no other point to discuss meeting dismiss with vote of thanks.

Dr. Arun Kumar
(Chairman)

The 10th meeting of Library Committee was held on 4th June 2016 at 11 a.m in board room of VIVA Institute of Technology, Shirgaon Virar(E)

Following members were present for the meeting —

1. Dr. Arun Kumar Chairman
2. Devshree Ugvekar Secretary
3. Prof. Archana Ingle Member
4. Prof. Bhushan Save Member
5. Prof. Ashwini Save Member
6. Prof. Niyati Raut Member
7. Prof. Akshay Mestry Member

Following points were discussed —

1. Approval of previous meeting minutes
The minutes of previous meeting were taken, read & approved by all the committee members

2. Discuss about library orientation
It was suggested by Committee member to conduct library orientation with photographs for the evidance. Also suggested to conduct orientation for e-journal or digital resources.

3. Discuss on Library Reader Card
Based on students demand librarian & committee members approved to issue Library Reading card during the

examination period.

4. Discuss about E-journal awarness
Committee members were suggested to librarian to prepare some attractive charts regarding e-journals as well as digital resources available in the library.

5. Discuss about Heavy used books
Librarian pointed on Highly demanded books issued from library. Librarian suggested to approve ~~some~~ & increase the quantity of heavy used books
Since the books covers entire semester syllabus committee members approved to increased the volume of highly used / demanded books.

Since there was no further issue to discuss meeting ended with vote of thanks.

Dr. Arun Kumar
(Chairman)

The 11th meeting of library committee was held on 7th January 2017 at 11. a.m in a board room of VIVA Institute of Technology, Shirgaon Virar (E).

Following members were present for the meeting —

1. Dr. Arun Kumar Chairman
2. Devshree Ugvekar Secretary
3. Prof. Archana Ingle Member
4. Prof. Ashwini Save Member
5. Prof. Bhushan Save Member
6. Prof. Niyati Raut Member
7. Prof. Akshay Mestry Member

Following points were discussed —

1. Approval of previous meeting minutes
The minutes of previous meeting were taken, read, approved by all the committee members.

2. Discuss about E-journal subscription.
Based on AICTE Handbook 2017-2018 librarian prepare the quotation summary sheet & were presented to committee members. but current handbook they (AICTE) were suggested to subscribe e-journals & as well less access, low budget due to less admission committee members suggested

to go for "National Digital Library" Database which was initiated by Ministry of HRD & developed by IIT Kharagpur. Since it is welcoming environment for digital resource Committee suggested to process on "NDL" login & get membership. & forward circular regarding NDL access available to institutions.

3. Discuss about Print journal renewal
Based on previous access & subject ~~topic~~ of engineering Committee members finilized journals & suggested to librarian to put forward for approval.

4. Discuss about staff requirement.
Since the heavy access by faculty as well as students, librarian required 2 more Supportive staff. After checking access ratio Committee members recommeded to increase the staff & Suggested to management board.

Since there was no other issue to discuss, meeting ended with vote of thanks.

Dr. Arun Kumar
(Chairman)

The 12th meeting of Library Committee was held on 17th July 2017. at 11 a.m. in a board room of VIVA Institute of Technology, Shirgaon virar (E).

Following members were present for the meeting —

1. Dr. Arun Kumar	chairman	
2. Devshree Ugvekar	Secretary	
3. Prof. Archana Ingle	Member	
4. Prof. Ashwini Save	Member	
5. Prof. Bhushan Save	Member	
6. Prof. Lissy Jose	Member	
7. prof. Niyati Raut	Member	
8. Prof. Ajazul Haque	Member	

Following points were discussed —

1. Approval of previous meeting minutes
The minutes of previous meeting were taken, read, approved by all the Committee members.

2. Discussionabout Library Clearance Certificate :
Library books are the property of Institution. Some of the students or faculties left the college without informing to their heads & later on come to take their document as such time librarian suggest to have clearance or no dues certificate from library department.

