



KASHI INSTITUTE OF PHARMACY

Managed by: JAIN EDUCATION SOCIETY

E-mail: info@kashiit.ac.in Website: <https://kashiip.ac.in> 1800-123-321-123

Ref. No. Kashi IP/Office Order/2023-24/LC/01

Date: -12/08/2023

OFFICE ORDER LIBRARY COMMITTEE

The following Committee has been constituted for development and smooth functioning of the Library in Kashi Institute of Pharmacy, Varanasi for the session 2023-24.

S. No.	Name	Designation	Responsibility
1.	Dr. Vivek Keshari	Associate Professor	Convener
2.	Mrs. Riya Singh	Associate Professor	Member
3.	Mrs Nancy Jaiswal	Assistant Professor	Member
4.	Mr. Ganesh Upadhyay	Librarian	Member
5.	Mr. Ranjeet Kumar	Librarian Staff	Member

The committee instructed to raise requirement as per the course curriculum of affiliating agencies before commencement of classes in every academic year and provide better asses to all students and faculty members.



Copy to:-

1. Hon'ble Vice-Chairman
2. Director
3. Registrar
4. HOD
5. IQAC Coordinator
6. Account office
7. Security incharge
8. Notice board
9. All Concern



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MINUTES OF MEETING OF LIBRARY COMMITTEE

Library committee meeting was held on – 18th August, 2023. Minutes of meeting are mentioned below:

Agenda:

S. No.	Details
1.	Books requirement for the upcoming semester has been received from the HOD and committee had decided to purchase the required books
2.	Library committee members had suggested to develop the ragging free library.
3.	Students ID Card work should be completed before starting of semester.
4.	Committee has suggested the arrangement of books on the racks and the proper indication should be provided on the racks.
5.	All library users should provide their details in IN/OUT register before the entry in the library.

The following members were present in the meeting:

1. Dr. Vivek Keshari
2. Mrs. Riya Singh
3. Mrs. Nancy Jaiswal
4. Mr. Ganesh Upadhyay
5. Mr. Ranjeet Kumar



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Ref. No. Kashi IP/Office Order/2022-23/LC/01

Date: -23/07/2022

OFFICE ORDER LIBRARY COMMITTEE

The following Committee has been constituted for development and smooth functioning of the Library in Kashi Institute of Pharmacy, Varanasi for the session 2022-23.

S. No.	Name	Designation	Responsibility
1.	Dr. Vivek Keshari	Associate Professor	Convener
2.	Mr. Om Prakash Varma	Associate Professor	Member
3.	Mr. Sachchidanand Pathak	Assistant Professor	Member
4.	Mr. Ganesh Upadhyay	Librarian	Member
5.	Mr. Ranjeet Kumar	Librarian Staff	Member

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MINUTES OF MEETING OF LIBRARY COMMITTEE

Library committee meeting was held on – 6th August, 2022. Minutes of meeting are mentioned below:

Agenda: Requirement of Books/Journals for the session 2022-23

S. No.	Details
1.	Books issue work should be done properly.
2.	Prepare a notice for books requirement from HOD and make a purchase order of required books.
3.	Students ID Card work should be completed before starting of semester.
4.	Requirement of books rack must be given.
5.	Books arrangement should be properly on the books rack.
6.	Books will be taken from students after completion of the semester exam.
7.	Data entry work on soul library software should be completed timely.

The following members were present in the meeting:

1. Dr. Vivek Keshari
2. Mr. Om Prakash Varma
3. Mr. Sachchidanand Pathak
4. Mr. Ganesh Upadhyay
5. Mr. Ranjeet Kumar



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Ref. No. Kashi IP/Office Order/2021-22/LC/01

Date: -30/07/2021

OFFICE ORDER LIBRARY COMMITTEE

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

S. No.	Name	Designation	Responsibility
1.	Dr. Vivek Keshari	Associate Professor	Convener
2.	Mr. Brijesh Singh	Assistant Professor	Member
3.	Mr. Deepak Kumar	Assistant Professor	Member
4.	Mr. Ganesh Upadhyay	Librarian	Member
5.	Mr. Ranjeet Kumar	Librarian staff	Member

The committee instructed to raise requirement as per the course curriculum of affiliating agencies before commencement of classes in every academic year and provide better assess to all students and faculty members.



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MINUTES OF MEETING OF LIBRARY COMMITTEE

Library committee meeting was held on – 10th August, 2021. Minutes of meeting are mentioned below:

Agenda:

S. No.	Details
1.	Books will be taken from students after completed semester exam.
2.	Kindly provide books requirement for upcoming semester to HOD.
3.	Discussion about SOUL library management software with Director Sir.
4.	Approval of SOUL library management software is taken from IQAC and gives the purchase order to SOUL company.
5.	Students ID Card work should be completed before starting of semester.
6.	Requirement of books rack must be given.

