



## **LIBRARY COMMITTEE**

**1. Description of the Library Committee:** The Library Committee (LC) serves as a knowledge dissemination point within institute, ensuring a conducive learning environment for all members. The library Cell has been constituted in the Institute as per the AICTE Regulations 2019, to cater to the need of Students, Faculty and Staff. The Library Committee comprises of one librarian, one faculty member and 2 students in overseeing the library functions.

**I. a. Purpose of Library Committee:** The purpose of the library committee within Institute is to provide a dedicated platform for reading, availing learning resources and addressing grievances from students and faculty members. It ensures that every individual, regardless of gender or status, can study and work in an environment free from any grievances.

**b. Objectives of Library Committee:**

- Ensure that all members of the institute, including students, faculty, and staff, are aware of the library resources, repository of learning resources, e-resources, magazines and journals.
- Maintaining accession register, purchase register, training on e-resources, maintaining Digital library, repository for manual and handbook AICTE, ISO).
- Maintaining computer system, accessories, and maintaining e-database such as Scopus and digital library, membership with British council.



**c. Composition for Grievances Redressal Cell:**

<b>S. No.</b>	<b>Name of Faculty</b>	<b>Designation</b>	<b>Committee Designation</b>
1	Dr.Farhathullah Khan	Director	Chair Person
2	Dr.A.P.Rekha	Librarian	Convenor
3	Mr.M.S.Siranjeevi	Assistant Professor	Member
4	Ms.Afrah Afsheen	Student-II MBA	Member
5	Mr.Abinayan	Student- I MBA	Member

**d. Roles and Responsibilities:**

**Roles and Responsibilities of Chair Person:**

- Ensures compliance with relevant laws, regulations, and institutional policies.
- Maintains confidentiality and oversees the complaint resolution process.

**Roles and Responsibilities of Convenor:**

- Initiating and maintaining the library books and e-resources.
- Facilitates meetings and ensures that discussions are conducted in an orderly manner to maintain the library in orderly manner.
- Maintains accurate records of complaints, investigations, and outcomes.



- Coordinates library activities and training programs to use e-resources, assigns tasks to library committee members, and ensures adherence to timelines.
- Provides support and guidance to complainants throughout the process.
- Complete enquiry and submit enquiry report within a period of ninety days (90 days) from the date on which the enquiry is commenced.
- Facilitate to organize training sessions and awareness campaigns to educate the student community on how to use library, digital resources.

### **Roles and Responsibilities of Members:**

#### **I. Faculty Members**

- Participates actively in Library committee cell meetings and discussions relating to improvement in library.
- Contributes insights and perspectives to the library decision-making process.
- Assists in the investigation of complaints from students and faculties regarding books and journals.
- Offers support and guidance to complainants and respondents throughout the process.
- Upholds principles of fairness, impartiality, and confidentiality in all committee activities.

#### **II. Student Representatives:**

- Represents the interests of students.
- Provides insights into the student experience and perspective regarding learning in library.
- Raises awareness among students about learning resources and journals available in the library.

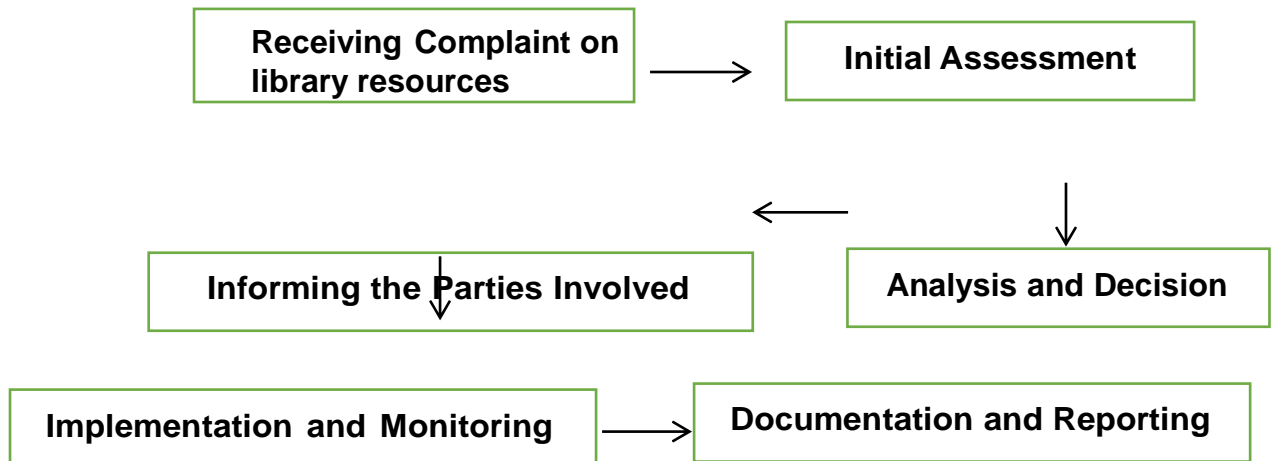
#### **e. Frequency of Meetings:**

The Library Committee meets once in per semester or as and when the need arises to discuss on-going cases, review procedures, and address



any administrative matter relating to library resources.

**f. Procedure:**



**Fig:1 Representing Flow Chart on Library process**

- **Receiving Complaint:** The library committee a written complaint in person / Suggestion Box or online complaint on grievances from an employee or student.
- **Initial Assessment:** The library committee conducts an initial assessment to determine if the complaint falls within its jurisdiction and if it merits further investigation. The committee assesses the seriousness of the complaint and decides if immediate action, such as interim measures to redress the grievances, is necessary. The library committee acknowledges receipt of the complaint in writing and informs the complainant of the process and next steps. The committee ensures confidentiality and provides support to the complainant throughout the process.
- **Analysis and Decision:** Based on the findings of the initial assessment, the library committee analyses the evidence and determines the validity of the complaint. The committee decides on appropriate action, , corrective actions, or recommendations for organizational changes
- **Informing the Parties Involved:** The library committee informs the decision in writing or in oral form.
- **Implementation and Monitoring:** The library committee ensures that the decision is implemented effectively and monitors compliance with any corrective



actions. Follow-up measures may be taken to address any ongoing issues and prevent recurrence of similar grievances to students and faculty.

**Documentation and Reporting:** The library committee maintains detailed records of the complaints, Redressal process, and decision. Reports on grievances trends, outcomes, and recommendations for improvement may be submitted to the Director.

**Review and Continuous Improvement:** The library committee periodically reviews its procedures and practices to ensure they remain effective and comply with legal requirements and organizational policies.