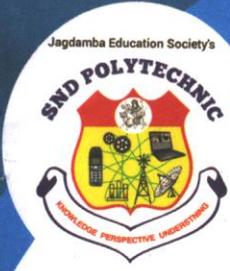


SANTOSH N. DARADE POLYTECHNIC, YEOLA



- Approved by All India Council for Technical Education (AICTE) New Delhi Directorate of Technical Education (DTE)
- Affiliated to Maharashtra State Board of Technical Education (MSBTE) Mumbai
- Accredited by National Board of Accreditation (Program's : Computer, Electrical & Mechanical)
- Certified by ISO-9001 : 2015



Out Word No. SNDP/2025-26/195-1

Date: 21 JUL 2025

OFFICE ORDER

Subject: **Constitution of Library Committee**

In order to ensure the smooth functioning, development, and effective utilization of the library facilities at **Santosh N. Darade Polytechnic**, the Central Library Committee is hereby constituted with the following members:

Library Committee Members:

Sr.No	Committee Members	Designation	Post
1	Mr. U B Jadhav	Principal	Chairman
2	Mr. S F Shaikh	HOD-CO	Member
3	Mr. S R Asude	HOD-ME	Member
4	Mr. S T Khandrae	HOD-SCI	Member
5	Mr. R V Taksande	HOD -MK	Member
6	Mr. K B Wagh	HOD-EE	Member
7	Mr. V A Gandole	HOD-CE	Member
8	Mrs. V R Bhalerao	Sr. Lecturer-Sci	Member
9	Mr. S N Mahale	Office Superintendent	Member
10	Mr. S V Avhad	Ass. Librarian	Member
11	Mr. U D Mulani	Librarian	Secretary

Roles & Responsibilities:

1. To guide the Librarian in formulating general library policies and regulations which govern the functions of the library.
2. To formulate policies and procedures for efficient use of Library resources.
3. To provide uninterrupted access to physical and online information to satisfy the requirements of the learners.
4. To enrich the various resources of information and knowledge to the learners.
5. To create the ambience for the learners to maximize the learning by accessing various learning resources.

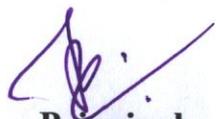
6. To define policy for procurement of books and journals and render advice to the purchase committee for library procurements.
7. To supervise the allocation and utilization of funds for different departments for purchase of books and journals for the library.
8. To provide and update the resources required to carry out research.
9. To maintain a separate Digital Library section with good number of computer systems and digital volumes Journals useful for the readers.

Constitution of Library Committee:

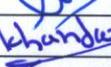
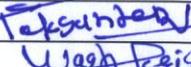
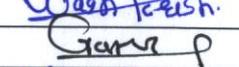
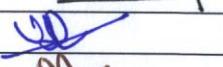
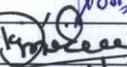
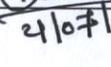
1. Principal of the College is Chairperson of Committee
2. One senior faculty as Professor In charge of Library to be nominated by the Principal
3. One faculty representative from each department
4. Librarian – Member Secretary

This committee will remain in effect from Academic Year 2025-2026 or until further notice. The committee members are expected to work towards the enhancement of library services in the best interest of students and faculty.




Principal
PRINCIPAL
S.N.D. POLYTECHNIC
YEOLA - 423401 (NASIK)

Received Sign:

Sr.No	Committee Members	Designation	Post	Sign
1	Mr. U B Jadhav	Principal	Chairman	
2	Mr. S F Shaikh	HOD-CO	Member	
3	Mr. S R Asude	HOD-ME	Member	
4	Mr. S T Khandrae	HOD-SCI	Member	 Khandrae
5	Mr. R V Taksande	HOD -MK	Member	 Taksande
6	Mr. Wagh K B	HOD-EE	Member	 Wagh K B
7	Mr. Gandole V A	HOD-CE	Member	 Gandole V A
8	Mrs. V R Bhalerao	Sr. Lecturer-Sci	Member	 V R Bhalerao
9	Mr. S N Mahale	Office Superintendent	Member	 S N Mahale
10	Mr. S V Avhad	Ass. Librarian	Member	 S V Avhad
11	Mr. U D Mulani	Librarian	Secretary	 U D Mulani 21/07/21



