



SHRI DHANWANTRY AYURVEDIC COLLEGE & HOSPITAL
SECTOR 46-B, CHANDIGARH, 160047

Visit us at : www.dhanwantrychd.org
Contact us : 0172-5046000 Email: dhanwantry@rediffmail.com

LIBRARY DEVELOPMENT COMMITTEE

Objective

- The objective of the committee is to decide and adopt policies to govern the management and programme of the library.
- The committee has to prepare the annual budget, rules and regulations of the library
- The committee also looks into students complains, if any.

Functions and Responsibilities

- The core function of the committee is to consider policy matters regarding Central Library/Departmental libraries including the policy for procurement of books and journals and render advice to the Purchase Committee for Library procurements.
- The committee has to look into day to day problems of the Library clientele, Library staff and send recommendations to the authority for the desired decision.
- The committee has to supervise the allocation and utilization of funds for different departments for purchase of books and journals for the Central and Departmental libraries.
- The committee has to maintain liaison between Central Library and various Academic Departments for the purchase of networking of Departmental libraries with the Central Library.
- The committee has to consider and put forward the views of faculty members regarding Books /journals selection, ordering process etc.
- The committee has to consider and put forward the views of students and Research Scholars regarding their problems and solutions sought thereof.
- The committee has to ensure that a library building is properly structured, functional and have necessary arrangement for the safe long-term storage of books.

- The committee has to frame general rules for the management of the Library.
- The committee has to advise the librarian regarding general library development, the college librarian shall be responsible for the day to day operational management of the Library.
- The committee has to prepare the annual budget estimates of the library.
- The committee will raise enough funds for purchasing books and making the collection rich.
- The committee has to procure new Learning Resources like Journals, Magazines, E-Resources,
- Proper machinery should be established by the committee to check the library account.
- The library committee will fix the needed number of staff, promotions and other regulations related to staff development.
- The committee work also includes strengthening of Digital Library.
- The committee has to prepare and submit an annual report summarizing the activities and achievements of the library to the academic council.

Members of Library Development Committee-

1.	Chairman	Dr. Ramadas Maganti
2.	Library Incharge	Mrs. Suman
3.	Member Secretary	Dr.Ranjan Jha
4.	Member	Dr.Renu bala
5.	Member	Dr. Smitha
6.	Member	Dr. Shiksha Rana

Meeting Schedule: Twice in a year (2nd Saturday of January and July)