

COLLEGE OF ENGINEERING & MANAGEMENT, KOLAGHAT

No. CEM/107/D/1079/Library/ 03 /2025

18th July, 2025

MEMO

Subject : Constitution of Library Committee

The following committee is hereby constituted to oversee the planning, development, and coordination of activities related to the Library Committee with immediate effect.

All previous notices issued in this regard stand cancelled.

Library Committee:

1. Prof. Shibaji Mondal, EE Dept. – *Chairman*
2. Mr. Amit Kumar Ghosh, Librarian In-Charge – *Convener*
3. Prof. Arunabha De, Member Representative – IT Dept.
4. Dr. Indrajit Ghosh, Member Representative – BSH Dept.
5. Prof. Akhilesh Singh, Member Representative – ME Dept.
6. Prof. Rupsa Sarkar, Member Representative – CSE Dept.
7. Prof. Soumi Ganguly, Member Representative – ECE Dept.
8. Prof. Dipanwita Ghosh, Member Representative – CSE (AIML) Dept.

Functions and Responsibilities of the Library Committee

The committee is entrusted with the effective management, development, and utilization of library resources to support academic and research activities. Its primary responsibilities include:

1. Policy Formulation

Develop and review policies related to acquisition, usage, and access to both physical and digital resources.

2. Resource Planning and Procurement

- Recommend books, journals, e-resources, and other materials based on academic requirements.
- Oversee the library budget, including allocation and expenditure tracking.

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3. Library Development and Infrastructure

- Propose enhancements to library facilities, technological integration, and infrastructure for improved user experience.

4. Monitoring and Evaluation

- Assess library services, usage trends, and user feedback periodically.
- Recommend measures for increased efficiency and accessibility.

5. Support for Teaching and Research

- Ensure the library maintains up-to-date collections that support teaching, research, and academic projects.

6. Promotion of Library Services

- Promote library usage through orientation programs, awareness campaigns, and feedback initiatives among students and faculty.

A status report is to be submitted to the Director on the last Saturday of each month. If the last Saturday is a holiday, the report should be submitted on the next working day.

All the members of the previous Library Committee are hereby released from their responsibilities. The institution sincerely thanks them for their valuable contributions and support.

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Prof. Dr. Dilip Kumar Gayen
Director

Copy to:

- All HoDs
- Concerned Members
- DR (F&A), DR (Acad), OS (Admin)