Santosh N Darade Polytechnic

Babhulgaon, Tal-Yeola, Dist.-Nashik(Maharashtra)-423401

(Approved by AICTE, New Delhi, DTE Mumbai)

E-mail: 0583principal@msbte.com

Website: www.sndpoly.com

Department of Central Library

18 JUL 2025

To
The Principal
Santosh N. Darade Polytechnic,
Babhulgaon, Yeola.

Subject: Request for Permission to Conduct Library Committee Meeting

Respected Sir,

As per the subject cited above I am writing to seek your kind permission to convene a Library Committee meeting to discuss and plan improvements in library facilities, procurement of new resources, review of library policies etc.

I propose scheduling the meeting on **21.07.2025 at 10.00 AM in Central Library for Academic Year 2025-26.**

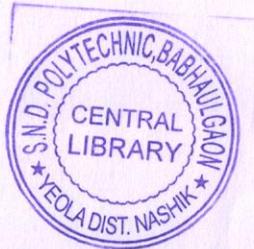
The agenda for the meeting will include:

1. Books Requirement
2. 2D Barcode Scanner
3. Any other point on time.

The outcomes of this meeting are expected to enhance the overall functioning and efficiency of the library, benefiting both students and staff.

I kindly request your approval to proceed with organizing the meeting. If you have any suggestions regarding the agenda or an alternate schedule, please let me know.

Thank you for your support and guidance. I look forward to your approval.



Mr. Mulam U. D.
Librarian,

Member Secretary

LIBRARIAN

MR. MULAM U. D.

S.N.D. POLYTECHNIC

YEOLA 423401 (NASHIK)

Principal
Principal

Committee Chairman
PRINCIPAL

S.N.D. POLYTECHNIC
YEOLA - 423401 (NASHIK)



Santosh N Darade Polytechnic

Babhulgaon, Tal-Yeola, Dist.-Nashik(Maharashtra)-423401

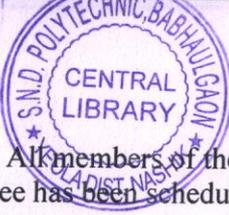
(Approved by AICTE, New Delhi, DTE Mumbai)

E-mail: 0583principal@msbte.com

Website: www.sndpoly.com

Department of Central Library

19 JUL 2025



NOTICE

All members of the Library Committee are hereby informed that a meeting of the Library Committee has been scheduled as follows:

Date: 21.07.2025

Time: 10.00 AM

Venue: Central Library

The agenda for the meeting includes:

1. Book Requirement.
2. 2D Barcode Scanner
3. Any other point on time.

Your presence is requested to discuss and provide valuable input on these matters to improve the library's functioning and services. Kindly make it convenient to attend the meeting. For any queries or further information, please feel free to contact the undersigned.

Thank you for your cooperation.

Sr.No	Committee Members	Sign
1	Mr. U B Jadhav - Principal	
2	Mr. S F Shaikh - HOD-CO	
3	Mr. S R Asude - HOD-ME	
4	Mr. S T Khandrae - HOD-SCI	
5	Mr. R V Taksande - HOD-MK	
6	Mr. K B Wagh - HOD-EE	
7	Mr. V A Gandole - HOD-CE	
8	Mrs. V R Bhalerao - Sr. Lecturer-Sci	
9	Mr. S N Mahale - Office Superintendent	
10	Mr. S V Avhad - Ass. Librarian	
11	Mr. U D Mulani - Librarian	

(Signature)
19/07/25
Librarian,

Member Secretary
LIBRARIAN

MR. MULANI U. D.
S.N.D. POLYTECHNIC
YEOLA-423401 (NASHIK)

(Signature)
Principal
Committee Chairman

PRINCIPAL

S.N.D. POLYTECHNIC
YEOLA - 423401 (NASHIK)

