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LIBRARY COMMITTEE

1. About the Library Committee

The Library Committee of JMF's Vande Mataram College of Arts, Commerce & Science is constituted to support the academic, research, intellectual, and informational needs of students, teaching staff, and other authorised library users.

The committee plays an important role in planning, developing, monitoring, and improving library resources, infrastructure, and services to support effective teaching-learning processes and research activities.

It facilitates the selection and procurement of textbooks, reference books, journals, periodicals, e-books, electronic journals, research databases, and other academic resources according to institutional requirements and available financial provisions.

The committee also encourages reading habits, information literacy, digital learning, independent study, and effective utilisation of library facilities.

Through systematic resource planning, academic coordination, stakeholder feedback, and continuous improvement initiatives, the Library Committee strives to establish an accessible, inclusive, technology-enabled, and student-friendly learning environment.

2. Objectives of the Library Committee

1. To support the teaching-learning and research requirements of students and faculty members.
2. To ensure the availability of relevant textbooks, reference materials, journals, and academic resources.
3. To promote reading habits, independent learning, information literacy, and intellectual development.
4. To facilitate systematic planning and development of library collections and services.
5. To encourage effective utilisation of print and digital library resources.
6. To coordinate library resource requirements with academic departments.
7. To support library automation, digitalisation, and technology-based information services.

8. To recommend improvements in library infrastructure, facilities, and accessibility.
9. To ensure responsible and efficient utilisation of library resources and institutional funds.
10. To encourage awareness of library services, borrowing rules, and academic research resources.
11. To collect and review feedback from students and faculty members regarding library services.
12. To promote research culture, academic integrity, and lifelong learning.
13. To facilitate continuous quality enhancement of library operations.
14. To strengthen the contribution of the library to institutional academic excellence.

3. Composition of the Library Committee

Sr. No.	Name of Committee Member	Committee Designation	Contact Details
1	Mr. Ravindra Shinde	Convenor - Librarian	libvmc@gmail.com
2	Mr. Girish Chhagani	Co-Convener - Commerce	gchhagani@gmail.com
3	Mrs. Vidya Iyer	Member - Arts	vgiyer17@gmail.com
4	Mr. Maheshkumar Chavan	Member - Science	maheshkumarchavan302@gmail.com
5		Member, Student Representative - UG	
6		Member, Student Representative - PG	

4. Major Activities of the Library Committee

1. Library Orientation for Newly Admitted Students.
2. National Librarians' Day Celebration.
3. National Library Week Activities.
4. Book Exhibitions and Book Display Programmes.
5. Reading Awareness Campaigns.
6. Book Review and Literary Appreciation Activities.

7. Digital Library and E-Resource Awareness Sessions.
8. Information Literacy Workshops.
9. Research Database and Reference Management Orientation.
10. Library User Feedback and Satisfaction Surveys.
11. Academic Resource Recommendation and Collection Development.
12. Library Automation and Digital Services Awareness.
13. Research Support and Academic Reference Guidance.
14. Library Facilities and Service Review Meetings.

5. Procedure for Library Resource Development

Step 1 – Identification of Requirements

Academic departments and library personnel shall identify the need for textbooks, reference books, journals, digital resources, and other learning materials.

Step 2 – Submission of Recommendations

Resource requirements shall be submitted to the Library Committee through the prescribed institutional procedure.

Step 3 – Review and Prioritisation

The committee shall examine proposed resources based on academic relevance, curriculum requirements, existing collections, and institutional priorities.

Step 4 – Budget Review

Proposed purchases shall be considered in relation to available financial provisions and applicable procurement policies.

Step 5 – Institutional Approval

Recommendations requiring procurement or financial approval shall be forwarded to the competent authority.

Step 6 – Procurement and Processing

Approved resources shall be acquired, recorded, catalogued, and made available through authorised library procedures.

Step 7 – User Communication

Students and faculty members shall be informed about newly available resources and library services.

Step 8 – Monitoring and Evaluation

The committee shall review resource utilisation, user feedback, and future requirements.

6. Library Rules and Responsible Use

The committee shall promote awareness of approved institutional library rules.

Library users are expected to:

1. Follow prescribed membership and borrowing procedures.
2. Maintain silence and academic discipline in designated reading areas.
3. Handle library books, journals, and equipment responsibly.
4. Return borrowed resources within the prescribed period.
5. Follow applicable renewal and reservation procedures.
6. Respect copyright and intellectual property requirements.
7. Use electronic resources responsibly.
8. Cooperate with library personnel.
9. Maintain cleanliness and protect library facilities.
10. Respect the learning needs and rights of other library users.

Specific borrowing limits, library timings, renewal policies, and other operational requirements shall be governed by the institution's approved library rules.

7. Institutional Commitment

JMF's Vande Mataram College of Arts, Commerce & Science recognises the library as an essential academic resource centre supporting education, research, intellectual growth, and lifelong learning.

The Library Committee is committed to strengthening academic resources, improving library services, encouraging reading habits, and promoting effective utilisation of information resources.

Through systematic planning, academic coordination, responsible resource development, digital learning initiatives, and continuous evaluation, the committee strives to create a modern, accessible, inclusive, and academically enriching library environment.

"Empowering Knowledge, Encouraging Reading and Inspiring Lifelong Learning."