



Shirpur Education Society's
R. C. PATEL INSTITUTE OF TECHNOLOGY, SHIRPUR
An Autonomous Institute

आर. सी. पटेल इन्स्टिट्यूट ऑफ टेक्नॉलॉजी, शिरपूर
(स्वायत्त महाविद्यालय)

DEPARTMENT OF LIBRARY
OFFICE ORDER

Outward No: Library/2026/07

Date: 11/08/2026

To,

Subject – Appointment of Advisory Committee members for Library.

You are hereby informed that you have been appointed to Library Committee for maintaining books, magazines, journals, and newspapers, etc. properly. Your role and responsibilities will be as follows;

Roles and Responsibilities:

1. To find need of procurement of books, magazines, journals & e-books at the start of each semester with help of Librarian & Concern faculty.
2. Set and implement a policy for circulation and use of library resources.
3. To ensure that all the books are available in the library (with sufficient quantities) as per the demand of students and faculty.
4. To upgrade library titles according to the university curriculum.
5. Promote best practices and ensure compliance with NAAC/AICTE/NBA guidelines.
6. To verify Library DSR after the end of each semester. The report should be submitted to the principal.
7. To check the books, magazines, journals are in good condition and if necessary should undergo bindings.
8. To ensure a studios & user-friendly environment in Library.
9. To ensure that of reprography machine is working and maintained properly.
10. To extend library facilities with e-resources & provide Career/Employment Information/ Services.
11. To maintain cleanliness inside & and outside the library and provide a suitable atmosphere for reading and searching.
12. Displaying new arrivals and circulating a list of those to academic departments.
13. Conducting user surveys periodically for smoother functioning of the library.
14. Set policy for student behavior in the library.
15. To formulate an action plan for the development of library infrastructure, facilities, products, and services.

Note: - All Library committee members are required to maintain a record of their visit to the Library with all their observations of the above points duly signed by the Librarian and HOD's and the same should be submitted to the Director.

LIBRARY ADVISORY COMMITTEE

Chairman: Director

Prof. Dr. J. B. Patil

Secretary: Librarian

Mr. M. D. Sonawane

Committee members:

- | | |
|----------------------------------|--|
| 1. Prof. Dr. P. G. Patil (ETC) | 2. Prof. Dr. P. M. Goad (ETC) |
| 3. Prof. S. U. More (Comp) | 4. Prof. Dr. K. A. Saner (Mech.) |
| 5. Prof. Dr. H. S. Jagtap (FE) | 6. Prof. Dr. Ms. M. S. Patil (DS & AIML) |
| 7. Prof. Dr. Y. K. Kirange (Ele) | 8. Prof. Dr. R. K. Pawar (Civil) |
| 9. Prof. N. M. Narkhede (FE) | 10. Prof. Ms. Vaishavi Patil (IT) |
| 11. Prof. Yogita Solanki (AIDS) | |

Copy to 1. All Department Heads 2. Committee Members 3. Librarian 4. Office

Director
R. C. Patel Institute of Technology
Shirpur Dist: Dhule (MS)





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(स्वायत्त महाविद्यालय)

DEPARTMENT OF LIBRARY

Date: 11/08/2026

Library Advisory committee Members

Sr. No	Name	Designation	Position	Contact	Email ID
1	Prof. Dr. J. B. Patil	Director	Chairman	9923466699	jbpatil@hotmail.com
2	Mr. M. D. Sonawane	Librarian	Secretary	9421465718	rcpit.library@gmail.com
3	Prof. Dr. P. G. Patil	Associate Professor (E & T C)	Member	9423980232	patilpg232@gmail.com
4	Prof. Dr. P. M. Goad	Assistant Professor (E & T C)	Member	9405193014	prashantgoad@gmail.com
5	Prof. S. U. More	Assistant Professor (Computer)	Member	8983158798	moresagar.sum@gmail.com
6	Prof. Dr. H. S. Jagtap	Assistant Professor (First Year)	Member	9960849218	harshaljagtap88@gmail.com
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10	Prof. Dr. R. K. Pawar	Assistant Professor (Civil)	Member	9763777335	vrahulkkw5689@gmail.com
11	Prof. Dr. Ms. M. S. Patil	Assistant Professor (DS)	Member	8275590107	manishavpatil2007@gmail.com
12	Prof. Ms. Yogita Solanki	Assistant Professor (AIDS)	Member	7974964024	yogita.solanki@rcpit.ac.in
13	Prof. Ms. Vaishavi Patil	Assistant Professor (IT)	Member	7499785721	vaishavi.patil@rcpit.ac.in

