



LIBRARY COMMITTEE

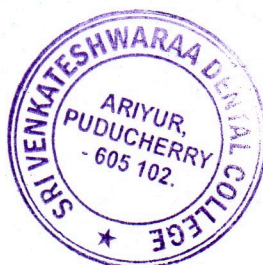
This is to inform all that as per the directives of University Grants commission (UGC). Library Committee for the academic year 2021-2023 of Sri Venkateshwaraa Dental College, Puducherry is constituted with the following members listed below. Requesting all members to give their support and contribute to the cause.

S.No.	Name of the faculty	Dept./Designation	Member Designation
1	Dr.S.Senthilnathan	Principal, Sri Venkateshwaraa Dental College	Chairman
2	Mr.Vimalathithan	Librarian	Secretary
3	Dr.G.Satheesh	Reader, Dept. Of Oral And Maxillofacial Surgery	Member Secretary
4	Dr.Kuldeep	Reader, Dept. Of Public Health Dentistry	Member
5	Dr.Gayathri	Reader, Dept. Of Periodontics	Member
6	Dr.Hema	Senior Lecturer, Dept. Of Periodontics	Member
7	Dr.Karthikeyan	Senior Lecturer, Dept. Of Conservative Dentistry And Endodontics	Member
8	Mrs.Suganthi	Assistant Librarian	Member
9	Mr. Vishnu	Final year student	Member
10	Ms.Sangeetha	Final year student	Member

G. Sathesh

Member Secretary

COMMITTEE
MEMBER SECRETARY



[Signature]

Principal

PRINCIPAL
SRI VENKATESHWARAA DENTAL COLLEGE
ARIYUR, PUDUCHERRY - 605 102.



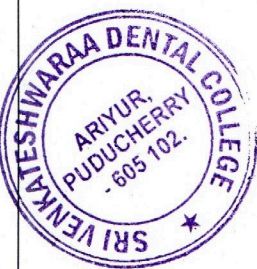
LIBRARY COMMITTEE POLICY DOCUMENT

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Issue: 1

Pages : 1-5

Policy	Library Policy is devised with the prime focus on continual improvement and standardization of SVDCLIBRARY through a combination of self and performance evaluation, promotion and sustenance initiatives.
Purpose	To provide access to an extensive range of informative resources like books, e-books, journals, e-journals, newspapers and access to wide range of resources to improve the knowledge and thought process of the academic fraternity and students.
Scope	Advises and reviews library policies for instruction, resources, services and the facility. Advises regarding library services, especially innovation, for the campus community
Procedure	<p>MEMBERS OF LIBRARY COMMITTEE</p> <p>The committee is constituted with Principal as its chairperson, librarian as Secretary, assistant librarian, a member secretary, staff members and two student members as per the guidelines of NAAC.</p> <ul style="list-style-type: none">- Library committee oversees the functioning of the library. A new library committee is formed two year once after dissolving the older committee.- Library committee holds its meeting for the members every six months chaired by the college principal and decisions are taken for the further improvement of the college library.- Any change in the existing curriculum of BDS/MDS will be adopted and necessary implementation of the same in the library will be done based on the recommendation of the library committee. <p>Composition of Library Committee</p> <ol style="list-style-type: none">1. Chairperson: Head of the Institution2. Secretary: Librarian3. Member Secretary: one teaching staff at Reader/Professor level4. Members: Teaching staffs at Reader/ Senior lecturer level5. Library member: Assistant librarian6. Student members: two student from final year BDS <p>The membership of such nominated members shall be for a period of two years. The quorum for the meeting shall be two-third of the total number of members. The agenda, minutes and Action Taken Reports are to be documented with official signatures and maintained electronically in a retrievable format.</p>



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Objectives of Library Committee

1. To provide access to an extensive range of informative resources.
2. To lay down procedures for the procurement of the resources needed for the library, their circulation, accounting and disposal.
3. To oversee the functioning of the library.
4. Any change in the existing curriculum of BDS/MDS will be adopted and necessary implementation of the same in the library will be done based on the recommendation of the library committee.

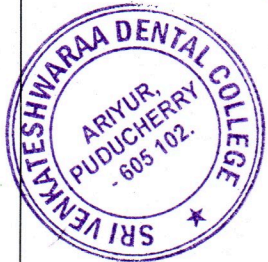
Library hours: 8am to 5pm on all working days.

Procedure:

- All the HODs of the departments are communicated to raise their requisitions for books based on the curriculum by the library committee.
- Depending on the requisitions raised, vendors are selected.
- Quotations are asked from 3 different vendors which are compared and evaluated for best price.
- Comparative statement is prepared and after obtaining the approval from the Principal it is submitted to the accounts department to check the sanctioned library budget for the year.
- After the budget is sanctioned, books are procured and entry is done in the accession register and updated in the KOHA library management system software.
- After the stock entry the books are placed in the respective departmental racks and then circulated through circulation desks.

Membership of Library:

- For becoming a member of the library the faculty and students have to fill in the library form with the details and get it signed by the Librarian.
- All the students of the college become members in the library after their enrolment into the course offered by the college.
- After the signing of the library form, library cards are issued to the students.
- Biometric registration of all the new members will be done for entry and exit into the library.



