

## LIBRARY ADVISORY COMMITTEE

### Composition

1. Secretary
2. Principal
3. Vice-Principals
4. Director of Library
5. Librarians
6. Dean (Shift I)
7. Dean (Shift II)
8. Student representatives from Shift I and Shift II (from student Union Leaders)
9. A representative from the College Office

### Term

Three years

### Meeting

Twice in a year

### Functions

1. Fix Library working hours.
2. Ensure Library services.
3. Arrange for procuring subject-wise books/magazines/journals.
4. Recommend to the Principal, measures for upgrading the library facilities.
5. Act as liaison between the library, the student and the faculty.
6. Strive for enriching stock with e-resources.
7. Ensure optimal use of library by students and staff.
8. Look into administrative problems in the Library.
9. Ensure annual stock verification.