3. Discuss on Stock verification Report.

Stock verification Report 2016-2017 were presented by librarian & reported that there was 135 book missing from the list which are heavy used books. librarian suggested to have Iron greel with small design or with box, which help to reduce the books stolen from window.

4. Discussion about book purchasing:

Librarian ~~were~~ requested to all the Heads of the Departments to check the revised Syllabus & raise the order of books which are not available in our library collection.

5. Discussion about Library sign-boards:

Due to Black & White A4 size printout of sign-board, student was not aware of Library rules & they ~~vi~~ do not obey library regulations, Hence, librarian requested ~~to~~ Committee member to kind approved to have a colorful & visible size sign-boards in library. Members listern & understand the situation was library faced with students & approved for same.

Though, there was no another issue to discuss, meeting concluded with vote of thanks

Dr. Arun Kumar
(Principal)

The 13th meeting of library Committee was held on 03rd March 2018 at 11.15 am. in a library of VIVA Institute of Technology, shirgaon virar (E).

Following members were present for the meeting ——

1. Dr. Arun Kumar — chairman
2. Devshree Ugvekar — Secretary
3. Prof. Archana Ingle — Member
4. Prof. Ashwini Save — member
5. Prof. Bhushan Save — Member
6. Prof. Lissy Jose — Member
7. Prof. Niyati Raut — Member
8. Prof. Ajazul Haque — Member

Following issues were discussed-

1. Approval of previous meeting minutes.
The minutes of previous meeting were taken, read and approved by all the committee members.

2. Discussion on weeding out of books
As per the library weeding out policy of institution, librarian conduct the write-off task with suggestion & approval of subject experts and present the list of books. Committee members approved and signed and forwarded for the final decision from management.

(P.T.O.)

3. Discussion on exchange of Library Racks from Pharmacy department.

Due to inconvenient size of library racks, 1 set of unused library rack available in Engineering & Pharmacy library department respectively. Librarian requested to exchange rack with pharmacy library department for effective utilization. Committee members suggested to discuss & prepare letter for exchange of library racks & grant permission from librarian & Principal for exchange.

4. Discussion on SWAYAM Portal registration

Library Committee discussed on SWAYAM portal devised by the ministry of HRD for learning Massive Open Online Course (MOOC). The Committee suggested to the librarian to take follow-up with faculty members & guide them for registration & maintain record.

5. Discussion on Appeal for Book Donation

Librarian expressed the student's wish to Contribute education through book donation to the library of VIVA Institute of Technology. Since the library has collected plenty of books through donation, librarian suggested to build this collection under the "Student Book Bank" Section seperately.

Dr. Arun Kumar
(Chairman)

The 14th meeting of Library Committee was held on 04th August 2018. at 11.15 a.m in the library of VIVA Institute of Technology, Shirgaon Virar (E).

Following members were present for the meeting —

1. Dr. Arun Kumar	Chairman	
2. Devshree Ugvekar	Secretary	
3. Prof. Archana Ingle	Member	
4. Prof. Ashwini Save	Member	
5. Prof. Bhushan Save	Member	
6. Prof. Lissy Jose	Member	
7. Prof. Niyati Raut	Member	
8. Prof. Ajazul Haque	Member	

Following points were discussed —

1. Approval of previous meeting minutes
The Secretary read the minutes of previous meeting and Committee members understand & approved the minuts.

2. Discuss on stock verification Report.
stock verification report were present front of Committee members and Special mentioned that to get ~~over~~ Control over on missing and pending books issue. Committee members read the report & Congratulate library team for their efforts in library management and service.

3. Innaugration of Library QR Code

Library department developed their own QR Code to redirect Students to the library website to access the Collection of previous Question papers, e-books, e-journals etc. & understand library rules & regulation. Committee members appreciate the work & congratulate Library Team.

4. Discussion on Reference books Collection.

Librarian discuss on need to build reference collection based on student's requirement & Suggestion to faced & Competitive exams. Committee members approved on this issue & suggest some books for purchasing.

