

**PAAVAI ENGINEERING COLLEGE**

**(AUTONOMOUS)**

**PACHAL, NAMAKKAL**

**LIBRARY COMMITTEE**

The Library is an integral part of the Institute's academic and research work. As an Informatics centre of the Institute, Library provides an enjoyable learning experience with optimum ambience for study and learning on all working days. It provides information/knowledge resources through a carefully developed and balanced collection of Books and Journals. Since the Library has to cater to the needs of variety of clientele such as faculty, research scholars, post graduate and under graduate students, institute administrators as well as specialists, and non teaching institute staff, a wide range of subject fields are to be represented in our book stock with prime thrust for meeting the needs of students and faculty members. Besides this, for smooth functioning of the library and safe guarding the interest of all sections of the library users, formation of policies, rules & regulations and implementing the library policies in a judicious manner, an infrastructure is needed for the library. To meet the all the objectives, the Central Library is advised by a Library Advisory Committee with the following constitution and representatives.

**Members**

<b>Sl.No</b>	<b>Name</b>	<b>Designation</b>	<b>Convener/Member</b>
1	Dr M. Premkumar	Principal	Convener
2	Mr. S. Selvam	Librarian	Co-convener
3	Dr. A. Supha Lakshmi	Professor/CSE	Member
4	Dr. M. Sudha	Professor/ECE	Member
5	Dr.G.Srinivasan	Professor/Chemical	Member
6	Dr. G.Balaji	Professor /EEE	Member
7	Dr.R.Arravind	Professor/Aero	Member
8	Mrs.J.Umanambi	Professor/Civil	Member

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## **OBJECTIVES OF LIBRARY COMMITTEE**

- To develop collection of reading material useful for various courses.
- To provide full information support to the teaching-learning process in the college
- To provide various library services and facilities to the readers
- To support research activity for its progress and qualitative development
- To exchange information about the library and information requirements of the academic community of departments, centers and students
- To consider university-wide information strategies and policies
- To contribute to the development of library and information strategy, policies, services and resources

## **Duties and functions of Library Committee**

- To frame general rules for the management of the Library
- To prepare the annual budget estimates of the library
- To allocate funds, from the sanctioned annual budget of the library, for the purchase of books, journals and periodicals
- To arrange for the stock taking of the library
- To advise the Librarian regarding general library development

Library Committee arranges a student forum to create awareness among the students. Some aims of students are as follows:

Many students are not aware or do not know what types of research and learning skills classes and sessions are available. These sessions are listed under the Library class booking system on the student portal.

The demand for longer library opening hours is constantly brought up by students. The Library regularly reviews opening hours to meet users' needs.

## **Rules and Regulations**

Library Committee also makes some library rules for the students. Some general rules are as follows:

1. Identity Card is compulsory for all enrolled students for availing of library facilities.
2. Identity Card will be issued by the librarian on presentation of admission receipt and photograph.
3. Misbehavior and misuse of Identity Card is an offence and the student responsible for the same is liable for disciplinary action.
4. Students should maintain silence and mobiles are not allowed inside the library
5. In case of any grievances the users should contact to Librarian or Principal.
6. No admission is permitted in study room without Identity Card.
7. Students can borrow text books, on their Identity Card in the study room.

8. Books / Study materials issued in the study room will have to be returned before leaving the study room
9. Conversation, making noise, sleeping, resting legs on chairs and tables, smoking etc., is strictly prohibited in the Library.
10. Members entering the Library/reading room are required to leave all personal belongings like Umbrella, bags, brief cases, books, coats, etc., inside the locker room placed at the entrance.
11. No outside/personal books are allowed inside the library.
12. The Librarian may recall any book /journal any time if required.
13. Personal belongings should not be left unattended. The Library staffs are not responsible for any loss or damage.
14. Switch off your mobiles while entering the library.
15. Students should follow the dress code of the college while visiting the Library.
16. Misconduct or infringing the library rules is liable for disciplinary action.
17. To obtain NO DUES certificate, members should return all books/journals borrowed pay overdue charges if any and surrender the library cards