



MEGHNAD SAHA INSTITUTE OF TECHNOLOGY

Nazirabad, P.O. Uchhepota, Kolkata:700 150.

Ref. no. MSIT/PO/2022-23/NOTICE/COMM/008

Date: 05.09.2022

NOTICE

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.	MEMBERS NAME	DESIGNATION BY PROFESSION	POSITION IN COMMITTEE
1	Prof.(Dr.) Tirthankar Datta	Principal	Chairman
2	Ms. Shampa Sarkar	Asst. Librarian	Coordinator
3	Ms. Joysree Das Roy	Dean-Student Affairs	Member
4	Dr. Sumit Som	Assoc. Professor & HOD-BSH	Member
5	Dr. Sheak Hasim	Assoc. Professor & HOD-CE	Member
6	Dr. Manash Chanda	Assoc. Professor & HOD-ECE	Member
7	Mr. Subhprapratim Nath	Asst. Professor & HOD-CSE	Member
8	Dr. Diganta Sengupta	Assoc. Professor, CSE & FIC-CSBS	Member
9	Dr. Manish Mukhopadhyay	Asst. Professor & HOD-ME	Member
10	Mr. Subir Hazra	Asst. Professor & HOD-IT	Member
11	Dr. Susmita Adhikary	Asst. Professor & FIC-EE	Member
12	Ms. Aparna Datta	Asst. Professor & FIC-CA	Member
13	Mr. Debarshi Ghosh	Asst. Professor & FIC-BA	Member
14	Mr. Tirtha Pratim Mitra	Office Assistant	Convener

Roles & 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 infrastructure and documentation services.
5. To prepare budget proposal for the development of the library.
6. To submit the annual report on the functioning of the library and auditing the entire stock.
7. To identify the slow moving and damaged books for further process.
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. To assist and advice functioning of Departmental Libraries

Term of Members: Two years for nominated members.

Meetings: Preferably twice per semester and as and when deemed fit by the Committee.

Prof. (Dr.) Tirthankar Datta
Principal

Meghnad Saha Institute of Technology

CC: Dr. Arindam Roy (Member-BOG), All Deans, Controller (E&UA), Administrative Officer, Asst. Manager - Compliance, SPOC - TCS-iON, Admin Office, Accounts Office, Library, Notice Board, Website, Guard File.