5. Discussion on Collaborative work with IMR library to organize staff development programme on "Online Research strategies".

Librarian put up the interest of Collaborative work with VIVA IMR Library department organized staff development programme for betterment of research activity among faculty members. The programme ~~was~~ planned to Conduct on 1st September 2018. All Committee members approved and appreciate the planned activity for the development of the research culture.

6. Discussion on VSS Web version for library Automation.

Librarian proposed to have web version of library automation software and after approval of Committee members the request mailed send to the VSS for the activation of web version.

Dr. Arun Kumar
(Principal)

The 15th meeting of Library Committee was held on 7th January 2019. at 3.30 pm in the library of VIVA Institute of Technology, Shirgaon virar (E).

Following members were present for the meeting —

1.	Dr. Arun Kumar	Chairman	
2.	Devshree Ugrekar	Secretary	
3.	Prof. Archana ingle	Member	
4.	Prof. Ashwini Save	Member	
5.	Prof. Bhushan Save	Member	
6.	Prof. Lissy Jose	Member	
7.	Prof. Niyati Raut	Member	
8.	Prof. Ajazul Hoque	Member	

Following points were discussed —

1. NDLI Activity

Librarian discuss the importance of NDLI "National Digital Library of India" & their activities for the betterment of Education. Librarian put pup the great use of NDLI database from the faculty as well as from the students. Librarian suggested to organize short training & awarness event for the students which include the ~~lathy~~ importants of NDLI & access options for the better research literature search for project preparation. HOD's suggested to the Librarian to prepare handout for same for awarness purpose.

2. Revised Syllabus books purchasing

Librarian suggested to check out the Excel file prepared by the library department for availability of book titles as well as volumes & put up requirement if required also suggest Reference collection for the purchasing & student benefit.

3. Book Bank proposal to the University of Mumbai

HOD's suggested to the librarian to check the book bank scheme available at University of Mumbai for the SC/ST/DT/NT students & apply for the fund. Librarian showing the interest & collect the students data for application process to raise the fund from University of Mumbai.

4. Journal Subscription

Librarian submitted previous years access of Journals subscribed for the library & suggested to shortlist the journals for the renewal or new subscription. 2019. faculties are checked the access ~~the~~ data & shortlist Journals for new year subscription 2019.

5. Beautification of Library

Librarian discussed the much needed sectional partician to define the acurate area or space of dedicated work performed by the library department. This will help the beautification of library with appropriate library furniture & design. HOD's listen the requirement &

ask to draw the plan as per requirement & put up for approval process.

6. Library sessions on "online tools & techniques"
Librarian put up a planned schedule for students to create awarness regarding research tools & techniques. For betterment of reseach output & presentation faculties agrees to conduct one session for faculty & one session for students.

Dr. Arun Kumar
Principal

The 16th online library Committee meeting was held on 4th March 2020 at 3.30 pm on geogle meet.

Following members were present to the meeting —

1. Dr. Arun Kumar — Chaiman
2. Devshree Ugvekar — Secretary
3. Prof. Archana Ingle — Member
4. Prof. Ashwini Save — Member
5. Prof. Bhushan Save — Member
6. Prof. Lissey Jose — Member
7. Prof- Niyati Raut — Member
8. Prof. Ajazul Haque — Member

Following points were discussed —

1. Availability of E-resouces on web page

Committee members highlights the importance of electronic resources availability to students from official webpage of library. Librarian updated to the committee members regarding e-books, questionpapers, e-resources. students or faculties can easily access soft copies of books or question papers uploaded on library page. Library webpage received good number of hits during the pandemic situation.

2. Discussion about how library can perform or support students during the pandemic situation.

Librarion Explain's the important resources available in a soft copy format on library webpage & it was easily accessible to all. Also directs to support research service through official email-id. Students or any patron from the college can seek the library support during the pandemic situation.

3. Paying Homage to covid warriors

Two minutes silence observed by the committee members & ~~pa~~ express gratitude towards corona frontline workers.