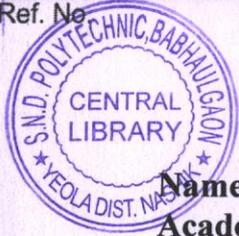
S.N.D. POLYTECHNIC, YEOLA

BABHULGAON, Tal. Yeola - 423 401, Dist. Nashik (Maharashtra)

- ❖ **Approved by** ■ All India Council for Technical Education (AICTE) New Delhi
 ■ Directorate of Technical Education (DTE)
- ❖ **Affiliated to** ■ Maharashtra State Board of Technical Education (MSBTE) Mumbai
- Phone : (02559) 2225002, 225006 • Fax : (02559) 225032 • Web. : www.sndpoly.com

Ref. No

Date : 21 JUL 2025



Name of the Committee : Library Committee
Academic Year : 2025-2026
Meeting No : 01
Date & Time : 21-07-2025 (10.00AM)
Venue : Central Library

MINUTES OF THE MEETING

The Library Committee meeting was held on 21.07.2025 at 10.00 am in the Central library.

The following members were present:

Sr.No	Committee Members
1	Mr. U B Jadhav - Principal
2	Mr. S F Shaikh - HOD-CO
3	Mr. S R Asude - HOD-ME
4	Mr. S T Khandrae - HOD-SCI
5	Mr. R V Taksande - HOD-MK
6	Mr. K B Wagh - HOD-EE
7	Mr. V A Gandole - HOD-CE
8	Mrs. V R Bhalerao - Sr. Lecturer-Sci
9	Mr. S N Mahale - Office Superintendent
10	Mr. S V Avhad - Ass. Librarian
11	Mr. U D Mulani - Librarian

The Following agenda is discussed in the meeting:

- The Committee analyzed the book list received from the departments and discussed purchasing the needed books for the central library.
- The Librarian thanked the Library Committee members for their presence in the meeting and shares valuable suggestions to improve the library process.

(Handwritten Signature)
 21/07/25
 (Member Secretary)

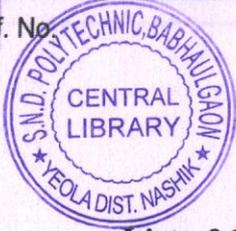
LIBRARIAN
 MR. MULANI U. D.
 S.N.D. POLYTECHNIC
 YEOLA-423401 (NASHIK)

S.N.D. POLYTECHNIC, YEOLA

BABHULGAON, Tal. Yeola - 423 401, Dist. Nashik (Maharashtra)

- ❖ **Approved by** ■ All India Council for Technical Education (AICTE) New Delhi
 ■ Directorate of Technical Education (DTE)
- ❖ **Affiliated to** ■ Maharashtra State Board of Technical Education (MSBTE) Mumbai
- Phone : (02559) 2225002, 225006 • Fax : (02559) 225032 • Web. : www.sndpoly.com

Ref. No.

Date : / /20
21 JUL 2025**List of Committees members participated:**

Sr.No	Committee Members	Sign
1	Mr. U B Jadhav - Principal	
2	Mr. S F Shaikh - HOD-CO	
3	Mr. S R Asude - HOD-ME	
4	Mr. S T Khandrae - HOD-SCI	
5	Mr. R V Taksande - HOD-MK	
6	Mr. K B Wagh - HOD-EE	
7	Mr. V A Gandole - HOD-CE	
8	Mrs. V R Bhalerao - Sr. Lecturer-Sci	
9	Mr. S N Mahale - Office Superintendent	
10	Mr. S V Avhad - Ass. Librarian	
11	Mr. U D Mulani - Librarian	

21/07/25



Jagdamba Education society's

Santosh N Darade Polytechnic

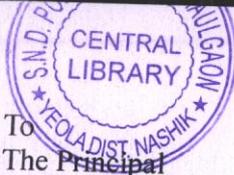
Babhulgaon, Tal-Yeola, Dist.-Nashik(Maharashtra)-423401

(Approved by AICTE, New Delhi, DTE Mumbai)

E-mail: 0583principal@msbte.com

Website: www.sndpoly.com

Department of Central Library



19 DEC 2025

To
The Principal
Santosh N. Darade Polytechnic,
Babhulgaon, Yeola.

