



Smt. P.D. Hinduja Trust's

K.P.B. HINDUJA COLLEGE OF COMMERCE

(Autonomous)

Sindhi Linguistic Minority Institution: NAAC Re-Accredited With "A+" Grade: CGPA: 3.59
Current Address (Temporary): Sadhana House, 570 Pandurang Budhkar Marg, Behind Mahindra
Towers, Worli, Mumbai – 400018. Contact Details Tel: 022-4098-9000.
Email: info@hindujacollege.Com : Website: www.hindujacollege.edu.in

TAB 5 – Library Committee

Library Committee

The **Library Committee** of **K. P. B. Hinduja College of Commerce (Autonomous)** is a statutory advisory body constituted to support the effective planning, development, management, and continuous improvement of the Library. The Committee plays a significant role in strengthening the Library as a modern Learning Resource Centre by ensuring that its collections, services, infrastructure, and digital resources align with the academic, research, and professional needs of the institution.

The Committee serves as a link between the Library and various academic departments by identifying information requirements, recommending quality resources, reviewing library services, and promoting a culture of reading, research, and lifelong learning. It also contributes to policy formulation, resource optimization, and the implementation of best practices in accordance with the objectives of the College, NEP 2020, and NAAC quality indicators.

The Committee meets periodically to review the progress of library activities, evaluate user feedback, recommend new initiatives, and discuss matters related to collection development, automation, digital resources, budgeting, infrastructure, and user services.

Objectives of the Library Committee

The Library Committee aims to:

- Strengthen the Library as a centre for academic excellence and research.
- Ensure effective planning and development of library resources and services.
- Review and recommend policies related to library administration and collection development.
- Promote the effective utilization of print and digital resources.
- Encourage reading habits, information literacy, and research culture among students and faculty.
- Facilitate the adoption of modern technologies and innovative library practices.
- Support the Library in meeting the requirements of NAAC, NEP 2020, and other quality assurance frameworks.



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- Promote user satisfaction through continuous evaluation and improvement of library services.

Functions of the Library Committee

The Committee performs the following functions:

Collection Development

- Review and recommend the purchase of books, journals, databases, and other learning resources.
- Ensure that the Library collection supports the curriculum, research, and emerging academic needs.
- Encourage faculty participation in recommending new resources.

Policy Formulation

- Recommend policies related to circulation, membership, resource sharing, digital access, and user services.
- Periodically review and update library rules and regulations.

Library Services

- Review the effectiveness of existing library services.
- Suggest new value-added and innovative services for students and faculty.
- Monitor user satisfaction and recommend service improvements.

Digital Initiatives

- Promote the use of e-books, e-journals, online databases, and digital repositories.
- Encourage the adoption of information and communication technologies in library operations.
- Support the development of the Institutional Repository and digital learning resources.

Research Support

- Promote research-oriented library services.



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- Encourage the organization of research guidance sessions and information literacy programmes.
- Support access to quality scholarly resources.

Reading Promotion

- Encourage reading habits through book exhibitions, book talks, orientation programmes, and awareness activities.
- Promote participation in National Library Week and other reading initiatives.

Quality Enhancement

- Review user feedback and suggest corrective measures.
- Recommend infrastructure improvements.
- Promote continuous quality enhancement through innovative library practices.

Composition of the Library Committee

Name	Designation in College	Role in Committee
Dr. Bhagyashree Tamhane	Librarian	Chairperson & Member Secretary
Dr. Chandrakala Joshi	Vice-Principal, Degree College	Member
Dr. C.A. Chandrashekhar Deore	Faculty Member	Member
Ms. Mithu Biswas	Faculty Member	Member
Mr. Sanjay Ghodke	Faculty Member	Member
Dr. Sarita Mahadik	Faculty Member	Member
Dr. Ambili Madhu Thampi	Faculty Member	Member
Dr. Khyati Vora	Faculty Member	Member



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Roles and Responsibilities of the Committee

Chairperson (Librarian)

The Librarian shall:

- Convene meetings of the Library Committee.
- Prepare the agenda and maintain minutes of meetings.
- Implement the recommendations of the Committee.
- Coordinate with departments regarding library requirements.
- Supervise collection development and library services.
- Ensure effective utilization of the Library budget.
- Promote innovative and technology-enabled library services.

Vice-Principal

The Vice-Principal shall:

- Provide academic guidance for library development.
- Review the implementation of Library policies.
- Facilitate coordination between academic departments and the Library.
- Monitor the quality and effectiveness of library services.

Faculty Members

Faculty representatives shall:

- Recommend books, journals, and digital resources related to their disciplines.
 - Identify curriculum and research requirements.
 - Encourage students to utilize library resources.
 - Suggest improvements in services and facilities.
 - Promote reading and research culture within their departments.
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Meetings

The Library Committee meets **at least twice during the academic year**, or more frequently as required.

The meetings focus on:

- Review of Library activities
- Collection development
- Budget utilization
- User feedback
- Infrastructure development
- Digital initiatives
- Research support services
- NAAC and IQAC requirements
- Best practices and innovations

Minutes of all meetings are recorded and maintained by the Librarian for future reference and implementation.

Expected Outcomes

The Library Committee contributes towards:

- Continuous improvement of Library resources and services.
- Enhanced student and faculty satisfaction.
- Promotion of reading, research, and innovation.
- Better utilization of print and digital resources.
- Strengthening the digital ecosystem of the Library.
- Alignment with institutional goals and quality assurance standards.
- Achievement of NAAC, NEP 2020, and autonomous college objectives.

Message from the Library Committee

The Library Committee is committed to transforming the Library into a vibrant, inclusive, and technology-enabled learning resource centre. Through collaborative planning, continuous

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innovation, and quality enhancement, the Committee strives to provide an enriching academic environment that supports excellence in teaching, learning, research, and lifelong learning. By fostering a culture of reading, inquiry, and knowledge sharing, the Committee contributes significantly to the holistic development of students and the academic growth of the institution.

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