KASHI INSTITUTE OF TECHNOLOGY

Managed by : JAIN EDUCATION SOCIETY
E-mail : info@kashiit.ac.in • Website : www.kashiit.ac.in 1800-123-321-123
ISO 9001 : 2015 (QUALITY MANAGEMENT SYSTEM)

Date: - 02/02/2022

Ref. No.: Kashi (IT)/2021-22/18

OFFICE ORDER
LIBRARY COMMITTEE

The following Committee has been constituted for development and smooth functioning of the Library in Kashi Institute of Technology, Varanasi for the session 2021-22.

S. No.	Name	Department	Responsibility
1.	Mr.Arun Shahi	AP(CSE)	Coordinator
2.	Mr.Piyush Kumar Singh	Lecturer (ME)	Member
3.	Mr. Abhishek Pandey	AP(CE)	Member
4.	Mr.Prashant Pandey	AP(MBA)	Member
5.	Mr. Ganesh Upadhyay	Library Head	Member
6.	Mr. Amitendra Kumar Singh	Library Staff	Member

(Director)

Copy to:-
1. Vice-Chairman
2. Deputy Director
3. Dean Academic
4. Registrar
5. All HODs
6. Administrative Officer
7. Transport In-charge
8. Hostel Warden (Boy's & Girls)
9. Account Officer
10. Security Officer
11. All Notice Board

KASHI INSTITUTE OF TECHNOLOGY

Manage by: Jain Education Society
23 km Milestone, Varanasi-Allahabad Road, Mirzamurad, Varanasi (U. P.)
E-mail: info@kashiit.ac.in, Website: www.kashiit.ac.in
Reception No: - 8115838661

Central Library

Date: 13.04.2022

CALL FOR DEPARTMENTAL MEETING

We have taken minutes of meeting for library work.

AGENDA OF MEETING

SN	Details
1	Books Issue return work running smoothly
2	Data feeding work running smoothly
3	Discussion for all library books data entry work in the SOUL library software before new session July 2022
4	Books Purchasing Approval will be taken from VC sir for MBA course
5	Preparing of first year ID Card
6	Process of National Digital Library Membership.

Minutes of Meeting with library committee

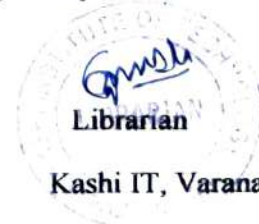**libraryCommittee Members Name:**

Mr. Arun Kumar Sahi (AP CSE)   Mr. Piyush Kumar Singh (Lecturer ME)

Mr.Abhishek Pandey (AP CE)   Mr.Prashant Pandey (AP MBA)

Mr. Ganesh Upadhyay (Librarian)   Mr. Amitendra Singh (Library Staff)

Librarian

Kashi IT, Varanasi.

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Central Library

Date: 18.02.2022

CALL FOR DEPARTMENTAL MEETING

We have taken minutes of meeting for library work.

AGENDA OF MEETING

SN	Details
1	Books Issue return work started as per rule.
2	Soul Library Management software installation work completed
3	All library books data entry work in the SOUL library software before new session July 2022
4	Books Purchasing Approval taken from VC sir for upcoming Semester
5	Books purchase placed to supplier
6	Polytechnic all new purchase books received from supplier and new purchase books entry work running.
7	All Students ID Card prepared and hand over to the all departmental HODs

Minutes of Meeting with library committee

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Mr. Arun Kumar Sahi (AP CSE)   Mr. Piyush Kumar Singh (Lecturer ME)

Mr. Abhishek Pandey (AP CE)   Mr. Prashant Pandey (AP MBA)

Mr. Ganesh Upadhyay (Librarian)   Mr. Amitendra Singh (Library Staff)

Librarian
LIBRARIAN
Kashi IT, Varanasi.

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Central Library

Date: 20.1.2022

CALL FOR DEPARTMENTAL MEETING

We have taken minutes of meeting for library work.

AGENDA OF MEETING

SN	Details
1	Books will be taken from students after completed semester exam.
2	kindly provide books requirement for upcoming semester to all HODs
3	Discussion about SOUL library Management software with Dr. Abhishek sir and VC Sir ,
4	Taken Approval of Soul Library Software from VC sir and give the purchase order to SOUL Company.
5	Students ID Card work completing before semester starting
6	Requirement of Books Rack
7	Basant Panchami Puja Will be organized in the library by college

Minutes of Meeting with library committee

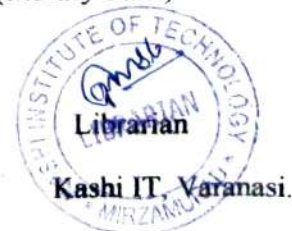libraryCommittee Members Name:

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Central Library

Date: 20.07.2021

CALL FOR DEPARTMENTAL MEETING

We have taken minutes of meeting for library work.

AGENDA OF MEETING

SN	Details
1	Books issue work
2	Make a notice for receiving books requirement from departmental HODs. and make a purchase order of books
3	Students ID Card work completing before this month completion.
4	Requirement of Books Rack
5	Books Arrangement on the books rack

Minutes of Meeting with library committee

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Mr. Piyush Kumar Singh (Lecturer ME)

Mr.Abhishek Pandey (AP CE)

Mr.Prashant Pandey (AP MBA)

Mr. Ganesh Upadhyay (Librarian)

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Librarian

Kashi IT, Varanasi.