GHARDA FOUNDATION'S

GHARDA INSTITUTE OF TECHNOLOGY

GF GHARDA FOUNDATION

GIT GHARDA INSTITUTE OF TECHNOLOGY

A/P: LAVEL, TAL.KHED, DIST.RATNAGIRI.

Tel.: 02356 - 262795 – 99, Fax: 02356 – 262980

Website: www.git-india.edu.in, Email: principal@git-india.edu.in

COM.NO.20/A.Y. 2023-2024   22nd August 2023

CIRCULAR

The **Library Data Management and Book Bank Scheme for SC/ST/DT/NT Students** Committee is reconstituted and will continue till the end of A.Y. 2023-2024. The members of the committee are as follows:

Sr. No.	Name of the Staff	Department	Designation
1	Librarian	Central Library	Chairman
2	Prof. S M Jangam	Chemical Engineering	Member
3	Prof. (Mrs) V S Kolge	ExTC Engineering	Member
4	Prof. N H Koppa	Civil Engineering	Member
5	Prof. O. A. Jarali	Mechanical Engineering	Member
6	Prof. (Mrs.) Vaishali Rane	Computer Engineering	Member
7	Dr. N A Kolekar	ASH Department	Member
8	Miss. Shruti Sawant	Student Rep. (BE Civil)	Member
9	Mast. Akash Vilankar	Student Rep.(BE Chem.)	Member
10	Miss. Gauri Kangutkar	Student Rep.(TE ExTC)	Member
11	Miss. Nisha Patil	Student Rep.(BE Comp.)	Member
12	Mast. Soham Khurd	Student Rep.(TE Mech.)	Member

PRINCIPAL

cc: All GIT Staff

Encl: Role and responsibilities

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Role and Responsibilities:

1. To look after lecture videos, teaching-learning related materials/information storage system etc.
2. To Manage ELRC, Digital Laboratories and circulate e-resources to staff and students.
3. To improve the usage of e-journals, e-books, online portals of learning's
4. To monitor, assess and co-ordinate MOOC including NPTEL courses.
5. To ensure registration of GIT with UGC initiatives for online learning
6. To ensure that students and staff take part in various e depositories created by UGC like National Academic Depositories
7. To assist the Principal in formulating Library policy
8. To look after general maintenance of the library in terms of reading material and infrastructure.
9. To effectively involve in fostering the reading habit of staff and students
10. To recommend / justify withdrawal and weeding out of out-dated material with the help of competent authority for final decision
11. To prepare the agenda and minutes of the meetings and circulate it to the authorities
12. To assist administration in decision making regarding on-line subscription, purchase of books, subscription to popular magazines
13. To organize "Know Your Library" event periodically in every semester.
14. To organize book exhibitions in the library.
15. To audit the stock of books annually and submit its report to the Principal
16. To promote and maintain Book Bank Scheme.
17. To circulate relevant portions of interest (Science articles, newspaper articles, technical reports, research papers, etc.) to GIT staff & students.
18. To publish "Library Newsletter" and circulate the same to GIT staff & students.
19. To assist Principal and to provide all administrative support for "pre-counselling during examination".
20. To maintain "Digital Library" and ensure its upkeep.
21. To provide all administrative support for keeping library open for extended hours as and when directed by the Principal, especially during preparatory leave and examination period.
22. To provide all administrative support for keeping reading room for boys & girls open for extended hours as and when directed by the Principal, especially during preparatory leave and examination period.

Committee should conduct three meetings in per semester and as & when required. Chairman should maintain the record of minutes of meetings and produce to the undersigned as and when required. Students passing out in academic year 2023-2024 will be replaced by new student representatives.

The Committee to monitor the process of application and utilisation of the Book Bank Scheme for the above students. Chairman to prepare and submit Utilization Report (As per given format), Utilization Certificate (As per given format) and Audited Statement to the Office of Director, Department of Students" Development, University of Mumbai (Address: Department of Students" Development, 1st Floor, Vidyapeeth Vidyarthi Bhavan, "B" Road, Churchgate, Mumbai – 400 020 on or before August 31, 2024.