



MEGHNAD SAHA INSTITUTE OF TECHNOLOGY

Nazirabad, P.O. Utchepota Via Sonarpur, Kolkata:700150

NOTICE

Ref. no. MSIT/PO/NOTICE-2020-21/213

Date: 01.10.2020

This is to inform all concerned that **LIBRARY COMMITTEE** has been constituted with effect from 01.09.2020 to coordinate and execute the library operation in a proper way. The following will be the constitution and guidelines of the Committee.

Members:

Sl. No.	Name	Designation by Profession	Position in Committee
1	Prof.(Dr.) Ankur Ganguly	Principal-In-Charge	Chairperson
2	Ms. Shampa Sarkar (Biswas)	Librarian	Coordinator
3	Ms. Joysree Das Roy	Dean-Student Affairs	Convener
4	Prof.(Dr.) Tapobrata Bhattacharya	Professor & HOD-ME	Member
5	Dr. Sumit Som	Assistant Professor & HOD-BSH	Member
6	Mr. Subhprapatim Nath	Assistant Professor & HOD-CSE	Member
7	Mr. Subir Hazra	Assistant Professor & HOD-IT	Member
8	Dr. Swapnadip De	Assistant Professor & HOD-ECE	Member
9	Mr. Sheak Hasim	Assistant Professor & HOD-CE	Member
10	Dr. Susmita Adhikary	Assistant Professor & FIC-EE	Member
11	Mr. Aparna Datta	Assistant Professor & FIC-CA	Member
12	Mr. Debarshi Ghosh	Assistant Professor & FIC-BA	Member

Term of Members: Two years for nominated members.

Meetings: At least one meeting in every 60 days and as and when necessary as deemed fit by the committee.


ROLES AND RESPONSIBILITIES:

1. To make policies and regulations to govern the functions of the library and also to formulate procedures for the efficient use of Library resources.
2. Final requisition of Books as per the recommendation of the respective subject faculties /heads and students of the departments are to be produced to library committee for final approval
3. All journals (printed and online) to be subscribed & obtained for the Library are scrutinized and approved by the Library Committee.
4. To work towards modernization such as software implementation or up gradation and improvement of Library and documentation Services.
5. To prepare budget and proposals for the development of the Library.

6. To submit the annual report on the functioning of the library
7. Auditing and supervising the expenditure
8. To determine the penalty charges for overdue of books, loss of library books and loss of library card.
9. To take steps in increasing the functionalities of the digital library.
10. Assist and advice functioning of Departmental Libraries

Modus operandi:

1. The Committee/Cell/Council will be reporting to Coordinator – Academic Affairs as SPOC w.r.t. the office order (Ref. No. MSIT/PO/2020-21/140 dated 19.08.2020) to discuss and resolve issues of committee & inter-disciplinary nature on regular basis.
2. The Coordinator – Academic Affairs will report to HOI with all required details.
3. The HOI may call the individual committee for meeting as and when deemed fit by the same.


Prof. (Dr.) Ankur Ganguly
Principal- In-Charge



CC: The GCEO – TIG, The Director - AQA – TIG, All the HODs/FICs, Dean-SA, Administrator, Controller (E&UA), Librarian, TPO, Coordinator - Website & Social Media Committee, Coordinator – Academic Affairs.