



TECNIA INSTITUTE OF ADVANCED STUDIES

NAAC GRADE "A" INSTITUTE (CYCLE-2)

Approved by AICTE, Ministry of Education Govt. of India,

Affiliated to G.G.S.I.P University & Recognized Under Sec. 2(f) of UGC Act 1956.

INSTITUTIONAL AREA, MADHUBAN CHOWK, ROHINI, DELHI-110085

Ref.No TIAS/Dir.off/2025-26/16

Date: 30.01.2026

OFFICE ORDER

Subject: Constitution of the Library Advisory Committee for the Academic Year 2025-26

In accordance with the institutional framework for strategic oversight and quality enhancement of library resources and services, and in compliance with the guidelines of NAAC, NBA, AICTE, Delhi Higher Education/DTE, and GGSIPU, the Library Advisory Committee (LAC) is hereby constituted for tenure of two years with the following members:

1. Chairperson:

Dr. Kaveri CS (Director Nominee) – In charge of Library Committee

2. Member Secretary & Convener:


Shikha Verma – Librarian

3. Faculty Members:

S.No	Name of the Faculty Member	Department	Designation
1	Dr. M.N. Jha (Dean Academics)	Department of Journalism and Mass Communication	Member
2	Dr. Sushma Bahuguna	Associate Dean ICT	Member
3	Dr. Pooja Sharma	Associate Dean DMS	Member
4	Dr. Shivendu Kumar Rai	Associate Dean DJMC	Member
5	Dr. Shalini Gupta	Associate Professor, DMS	Member
6	Dr. Archana Dixit	Associate Professor	Member
7	Dr. Sheenu Arora	Associate Professor	Member
8	Dr. Neeta Kashyap	Associate Professor	Member
9	Dr. Ratandeep Kaur	Associate Professor	Member
10	Dr. Monisha	HOD MBA	Member
11	Dr. Gopal Thakur	Department of Journalism and Mass Communication (HOD DJMC)	Member

4. Student Representatives:

S.No	Name	Department & Program	Designation
1.	Bhavya Choudhry (00117004423)	ICT (MCA)	Member
2.	Kanishka Goel (00117003923)	Management Science (MBA)	Member
3.	Ayush Aggarwal (35517003922)	Management Science (MBA)	Member
4.	Chetanya (03221301724)	Management Science (BBA)	Member
5.	Disha Gupta	Management Science (BBA)	Member


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Madhuban Chowk, Rohini, Delhi-8)

	(00917001723)		
6.	Rajat Tanwar (35421302422)	Journalism and Mass Communication (BAJMC)	Member
7.	Anjali (00721302423)	Journalism and Mass Communication (BAJMC)	Member
8.	Ayush (05217002024)	ICT (BCA)	Member
9.	Fagun (04117002022)	ICT (BCA)	Member
10.	Akshara (05617002023)	ICT (BCA)	Member
11.	Aditya (04417002024)	ICT (BCA)	Member
12.	Kanishk Gupta (04917002024)	ICT (BCA)	Member

5. Ex-Officio Member (IT Representative):

[To be nominated by the IT Department by Asso. Dean ICT for IT Representation]

6. Expert Member (Optional):

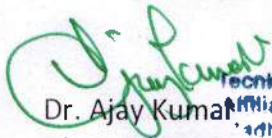
[May be co-opted as needed by the In charge of Library Committee]

Roles and Responsibilities:

The Committee shall be responsible for policy formulation, budget advisory, quality assurance, service enhancement, grievance redressal, and compliance reporting in line with accreditation and statutory requirements. The Committee shall meet at least twice per semester, with quorum requirements and documentation as per the institutional framework.

Effective Date:

This committee shall be effective immediately and shall function as per the operational framework outlined in the comprehensive document dated 30.01.2026 (Ref No. TIAS/Dir.off/2025-26/16).


Director
 Technic Institute of Advanced Studies
 Dr. Ajay Kumar
 Affiliated to GGSIP University Delhi
 Adhunan Chowk, Rohini, Delhi-84
Director, TIAS

Copy to:

- IQAC
- Dean (Academics)
- Asso. Dean (ICT)
- Asso. Dean (DMS)
- Asso. Dean (DJMC)
- All HoDs – MBA, BBA, B.Com, BAJMC, MCA, BCA,
- Faculty Concerned
- Directorate Secretariat
- Training & Placement Cell
- In-Charge – ITC to upload notice on website
- In-Charge, Student Welfare
- Library Office File

Comprehensive Document outlining Library Advisory Committee
 Attached



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Ref No./TIAS/ Dir.off/2025-26/16

Date: 30.01.2026

COMPREHENSIVE DOCUMENT OUTLINING LIBRARY COMMITTEE

This framework integrates the common and specific expectations of these bodies, focusing on strategic oversight, quality enhancement, student-centric services, and documented evidence for accreditation.

