

COM. No.21/A.Y.2025-2026

23rd July 2025

CIRCULAR

The **Library Data Management Committee** is reconstituted and will continue from the A.Y. 2025-2026. The members of the committee are as follows:

Sr. No.	Name of the Staff	Department	Designation
1	Dr. N. Y. Ghare	Chemic Engineering	Chairman
2	Mr. S. P. Joshi	Central Library	Member Secretary
3	Prof. (Mrs) T. H. Shinge	ExTC Engineering	Member
4	Prof. V. S. Jadhav	Civil Engineering	Member
5	Prof. O. A. Jarali	Mechanical Engineering	Member
6	Prof. (Mrs.) Vaishali Rane	Computer Engineering	Member
7	Dr. N A Kolekar	ASH Department	Member
8	Prof (Mrs.) S. S. Ghadge	MCA Department	Member
9	Ms. Madhavi Khaire	Student Rep. (Comp)	Member
10	Ms. Sai Patil	Student Rep.(Chem.)	Member
11	Mast. Yash Mahadik	Student Rep.(Civil)	Member
12	Ms. Mansi Anabhavane	Student Rep.(EXTC)	Member
13	Mast. Kaushik Sathe	Student Rep.(Mech.)	Member
14	Mast. Suyash Shivalkar	Student Rep.(CSE AIML)	Member

Committee should conduct three meetings in per semester and as & when required. Chairman should maintain the record of minutes of meetings and produce to the undersigned as and when required.


PRINCIPAL

cc: All GIT Staff

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 out-dated 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-counselling 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.