



Ref.No.VVP/Estt./2023-24/ 400/11

Date: 07-07-2023

Library Advisory Committee

The Padmshri Dr. Vitthalrao Vikhe Patil Institute of Technology & Engineering (Polytechnic) has formed Library Advisory Committee for the purpose of smooth functioning of library and coordination with all HoDs, Faculties & Students of the institute.

Sr.No	Name of the Staff & Positions	Designation	Mobile No
01	Dr. V. R. Rathi Principal	Chairman	9423787412
02	Mr. N. M. Garad Vice Principal & HoD Chemical Engineering	Member	9890844774
03	Mr. R. B. Nimbalkar HoD, Mechatronics Engineering	Member	9226887113
04	Mr. R. S. Kakade HoD, Computer Engineering	Member	9422905222
05	Mr. E. R. Ghogare HoD Automobile Engineering	Member	9881238250
06	Mr. S. K. Gorde Lecturer & HoD, Civil Engineering	Member	9404977474
07	Mr. V. R. Lawande HoD, Mechanical Engineering	Member	9022395155
08	Mrs. V. D. Vaidya HoD, Cloud Comp.& B.D.	Member	9527209372
09	Mr. Laware Ramanath Vitthal HoD, Applied Science	Member	9881921043
10	Mr. D. P. Antre Asstant. Librarian	Member Secreatry	9766180045
11	Dr. D. M. Sontakke Librarian, PREC	Library Advisor	9270636524

Roles and Responsibilities:

- To be responsible fully to manage the library effectively so that the library services are catered to the satisfaction of the members.
- To prepare and issue library cards within one weeks time of the date of reporting of the college/institute.
- To enrich the book-bank facilities and regularly receive grants from social welfare department by applying within the stipulated time.
- To issue circulars twice in a semester and make a list of reference and text books and put before the library committee for approval and arrange to place orders for timely procurement.
- To organize library committee meeting in the beginning of the every month and record the proceedings.
- To prepare the annual budget of the library and put up the same before library committee for approval.
- To maintain the accession register up-to-date.



(Dr. V. R. Rathi)
Principal

PRINCIPAL

Padmashri Dr. Vitthalrao Vikhe Patil
Institute of Technology & Engineering

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