



## Library Sub Committee

### Objective of the Committee

- To support the development and implementation of library policies aligned with the institution's academic goals.
- To recommend the procurement of books, journals, and digital resources based on the needs of faculty, students, and curriculum.
- To oversee the proper utilization of library funds and ensure transparency in budgeting and expenditure.
- To review and improve library services and infrastructure regularly for better user experience.
- To promote awareness and utilization of library resources among students, faculty, and researchers.
- To advise on the adoption of modern library technologies and automation for efficient management.
- To ensure proper cataloguing, maintenance, and preservation of library materials.
- To assist in organizing reading programs, workshops, or exhibitions to promote reading habits.

### Functions of the Committee

- Formulating library policies regarding acquisition, circulation, and usage of resources.
- Recommending books, journals, e-resources, and other materials based on departmental and user needs.
- Monitoring the library budget and ensuring proper allocation and utilization of funds.
- Supervising library operations and services to maintain quality and efficiency.
- Advising on library automation, digitization, and modernization initiatives.
- Ensuring regular stock verification, weeding out old or damaged materials, and updating records.

- Organizing programs like book fairs, author talks, and literacy workshops to enhance library engagement.
- Reviewing feedback from library users and suggesting improvements based on it.
- Supporting staff training and professional development related to library management and technology.
- Ensuring compliance with accreditation, audit, and institutional requirements related to library services.

## Roles & Responsibilities

### Roles:

- **Advisory Role:** Acts as an advisory body to guide the library's development, policies, and priorities.
- **Strategic Role:** Helps align library resources and services with academic and institutional goals.
- **Monitoring Role:** Oversees the functioning, resource usage, and service quality of the library.
- **Liaison Role:** Serves as a bridge between library staff, faculty, students, and the institution's administration.

### Responsibilities:

- Formulate and review library policies for acquisition, access, and usage of materials.
- Assess the needs of students and faculty and ensure timely procurement of relevant resources.
- Allocate and supervise the use of library funds in a fair and efficient manner.
- Encourage the use of library resources through orientation programs and awareness drives.
- Ensure proper maintenance and organization of books, digital content, and reading spaces.
- Support the implementation of digital tools like library management software and e-resources.
- Conduct regular audits and stock verifications to maintain transparency and accountability.

- Promote a reading culture and academic research among stakeholders.
- Coordinate with academic departments to ensure curriculum needs are met by the library.
- Report to the institution's higher authorities about library performance and future plans.

### Committee Composition

- Chairperson – Head of the Institute
- Library In-charge/Librarian – Member Secretary (coordinates meetings and records proceedings).
- Senior Faculty Representatives – One or two members from different departments.
- IQAC Coordinator – Member (to ensure alignment with quality benchmarks).

### Committee Members

#### Present Structure

SL.NO.	Name	Designation
1.	Prof. (Dr.) Arijit Saha,	Chairperson
2.	Dr. Sompita Das,	Convener
3.	Dr. Sabitri Dutta	Member
4.	Sri. Subhabrata Bhattacharya	Member
5.	Smt. Swatilekha Halder	Member
6.	Smt. Nafisa Khatun	Member
7.	Sri. Tapas Mondal	Member
8.	Sri. Alope Ghosh	Member

### **Former Structure**

<b>SL.NO.</b>	<b>Name</b>	<b>Designation</b>
<b>1.</b>	<b>Prof. (Dr.) Arijit Saha,</b>	<b>Chairperson</b>
<b>2.</b>	<b>Dr. Sabitri Dutta,</b>	<b>Jt. Coordinator</b>
<b>3.</b>	<b>Sri. Subhabrata Bhattacharya,</b>	<b>Jt. Coordinator</b>
<b>4.</b>	<b>Dr. Sarmistha Roy Chowdhury</b>	<b>Member</b>
<b>5.</b>	<b>Smt. Swatilekha Halder</b>	<b>Member</b>
<b>6.</b>	<b>Smt. Nafisa Khatun</b>	<b>Member</b>
<b>7.</b>	<b>Dr. Shyamal Dalapati</b>	<b>Member</b>
<b>8.</b>	<b>Dr. Moumita Banerjee</b>	<b>Member</b>
<b>9.</b>	<b>Sri. Ratul Nandi</b>	<b>Member</b>
<b>10.</b>	<b>Dr. Pranam Dhar,</b>	<b>External Member (WBSU)</b>
<b>11.</b>	<b>Dr. Antara Chowdhury,</b>	<b>External Member (GB)</b>
<b>12.</b>	<b>Sri. Prasenjit Shome</b>	<b>Member</b>
<b>13.</b>	<b>Municipal Chairman's Nominee</b>	<b>External Member</b>
<b>14.</b>	<b>Students Representative</b>	<b>Member</b>
<b>15.</b>	<b>Alumni Representative</b>	<b>Member</b>
<b>16.</b>	<b>Guardian's Representative</b>	<b>Member</b>