



ISF College of Pharmacy (An Autonomous College)
NAAC Accredited "A" Grade College
GT Road, Ghal-Kalan, MOGA-142 001 (Pb.) INDIA
Affiliated to IK Gujral Punjab Technical University, Jalandhar (Pb.)



LIBRARY COMMITTEE

Constitution Committee

Name	Designation	Nature
Dr. Arti Singh	Associate Professor	Coordinator
Ms. Navjot Kaur	Assistant Professor	Member
Ms. Dilpreet Kaur	Assistant Professor	Member
Ms. Tanpreet Kaur	Assistant Professor	Member
Mr. Naresh Bansal	Librarian	In-charge

Date of constitution: 15-07-2018

Date of 1st Revision: 01-01-2021

Date of 2nd Revision: 01-07-2022

Responsibilities:

- To guide the Librarian in formulating general library policies and regulations which govern the functions of the library.
- To provide for proper documentation services and updating the Library collection.
- To work towards modernization and improvement of Library and documentation Services.
- To formulate policies and procedures for efficient use of Library resources.
- To review Library readership dept-wise
- To adopt measures to enhance readership
- To prepare budget and proposals for the development of the Library.
- To recommend to the authorities the fees and other charges for the use of the Library.
- To seek feedback on Library functions from readers.
- To submit the annual report on the functioning of the library
- To take measures to increase the membership of the Library beyond the boundaries of the College.

Duration of committee: Three years

Meetings Schedule: At least 2 meetings in a year. If any emergency, meeting will be called by the Director of the Institute

Record Maintained by: Coordinator/Secretary of the Committee