

**राष्ट्रीय इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी संस्थान, औरंगाबाद**  
**NATIONAL INSTITUTE OF ELECTRONICS AND INFORMATION TECHNOLOGY,**  
**AURANGABAD**  
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सं.:रा.इ.सू.प्रौ.सं.-औ/03/01/2021/स्थापना  
No.NIELIT-A/03/01/2021/Estt.

25 जुलाई 2025  
25 July 2025

**कार्यालय आदेश सं. 29/OFFICE ORDER No.29**

The Competent Authority has re-constituted the Library Committee of NIELIT, Aurangabad with immediate effect as follows:

- |     |  |                    |
|-----|--|--------------------|
| 01) | Shri Saurabh B Bansod, Scientist 'C' & Co-ordinator, M.Tech & Ph.D       | Chairman           |
| 02) | Dr. Anirban Jyoti Hati, Scientist 'C', Coordinator, B.Tech (ECE) & (CSE) | - Member           |
| 03) | Shri Anand N, Scientist 'C'  | - Member           |
| 04) | Shri Shashank Kumar Singh, Scientist 'C'                                 | - Member           |
| 05) | Dr. Ankit Manderna, Scientist 'B'  | - Member           |
| 06) | Smt. Seema AV, Senior Library and Information Officer                    | - Member Secretary |

Terms of Reference for the Committee:


1. To recommend the procurement of books based on utilization.
2. To review and recommend the continuation or discontinuation of existing journal subscriptions, as well as the addition of new journals, based on utilization.
3. To amend or modify the following guidelines to ensure the smooth and effective functioning of library services:
  - a. The number of books that can be issued to employees and students.
  - b. Penalties (fines) for late returns of borrowed books.
  - c. Maintenance and enhancement of user utilities within the library.
4. To plan and implement the automation and modernization of the library.
5. To suggest measures to prevent the loss of books and recommend preventive actions.
6. To recommend the disposal of unusable, dilapidated, or obsolete books and journals.
7. To provide guidance and advice to the Senior Library & Information Officer on resolving audit observations related to the library, if any.

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8. To consider and address any other matters referred to the Committee by the Competent Authority.

This directive is issued with the approval of the Competent Authority.

  
(अजयसिम्हान वी. क.)/(Ajaysimhan V K)  
उप निदेशक (पी. & ए.) /Deputy Director [P & A] &  
प्रमुख (प्रशासन & वित्त)/ Head (Admin & Finance)

To  
All Committee Members

- Copy to:
1. Executive Director - for information please
  2. All Group Heads
  3. All Course Coordinators
  4. PIO
  5. Web Administrator