

RESOLUTIONS TAKEN IN LIBRARY COMMITTEE MEETING

The Library Committee meeting was held at the Principal's Chamber on the day 06.05.2022 at 11.30 AM under the chairmanship of A. C. Kalita, Principal, Assam Engineering Institute.

The convener of the Library Committee explain the present position and problems faced by the institute library. The committee also discussed the Stock Verification Report, submitted by the three members Library Stock Verification Committee. The following resolutions has adopted by the committee:-

Resolution No. 1. As per the Library Stock Verification Report, it is observed that so many damage books are in the library and it is impossible to find out the Accession Numbers (books numbers) of the damage books as the books are too old. Therefore the committee has decided to dispose around three to four thousand damage books from the institute library to clean the library and to proper utilize of the library space.

Resolution No.2. So many unused books are available in the Library. The books are also too old and out of syllabi. It is decided to advice the Librarian to prepare a list of such books subject wise and consult with the concerned HOD's/ Prof. in-Charge and place before the library committee for next course of action.

Resolution No.3. It is decided that total Number of Books issued to the Faculties/Staffs are as follows:-

Sl. No	Designation	Books
1	Faculty	7
2	Instructors/ Scientific Asst.	4
3	Administrative Staffs	3

The Grade-IV staffs who's wards are studying in Polytechnic can avail 3 No.s of Library books.


Resolution No. 4. All the HODs & Prof. in-charges will get additional four (4) books to assist the part time staffs if necessary.


Resolution No.5. Maximum period is fixed for six months to keep a book with a reader's possession. The Librarian have to submit a report on 31 January every year about the matter.


Resolution No.6. The Students have to deposit books, borrowed from the library within 3 days after end of examination. A fine has to be charged Rs.0.50 per book per day after the 3 days of end of examination.


Resolution No.7. The caution money is increased from Rs. Five hundred(Rs.500.00) to Rs. One Thousand (Rs.1000.00), which is refundable.

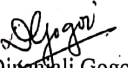
Resolution No.8. It is resolved that all HoDs and Prof- i/c will provide a list of syllabus/course concerned books of their respective department/subject.

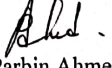

(Mrs. Manisha Sarma)
H.O.D. Civil Engineering

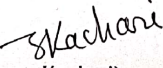

(Mrs. Pallavi Chaudhury)
H.O.D. ETC Engineering

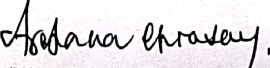

(Mr. Gautam Barman)
H.O.D. Mechanical Engineering



(Mrs. Plabita Borbora)
H.O.D. Computer Engineering

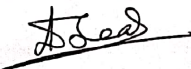

(Mrs. Dipanjali Gogoi)
H.O.D. Chemical Engineering



(Dr. Parbin Ahmed)
Prof. in-Charge, Mathematics


(Dr. Tapan Kachari)
Prof. in-Charge, Physics


(Mrs. Archana Choudhury)
Lect.(S.G.), Mechanical Engg.


(Mr. Mandeep Barman)
Office Asstt.


Mr. Dhiman Seal,
Librarian/Member Secretary
Assam Engineering Institute
Guwahati-03


Principal/ President
Assam Engineering Institute
Guwahati-03

