



Outward No. SEDCOM/COMMITTEE/07

Date: 01/07/2025

## OFFICE ORDER

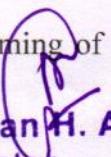
All the concern mentioned below are pleased to inform that they have been deputed on **Library Advisory Board i.e. Library Committee**. The concerns are directed to accept the same responsibility and inform the same to the administration department.

Sr.No	Name of the Staff	Designation
01	Prof. Yogeshwar S. Shirsath	Chairperson
02	Prof. Mojid S. Attar	Member
03	Prof. Bhakti B. Panchariya	Member
04	Prof. Rahul B. Shirsath	Member
05	Mr. Rajiv B. Gorde	Member Secretary (Librarian)

### Duties

Duties may vary depending on the authority of the library board. Advisory boards represent the community and the community's needs. Advisory boards do not have the power to hire library staff or make policy. Policy Making boards are often a library's link to its governing body. Policy boards have the ability to make decisions about programs, budgets, and policies. A policy Making board hires the library director, and the library director is directly responsible to the board. Duties assigned to board members will depend on the library board's Advisory or Policy Making authority.

- Attends all regularly scheduled Library Board meetings
- Attends special meetings as needed
- Attends library functions as appropriate
- Knows and abides by library board bylaws
- Reads board meeting minutes and other materials sent out before the board meetings
- Abides by New Mexico's Open Meetings Act
- Participates appropriately in board meetings
- Visit the library on a regular basis
- Works with library director on community assessment and long range plans
- Hires and evaluates library directory (Policy Making Boards)
- Develops and writes policies that govern the operation and programming of the library (Policy Making Boards)
- Assist in writing of library's long range plans (Policy Making Boards)

  
**Dr. Riyaz Khan H. Attar**  
Director

**Sunitatai Eknathrao Dhakane  
College of Management, Shevgaon**



- Give library directory input about library's long range plans (Advisory Boards)
- Adopts annual budget (Policy Making Boards)
- Develops and maintains capital improvement plan (Policy Making Boards)
- Supports and participates in library's public relations programs
- Represents the library's point of view at city council meetings and other public forums
- Looks for ways to build a positive image for the library
- Listens to community needs and concerns
- Participates in library conferences and workshops as time permits
- Knows and supports the basic library tenets such as Intellectual Freedom, Freedom the Read, Confidentiality of Patron Records, and the Library Bill of Rights.
- Becomes knowledgeable about local, state and federal laws affecting libraries when appropriate
- Abides by the majority decisions reached by the board, and publicly supports these decisions

  
**Dr. Riyazkhan H. Attar**  
Director  
Sunitatai Eknathrao Dhakane  
College of Management, Shevgaon



Kedareshwar Gramin Vikas Pratisthan, Sangamner's

## Sunitatai Eknathrao Dhakane College of Management, Shevgaon

Approved by AICTE: New Delhi, DTE-Mumbai, Government of Maharashtra- H&T, Affiliated to SPPU, Pune



Gat No. 147/2, At /Po. Rakshi, Tal. Shevgaon, Dist. Ahilyanagar 414 502  
Email: sedhakanecon@gmail.com | Ph. 02429-293666

AICTE Permanent ID: 1-44136040053 | DTE Code: 5644  
SPPU Code: IMMA022320 |

Establishment  
MBA - 2024

### Meeting No.3

#### MINUTES OF LIBRARY ADVISORY BOARD

Meeting of the Library Advisory Board was held on 27<sup>th</sup> September, 2025 at 03:30 pm in the Meeting Hall, SEDCOE, Shevgaon, Dist-Ahmednagar 414502.

Following Committee Members & Officers were remain present for the same

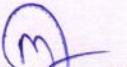
Prof. Yogeshwar S. Shirsath – Chairperson  
Prof. Mojid S. Attar – Member  
Prof. Bhakti B. Panchariya – Member  
Prof. Rahul B. Shirsath – Member  
Mr. Rajiv B. Gorde – Member Secretary

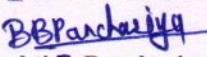
Following points were discussed in the meeting:

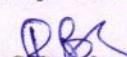
Item No. 1	To confirm minutes of meeting dated 29/03/2025.
Resolution No.1	Hon'ble Member - Secretary Read the minutes of meeting held on 29/03/2025. Appeal is made to mention any query or suggestion over it. Neither query mentioned nor any suggestion made by the body. Hence the said minutes are confirmed with all consent.
Item No. 2	To discuss on any complaint / case / issue received / conferred towards Lab Advisory Committee.
Resolution No. 2	None of single complaint / case is received till date. Hence the nil report taken on record.
Item No. 3	To review books for library.
Resolution No. 3	The books available ate Institute Library has been reviewed by the committee. Today's board taken noted of this. Board suggested to subscribe library journals for students and staff.
Item No. 4	To discuss surprising arisen points with due permission to chairman.
Resolution No. 4	No further points are put forward for discussion.

