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093556-88204

Global Research Institute of Management & Technology

(Approved by AICTE & HSBTE, Govt. of Haryana and
Affiliated to Kurukshetra University, Kurukshetra)

NACHRAUN, RADAUR, DISTT. YAMUNA NAGAR (HARYANA) INDIA
e-mail : info@grimtradaur.ac.in • Website : www.grimtradaur.ac.in

Ref. No. **GRIMT/LLRC/2024-27/6390**

01-07-2025
Dated

OFFICE ORDERS

To enhance the learning environment, academic excellence, and research capabilities of the institution, the Library & Learning Resources Cell is hereby constituted. This cell will play a pivotal role in managing, upgrading, and ensuring the optimal utilization of library resources, digital learning platforms, and research materials.

Need for the Library & Learning Resources Cell:

The library is the intellectual hub of the institution, providing access to books, journals, e-resources, and research materials essential for academic and research activities. In the era of digital transformation, integrating smart library facilities, online databases, and digital learning tools is crucial for ensuring seamless access to knowledge and fostering a culture of research and innovation.

COMPOSITION OF THE CELL:-

The following members shall constitute the **Library & Learning Resources Cell**:

S.No.	Name of the Person	Designation	Position in Committee	Contact Nos.
1.	Dr. Lakshya Aggarwal	Director	Chairperson	9355688207
2.	Ms. Saloni	Asstt. Professor-CSE	Coordinator	9253249095
3.	Mr. Vikas Garg	Librarian	Co-Coordinator	7206255398
4.	Mr. Vikas Garg	HOD & Asstt. Prof.-CE	Member	8950738807

Roles & Responsibilities:-

1. Collection Development: Ensure availability of books, journals, digital resources, and reference materials.
2. Library Automation & Digitalization: Implement Library Management Systems (LMS), remote access to e-resources, and online cataloging.
3. Capacity Building: Conduct orientation sessions, research workshops, and training on digital tools for students and faculty.
4. Research & Reference Support: Assist faculty and students in literature review, citation management, and plagiarism detection.

Me 01.07.2025
(Registrar) Registrar
Global Research Institute of
Management & Technology
Jathlana Road, Nachroan, Radaur
Distt. Yamuna Nagar-135133

[Signature]
(Director/Principal)
Global Research Inst. of Mgt. & Technology
Nachraun (Radaur) - 135133



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5. Infrastructure & Compliance: Ensure adherence to NAAC, NBA, and AICTE guidelines for library resources and services.
6. Collaboration & Knowledge Sharing: Establish MoUs with other libraries, digital repositories, and national/international learning networks.

The Library & Learning Resources Cell shall function under the guidance of the Principal/Director and shall periodically review its policies and practices to ensure continuous improvement in academic and research activities.

The copy of the above is forwarded to the following for information and necessary action, please.

- 1) Hon'ble Chairman
- 2) Hon'ble Vice Chairperson
- 3) Prof. (Dr.) Lakshya Aggarwal-Director
- 4) All Members of Library & Learning Resources Cell (LLRC)
- 5) All HOD's (to be circulated amongst all faculty and staff of the concerned departments)
- 6) Website of the Institute
- 7) Librarian
- 8) All Notice Boards
- 9) Chief Warden
- 10) Security Officer(s)

He
01.07.2025
(Registrar) Registrar
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He
(Director)
Director/Principal
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