



GANDHI INSTITUTE OF EXCELLENT TECHNOCRATS

(Managed by Venketeswar Educational Trust, Bhubaneswar)

(Approved by AICTE & Govt. of Odisha, Affiliated to BPUT and SCTE&VT, Odisha)

Ref. No.: GIET/1043/2023

Date: 3/7/23

OFFICE ORDER

Re-Formation of Library Committee for the academic year 2023-24

Objectives: To ensure the efficient and effective operation of the library in fulfilling its mission to provide access to information, support learning and research, and enrich the lives of its users.

Sl. No.	Name and Designation	Position
1	Dr. Subhrajit Pradhan (Principal, Gandhi Institute of Excellent Technocrats, Ghangapatna, BBSR)	Chairperson
2	Dr. Amaresh Chandra Pradhan (Associate Professor, Dept of Basic Science and humanities, Gandhi Institute of Excellent Technocrats, Ghangapatna, BBSR)	Convenor
3	Mr. Prabodh Kumar Mohapatra Librarian Gandhi Institute of Excellent Technocrats, Ghangapatna, BBSR)	Co-Convenor
4	Mr. Rakesh Shama Librarian Gandhi Institute of Excellent Technocrats, Ghangapatna, BBSR)	Co-Convenor
5	Prof. Manurbhaba Swain, (Assistant Professor, Dept of EEE, Gandhi Institute of Excellent Technocrats, Ghangapatna, BBSR)	Member
6	Prof. Bhabani Sankar Das (Assistant Professor, Dept of EEE, Gandhi Institute of Excellent Technocrats, Ghangapatna, BBSR)	Member
7	Prof. Pallishree Mohapatra (Assistant Professor, Dept of BSH, Gandhi Institute of Excellent Technocrats, Ghangapatna, BBSR)	Member
8	Prof. Shivaram Pattnaik (Assistant Professor, Dept of MBA, Gandhi Institute of Excellent Technocrats, Ghangapatna, BBSR)	Member



CAMPUS:

Shanti Niketan, At: Ghangapatna,
Po: Kantabada, Bhubaneswar
Dist: Khurdha, Pin-752054
Odisha, India

CITY OFFICE:

Plot No. HIG42, 1st Floor, In front of Pal Heights
Jaydev Vihar, Bhubaneswar-751013
Ph: 0674-2541843/2542842

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9	Miss. Subhasmita Routray (Asst. Librarian Gandhi Institute of Excellent Technocrats, Ghangapatna, BBSR)	Member
10	Mr. Sinu Panigrahi (Asst. Librarian Gandhi Institute of Excellent Technocrats, Ghangapatna, BBSR)	Member

Functions of the Cell:

- The library committee monitors the procurement of books, Journals and the allocation of the budget according to the recommendation of the heads of the departments.
- To supervise the allocation and utilization of funds for different departments for the purchase of books and journals for the Central and Departmental libraries.
- Advises and reviews library policies for instruction, resources, services, and the facility.
- Advises regarding library services, especially innovation, for the campus community.
- Discusses budgetary issues for books, journals, databases, media, etc.
- To maintain liaison between Central Library and various Academic Departments for the purchase of networking of Departmental libraries with the Central Library.

Roles and Responsibilities of Library Committee: -

- As per Institute Handbook, 0.32, a Library Committee is a "general policy making body for the library service of the college which advises the Syndicate on any matter connected with the library services including funds, books, staff etc.,
- Librarian is the Secretary of the Committee.
- One faculty from each Department and one student from each section considered as Library committee member deputed by the HOD concern Department.

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- The function of the Library Committee is to support the functioning of the library so that it can facilitate the library development plans by advocating the library development activities with the management.
- The purpose of the Library Committee is to act as a channel of communication and dialogue between the college Library and its users.
- The Committee's main objective is to aid in the establishment a bridge between the library and the academic fraternity and the institute management.
- The Library Committee (LC) is appointed by the principal of the college and is a statutory Committee.

Principal

Gandhi Institute of Excellent Technocrats
Ghangapatna, Bhubaneswar

PRINCIPAL

Memo No 1044 /GIET-Ghangapatna/2023

Gandhi Institute of Excellent Technocrats
Ghangapatna, Bhubaneswar

Date:- 3/7/23

Copy to:

1. Hon'ble Vice-Chairman for favour of information.
2. Dean Academics/Dean Student Affairs/ Dean R&D/Dy. Registrar/A.O.(Academics)/Director T&P/ All HODs/ /Asst. Manager-HR/A.O.(Admin)/T&P Cell/ Library/Exam. Section/Staff Circular.
3. All committee members / personal file for record.
4. All Notice Board for information.



Principal

Gandhi Institute of Excellent Technocrats
Ghangapatna, Bhubaneswar

PRINCIPAL

Gandhi Institute of Excellent Technocrats
Ghangapatna, Bhubaneswar

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