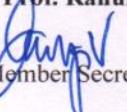
Hon'ble Chairman Prof. Yogeshwar Shirsath deliberate vote of thanks. The next meeting of the LAB would be held on Friday 27<sup>th</sup> September 2025 at 3:00 pm in the Meeting Hall, SEDCOE, Shevgaon, Dist- Ahmednagar 414502.

  
Prof. Yogeshwar S. Shirsath – Chairperson

  
Prof. Mojid S. Attar – Member

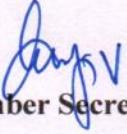
  
Prof. Bhakti B. Panchariya – Member

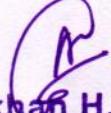
  
Prof. Rahul B. Shirsath – Member

  
Mr. Rajiv B. Gorde – Member Secretary

  
Chairperson

Minutes Approved

  
Member Secretary

  
Dr. Riyaz Khan H. Attar

Director

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College of Management, Shevgaon



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Establishment  
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### Meeting No.2

#### MINUTES OF LIBRARY ADVISORY BOARD

Meeting of the Library Advisory Board was held on 29<sup>th</sup> March, 2025 at 03:30 pm in the Meeting Hall, SEDCOE, Shevgaon, Dist-Ahmednagar 414502.

Following Committee Members & Officers were remain present for the same

Prof. Yogeshwar S. Shirsath – Chairperson  
Prof. Mojid S. Attar – Member  
Prof. Bhakti B. Panchariya – Member  
Prof. Rahul B. Shirsath – Member  
Mr. Rajiv B. Gorde – Member Secretary

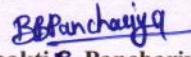
Following points were discussed in the meeting:

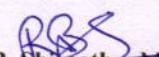
Item No. 1	To confirm minutes of meeting dated 27/09/2024.
Resolution No.1	Hon'ble Member - Secretary Read the minutes of meeting held on 27/09/2024. Appeal is made to mention any query or suggestion over it. Neither query mentioned nor any suggestion made by the body. Hence the said minutes are confirmed with all consent.
Item No. 2	To discuss on any complaint / case / issue received / conferred towards Lab Advisory Committee.
Resolution No. 2	None of single complaint / case is received till date. Hence the nil report taken on record.
Item No. 3	To review books for library.
Resolution No. 3	The books available ate Institute Library has been reviewed by the committee. Today's board taken noted of this. Board suggested to subscribe library journals for students and staff.
Item No. 4	To discuss surprising arisen points with due permission to chairman.
Resolution No. 4	No further points are put forward for discussion.

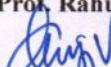
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Prof. Yogeshwar S. Shirsath – Chairperson

  
Prof. Mojid S. Attar – Member

  
Prof. Bhakti B. Panchariya – Member

  
Prof. Rahul B. Shirsath – Member

  
Mr. Rajiv B. Gorde – Member Secretary

  
Chairperson

Minutes Approved

  
Member Secretary

  
Dr. Riyazkhan H. Attar  
Director  
Sunitatai Eknathrao Dhakane  
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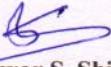
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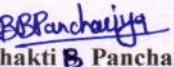
Following points were discussed in the meeting;

Item No. 1	To welcome committee members.
Resolution No.1	Hon'ble Member welcomes all committee members. He also illustrates role and responsibility of LAB. All members taken serious note of it.
Item No. 2	To discuss on any complaint / case / issue received / conferred towards Lab Advisory Committee.
Resolution No. 2	None of single complaint / case is received till date. Hence the nil report taken on record.
Item No. 3	To review books for library.
Resolution No. 3	The books available ate Institute Library has been reviewed by the committee. Today's board taken noted of this. Board suggested to subscribe library journals for students and staff.
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Resolution No. 4	No further points are put forward for discussion.

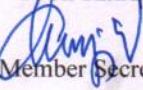
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Prof. Yogeshwar S. Shirsath – Chairperson

  
Prof. Mojid S. Attar – Member

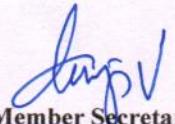
  
Prof. Bhakti B. Panchariya – Member

  
Prof. Rahul B. Shirsath – Member

  
Mr. Rajiv B. Gorde – Member Secretary

  
Chairperson

Minutes Approved

  
Member Secretary

  
Dr. Riyaz Khan

H. Attar

Director

Sunitatai Eknathrao Dhakane

College of Management, Shevgaon