Dr. Arun Kumar
Principal

The 17th online Library Committee meeting was held on 24th February 2021 at 3.40 p.m. on google meet platform.

Following members were present to the meeting —

1. Dr. Arun Kumar	Chairman	
2. Devshree Ugvekar	Secretary	
3. Prof. Archana Ingle	Member	
4. Prof. Ashwini Save	Member	
5. Prof. Bhushan Save	Member	
6. Prof. Lissy Jose	Member	
7. Prof. Niyati Raut	Member	
8. Dr. Ajazul Haque	Member	

Following points were discussed —

1. Approval of previous meeting minutes
The Secretary read the minutes of previous meeting & Committee members approved the minutes.

2. Discussion on Library Report for NAAC
Committee members ask to prepare library report as per NAAC format requirement. Librarian ready to submit updated report to the committee members within week.

3. Discussion about new books purchasing
During lockdown there were no purchasing possible in last academic session. Committee members suggested to purchase books as per AICTE requirement.

4. NDLI User Awarness program / NDLI Club

According to the A.I.C.T.E guidelines every institute should create NDLI Club & through club organize 6 events for the betterment of learning generations. Principal Suggested to the librarian Register to the NDLI Club & enroll students in NDLI Club through proper procedure.

Dr. Arun Kumar
Principal

The 18th Library Committee meeting was held on 07th March 2022. at 3.30 pm in the library of VIVA Institute of Technology, Shirgaon Virar (East).

Following members were present for the meeting —

1. Dr. Arun Kumar	Chairman	
2. Dr. Devshree Ugvekar	Secretary	
3. Prof. Archana Ingle	Member	
4. Prof. Ashwini Save	Member	
5. Prof. Bhushan Save	Member	
6. Prof. Lissy Jose	Member	
7. Prof. Niyati Raut	Member	
8. Prof. Dr Ajazul Haque	Member	

Following points were discussed —

1. Approval of previous meeting minutes

The secretary read the minutes of previous meeting & Committee members approved the same.

2. Disussion on Lockdown pending books

Librarian Submit the list of students with document holding details to convey the message tothestudents & clear the library holdings. Committee members ready to Convey the message through their offictal group regarding Clearance of library holdings.

3. NDLI Club Membership events
Librarian submit the events conducted during lockdown through online mode & fullfill the criteria of NDLI membership for Institutional certificate. The committee members appreciate the events & give some inputs for the Physical events conduction in the future.

4. Book Bank facility by the library
Librarian discussed the amount received from the University of Mumbai for the Book Bank facility for the category students. Committee members appreciate the work done by library & fund received to facilitate service for the category students. They suggested some important books which covers syllabus can be procure & made available for the students.

5. Course on Academic writing Management
Librarian put on some points & blue print to reduce the plagiarism from students project work. Librarian suggested to arrange some training sessions on Academic Research writing management which is hosted by librarian for each department students for the better research or scholarly article writing. Committee members highly impressed and approved the idea for the betterment of the students. They have suggested to make official declaration of this course, constitute committee members from each department, share roles & responsibility for the same for effective functiong of this program. Proper documentation to be prepared for the future activity record is suggested. Committee members highlighted some important topic are expected from this course work i.e. R.M, Plagiarism, Research report writing, Article publication, Project report as per the UOM guidelines, Academic Integrity, Copyright, IPR, Patent, E. resources for efficient search etc, literature search, referece management, formatting etc.
Librarian noted down every points & ideas shared by the committee members & assure to submit the proposal for the same to the next meeting.

Dr. Arun Kumar.

The 19th Library Committee meeting held on 05th November 2022 at library department at VIVA Institute of Technology. Shirgaon Virar (East).

Following members were present for the meeting —

1. Dr. Arun kumar — Chairman
2. Dr. Devshree Ugrekar — Secretary
3. Prof. Archana Ingle — Member
4. Prof. Bhushan Save — Member
5. Prof. Ashwini Save — Member
6. Prof. Niyati Raut — Member
7. Prof. Lissy Jose — Member
8. Prof/Dr. Ajazul Haque — Member

Following points were discussed —

1. Agenda of the Meeting
Secretary of the committee read the agenda of the meeting & give warm welcome to all committee members.

