



Shikshan Prasarak Mandal's
Jawahar Arts, Science & Commerce College,
Anadur, Tal: Tuljapur, Dist: Osmanabad.

President: Hon. B. F. Kasture

Secretary: Hon. S. N. Alure Guruji

Principal: Dr. Umakant Chanshetti (M.Sc. M.Phil. Ph. D.) 9420488874

Ref. No. JASCCA/

Date: June 17, 2019

To,
Mr. Shailesh Shaiwale,
Librarian,
Jawahar ASC College,
Anadur, Dist: Osmanabad.

**Subject: Appointment as a Convener of Library
Committee of College.**

Dear Sir,

*It gives me an immense pleasure to inform you that, you have been appointed as a Convener of **Library Committee** of our Jawahar College, Anadur from this academic year June 2019. It is a very important committee, to cater facilities for the academic and other related activities of the College*

*Your appointment on this **Library Committee** as a convener is for five year. The details of this cell are enclosed with this letter.*

Here with you advised that, you should communicate with other members and prepared the perspective plan for this academic year 2019-2020, and submit to the office up to June 30, 2019.

Wishing you all the best.

Encl: Manual of Library Committee

For Information Copy to:

Hon. S. N. Alure Guruji,
Secretary, Shikshan Prasarak Mandal,
Anadur, Dist: Osmanabad.


PRINCIPAL
Jawahar Arts, Science & Commerce
College, Anadur,
Tal Tuliapur Dist Osmanabad

16. College Library Committee

Composition:

Tenure: 5 years

Sr. No.	Name of Faculty	Department	Designation
1.	Dr. Umakant Chanshetti	Principal	Chairman
2.	Mr. Shailesh Shaiwale	Librarian	Convener
3.	Dr. Sahdev Birajdar	Commerce	
4.	Dr. Rajshekhar Varshetti	Economics	
5.	Dr. Mallinath Birajdar	Hindi	
6.	Dr. D. S. Suryawanshi	Botany	
7.	Ms. Madhuri Gadsing	Mathematics	
8.	Student Representative		
9.	Ladies Representative		

Objective: To enrich Library collection and improve usage

Function: The committee will

- i) Arrange for procuring subject wise books/magazines/journals
- ii) Recommended measures for upgrading the library facilities
- iii) Look after internet facilities
- iv) Liaison between the library, the student and the faculty
- v) Strive for enriching stock with e-resources
- vi) Ensure optimal use of library collection by students & staff
- vii) Cause periodic stock verification as per rule

Role and responsibilities:

- Preparation of list of books (titles, volumes and number) to be purchased for the upcoming semester in the B.A. /B.Sc. /B.Com. programme in consultation with all HOD and staff. The members to review and finalize the requirement of books for library and Book bank.
- Submission of requisition of the finalized list of books and follow up on purchase order progress of the same.
- Stock verification of library books periodically.
- Management of electronic format of library which includes preparation of E-data of all books and Journals available, new arrivals, book keeping, e-book reader utility and procurement.
- Maintenance, updating and record keeping of Book Bank facility.
- Organize library awareness days and workshops for students and parents in consultation with the class coordinators.
- Organize library exploration day for all course coordinators department wise and review utilization of library books.

Frequency of meeting: Twice a semester

Expected outcome/s:

- Improve awareness of book titles available for reference.
- Improve and promote optimum utilization of library resources.



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Ref. No. JASCCA/

Date: June 17, 2019

To,
Dr. Sahdev Birajdar,
Head, Department of Commerce,
Jawahar ASC College,
Anadur, Dist: Osmanabad.

Subject: Appointment as a Member of Library Committee of College.

Dear Sir,

*It gives me an immense pleasure to inform you that, you have been appointed as a Member of **Library Committee** of our Jawahar College, Anadur from this academic year June 2019. It is a very important committee, to cater facilities for the academic and other related activities of the College*

*Your appointment on this **Library Committee** as a member is for five year. The details of this cell are enclosed with this letter.*

Here with you advised that, you should communicate with other members and prepared the perspective plan for this academic year 2019-2020, and submit to the office up to June 30, 2019.

Wishing you all the best.

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Ref. No. JASCCA/

Date: June 17, 2019

To,
Dr. Mallinath Birajdar,
Department of Hindi,
Jawahar ASC College,
Anadur, Dist: Osmanabad.

**Subject: Appointment as a Member of Library Committee
of College.**

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Ref. No. JASCCA/

Date: June 17, 2019

To,
Dr. Rajshekhar Varshetti,
Head, Department of Economics,
Jawahar ASC College,
Anadur, Dist: Osmanabad.

**Subject: Appointment as a Member of Library Committee
of College.**

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Ref. No. JASCCA/

Date: June 17, 2019

To,
Dr. D. S. Suryawanshi,
Head, Department of Botany,
Jawahar ASC College,
Anadur, Dist: Osmanabad.

**Subject: Appointment as a Member of Library Committee
of College.**

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Ref. No. JASCCA/

Date: June 17, 2019

To,
Prof. Ms. Madhuri Gadsing,
Department of Mathematics,
Jawahar ASC College,
Anadur, Dist: Osmanabad.

**Subject: Appointment as a Member of Library Committee
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Library Committee

The first meeting of this committee in this 2019-2020 academic year was held on July 4, 2019 at 11.00 AM under the Chairmanship of Principal Dr. Umakant Chanshetti at Principals Office.

The following committee members were present and actively participated in the discussion with innovative suggestions on the agenda.

Sr. No.	Name of Members	Department	Designation	Signature
1.	Dr. Umakant Chanshetti	Principal	Chairman	
2.	Mr. Shailesh Shaiwale	Librarian	Convener	
3.	Dr. Sahdev Birajdar	Commerce	Member	
4.	Dr. Rajshekhar Varshetti	Economics	Member	
5.	Dr. D. S. Suryawanshi	Botany	Member	
6.	Dr. Mallinath Birajdar	Hindi	Member	
7	Prof. Ms. Madhuri Gadsing	Mathematics	Member	

Proceedings of the Meeting:

Sr. No.	Subject	Resolution
1.	Welcome	The Convener of the Library Committee Mr. Shailesh Shaiwale heartily welcome to the Chairman and all the members of this committee for their attendance in the meeting.
2.	To review, suggest & prepare the Annual Planning of the Library activities.	Convener of the committee Mr. Shailesh Shaiwale review the activities performed during last academic year 2018-2019 and propose the list of activities for this academic year from June 2019 to May 2020. All the members actively involved in discussion and made the suggestions on it. After in-depth discussions and few positive suggestions the 'Annual Planning' for the Library will be unanimously accepted. Proposer: Dr. Mallinath Birajdar Seconder: Dr. Rajshekhar Varshetti