



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 6 – Library Staff

Library Staff

The Library of **K. P. B. Hinduja College of Commerce (Autonomous)** is managed by a dedicated team of qualified library professionals and experienced support staff committed to providing efficient, user-centric, and technology-enabled library services. The staff works collaboratively to ensure the smooth functioning of the Library, effective management of information resources, and the delivery of high-quality services to students, faculty members, research scholars, and other users.

The Library staff is responsible for the acquisition, organization, preservation, and dissemination of knowledge resources while supporting teaching, learning, research, and institutional development. Through professionalism, continuous learning, and the adoption of best practices in Library and Information Science, the team strives to create an enriching academic environment for the entire college community.

Library Team

Name	Designation
Dr. Bhagyashree Tamhane	Librarian
Ms. Neha Sakpal	Assistant Librarian
Dr. Rustum Tajane	Assistant Librarian (Self Finance)
Mr. Satish Dalvi	Library Clerical Staff
Ms. Riddhima Tawde	Library Clerical Staff
Ms. Pranita Kadam	Library Clerical Staff
Mr. Pramod Chavan	Library Attendant
Mr. Nitindra Tharli	Library Attendant
Mr. Brijesh Gupta	Library Attendant
Mr. Manoj Gite	Library Support Staff

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Name	Designation
Mr. Pravin Chavan	Library Support Staff
Mr. Suraj Padye	Library Support Staff

Roles and Responsibilities**Librarian**

The Librarian serves as the administrative and academic head of the Library and is responsible for planning, organizing, developing, and managing all library operations.

Key Responsibilities

- Plan and administer the overall functioning of the Library.
- Develop library policies, procedures, and strategic plans.
- Build and strengthen the Library collection through systematic acquisition of books, journals, and digital resources.
- Supervise library automation using the Integrated Library Management Software (ILMS).
- Coordinate with academic departments to identify curriculum and research requirements.
- Organize library orientation programmes, book exhibitions, research guidance sessions, and information literacy programmes.
- Guide faculty members and students in accessing print and electronic resources.
- Develop and maintain the Institutional Repository.
- Prepare reports, budgets, annual plans, and documentation for NAAC, NIRF, IQAC, and statutory authorities.
- Ensure compliance with copyright regulations, licensing agreements, and library standards.
- Promote innovative library services and technology-enabled learning.
- Supervise stock verification, preservation, and maintenance of library resources.
- Coordinate the activities of the Library Committee.



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Assistant Librarian

The Assistant Librarian supports the Librarian in delivering efficient library services and ensuring the smooth functioning of day-to-day operations.

Key Responsibilities

- Assist in acquisition, accessioning, cataloguing, and classification of library materials.
- Manage circulation services including issue, return, renewal, and reservation of books.
- Provide reference and information services.
- Assist users in locating books and electronic resources.
- Maintain digital resources and online databases.
- Support library automation and barcode-based circulation.
- Conduct user orientation and information literacy programmes.
- Assist in maintaining library records, statistics, and documentation.
- Support research and scholarly communication activities.
- Coordinate book exhibitions and reading promotion programmes.

Assistant Librarian (Self Finance)

The Assistant Librarian (Self Finance) manages library services for Self-Financed Programmes and coordinates with faculty members and students to meet their academic information requirements.

Key Responsibilities

- Manage circulation and reference services for Self-Financed courses.
 - Assist students in accessing library resources.
 - Coordinate collection development for Self-Financed Programmes.
 - Support digital library services and online resource access.
 - Maintain records related to library usage.
 - Assist in organizing orientation programmes and library activities.
 - Provide research support and information services.
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Library Clerical Staff

The Clerical Staff performs administrative and operational tasks essential for the smooth functioning of the Library.

Key Responsibilities

- Maintain accession registers and circulation records.
- Prepare library correspondence and official documentation.
- Update membership records.
- Process overdue notices and reminders.
- Assist in book processing and data entry.
- Maintain files, reports, and statistics.
- Support procurement and inventory management.
- Coordinate office-related administrative work.

Library Attendants

Library Attendants play an important role in maintaining the Library's physical resources and ensuring user convenience.

Key Responsibilities

- Shelf books according to classification numbers.
- Arrange and maintain books, journals, and newspapers.
- Assist users in locating books.
- Support circulation activities.
- Maintain cleanliness and order within the Library.
- Assist during stock verification.
- Help in organizing exhibitions and library events.
- Monitor reading room discipline.
- Report damaged books or infrastructure issues.

Library Support Staff

The Support Staff assists in maintaining the Library infrastructure and providing logistical support for daily operations.



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Key Responsibilities

- Maintain cleanliness and upkeep of the Library premises.
- Assist in shifting books, furniture, and equipment.
- Support the arrangement of exhibitions and library programmes.
- Ensure proper maintenance of reading areas.
- Assist in preservation and safe handling of library materials.
- Provide logistical support during stock verification and institutional events.

Professional Development

The Library encourages its staff to participate in:

- Faculty Development Programmes (FDPs)
- Workshops
- Seminars
- Conferences
- Webinars
- Training programmes on Library Automation and Digital Resources
- Professional development programmes organized by Library Associations and Universities

Continuous learning helps the Library staff stay updated with emerging technologies, best practices, and developments in Library and Information Science.

Commitment to User Services

The Library staff is committed to delivering prompt, courteous, and professional services while fostering an environment of learning, research, and academic excellence. Every member of the team strives to ensure that users receive accurate information, timely assistance, and access to quality resources.

The staff continuously works towards improving library services through innovation, technology adoption, and user feedback, thereby contributing to the overall mission of **K. P. B. Hinduja College of Commerce (Autonomous)**.



Core Values of the Library Staff

The Library staff is guided by the following core values:

- **User-Centric Service** – Placing the information needs of users at the centre of all library activities.
- **Professionalism** – Maintaining high standards of ethics, integrity, and accountability.
- **Innovation** – Adopting modern technologies and best practices to enhance library services.
- **Collaboration** – Working closely with faculty, students, and stakeholders to support academic excellence.
- **Continuous Improvement** – Regularly upgrading skills, services, and infrastructure to meet evolving educational needs.
- **Inclusivity** – Providing equitable access to information resources for all users.
- **Knowledge Sharing** – Promoting lifelong learning, research, and intellectual growth through quality library services.