



F.No.11-4/2020/Estt.

Dated 16th August 2021

Office Order

The Library Advisory Committee (LAC) of the Institute has been constituted with the following officers :-

1. Director, CIFE	:	Chairman
2. Dr. S.N. Ojha, Principal Scientist	:	Member
3. Dr. N.S. Nagpure, Principal Scientist	:	Member
4. Dr. A.K. Jaiswar, Principal Scientist	:	Member
5. Dr. Gayatri Tripathi, Principal Scientist	:	Member
6. Dr. Subodh Gupta, Principal Scientist	:	Member
7. Dr. Ajit Kumar Verma, Sr. Scientist	:	Member
8. Incharge PME Cell	:	Member
9. Head of Administration	:	Member
10. Head of Finance	:	Member
11. Incharge Library	:	Member Secretary

Terms of Reference:-

- To consider policy matters regarding Library including the policy for procurement of books and journals and render advice to the Purchase Committee for Library procurements.
- To supervise the allocation and utilization of funds for different departments for purchase of books, journals & other library resources.
- To negotiate and approve subscriptions to online database (e-journals, EBooks, CD ROMS).
- To monitor and evaluate, from time to time, trends and developments in information technologies, networking, library automation, library cooperation etc., and to direct the library in their adoption.
- To formulate action plan for the development of library human resource, infrastructure, facilities, products and services.
- To maintain liaison between Main Library and various Academic Departments for the purchase of networking of Departmental libraries with the Main Library.
- The LAC would meet at least once in three months to review the library affairs.
- The committee shall be reconstituted once in two years.

This is issued with the approval of the Director.

Sr. Administrative Officer (I/C)

Distribution:-

- All above Concerned.
- Director / Joint Director Cell
- All Head of Divisions, Incharges of Section/Unit/Cells
- Officer Incharges of Regional Centres
- CF&AO/SAO/All AAOs,/AF&AO.
- webmaster@cife.edu.in
- Secretary, IJSC