



**4.2.4 MINUTES OF LIBRARY  
MEETINGS**

---



Fr C. Rodrigues Institute of Technology, Vashi, Navi Mumbai

## CENTRAL LIBRARY

The Minutes of **Library Budget Meeting** which was held in the Principal's office on 12<sup>th</sup> November 2018 at 10.00 a.m. with the Principal to discuss the budget for **financial year 2019-2020**

### Members Present:

Dr .S.M Khot; Principal FCRIT; Library Committee Chairman

Mrs.Megha Kolhekar; Associate Professor; Member Secretary of Library Committee

Mrs. Kalpana Hire; Librarian FCRIT; Member of Library Committee


Mrs. Smita Thorat; Librarian APV; Member of Library Committee

### Points Discussed:

- 1) Library committee deliberated the new books purchase as per curriculum requirements and recommendation from faculty members of each department.
- 2) Committee discussed about the e-journal packages and concluded to the continuation of subscription of IEEE and ASME e-journal packages..
- 3) Committee decided to continue print journal subscription as previous.
- 4) Committee took a decision of infrastructure maintenance like broken chairs replacement; broken glasses and handles of cupboards should be repaired.
- 5) Committee discussed about leakage problem in the reference section due to which books are getting damaged. Roof leakage problem needs to be solved.
- 6) Requirement of next year which was discussed and approved in the meeting are enclosed

Budget meeting concluded at 11.00 a.m. on 12<sup>th</sup> November 2018.

  
Kalpana Hire,  
Librarian FCRIT

  
Smita Thorat  
Librarian APV

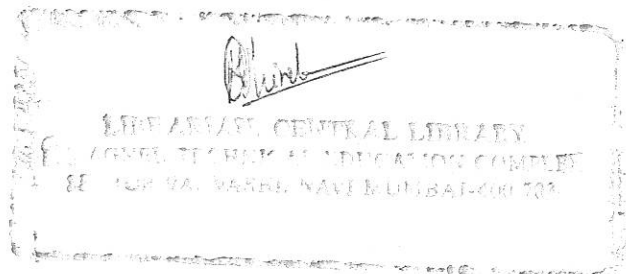
  
Dr. S. M. Khot  
Principal, FCRIT



Library Budget for 2019-2020

FCRIT

	PROPOSED AMOUNT	JUSTIFICATION
BOOKS	1,50,000.00	As per curriculum requirements, books to be added
PRINT JOURNALS	1,70,000.00	As per AICTE norms and continuation to subscription
E-JOURNAL (ASME)	2,50,000.00	As per AICTE norms and continuation to subscription
E-JOURNAL (IEEE)	4,80,000.00	As per AICTE norms and continuation to subscription
IIT MEMBERSHIP	36,000.00	Continuation to subscription
NEWSPAPERS (approx)	2500.00	Continuation to subscription
TOTAL	10,88,500.00	



*Recommended and forwarded for approval*

*[Signature]*

*[Signature]*



**CENTRAL LIBRARY**

The Minutes of **Library Budget Meeting** which was held in the Principal's office on **15<sup>th</sup> November 2017 at 11.00 A.M.** with the Principal to finalise the budget for the **financial year 2018-2019**

**Members Present:**

Dr. S.M. Khot; Principal FCRIT

Mrs. Kalpana Hire; Librarian FCRIT

Mrs. Smita Thorat; Librarian APV

**Points Discussed:**

- 1) It was discussed in the meeting that faculty members should send the requisition to the librarian for purchase of new books in the library as and when there is change in syllabus.
- 2) Committee discussed about Science Direct e-journal package instead of subscription to IEEE but looking at the cost and IEEE demand by faculty members it was decided to continue IEEE and ASME e-journal package.
- 3) As per AICTE norms, and recommendation by faculty of each department print journal subscription is to be continued.
- 4) Committee discussed about the defaulters; decision was taken to send the defaulter list of students and faculty members on regularly basis.
- 5) Enclosed the next year requirement which was discussed and approved in the meeting

Budget meeting concluded at 11.50 AM on 15<sup>th</sup> November 2017

  
Kalpana Hire,

Librarian FCRIT

  
Smita Thorat

Librarian APV

  
Dr. S. M. Khot

Principal, FCRIT



Library Budget for 2018-2019

FCRIT

SR NO	DESCRIPTION	PROPOSED AMOUNT	JUSTIFICATION
1	PRINT JOURNALS	1,50,000.00	COST OF LAST YEAR OF PRINT AND E-JRNLS (Approx)
2	E-JOURNALS	4,70,000.00 (IEEE)	
		2,00,000.00 (ASME)	
3	BOOKS [(250*5 (COURSES)= 1250 VOLUMES)] FOR DEGREE	8,75,000 (1250 * 700 (approximate cost of each book)	AS PER AICTE NORMS
	[(100*3 [COURSES]=300 VOLUMES)] FOR M E	2,10,000 [(300*700 (approximate cost of each book)]	
TOTAL		19,05,000.00	

