



## **Library Committee 2017-18**

### **Aims and Objectives:**

To determine requirements for books in various subjects and ensuring its timely availability.

### **Function:**

- To recommend books to be stocked in the library.
- To seek approval of the Director for purchasing of books, magazines and journals.
- To prepare requisition letter and coordinate activities with the librarian.

### **Library Committee (2017 – 18):**

Dr. Vijay Gondaliya	Chairperson
Mr. Dharmaraj Solanki	Coordinator
Mr. Nisarg Shah	Member
Ms. Kinjal Mistry	Member
Ms. Nimisha Jariwala	Member

### **Specific Responsibilities:**

- Filling up of library membership forms and ensure issue of library tickets to new students. Xeroxing of course material and giving the same to students.
- Ensure issue of books under book bank facility to BBA, B.Com, M.Com students.
- To look after departmental reading room.
- Inform students/faculty about latest updates issued by the librarian.

Dr. Vijay Gondaliya  
(I/c. Director)