

LIBRARY COMMITTEE

Introduction:

The library committee is to support the functioning of the library so that it can facilitate the library development plans by promoting the library development activities with the management. This will act as a channel of communication between the Library system and its users.

Objectives:

- ❖ To prepare general library policies and regulations which govern the functions of the library.
- ❖ To provide for proper documentation services and updating the Library collection.
- ❖ To work towards modernization and improvement of Library and documentation Services.
- ❖ To negotiate and approve subscriptions or renewals to electronic resources (ejournals, eBooks and databases)
- ❖ To formulate policies and procedures for efficient use of Library resources.
- ❖ To submit the annual report on the functioning of the library
- ❖ To adopt measures to enhance readership
- ❖ To prepare budget and proposals for the development of the Library.
- ❖ To support research activity for the progress and qualitative development of the institution.
- ❖ The LC would meet at least once in six months to review the library affairs.

Procedure:

- ❖ To look after the organization and maintenance of the Library
- ❖ Administration & supervision over the Library
- ❖ Supervision over the technical side of work of the Library such as classification, cataloguing and Processing of books and journals.
- ❖ To suggest latest published books which are suitable for the Library, aiding book selection and guiding acquisition (from book reviews & books received on approval basis in the Library).
- ❖ Conducting Library Committee meetings for book selection (in English and Hindi) and
 - setting under Library affairs.
- ❖ Acquisition of “Complimentary Copies” from other Govt./Non-Govt. Organization.g. Inter Library loan service and liaison with other libraries for procurement of books on
- ❖ Loan needed by the Commission.
- ❖ Reference Service: To render accurate and prompt reference service to the Chairman, Members
 - and Senior Officers of the Commission.
- ❖ Keeping close watch over the circulation of magazines / Newspapers and co-coordinating the requests of the Members/Officers/Staff of the Commission.
- ❖ Subscription to periodicals & Newspapers and their annual renewals.
- ❖ Passing of bills towards the purchase of books and periodicals and maintenance of Library expenditure.
- ❖ Budgeting & Submission of Annual and Supplementary budgets for the year.
- ❖ Assisting the annual “Inspection” of the Library and conducting physical verification of books
- ❖ Weeding out old magazines & Newspapers and old books periodically and their disposal through auctioning, shredding etc
- ❖ Loss of books and their writing off from the Library stocks.
- ❖ Preparation of “Bibliographies” and specialized subjects and maintenance of special collections for the use of the Commission/Members.
- ❖ Library Reorganization.
- ❖ Library Modernization.

Responsibilities:

- To prepare the annual budget estimates of the library for submission to the Executive Council
- To frame general rules for the management of the Library
- To arrange for the stock taking of the library

Frequency of Meetings:

The Library Committee shall meet at least once in six months to review the library affairs

and if necessary, more often.

Committee Membership Details:

Committee Role	Designation
Chairperson	Director
Convener	Director/ Additional Director/ Professor.
Members	Associate Professor (1) Librarian (1) Assistant Professor (1)

Students Admission Committee Members:

Name	Designation	Committee Role
Dr.D.Nisar Ahmed	Director	Chairperson
Dr. Dr. Major. Zahid Husain	Additional Director	Convener
Dr. S. G. Balaji	Associate Professor	Member
Dr. Rekha A.P	Librarian	Member
Mrs. Nishath Sultana	Assistant Professor	Member