



INSTITUTE OF PHARMACY, SITAPUR

Resora, Sitapur – (U.P.) – 261001

(Running under Sitapur Shiksha Sansthan (Sitapur) Trust)

(Approved by PCI, New Delhi, Affiliated to Dr. A.P.J. A.K. Technical University, Lucknow & BTEUP, Lucknow)

Ref. No.: I.O.P./Memo 2024-25

Date: 29.12.24

NOTICE

Date: 29/12/2024

All the staff members are hereby informed that the Library Committee of the institution has been reconstituted as under with immediate effect.

Sl. No.	Names	Designation	Sign
1	Dr. Sriprakash Mishra, Principal	Chairperson	
2	Mr. Manoj Sharma Registrar	Member	
3	Mr. Sriprakash Dubey, Finance officer	Member	
4	Mr. Rajat Singh, Faculty	Member	
5	Mrs Milan Srivastav, Faculty	Member	
6	Mr. Gaurav Sinha, Librarian	Member	

1. Intro

A Library Committee is a formal body constituted in an institution to oversee the effective functioning and development of the library. It acts as an advisory and decision-making group that ensures the library meets the academic and research needs of students, faculty, and staff.

2. Role of Library Committee

The Library Committee plays a crucial role in:

- Planning and guiding library development
- Ensuring availability of quality learning resources
- Supporting teaching, learning, and research activities
- Acting as a link between library users and management

3. Functions of Library Committee

The key functions include:

- Reviewing and recommending the purchase of books, journals, and e-resources
- Formulating library policies and rules
- Monitoring the utilization of library resources



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- Suggesting improvements in library services and infrastructure
- Planning digitalization and automation of library systems
- Organizing reading programs, workshops, and awareness activities

4. Responsibilities of Library Committee

The committee is responsible for:

- Ensuring proper budget allocation and utilization
- Maintaining up-to-date and relevant collections
- Promoting effective use of library resources
- Ensuring discipline and proper maintenance of the library
- Addressing user complaints and feedback
- Supporting accreditation and quality assurance requirements

5. Significance of Library Committee

The Library Committee is significant because:

- It enhances the quality of education and research
- Ensures systematic growth and modernization of the library
- Helps in efficient management of resources
- Promotes a reading culture among students and staff
- Supports institutional goals and academic excellence

Chairperson

Library committee

Copy to:

- Chairperson
- All concern
- Registrar