2. Approval of previous meeting minutes
The secretary read the minutes of previous meeting & submit the progress report of the decisions taken by the committee. Committee members check the progress of library and approved the same.

3. Library website updation
Committee members suggested to update the library website, add some e-resources available on open Access domain, library counter hits to check the access ratio of the students at online library.

4. New books purchase
Librarian suggested to committee members to suggest or recommend new syllabus wise books for library collection. Librarian present the syllabus copy maintain in excel file to cross check availability of suggested books as per University of Mumbai.

5. Journal Subscription
Librarian submitted the access ratio of the subscribed Journals next to the committee members & also suggested to list ~~out~~ out recommended Journals for the new 2023 subscription period. Committee members shortlisted journals were considered for the quotation & purchasing process.

6. NDLI Activities
Librarian submit the NDLI activity file to the committee members & also submit the proposed list of events under NDLI activities. Committee members approved the same.

7. Academic writing Course reporting

Library proposed the Coursework on Academic writing Management for the students under library department. It received a good response from all the departments & it seems a positive output from the students project reports as well as research paper writing. Library committee appreciate the efforts taken by the Librarian to maintain Academic integrity through this coursework as well as the Co-ordinators who organise this event successfully.

8. Library maintenance & requirement

To facilitate a good service Librarian put up system updation requirement as well as some maintenance to work smoothly while heavy used of digital library system ~~due~~ throughout year. Committee members understand the load over library during project work of students & approved immediate maintence for the systems.

Dr. Arun Kumar

The 20th Library Committee meeting held on 01st April 2023. at Library department of VIVA Institute of Technology Shirgaon Virar (East).

Following members were present for the meeting —

1. Dr. Arun Kumar chairman
2. Dr. Devshree Ugrekar Secretary
3. Prof. Archana Ingle Member
4. Prof. Bhushan Save Member
5. Prof. Lissy Jose Member
6. Dr. Niyati Raut Member
7. Dr. Ajazul Haque Member
8. Prof. Sunita Naik Member

Following points were discussed —

1. Agenda of the Meeting

Secretary of library Committee welcome all the committee members & read out the agenda of the meeting.

2. Approval of the previous meeting Minutes

The secretary of the library Committee readout the previous meeting minutes & submit the progress report of the decision taken by the Committee. Committee members check the progress & approved the same.

3. NAAC related work discussion
Librarian submitted the NAAC required documents to the NAAC committee, committee members suggested some inputs for the library report presentation.

4. Research support service
Librarian received a guest lecture invitation for the Research paper preparation. Committee members suggested to fileup & keep the record for the same. Committee members appreciate the time & service through special lectures delivered by the librarian.

5. NDLI Collection & Membership
Library committee suggested to keep the record of the NDLI collection & proceed for the renewal of the NDLI membership. Secretary reported that library submitted the NDLI Activity report to the NDLI Team & soon they will issue the NDLI institutional membership to the institute. NDLI Team appreciate the efforts taken by the library. ~~for~~

6. Inter library Loan Activity
Librarian shared some ideas on Inter library Loan to spread the reading habits as well as to fullfill the readers demand. Librarian collaborate with VIVA trust sister libraries for the books sharing on Inter library Loan (ILL) scheme for the particular period. Committee members appreciate the thought & activity plan of the Librarian which helps to inculcate good reading habits as well as students get to read multilingual books on variety of topics.

7. "Knimbus" Digital Library platform
Librarian wish to organize demonstration on 'Knimbus' Digital library platform for all the head of the departments or Library representatives. To provide better service, cloud based service Knimbus platform support for the same. Principal appreciate & approved to organize the demonstration session. & Committee members requested to attend & share the thoughts on the subscription of Knimbus.

Dr. Arun Kuma
Principal