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Roles and Responsibilities of the Librarian:

- It is mandatory to maintain silence in the library.
- Faculty and students should not be allowed to take their personal belongings into the library.
- Purchasing books and journals for every year.
- Maintaining the Accession Register by updating the newly purchased Books.
- To promote the e-resources of the library to the target audience.
- To assist the staff and students in proper usage of the resources.
- To maintain a register for outgoing books.
- To collect the issued books in time.
- To collect fine from the faculty and students if they are not returning within or on the due date.
- To see to that the issued books will be returned in proper condition otherwise action will be taken.
- To conduct learner sessions yearly once for the newly joined faculties, undergraduate and post-graduate students.

Processing Of the Books:

- Books are stamped with library stamp for identification as library property.
- The books are placed in their respective departmental shelves in the Library.

e-library: With respect to the e-resources received from the supplier, they are uploaded on the Website and ensured that they are accessible to the users anywhere anytime.

Question bank: Previous 10 year university question papers for both BDS and MDS of all dental speciality are available in the library and are updated every 6months.

Procedure for borrowing of Books:

- Books will be issued for a period of seven (7) days at a time to the students and faculty.
- Renewal of the books for both faculty and students are permitted for another one week (7days) without fine.
- Faculty or students can at best hold only Two (2) books in his/her account at any point of time.
- For re-issue after the last date for return of the book, the book has to be physically brought to the Librarian counter and due fine has to be paid before getting it re-issued as a fresh issue.

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Students withdrawing from admission are required to take "No Due Certificate" from the Library committee. Controllers of Records (COR) will not issue clearance unless the student deposits the 'No Dues Certificate' with the COR, duly signed by the Librarian.

• Librarian shall issue a list of books and fine defaulters on the first working day of every month and displayed on the students' notice board and also upload on the website. A copy of the same should be given to the Controller of Examinations (COE) and Controller of Records (COR).

• Before final year written examination each final year student shall get "No Dues Certificate" from the Librarian for the books issued in his/ her name.

Accounting of fine:

Rate of fine will be as follows:

• Students – Rs 5/- per day.

• Fine rate will be fed to Library fine book for generation of fine. The late deposit of books by the number of days is calculated student/faculty/staff member on the screen before accepting the fine payment.

• If a book is misplaced/lost by a student/faculty/staff member, it will be immediately informed by the librarian to the Principal and the Accounts section, after which a fine according to the rate of the book lost will be paid by the person to the accounts section, and the lost book will be procured and transferred to the Library.

• The primary responsibility for proper accounting of fine and deposit with Accounts Branch rests with the Librarian/Assistant Librarian. He /She would be responsible to ensure that the accounting procedure is followed.

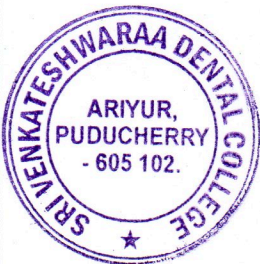
Annual Stock Verification:

• Annual Stock Verification will be ordered by the Principal in the last week of March every year.

• Due to the large volume of books held in the Library, 100% physical check of books will be done at the beginning of the academic year i.e August. This cycle will be repeated every year. Books added every year will be taken into account.

• After physically counting the books, and taking into account, the books that are issued out, the following lists will be prepared and attached to the report along with recommendation of the librarian and sent to the principal.

- Missing/Lost books
- Repairable books
- Unserviceable books for auction
- Books not issued for over three years



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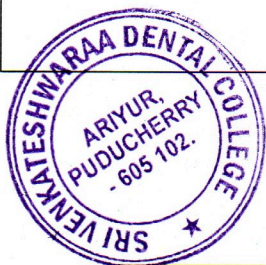
The Stock verification board will also check the details of fine collected and deposited during the academic year, books purchased and taken on charge during the year, new e-resources procured during the year and new periodicals prescribed during the year.

Dealing with Losses:

- Loss of five volumes per one thousand volumes of books issued/consulted in a year may be taken as reasonable provided such losses are not attributable to dishonesty or negligence and may be written off.
- Loss of a book of value exceeding Rs. 1,000/- (Rupees One thousand only) and rare books irrespective of value shall invariably be investigated and appropriate action taken.

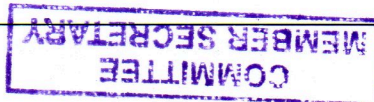
Pest control in library:

Based on the agreement signed with PCI(Pest control of India, Puducherry), pest control for the library will be done by PCI three months once.



Reconstitution of committee	Once in 2years
Custodian	LIBRARIAN

Prepared by	Verified by	Approved by
 DR.G.SATHEESH, READER DEPT. OF OMFS- LIBRARY MEMBER SECRETARY	 IQAC Coordinator <div style="border: 1px solid black; padding: 2px; display: inline-block;"> CO-ORDINATOR IQAC </div>	 DR. SENTHILNATHAN.S PRINCIPAL, SVDC <div style="border: 1px solid black; padding: 2px; display: inline-block;"> PRINCIPAL </div>



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