*Prab*  
*skh*

Budget proposed as per norms of AICTE and hence recommended for approval

*WJ*  
*21/10*

*Gen*  
*06/11/2018*



Fr C. Rodrigues Institute of Technology, Vashi, Navi Mumbai

## CENTRAL LIBRARY

The Minutes of Library Budget Meeting which was held in the Principal's office on **21<sup>st</sup> November 2016 at 4.00 pm** with the Principal to finalise the budget for **financial year 2017-2018**

### Members Present:

Dr. S.M. Khot; Principal FCRIT

Mrs. Kalpana Hire; Librarian FCRIT

Mrs. Smita Thorat; Librarian APV

### Points Discussed:

- 1) Committee members discussed about purchase of new books; as per requirement by faculty members and students new books can be purchased in the library.
- 2) On the basis of confirmation from Principal, subscription to IEEE and ASME can be continued as it is essential for student and faculty research work.
- 3) Print Journal's subscription to be done as per AICTE norms and faculty recommendation by each department.
- 4) Principal sir informed to start a new library software KOHA for the processes of library as **KOHA is a fully featured open source integrated library software.**
- 5) Next year requirement presented by librarians which was discussed in meeting and approved, is enclosed.

On 21st Novemehr 2016; meeting with Principal concluded at 5.00 PM.



Kalpana Hire,  
Librarian FCRIT

Smita Thorat  
Librarian APV

Dr. S. M. Khot  
Principal, FCRIT

## Library Budget for 2017-2018

### FCRIT

SR NO	DESCRIPTION	PROPOSED AMOUNT	JUSTIFICATION
1	PRINT JOURNALS	1,48,568.00	COST OF LAST YEAR OF PRINT AND E-JRNLS
2	E-JOURNALS	4,38,065.00 (IEEE)	
		1,87,075.00 (ASME)	
3	BOOKS [(250*5 (COURSES)= 1250 VOLUMES)] FOR DEGREE	6,25,000 (1250 * 500 (approximate cost of each book)	AS PER AICTE NORMS
	[(100*3 [COURSES]=300 VOLUMES)] FOR M E	1,50,000 [(300*500 (approximate cost of each book)]	
TOTAL		15,48,708.00	

*Retired*

*Shroff*

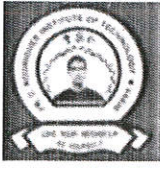
forwarded for approval

*21/10*

*20*

*2*

173718  
Bk  
721520



Fr C. Rodrigues Institute of Technology, Vashi, Navi Mumbai

## CENTRAL LIBRARY

The Minutes of Library Budget Meeting was held in the Principal's office on **27<sup>th</sup> November 2015 at 2.00 pm** with the Principal to finalise the budget for the **financial year 2016-2017**

### Members Present:

Dr. S.M. Khot; Principal FCRIT

Mrs. Kalpana Hire; Librarian FCRIT

Mrs. Smita Thorat; Librarian APV

### Points Discussed in the meeting:

- 1) Committee members deliberated on the requirement of books based on students enquiry and decided the book purchase may be streamlined based on requirement given by each department.
- 2) Subscription to e-journals i.e IEEE and ASME was discussed and decided that same will be continued further as institute is running PG courses.
- 3) Committee members discussed about Print Journal subscription renewal; it was decided that it can be renewed as per AICTE norms and faculty recommendation from each department.
- 4) Committee members felt that subscription to e-books shall be started in the digital era, which students can access easily.
- 5) Librarians presented next year requirement which was discussed in detail and approved as enclosed.

The budget meeting with Principal concluded at 3.10 PM on 27<sup>th</sup> Novemebr 2015.

  
Kalpana Hire, Librarian FCRIT

  
Smita Thorat, Librarian APV



  
Dr. S. M. Khot  
Principal, FCRIT



2016-2017

FCRIT

	ESTIMATED FIGURES OF THE LAST YEAR I.E. 2015-2016	ACTUAL FIGURE OF LAST YEAR I.E. 2015- 2016	ESTIMATED FIGURES FOR 2016-2017
BOOKS	-	2,11,024.00	20,00000.00
JOURNALS/MAGAZINES	-	7,22,685.00	8,00000.00
NEWSPAPERS	-	ALREADY INCLUDED IN APV EXPENDITURE	-
FURNITURE	-	-	200000.00
TOTAL =			30,00000.00

Note: Estimated figures for 2016-2017 calculated as shortfall present (as per AICTE norms) plus number of volumes required to be added yearly (AS PER AICTE Norms) multiplied by approx. cost Rs. 500.00

