



LIBRARY COMMITTEE

Purpose : The aim of Library Committee is to ensure smooth functioning of the library and coordination with management, faculty members and students.

Scope : This SOP applies to the constitution of the library committee, roles and responsibilities of members of the library committee and maintenance of all activities and documents. For maintenance of library, library facilities. Applicable to Library Committee Members.

Responsibility:

Dr. Annamma Varghese (PT)
Dr. Nisha Dhasal (PT)
Mrs. Radha Shevade (Asst. Lib.)
Principal : Dr Shweta Manwadkar(PT)

Meetings : Quarterly and as when required

Objectives :

- To work as an advisory committee and guides the librarian for executing various projects.
- To act as a reporting and planning committee for successfully completing library activities.
- To act as advocates for the library, within the institute in decision-making groups
- To act as a coordinator between the library and the academic development programs.
- To prepare budget and proposals for the development of the Library.
- To increase collection of reading materials, related to physiotherapy.
- To promote the library's role and enhance its effectiveness in the educational process.
- To adopt measures to enhance reading habits of students.
- To support researchers for their research activity.
- To work towards improvement and modernization of library.



Procedure :

1. List to be prepared for Journal and book purchasing :

- Ø To discuss and recommend list of books and journals suggested by faculty and students.
- Ø To shortlist the list of books and journals for purchasing.

2. Books and Journals Purchasing :

- Ø To decide and finalize the list of books for procurement after perusal and discussion of the comparison statement prepared by the librarian.
- Ø To put up procurement list with supplier suggestion (comparison statement) to the principal for final approval.
- Ø To confirm received items and approve the received invoices. Forward the invoice to the Principal for further approval.

3. Database Purchasing :

- Ø To decide and finalize purchasing of appropriate database by taking suggestions from subject experts.
- Ø To put up recommended database for further approval.

4. Book Binding :

- Ø To finalize the list for books and journals for binding.
- Ø To finalize the vendor on the basis of lowest cost, quality of binding and good service.
- Ø To check the quality of bound books and journals, received from the vendor and approve the binding quality and received bill.

5. Books received on Approval :

- Ø To discuss and finalize the list of books for procurement on the basis of received book feedback from the faculty, subject experts and MPTh students.
- Ø To submit the short listed book list to the Principal for further approval.

6. Maintenance of library infrastructure :

- Ø To take decision for library related maintenance work.



- Ø To inform general maintenance committee about required maintenance.
- Ø To confirm the quality of maintenance work and approve.

7. Policy/Decision Making :

- Ø To frame/ revise library rules and regulations for book circulation, MUHS & KJSCPT book bank scheme and computer facility available in the library.
- Ø To confirm compliance of rules and regulations

8. Preparing Library Budget :

- Ø To prepare library budget based on continuation and starting of projects every year for approval by apex bodies.
- Ø To ensure proper & complete utilization of library budget as per allocation.

9. Programme for Library promotion :

- Ø To decide the library promotion activities every year.
- Ø To help in the organization of various activities related to library promotion.

10. Library Stock Checking procedure :

- Ø To verify yearly stock checking reports and submit the reports for further approval.

11. Library Cupboards & Furniture Purchasing :

- Ø To decide the cupboard and furniture requirement for the library.
- Ø To put up the requirement for further approval.

12. Library Donation & Withdrawal or Loss :

- Ø To decide whether to accept the donated books in the library collection, depending upon their condition.
- Ø If a book is damaged or is in bad condition, then decision to be taken to withdraw the book.
- Ø To recommend penalty in case of loss of book.