Library Advisory Committee: Rules, Regulations & Operational Framework

1. Preamble & Objective: The Library Advisory Committee (LAC) is constituted as a statutory body to advise on the development and management of library resources and services in alignment with the academic and research goals of the institution. Its primary objective is to ensure the library functions as a dynamic knowledge hub supporting teaching, learning, and research, complying with all relevant regulatory and accreditation standards.

2. Compliance of Reference: This committee is constituted with compliance of reference as per the guidelines of:

- NAAC (NBA SSR): Criterion 4 - Infrastructure and Learning Resources; Criterion 5 - Student Support and Progression.
- NBA: Criterion 4 – Support for Students' Learning and Development.
- AICTE: Model Guidelines for Infrastructure and Learning Resources.
- Delhi Higher Education (DHE)/DTE: State-specific circulars on library development.
- GGSIPU: Ordinance and regulations concerning academic infrastructure and affiliated institutions.

3. Composition of the Committee (Tenure: 2 Years)

Chairperson: A Senior Academic Administrator (Dean Academics / Senior Professor nominated by Director).

Convener & Member-Secretary: Chief Librarian / Head Librarian.

Faculty Members: Minimum 4-6 representatives from diverse departments (including Management Sciences, Information Communication & Technology, Mass Communication, and Clinical Psychology etc.), ensuring proper gender diversity.

Student Representatives: 2-3 students (including PG/research scholars and UG, with gender diversity).

Expert Member (Optional but recommended): An external library/information science expert or an industry representative.

Ex-Officio Member: A nominee from the IT Department (for digital library issues).

4. Roles and Responsibilities

- Policy & Planning: Formulate and Review Library Policies (Collection Development, Digital Access, Usage, Weeding).
- Budget & Resources: Advise on annual library budget allocation, procurement of books/journals (print & electronic), and infrastructure development.
- Quality Assurance: Monitor the quality, relevance, and adequacy of library resources vis-à-vis NBA/NAAC parameters, curriculum, and faculty/student needs.

- Service Enhancement: Recommend new services (e.g., Institutional Repository, Plagiarism Software, Information Literacy Programs, Inter-Library Loan).
- Feedback & Grievance: Act as a channel for user feedback and address grievances related to library services.
- Compliance & Reporting: Ensure library practices meet statutory and university norms. Prepare annual reports for inclusion in AQAR (NAAC) and NBA submissions.


5. Meetings and Quorum

- Frequency: The committee shall meet at least twice per semester (minimum 4 times a year). Emergency meetings can be convened as needed.
- Quorum: 50% of the total members, including the Chairperson or Convener.
- Notice: Agenda and relevant documents shall be circulated at least 7 days prior to the meeting.
- Minutes: Draft MoM shall be circulated within 7 days of the meeting, finalized in the subsequent meeting or via circulation.
- Standard Agenda for Library Advisory Committee Meeting
- Meeting of the Library Advisory Committee
- Date: [DD/MM/YYYY]
- Time: [HH:MM]
- Venue: [Library Conference Room / Online Platform]

AGENDA

1. Welcome and Confirmation of Quorum by the Chairperson.
2. Confirmation of the Minutes of the previous meeting.
3. Matters Arising from the Previous Minutes (Action Taken Report).
4. Review of Library Performance & Statistics (NAAC/NBA Key Metrics):
 - * Analysis of key indicators: Book Bank usage, footfalls, e-resource logins, book issue/return statistics.
 - * Progress on gaps identified in previous NAAC/NBA reports.
5. Budget and Resource Allocation:
 - * Review of expenditure for the current financial year.
 - * Discussion and finalization of proposed budget for the next FY for:
 - * Print Books and E-books (Department-wise demand consolidation).
 - * Journal Subscriptions (National, International, E-Journal Consortia like DELNET, N-LIST).
 - * Database Subscriptions (e.g., IEEE, Springer, ScienceDirect, etc.).
 - * Infrastructure (Furniture, RFID, Security, Software).
6. Curriculum and Research Support:
 - * Mapping of new and revised course curricula (GGSIPU/Board of Studies) with library holdings.
 - * Discussion on supporting emerging research areas and project work.
7. Policy Reviews and New Initiatives:
 - * Review/Amendment of Collection Development Policy.
 - * Discussion on new services: Information Literacy Workshops, Thesis/Dissertation Submission SOP, Anti-Plagiarism software utilization.
 - * Feedback on Digital Library and Institutional Repository status.
8. User Feedback and Grievances:
 - * Summary of feedback received from students and faculty (via suggestion box/online forms).
 - * Resolution of specific grievances.
9. Infrastructure and IT Issues:
 - * Status of library hardware/software, network, and website.

* Discussion on any proposed upgrades (e.g., library automation software version update).