The following members were present in the meeting:

1. Dr. Vivek Keshari
2. Mr. Brijesh Singh
3. Mr. Deepak Kumar
4. Mr. Ganesh Upadhyay
5. Mr. Ranjeet Kumar



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Ref. No. Kashi IP/Office Order/2020-21/LC/01

Date: - 05/08/2020

OFFICE ORDER LIBRARY COMMITTEE

The following Committee has been constituted for development and smooth functioning of the Library in Kashi Institute of Pharmacy, Varanasi for the session 2020-21.

S. No.	Name	Designation	Responsibility
1.	Mr. Manoj Kumar Prajapati	Associate Professor	Convener
2.	Mr. Kamlesh Singh	Assistant Professor	Member
3.	Ms. Sneha Bharati	Assistant Professor	Member
4.	Mr. Ganesh Upadhyay	Librarian	Member
5.	Mr. Ranjeet Kumar	Librarian staff	Member

The committee instructed to raise requirement as per the course curriculum of affiliating agencies before commencement of classes in every academic year and provide better assess to all students and faculty members.



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MINUTES OF MEETING OF LIBRARY COMMITTEE

Library committee meeting was held on – 18th August, 2020. Minutes of meeting are mentioned below:

Agenda:

S. No.	Details
1.	Books issue and return work is started as per rule.
2.	Books purchasing approval is taken from IQAC for upcoming semester.
3.	Books purchase order is placed to supplier.
4.	New purchase books are received from suppliers and new purchase books entry work should be completed timely.
5.	Students ID Card work should be completed before starting of semester.

The following members were present in the meeting:

1. Mr. Manoj Kumar Prajapati
2. Mr. Kamlesh Singh
3. Ms. Sneha Bharti
4. Mr. Ganesh Upadhyay
5. Mr. Ranjeet Kumar



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Ref. No. Kashi IP/Office Order/2019-20/LC/01

Date: - 30/07/2019

OFFICE ORDER LIBRARY COMMITTEE

The following Committee has been constituted for development and smooth functioning of the Library in Kashi Institute of Pharmacy, Varanasi for the session 2019-20.

S. No.	Name	Designation	Responsibility
1.	Dr. Om Prakash Ranjan	Associate Professor	Convener
2.	Mr. Pradeep Singh	Assistant Professor	Member
3.	Ms. Priyanka Singh	Assistant Professor	Member
4.	Mr. Ganesh Upadhyay	Librarian	Member
5.	Mr. Ranjeet Kumar	Librarian staff	Member

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MINUTES OF MEETING OF LIBRARY COMMITTEE

Library committee meeting was held on – 10th August, 2019. Minutes of meeting are mentioned below:

Agenda:

S. No.	Details
1.	Books issue and return work is running smoothly.
2.	Books purchasing approval is taken from IQAC for upcoming semester.
3.	Students ID Card work should be completed before starting of semester.
4.	Returning of books from the students after completion of exam.
5.	Discipline in the library should be maintained by every library users.

The following members were present in the meeting:

1. Dr. Om Prakash Ranjan
2. Mr. Pradeep Singh
3. Ms. Priyanka Singh
4. Mr. Ganesh Upadhyay
5. Mr. Ranjeet Kumar



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Ref. No. Kashi IP/Office Order/2018-19/LC/01

Date: - 08/08/2018

OFFICE ORDER LIBRARY COMMITTEE

The following Committee has been constituted for development and smooth functioning of the Library in Kashi Institute of Pharmacy, Varanasi for the session 2018-19.

S. No.	Name	Designation	Responsibility
1.	Mr. Manoj Kumar Prajapati	Associate Professor	Convener
2.	Mr. Pradeep Singh	Assistant Professor	Member
3.	Ms. Sushama Chauhan	Assistant Professor	Member
4.	Mr. Ganesh Upadhyay	Librarian	Member
5.	Mr. Ranjeet Kumar	Librarian staff	Member

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MINUTES OF MEETING OF LIBRARY COMMITTEE

Library committee meeting was held on – 21st August, 2018. Minutes of meeting are mentioned below:

Agenda:

S. No.	Details
1.	Books issue and return work is running smoothly.
2.	Students ID Card work should be completed before starting of semester.
3.	Books purchasing approval is taken from IQAC for upcoming semester.
4.	Returning of books from the students after completion of exam.
5.	Discipline in the library should be maintained by every library users.

The following members were present in the meeting:

1. Mr. Manoj Kumar Prajapati
2. Mr. Pradeep Singh
3. Ms. Sushama Chauhan
4. Mr. Ganesh Upadhyay
5. Mr. Ranjeet Kumar



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