



**CIRCULAR**

**Formation of GSFC University Library Committee**

**1. Preamble:**

The establishment of Library at University is very essential to achieve the objectives of university education providing sufficient help in conservation of knowledge and ideas, teaching, research publication, extension services and interpolation of results of research. A well-established library at GSFC University with a balanced and adequate collection, can satisfy the needs of the university faculties, students and stakeholders etc. and help to promote advanced study and research programmes, as a prime necessity of the University.

Besides this, for smooth functioning of the library and safe guarding the interest of all sections of the library users, formation of policies, rules & regulations and implementing the library policies in a judicious manner, an University Library Committee has been formed with following constitutions and representatives as mentioned below. The role and responsibility of the existing Library Management Team will be performed by GSFC University Library Committee and therefore, the said team will be deemed to be merged with GSFC University Library Committee.


Sr. No.	Name	Designation	Position held in Library Committee
1	Dr. Nikhil Zaveri	Provost	Chairperson
2	Mr. Atul Dholakia	Dy. Director	Member
3	Dr. Dinesh Garg	Dean SOS & SOM	Member
4	Dr. Nishith Parikh	Associate Dean, School of Technology	Member
5	Dr. K. Santhosh Kumar	Associate Dean, School of Science	Member
6	Mr. Chandravadan P Doshi	Dean, Associate Professor School of Fire & Safety	Member
7	Dr. Chetna Parmar	Associate Professor, SOM	Member
8	Dr. Ankit Sudhir	Assistant Professor, SOS	Member
9	Dr. Prashant Amin	Assistant Professor, SOM	Member
10	Ms. Minal Zala	Student(PG) Biotechnology	Member
11	Mr. Vedant Sharma	Student (UG) Mechanical	Member
12	Ms. Mikita Thakkar	Administrative Assistant (Library)	Member
13	Mr. Ashok Chaudhary	Assistant Librarian	Member Secretary



## 2. Powers and Functions of Library Committee at GSFC University

The powers and functions of Library Committee are to:

1. Formulate library policies and objectives
2. Plan overall library development programs and activities
3. Compile and review the rules and regulations relating to the best use of library resources
4. Select proper books, periodicals and other information records relevant and useful to the user community
5. Accepts gifts and donations for the library development
6. Lay down the policy of weeding out of documents
7. Consider request of the librarian for purchase of stationary items, furniture and equipment following university policies
8. Act as a liaison between the library and the user community
9. Recommend staff requirements and appointments
10. Keep a watch over the implementation of library policy by the library staff
11. Recommend approval for marketing services and generating resources
12. Oversee budget estimates and approve apportionment of funds for different items of expenditure.
13. Ensure preparations of annual and statistical reports by the librarian
14. Facilitate library to conduct stock verification by appointing a committee or outsourcing outside agency
15. Appoint sub-committees for book purchase, staff recruitment, financial provisions etc.; and
16. Participation in resource sharing, networking or any other co-operative ventures with other libraries / agencies.

  
R.B. Panchal  
Registrar

To,  
All Concern

Through E-mail to-

- Provost
- Director (Administration)
- Deputy Director (Administration)
- Finance Department
- Dean / Associate Deans
- Admission section
- IT Department

President – For information please