Ref No. TIAS/Lib./2025-26/___ Date & Time: [DD/MM/YYYY, HH:MM] Venue: Library Meeting Room of the TIAS Academic Year: [e.g., 2024-25]	 TECNIA INSTITUTE OF ADVANCED STUDIES NAAC GRADE 'A' INSTITUTE (CYCLE-2) <small>Approved by AICTE, Ministry of Education Govt. of India, Affiliated to G.G.S.I.P. University & Recognized Under Sec. 2(f) of UGC Act 1956. INSTITUTIONAL AREA, MADHUBAN CHOWK, ROHINI, DELHI-110085</small>
LIBRARY ADVISORY COMMITTEE	
Academic Session 2025-26	Minutes of Meeting (MoM)
MINUTES OF THE 04th MEETING OF THE LIBRARY ADVISORY COMMITTEE	

10. Any Other Item with Permission of the Chair.
11. Date and Agenda for the Next Meeting.
12. Vote of Thanks.

LIBRARY ADVISORY COMMITTEE

**1. Members Present:

- * Chairperson: [Name]
- * Convener (Librarian): [Name]
- * Faculty Members: [List Names & Departments]
- * Student Representatives: [List Names & Program]
- * Others: [IT Head, Expert Member, etc.]

**2. Members Absent (with Apology): [List Names]

**3. Welcome and Quorum:

- * The Chairperson welcomed the members. The quorum was confirmed as present.

**4. Confirmation of Previous MoM:

- * The minutes of the previous meeting held on [Date] were read and confirmed as a true record.

**5. Action Taken Report on Previous Minutes:

- * The Convener presented the Action Taken Report. Key updates:
 - * Action Point 1: [e.g., "Proposal for IEEE subscription has been approved by the management."] Status: Completed.
 - * Action Point 2: [e.g., "Book display rack for new arrivals has been installed."] Status: Completed.
- * (This section is CRITICAL for NAAC/NBA evidence of continuous improvement).

**6. Discussion and Decisions on Agenda Items:

- * Item 4: Library Statistics Review
 - * Decision: It was noted that e-journal usage has increased by 25%. The committee recommended promoting specific databases (like JSTOR) through faculty-led workshops.
- * Item 5: Budget Finalization
 - * Decision: After discussion, the committee recommended the following budget allocation for FY 2025-26 for management approval:
 - * Books: ₹XX Lakhs (with 70% for titles recommended by departments).
 - * E-Resources: ₹YY Lakhs (including renewal of DELNET/N-LIST and one new database in Computer Science).
- * Item 7: New Policy Initiative
 - * Decision: The draft "Policy on Weeding Out Obsolete Books" was discussed and approved with minor modifications. It will be implemented from the next academic session.
- * Item 8: User Feedback


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* Decision: The grievance regarding extended library hours during examinations was discussed. It was resolved to extend timing by 2 hours for 15 days during the pre-exam period.

****7. Any Other Business:**

* A member suggested exploring open-source software for the Institutional Repository. The Librarian was asked to prepare a feasibility report.

****8. Next Meeting:**

* The next meeting is scheduled for [Tentative Date], focusing on pre-accreditation (NAAC/NBA) preparedness of the library.

****9. The meeting concluded with a vote of thanks by the Chairperson at [HH:MM].**

Signature: _____
Chairperson of Library Advisory Committee

Signature: _____
Convener (Librarian) & Member Secretary

Distribution:

- i. All Committee Members
- ii. Director /Head of Institution
- iii. Administrative Officer
- iv. Finance Officer
- v. IQAC Coordination Cell
- vi. Library Office File
- vii. Key Points for NAAC/NBA/AICTE/GGSIPU Compliance:
- viii. Documented Evidence: Maintain a dedicated file/register with TIAS portal
- ix. Committee constitution order (with approvals).
- x. All meeting agendas.
- xi. All signed MoMs with detailed decisions.
- xii. Action Taken Reports showing closure of loops.
- xiii. Annual Report of the committee's activities.
- xiv. Student Participation: Evidence of student representation and their active input in minutes is highly valued by NAAC/NBA.
- xv. Data-Driven Decisions: Minutes should reflect discussions based on library statistics (usage, user surveys), showing a systematic approach.
- xvi. Policy Documents: Have approved, written policies for Collection Development, Weeding, Digital Access, etc., referenced in the MoMs.

NOTE: Link to AQAR: The library's annual activities and improvements, as recorded in LAC MoMs, should be summarized in the institution's Annual Quality Assurance Report (AQAR) for NAAC.

By following this structured framework, Library of institution will demonstrate a proactive, transparent, and quality-focused governance of library resources, satisfying the core requirements of all the mentioned regulatory and accreditation bodies rules, regulations, a standard agenda, and a template for Minutes of Meeting (MoM) designed to meet the compliance requirements of NAAC, NBA, AICTE, DHE/DTE (State Guidelines), and Guru Gobind Singh Indraprastha University (GGSIPU).


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