

Proceedings of meeting conducted by Principal and IQAC Coordinator with Library Committee and Environment Audit Cell on 18.11.2020

In the meeting the following points were discussed:

Library Committee:

1. Requisition from all departments should be sought for the purchase of reference books.
 - * Caution money collected from the students can be used for the purchase of reference books.
 - * Planning should be done for the procurement of new books.
2. Maintenance of the items used by Late Rajabala Das, Founder Principal, should be taken care of.
3. The librarian informed that the damaged books have already been listed as such steps should be taken for removing them from the rack and kept separately.
4. Power backup (online UPS)
5. Formulation of library rules.
6. It was also discussed that the cleaning of the library be done.
 - * Painting of the library entrance and racks should be considered.
7. Renovation of the library toilet- door, door frame and slab.
8. Placement of important photographs; printing and binding of Dr. S.R. Ranganathan's photograph.
9. Fixing of signages in proper places.
10. It was suggested that research guides register themselves in the plagiarism prevention software- Urkund or any another software available through the institution.

Environmental Audit Committee:

11. The principal advised the members to prepare a one page document of whatever has been done; presentation be kept ready.
12. Installation of a water tank for the rain water harvesting.
13. Revival of vermicompost tank and waste assimilator.
14. New planning should be focused on-
 - a. Environment friendly measures
 - b. Campus flora
 - c. Plantation outside the campus
11. The scope for installation of Solar panels was discussed.

