



Gandhi Institute of Advanced Computer & Research

RAYAGADA, Odisha

(Approved by AICTE-New Delhi, Affiliated to BPUT-Rourkela and SCTE&VT-Odisha)

(Managed by Rabindranath Educational Trust)

Office Order

Ref. No: GIACR/LC/12/24-25

Date: 23/07/2024

LIBRARY COMMITTEE

To collect, organize and disseminate print and electronic information to the academic community of the Institution, to enhance and support the research activity of the Institution and to act as Learning Resource Centre. A Library Committee of Gandhi Institute of Advanced Computer & Research, Rayagada is reconstituted with following members facilitates the driving force behind the evolution of library services. With a focus on collaboration, inclusivity, and strategic planning, this committee navigates the intricate intersections of information access, user needs, and technological innovations to ensure that the library remains a vibrant and indispensable asset for the community it serves.

SL NO	DESIGNATION	POSITION
1	Dr. Pratap Chandra Mishra, Principal	CHAIRMAN
2	Mr. Kishore Chandra Panigrahy, Sr. Lecturer	CONVENER
3	Mr. K. Bijay Kumar, Asst. Prof.	MEMBER
4	Mr. Biren Kumar Sahu, Librarian	MEMBER
5	Mrs. Pramila Kumari Panda, Sr. Lecturer	MEMBER

Roles and Responsibilities:

1. Technical/Higher Education guide lines a "Central-e-Library" has been set up and open in the College premises in order to provide sufficient books/Journal/Magazine/Research facilities to the students/faculties for their academic & personal use and reference.
2. For smooth operation of library activities, the library committee has duly formed by the competent authority in order to planning, executing & monitoring the entire library day-to-day activities & requirements for the development.



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3. The committee should have responsible to collect the book/ journal list (as per reference & Prescribed Author/Publisher etc.) from the concerned faculty's subject/Paper (Branch wise) through their departmental heads in time.
4. As per the suggestions/recommendations of this committee, all files of library related shall be moved to the principal/Management table for final approval.
5. The book/journal/things should be purchased from the vendor's/dealer/publisher etc. through genuine quotations. The best quotation of the received has to be recommended to the higher authority for final approval.
6. The total number of books available in library shall be displayed in the ledger book as well as digital monitor for the information & utilization of every one.
7. The library committee has to ensure the audit of the physical quantity of books twice in an academic year and to be submitted the report to the higher authority.

Regulations for Central Library:

- User of the Central Library should have followed the Timings of library very strictly by the faculty & students/Visitors etc.
- Use of Reference and Periodicals books, journals magazines and use of e-Library Room etc. on Monday to Friday 9.00 am to 5.00 pm (Digital Library)
- Working hours of Central Library is from 9.00AM to 5.00PM every working day.
- For hostellers the Central Library will remain open from 5.00PM to 9.00PM.
- A member can borrow any book from the library for minimum period of 7days and he/she should have return back to the library on or before the stipulated date & timings, beyond it they may be imposed fine as per the Central Library Norms.
- The limit of issuing library books to the faculty are, 10 numbers for a professor, 06 books for an associate Professor, 04 books to an Assistant Professor/Lecturer, 02 books to laboratory In-charge/demonstrator and 04 books to each student and no books will be issued for visiting/Guest faculty.
- Members shall keep their personal belongings on the shelves provided outside before entering into the Library.
- Perfect silence should be maintained and observed in the Library.



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- Mobile phones should be switched off inside the Library.
- Library books are neither to be marked by any means nor to be scratched or tore or tempered.
- Reference books are not allowed to be issued to home.
- If a book is mutilated or lost, the user shall replace it with a same new book or pay thrice the amount of the original price of the book along with the overdue charges if any.
- Users are requested to check books for quality before issuing/getting them.
- If the member card is lost, the Library shall be informed immediately. A duplicate card may be issued on payment of Rs. 100/-.
- If a member wants more books for reference beyond the prescribed number of books, he/she may get through lending library with deposit of Rs10/- per book and per week.
- Books and other Library material can be renewed for the original loan period provided there is no demand or reservation on the same. No books shall be reissued without presenting them physically.


Convener


Principal
PRINCIPAL
GANDHI INSTITUTE OF ADVANCED
Gandhi Institute of Advanced
COMPUTER & RESEARCH
Kayagada