Subject: Request for Permission to Conduct Library Committee Meeting

Respected Sir,

As per the subject cited above I am writing to seek your kind permission to convene a Library Committee meeting to discuss and plan improvements in library facilities, procurement of new resources, review of library policies etc.

I propose scheduling the meeting on **22.12.2025 at 10.00 AM in Central Library for Academic Year 2025-26.**

The agenda for the meeting will include:

1. Books Requirement
2. DELNET-Developing Library Network Renewal.
3. News Paper Subscription 2026
4. 2D Scanner.
5. Any other point on time.

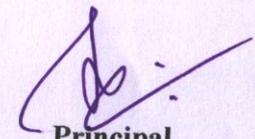
The outcomes of this meeting are expected to enhance the overall functioning and efficiency of the library, benefiting both students and staff.

I kindly request your approval to proceed with organizing the meeting. If you have any suggestions regarding the agenda or an alternate schedule, please let me know.

Thank you for your support and guidance. I look forward to your approval.


Librarian,
Member Secretary
LIBRARIAN
MR. MULANI U. D.
S.N.D. POLYTECHNIC
YEOLA-423401 (NASHIK)




Principal
Committee Chairman
PRINCIPAL
S.N.D. POLYTECHNIC
YEOLA - 423401 (NASHIK)



Jagdamba Education society's

Santosh N Darade Polytechnic

Babhulgaon, Tal-Yeola, Dist.-Nashik(Maharashtra)-423401

(Approved by AICTE, New Delhi, DTE Mumbai)

E-mail: 0583principal@msbte.com

Website: www.sndpoly.com

Department of Central Library

NOTICE

20 DEC 2025

All members of the Library Committee are hereby informed that a meeting of the Library Committee has been scheduled as follows:

Date: 22.12.2025

Time: 10.00 AM

Venue: Central Library

The agenda for the meeting includes:

1. Books Requirement
2. DELNET-Developing Library Network Renewal.
3. News Paper Subscription 2026
4. 2D Scanner.
5. Any other point on time.

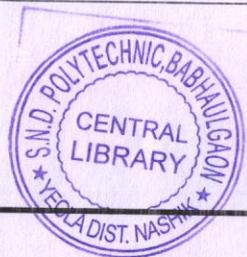
Your presence is requested to discuss and provide valuable input on these matters to improve the library's functioning and services. Kindly make it convenient to attend the meeting. For any queries or further information, please feel free to contact the undersigned.

Thank you for your cooperation.

Sr.No	Committee Members	Sign
1	Mr. U B Jadhav - Principal	
2	Mr. S F Shaikh - HOD-CO	
3	Mr. S R Asude - HOD-ME	
4	Mr. S T Khandrae - HOD-SCI	
5	Mr. R V Taksande - HOD-MK	
6	Mr. K B Wagh - HOD-EE	
7	Mr. V A Gandole - HOD-CE	
8	Mrs. V R Bhalerao - Sr. Lecturer-Sci	
9	Mr. S N Mahale - Office Superintendent	
10	Mr. S V Avhad - Ass. Librarian	
11	Mr. U D Mulani - Librarian	

Librarian,
 Member Secretary
 LIBRARIAN

MR. MULANI U. D.
 S.N.D. POLYTECHNIC
 YEOLA-423401 (NASHIK)



Principal
 Committee Chairman
 PRINCIPAL

S.N.D. POLYTECHNIC
 YEOLA - 423401 (NASIK)

S.N.D. POLYTECHNIC, YEOLA

BABHULGAON, Tal. Yeola - 423 401, Dist. Nashik (Maharashtra)

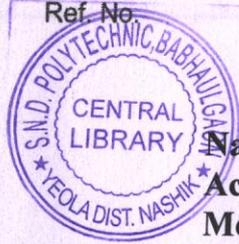
- ❖ **Approved by** ■ All India Council for Technical Education (AICTE) New Delhi
 ■ Directorate of Technical Education (DTE)
- ❖ **Affiliated to** ■ Maharashtra State Board of Technical Education (MSBTE) Mumbai

• Phone : (02559) 2225002, 225006 • Fax : (02559) 225032 • Web. : www.sndpoly.com

Ref. No.

