



राष्ट्रीय आयुर्वेद संस्थान

(आयुष मंत्रालय, भारत सरकार)

जोरावर सिंह गेट, आमेर रोड़, जयपुर-302002

NATIONAL INSTITUTE OF AYURVEDA

(Ministry of AYUSH, Govt. of India)

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Order No. 2195-01

Dated:- 17/5/19

Office Order

LIBRARY SERVICES COMMITTEE

In continuation to office order No. F/निजी सहा./समिति/2016 dated 17.10.2016, the library committee is re constituted to maintain the sanctity of the Library, as under

Chairperson – Dr. Asit Kumar Panja

Members:

- Dr. Bharat Padhar - Member
- Dr. Sarika Yadav - Member
- Dr. Poonam Choudhary - Member
- Mr. Jai Prakash Sharma - Member
- Librarian Assistant (Mr. Ashish Mishra) - Member
- Cataloguer (Soochikar) - Member
- Assistant Librarian - Member Secretary

DUTIES:

- To take stock of the existing, newly added and total number of books.
- To see that the library is computerized.
- To arrange talks for students to motivate them to cultivate reading habits.
- To organize book week, books display's on special occasions.
- To provide digital library facilities with National and International online journals.
- To see that Library building is enabled with Wi-fi facility.
- To see that library issue/ return of books are maintained.
- To acquire books for the book bank and distribute to the deserving students.
- To ensure that a Suggestion Box is installed in the Library and the reader's grievances are attended to and measures suggested.
- To maintain the sanctity of the Library.
- To maintain a record of the services rendered/ activities conducted and submit the same to the IQAC Committee.

(PROF. SANJEEV SHARMA)
DIRECTOR

Copy to:-

1. All the member of the committee
2. All Heads of the department for information of Staff
3. Deans
4. Deputy Director (Admin.)
5. PA to Director
6. Notice Board
7. NAAC Office

(PROF. SANJEEV SHARMA)
DIRECTOR