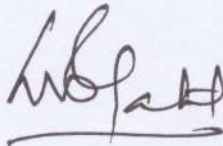


CIRCULAR

The **Data Management Committee** is reconstituted and will continue till the end of A.Y. 2022-2023. The members of the committee are as follows:

Sr. No.	Name of the Staff	Department	Designation	Mobile No.
1	Principal	Principal	Chairperson	9767503463
2	Dr. B A Danawade	Mechanical Engineering	Member	9822730639
4	Dr. S P Tekade	Chemical Engineering	Member	7083848408
5	Prof. (Mrs) K M Gajmal	Computer Engineering	Member	9850691868
6	Prof. M S Gadre	Registrar	Member	9422631677
7	Mr. S P Joshi	Library	Member Secretary	8308347555
8	Mr. V V Shirgaonkar	System Analyst	Member	8275262754
9	Mr. A P Salunkhe	Comp Engineering	Member	9405595075
10	Miss. Shruti Sawant	Student Rep. (TE Civil)	Member	8010851404
11	Mast. Akash Vilankar	Student Rep.(TE Chem.)	Member	7588689756
12	Miss. Gauri Kangukar	Student Rep.(TE ExTC)	Member	8805397933
13	Miss. Nisha Patil	Student Rep.(TE Comp.)	Member	9130767618
14	Mast. Soham Khurd	Student Rep.(TE Mech.)	Member	8767683380

Committee should conduct three meetings in per semester and as & when required. Chairperson/Convener/Member Secretary should maintain the record of minutes of meetings and produce to the undersigned as and when required. Students passing out in academic year 2021-2022 will be replaced by new student representatives.

PRINCIPAL



cc: All GIT Staff

Encl: Role and responsibilities

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 To recommend / justify withdrawal and weeding out of outdated material with the help of competent authority for final decision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-counseling 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.