

Notification

As per the provision of the Statue of ARKA JAIN University, at Gamaharia, Seraikela, Kharsawan, Jharkhand, the Library and Information Centre Committee (LICC) is constituted for fulfil the following objectives by the following members:-

The main functions and responsibilities of the Library committee are given below:

1. To guide the Librarian in formulating general library policies and regulations which govern the functions of the library.
2. To provide for proper documentation services and updating the Library collection.
3. To work towards modernization and improvement of Library and documentation Services.
4. To formulate policies and procedures for efficient use of Library resources.
5. To review Library readership dept-wise.
6. To adopt measures to enhance readership.
7. To prepare budget and proposals for the development of the Library.
8. To recommend to the authorities the fees and other charges for the use of the Library.
9. To seek feedback on Library functions from readers.
10. To submit the annual report on the functioning of the library.

NAME OF THE COMMITTEE	DESIGNATION	POSITION
Library Advisory Committee	The Hon'ble Vice Chancellor	Chairman
	Librarian/In-Charge	Member Secretary(Ex-Officio)
	Registrar	Member (Ex-Officio)
	Director	
	DSW	
	Finance Officer (Ex-Officio)	
	Dean/Asst. Dean, Sch. of Eng.& IT	
	Dean/Asst. Dean, Sch. Of Commerce & Management	
	Dean/Asst. Dean, Sch. of Law	
	Dean/Asst. Dean, Sch. of Humanities	
	Dean/Asst. Dean, Sch. of Health & Allied Sciences	
	Member, IQAC	
HOD, JMC		

Rules for Committee Meeting:

1. QUORUM: Half of the total number of members plus one shall form the quorum a meeting of the Committee. No quorum shall be required for an adjourned meeting.
2. Frequency of the Meetings: The Library Committee shall meet at least twice in a year, preferably once in every half yearly.
3. Note: All decisions of the Library Committee shall be submitted to the Executive Council for confirmation. The Executive Council may approve or modify any decision of the committee or direct the committee to review its decision.

The time frame of this committee will be 2 (Two) Years. The committee will come in force with immediate effect.

Copy to:

1. PS to Vice Chancellor
2. PS to Director
3. Director Campus /DSW
4. Finance Officer
5. Dean's/PC of the departments

6. Other Concern departments

Sd/-

Mr. Jasbir Singh Dhanjal

Registrar