



(Affiliated to Mahatma Phule Krishi Vidyapeeth, Rahuri)  
(Accredited with 'A' Grade)

Ref No: DYPES/DDYPCAET/ 16

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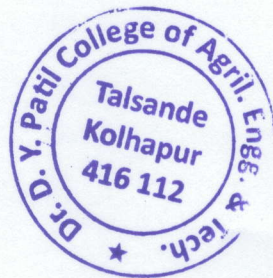
### CONSTITUTION OF AN LIBRARY COMMITTEE 2025-26

Following member representatives of this college have been appointed in the Library Committee on the position mentioned against their name for the academic year 2025-26.

Sr. No.	Name of Committee Member	Designation & Department	Role
1	Prof. (Dr.) S. B. Patil	Principal	Chairman
2	Mr. A. K. Todkar	Asst. Librarian	Secretary
3	Er. P. D. Ukey	Head, PFE	Member
4	Dr. P. S. Bandgar	Head, REE	Member
5	Er. S. B. Mali	Head, BEAS	Member
6	Er. P. R. Sabale	Head, FMPE	Member
7	Dr. S. S. Salunkhe	Head, SWCE	Member
8	Er. S. A. Ingawale	Head, IDE	Member

**Note:**

- The Library Committee shall ensure the smooth and effective functioning of the library in line with institutional guidelines and academic requirements, focusing on improving services, timely procurement of resources, optimal utilization and addressing user grievances.
- The Committee shall conduct meetings as required, with a minimum of one meeting per quarter to review library operations, assess needs and plan for continuous improvement.



**PRINCIPAL**  
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Date:

## **ROLES AND RESPONSIBILITIES OF LIBRARY COMMITTEE**

1. To assist the librarian and administration in formulating library policies, rules and guidelines for smooth functioning of the library.
2. To periodically review and assess the library requirements, including procurement of new books, journals, periodicals, e-resources and learning materials based on academic needs and student/faculty suggestions.
3. To ensure proper allocation and utilization of library budget and recommend the purchase of quality and relevant learning resources.
4. To review the library collection regularly and initiate the removal or replacement of outdated, damaged or irrelevant materials.
5. To promote optimum utilization of library resources by organizing orientation programs, library awareness sessions and user education programs for students and staff.
6. To encourage and facilitate the use of digital libraries, e-books, online journals, databases and other modern learning resources.
7. To ensure proper maintenance of library infrastructure, reading rooms, IT facilities and other library services.
8. To suggest improvements in library automation, digitalization and implementation of modern library management software for better service delivery.
9. To monitor and review library functioning, working hours, staff performance and services to ensure smooth day-to-day operations.
10. To receive and address any grievances, feedback or suggestions related to library services from students, faculty and staff.
11. To ensure compliance with institutional, university and regulatory body guidelines related to library standards and services.
12. To maintain proper documentation of committee meetings, decisions, library reports and submit the same to the head of the institution periodically.
13. To promote a reading culture among students and faculty by organizing book exhibitions, reading weeks and other literary activities.

