



OFFICE OF THE PRINCIPAL
GANDHI INSTITUTE OF EXCELLENT TECHNOCRATS
SANTI NIKETAN, GHANGAPATANA, BHUBANESWAR, 752054.

Ref. No.:

Date:

OFFICE ORDER
Library Committee
Academic Year 2022-23

Objectives: 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.

Sl. No.	Name	Position
1	Dr. Subhrajit Pradhan (Principal, Gandhi Institute of Excellent Technocrats)	Chairperson
2	Chief Librarian	Convenor (Ex Officio)
3	Mr.Prabodh Kumar Mohapatra (Librarian)	Co-Convenor
4	(H.O.D, Department of BSH, Gandhi Institute of Excellent Technocrats)	Member(Ex Officio)
5	(H.O.D, Department of Mechanical Engineering, Gandhi Institute of Excellent Technocrats)	Member(Ex Officio)
6	(H.O.D, Department of Civil Engineering, Gandhi Institute of Excellent Technocrats)	Member(Ex Officio)
7	(H.O.D, Department of Electrical Engineering, Gandhi Institute of Excellent Technocrats))	Member(Ex Officio)
8	(H.O.D, Department of Computer science Engineering, Gandhi Institute of Excellent Technocrats))	Member(Ex Officio)
9	(H.O.D, Department of Electronics and communication Engineering, Gandhi Institute of Excellent Technocrats))	Member(Ex Officio)

Roles & 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.
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 have 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.

Duty & responsibility of Librarian:

- ✓ He/she should be sincere, punctual and dynamic to take care of all responsibility of library.
- ✓ He/she should have obtained the Degree of M. Lib. from reputed College/University for the post of Librarian and Degree of B. Lib. For Assistant Librarian.
- ✓ He/she has duly appointed by the competent authority for looking after all day-to-day activities of library smoothly.

Norms to become a member of Central Library:

An individual has to submit

- A photo copy of appointment letter by the competent authority
- A passport size photograph
- Employee ID
- Application for the opening of the library account through HOD and Principal.

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.
- 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.

Service and Facilities:

Besides the basic borrowing facilities, library offer services such as:

- i. Online Catalogue (Web OPAC)
- ii. Reservation / Renewals of documents
- iii. Reference & Information
- iv. Inter-library loan
- v. Information Alert
- vi. Internet Access Database Search (IEEE and DELNET)
- vii. Newspaper Clippings
- viii. Access to IIT library, Bombay (limited to SFIT staff and students)
- ix. Article Indexing
- x. Reprography (Xerox Facility for Staff and Students as copyright norms).

Users Guide lines:

- a) Web OPAC (Library Catalogue) can be searched online to find out the availability of books.
 - To access the Library Catalogue online, log on to “Online Library”.
 - Enter the “Barcode Number” mentioned on the library card in the field ‘Membership Code’ and press Submit.
 - Initiate a search in the field “Enter the string” using:
 - Any of the selection criteria from Global, Title and Author and
 - Any / ALL of the media – Book, CD ROM, Periodical, Project Reports.
 - After viewing the results, click on the title of the book for detailed information on the relevant topic.

- Set a password for your account by filling in the details on the “Change Password” link.
 - Books and other Library material can be reserved by logging on to the Web OPAC. Reservations may be placed on issued items only.
- b) GIET, Central Library uses an Automated Circulation System (Lib Suite Enterprise) in which all the transactions are recorded against a bar-coded label.
 - c) Books, periodicals, CDs, old question papers, project reports, syllabus copies etc. can be borrowed and duly returned at the issue counter.
 - d) Digital Library GIET Library has installed a CD-Server which is accessible to everyone in the college premises after a valid log-in. Digital library hosts the following.
 - e) CDs of – Conferences and Seminars Presentation and Publications Repository of-Information Technology Computers Electronics and Telecommunications Departments.
 - f) Old Question Papers of FE, INFT, CMPN and EXTC of University of BPUT.
 - g) Project Report Documentation of B. Tech/ M. Tech/Diploma students.
 - h) Access to the IIT Bombay Library: GIET is a member of ISTE, Library. Users willing to access this library are required to carry a letter from the Institute’s office and submit it at IIT, Bombay.
 - i) Database Access DELNET (Developing Library Network): DELNET is a bibliographic database. It aims to collect, store, and disseminate information besides offering computerized services to users, to coordinate efforts for suitable collection development and also to reduce unnecessary duplication wherever possible. Users willing to make use of this facility will be provided access in the library only. IEEE (Institute of Electrical and Electronics Engineering): IEEE is the world’s largest technical professional association. The Central Library subscribes to a variety of IEEE transactions. Users willing to make use of this facility will be provided access in the library only.

- FORMS The followings forms which are available with the Central Library can also be downloaded from the library webpage. (* for staff only)Library Membership Form
- Scholar's Card Form
- Book Requisition Form*
- Alumni Membership Form
- Lost Book Form
- Journal Requisition Form*
- Material Donation Form
- Project report Submission Form*

**Principal
Gandhi Institute of Excellent Technocrats
Ghangapatna, Bhubaneswar**

Memo No _____/GIET-Ghangapatna/

Date:-

Copy to:

1. Hon'ble Vice-Chairman for favour of information.
2. Dean Academics/Dean Student Affairs/ Dean R&D/A.O.(Academics)/Director T&P/ All HODs/ /Asst.Manager-HR/A.O.(Admin)/T&P Cell/ Library/Exam.Section/Staff Circular.
3. Person Concern for the information/personal file for record.

**Principal
Gandhi Institute of Excellent Technocrats
Ghangapatna, Bhubaneswar**