

MANAV RACHNA UNIVERSITY
Estd. vide Haryana Act no.26 Of 2014
(Formerly Manav Rachna College of Engineering)
Sector 43, Aravali Hills, Faridabad.

F.No. MRU/OM-OO/Vol.III/2019 /1204

Dated: 12.04.2021

OFFICE ORDER

The Competent Authority is pleased to assign duties and responsibilities of Professor Incharge, Library to Prof. (Dr) D.K. Sharma, Professor, with immediate effect until further orders. He shall look after the following duties and responsibilities:

- (a) Ensure establishment and implementation of library policies and procedures
- (b) Prepare and administer the budget for the library
- (c) Determine and implement cost-effective and accurate methods for information retrieval
- (d) Develop, organize and maintain library collections to meet the demands of specific user groups
- (e) Coordinate print and electronic subscription requests
- (f) Selection and classification of relevant publications and multimedia
- (g) Getting cataloging and classification of all library resources done
- (h) Ensuring current and accurate inventory of library materials
- (i) Maintenance of records and preparation of statistical and analytical reports
- (j) Guide users regarding internet resources
- (k) Train users in the discovery and management of information
- (l) Respond rapidly and reliably to information requests through the use of all appropriate resources
- (m) Conduct bibliographic searches to support user and organizational information needs
- (n) Stay current with trends and developments by reviewing publications, attending professional events and receiving training from vendors
- (o) Develop and maintain relationships with external bodies such as vendors and suppliers
- (p) Promote awareness of research resources, library services and learning opportunities
- (q) Ensure compliance with relevant laws and regulations including copyright in connection with use of library materials and resources
- (r) Convene meeting of library advisory committee and report action taken thereon.
- (s) Ensure implementation of Plagism check through Software available at library.

This issue with prior approval of the competent authority.


(Dr. K. Singh)
Registrar

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Dated :12.04.2021

Copy to:

1. PS to VC for kind information to Hon'ble Vice Chancellor.
2. All the Deans & HoDs for kind information
3. Registrar, MREI
4. Prof. (Dr) D.K. Sharma, Professor, Dept. of Physics.
5. DR (Admin) & Dy. Registrar (Acad.)
6. GM(IT) / GM (Purchase)
7. Dy. Librarian /Assistant Librarian
8. Sports officer /Manager Operations.


(Dr. K. Singh)
Registrar