

## ❖ **Library Committee:**

### **A) Constitute :**

- Dr. N.C. Shah (Chairman)
- Prof. H.M. Dhandha (Member Secretary)
- Prof. Puja Gajjar (Member)
- Prof. Karmani Rajput (Member)
- Prof. Vishwajit Bakrola (Member)
- Prof. Vibha Patel (Member)
- Prof. Palak Desai
- Prof. Nikunj Gohil (Member)
- Prof. Ramakant Panchal (Member)
- Prof. Krupa Patel (Member)

### **B) Function:**

- Prepare the proposal for purchase of standard textbook/ variety of titles and numbers of volumes.
- Proposal for national and international journal subscription.
- To propose of digital library/ e-journal.
- To explore possibility of MoU with national level Academic Institute and resource sharing.
- To formulate strategy for optimum utilization of library.

### **C) Process:**

- HoDs & the library committee members shall make visit to library of national and state level academic Institute for latest publication and journals.
- To interact with the leading publisher. For strengthening and enriching institute and departmental library.

### ➤ **Responsibilities of members of committee**

- Internal members on the Committee shall be nominated by the Director/HoDs.
- Internal members shall participate actively in all meetings of The Committee.
- External members on the Boards shall be nominated by the Provost/Director.
- Internal members shall report the decisions made by the committee to their respective departments and for necessary action/implementation.

### ➤ **Responsibilities of the members secretary of the committee**

- The member's secretary with permission of the chair shall prepare the agenda and call the meetings.
- The member secretary shall circulate minutes of the meetings to all members of the Board.
- The member secretary shall Co-ordinate all purchase proposals received from the department and sanctioned/approved by the committee. The approved proposal shall be forwarded to the librarian for the earliest purchase of books/ journals.