

YUGANTAR EDUCATION SOCIETY'S

SHRI BALASAHEB TIRPUDE COLLEGE OF HOTEL MANAGEMENT & CATERING TECHNOLOGY

(Approved by AICTE, New Delhi, Govt. of India, Govt. of Maharashtra & RTM Nagpur University, Nagpur)

1, Shri Balasaheb Tirpude Marg, Civil Lines, Sadar, Nagpur - 440 001

Phone : (O) +91 712 2550695 Fax : +91 712 2550695

Email : tirpudehmct@gmail.com, Visit us at www.tirpudehmct.ac.in

AICTE Permanent Institute Id : 1-14318331 • DTE Institute Code : HM4219 • RTM NU College Code - 007 AISHE Code : C-18976

Roles and Responsibilities of Library Committee

- Plan for purchase of new books in the library in consultation with Head of the departments.
- Ensure the proper documentation of library records (issue registers, accession registers, entry registers, library records etc). Monitor the daily registers (Entry for students and staff, book issue registers, accession registers etc).
- Ensure that recent volumes of journals are being displayed in the journal section of the library.
- Ensure that verification of the library books is being done on every year, checking the details of lost books, books in torn out condition.
- Ensure that subscription of National and International journals is renewed every year.

AKSHAY
KRISHNA
DANDALE

Digitally signed by
AKSHAY KRISHNA
DANDALE
Date: 2023.07.06
13:57:20 +05'30'

(Akshay Dandale)

