

Date: 18.08.2016

CIRCULAR


As per the direction of IQAC Chairman the Library Committee is constituted for the year 2016-

17. The members of library committee are as follows;

Sl.No	Name	Designation	Role
1	Principal	Chairman	Chairman
2	Mr. Ravi.T	Convener	Convener
3	Mrs. Bhavya N P	Faculty Member	Member
4	Mrs. Latha A	Faculty Member	Member
5	Mrs. Sudha M.S	Faculty Member	Member
6	Mrs. Chaitra B M	Faculty Member	Member
7	Mrs. Gayathri R	Faculty Member	Member
8	Mrs. Shobha G	Faculty Member	Member
9	Mrs. Anusuya A M	Faculty Member	Member
10	Ms. Chaitra S	Student	Member
11	Mr. Shivaraj V	Student	Member

Roles and responsibilities of Library committee

1. To guide the Chief Librarian in formulating general Library Policies and Regulations which govern the functions of the Library and Information Centre.
2. To provide for proper documentation services and updating the Library collection.
3. To work towards modernization and improvement of Library and Information Centre.
4. To formulate Policies and Procedures for efficient use of Library Resources.
5. To propose Library vision, strategy document.
6. To propose Library budget for the Institution.
7. To prepare budget and proposals for the development of the Library and Information Centre.
8. To recommend to the authorities the fees and other charges for the use of the Library.
9. To seek feedback on Library functions from readers.
10. To formulate knowledge and information archiving and management policy at the institute.


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