Date : / /20

22 DEC 2025



Name of the Committee : Library Committee
Academic Year : 2025-2026
Meeting No : 02
Date & Time : 22-12-2025 (10.00AM)
Venue : Central Library

MINUTES OF THE MEETING

The Library Committee meeting was held on 22.12.2025 at 10.00 am in the Central library.

The following members were present:

Sr.No	Committee Members
1	Mr. U B Jadhav - Principal
2	Mr. S F Shaikh - HOD-CO
3	Mr. S R Asude - HOD-ME
4	Mr. S T Khandrae - HOD-SCI
5	Mr. R V Taksande - HOD-MK
6	Mr. K B Wagh - HOD-EE
7	Mr. V A Gandole - HOD-CE
8	Mrs. V R Bhalerao - Sr. Lecturer-Sci
9	Mr. S N Mahale - Office Superintendent
10	Mr. S V Avhad - Ass. Librarian
11	Mr. U D Mulani - Librarian

The Following agenda is discussed in the meeting:

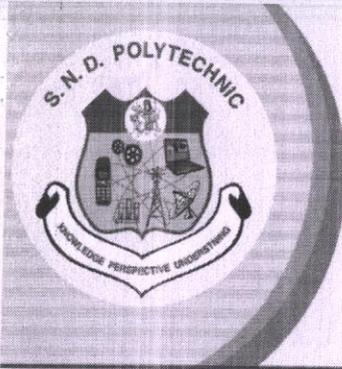
- The Committee analyzed the book list received from the departments and discussed purchasing the needed books for the central library.
- The Committee analyzed the print journal from the department and discussed purchasing the needed print journals for the central library
- The committee has decided to Renewal developing library network (DELNET).
- The Committee analyzed the News Paper From the department and discussed purchasing the needed News Paper form the central library.
- The Librarian thanked the Library Committee members for their presence in the meeting and shares valuable suggestions to improve the library process.

(Signature)
 22/12/25
 (Member Secretary)
 LIBRARIAN

MR. MULANI U. D.
 S.N.D. POLYTECHNIC
 YEOLA-423401 (NASHIK)

S.N.D. POLYTECHNIC, YEOLA

BABHULGAON, Tal. Yeola - 423 401, Dist. Nashik (Maharashtra)

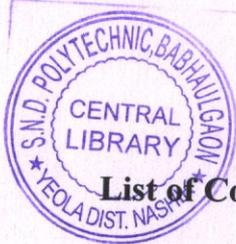


- ❖ **Approved by**
 - All India Council for Technical Education (AICTE) New Delhi
 - Directorate of Technical Education (DTE)
 - ❖ **Affiliated to**
 - Maharashtra State Board of Technical Education (MSBTE) Mumbai
- Phone : (02559) 2225002, 225006 • Fax : (02559) 225032 • Web. : www.sndpoly.com

Ref. No.

Date : / /20

22 DEC 2025

**List of Committees members participated:**

Sr.No	Committee Members	Sign
1	Mr. U B Jadhav - Principal	
2	Mr. S F Shaikh - HOD-CO	
3	Mr. S R Asude - HOD-ME	
4	Mr. S T Khandrae - HOD-SCI	
5	Mr. R V Taksande - HOD-MK	
6	Mr. K B Wagh - HOD-EE	
7	Mr. V A Gandole - HOD-CE	
8	Mrs. V R Bhalerao - Sr. Lecturer-Sci	
9	Mr. S N Mahale - Office Superintendent	
10	Mr. S V Avhad - Ass. Librarian	
11	Mr. U D Mulani - Librarian	