

K. D. K. COLLEGE OF ENGINEERING

Great Nag Road, Nandanvan, Nagpur - 440024.
(An Autonomous Institute w.e.f. 2024-25)

Accredited by NAAC

Approved by AICTE New Delhi, Directorate of Technical Education, M.S. Mumbai
& Affiliated to R.T.M. Nagpur University, Nagpur.

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VISION: Service to the Society Through Quality Technical Education

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Library Committee

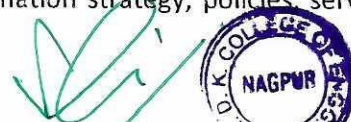
The library is an integral part of the institute's academic and research work. As an informatics center of the institute, library provides an enjoyable learning experience with optimum ambience for study and learning on all working days. It provides information/knowledge resources through a carefully developed and balanced collection of books and journals. Since the library has to cater to the needs of variety of clients such as faculty, research scholars, postgraduates, and under graduates students institute administrators as well as specialists, and non-teaching institute staff a wide range of subject fields are to be represented in our books stock with prime thrust for meeting the needs of students and faculty sections of the library users, formation of policies, rules & regulations and implementing the library policies in a judicious manner an infrastructure is needed for the library. To meet all the objectives, the central library is advised by an advisory committee with the following constitutions and representatives.

Constitution:

S. N.	Name	Designation	Designation in Committee
1.	Dr. V. Varghese	Principal	Convener
2.	Mr. G. S. Narnaware	Librarian	Co-convener
3.	Prof. A. P. Nachankar	Asstt. Prof., MCA	Co-convener
4.	Dr. A. A. Jaiswal	HoD, Computer Science & Engg.	Member
5.	Dr. S. M. Malode	HoD, Artificial Intelligence & Data Science	Member
6.	Dr. A. M. Ramteke	Asstt. Prof., Applied Science & Hum.	Member
7.	Dr. D. B. Awachat	Asstt. Prof., Civil Engineering	Member

Objectives of Library Committee

- To develop collection of reading material useful for various courses.
- To provide full information support to the teaching-learning process in the college
- To provide various library services and facilities to the readers.
- To support research activity for its progress and qualitative development
- To exchange information about the library and information requirements of the academic community of departments, centers and students.
- To consider university-wide information strategies and policies.
- To contribute to the development of library and information strategy, policies, services and resources.



Duties and functions of library committee

- To frame general rules for the management of the library
- To prepare the annual budget estimates of the library
- To allocate funds, from the sanctioned annual budget of the library, for the purchase of books, journals and periodicals.
- To arrange for the stock taking of the library
- To advise the librarian regarding general library development.

Library committee arranges a student forum to create awareness among the students. Some aims of students are as follows:

Many students are not aware or do not know what types of research of learning skills classes and sessional are available. These sessions are listed under the library classes booking system on the student's portal

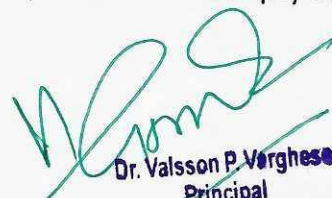
The demand for longer library opening hours is constantly brought by the students. The library regularly reviews opening hours to meet user's needs.

Rules and Regulations

Library committee also makes some library rules for the students. some general rules are as follows

1. Identity card is compulsory for all enrolled students for availing of library facilities.
2. Identify card will be issued by the librarian on presentation of admission receipt and photograph.
3. Misbehaviour and misuse of identity card is an offence and the student responsible for the same is liable for disciplinary action.
4. Students should maintain silence and mobiles are not allowed inside the library
5. In case of any grievances the users should contact to librarian or principal
6. No admission is permitted in study room without identity card
7. Students can borrow textbooks, on their identity card in the study room
8. Books/study material issued in the study room will have to return before leaving the study room.
9. Conversation, making noise, sleeping, resting legs on chairs and tables, smoking etc.is strictly prohibited in the library.
10. Members entering the library /reading rooms are required to leave all personal belongings like umbrella, bags, briefcases, books, coats, etc. inside the locker room placed at the entrance.
11. No outside/personal books are allowed inside the library.
12. The librarian may recall any book /journal any time if required
13. Personal belongings should not be left unattended. The library staffs are not responsible for any loss or damage.
14. Switch off your mobile while entering the library.
15. Students should follow the dress code of the college while visiting library
16. Misconduct or infringing the library rules is liable for disciplinary action
17. To obtain NO DUES certificate, members should return all books journals borrowed pay overdue charges if any and surrender the library cards.




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