1. **PURPOSE:** To exercise general direction, control, supervision and guidance over the affairs of the library.

2. **SCOPE:** All the Schools and Departments of Anjuman-I-Islam's Kalsekar Technical Campus.

3. **RESPONSIBILITY:** All concerned members of KRRC.

4. **DEFINITION:** The purpose is to act as a channel of communication and dialogue between the Library and its users. The centre's main objective is to aid in the establishment of a bridge between the Library and the AIKTC community.

5. **ABBREVIATIONS:** LC-Library Committee, LCM-Library Committee Members

6. **PROCEDURE**

   6.1 Formulate and timely revise the policies related to library for its smooth functioning.

   6.2 KRRC shall brainstorm to work out the activities, programs and services to improve Library usage.

   6.3 Prepare Library Calendar to disseminate library activities, programs and services.

   6.4 Prepare Library budget by November end.

   6.5 Seek feedback on Library functions from various stakeholders (Departments, IQAC, etc) once in a Semester.

   6.6 Provide library data as per NAAC, NBA and other statutory requirements on annual basis by the end of June. This will go as a part of Library Administrative Audit data.

   6.7 All library databases and automation system shall be kept updated as per available updates and data.

Centre Controller

Director

6.8 Academic Calendar & Activity Planner:

Sr. No.	Month	Expected Timeline / Days Celebration	Functional Activities
1	July - Aug.	12th Aug. - Librarian's Day	Second Yr. to Final Yr. students orientation/ Research & Training Sessions
			New Faculty Orientation (if req.)
2		15th Aug. - Independence Day	Thematic Display & One Activity/Event
3		Library Committee Meeting	Discussion on Previous Yr. Expenditure, Usage & services
			Brainstorm to work out the activities, programs and services to improve Library usage.
			Prepare Library Calendar to disseminate library activities, programs and services.
			Discussion on Other Library Activities
4		Renewal of Plagiarism, EBSCO eBooks	Collection of quotation, Management Approval & Releasing of PO
5		Book Bank Facility (2nd Half)	Collect the toppers names from the School/Dept., Library Notice & Issue of Books
6	Sept.	Library Orientation	First Yr. Orientation & Tour to Library, Distribution of Library Cards, Students data entries in KOHA
7		5th Sept. - Teachers Day, 15th Engineer's Day & 25th Pharmacist Day	Exhibition-cum-sale of Technical Books
8	Oct.	15th Oct. - Reading Inspirational Day	Exhibition-cum-Sale of Non-Technical Books
9			Best Library User Award (Annual)
10		2nd Oct. - Gandhi Jayanti	Thematic Book Display & One Activity/Event
11		First Monday - Architect Day	Thematic Book Display & One Activity/Event
12	Noc. – Dec.	Periodical (Journals / Magazines) Subscription/Renewal & Online Resources Subscription/Renewal	Renewal confirmation from the School/Dept. & Proforma Invoice Invited, Management Approval & Releasing of PO
13		2nd Full Week - National Library Week	Reading challenge, Book Review Competition, Essay Competition etc…

Centre Controller

Director

14	Nov. – Dec.	Library Budget Meeting	Discussion with Dean's/HoD's & Library Coordinators
			Revision of existing Library Budget
			Provision for Next Yr. Library Budget
15	Jan. – Feb.	Book Bank Facility (1st Half)	Collect the toppers names from the School/Dept., Library Notice & Issue of Books
16		14th Feb. - International Book Giving Day	Donating old magazines/ CDs/ Donated Books
		21st Feb. Matrabhasha Diwas & International Mother Language Day	Thematic Display & One Activity/Event
17		27th Feb. Marathi Diwas	
18	March - April	Plagiarism, EBSCO eBooks, Remote Access etc…	Renewal confirmation from the School/Dept. & Proforma Invoice Invited, Management Approval & Releasing of PO
19		8th March - Women's Day	Thematic Display & One Activity/Event
20		23rd April - World Book & Copyright Day	
		26th April - World Intellectual Proper Day	
21	May-June	Annual Activity & Upgradation	Stock Verification & Rectification, library databases and automation system shall be updated
22		11th May - National Technology Day	eQuiz, Summar Reading Challenge, Book Review, Newspaper Reading etc….
		19th June - Reading Day & Week	

ROUTINE ACTIVITIES

	Periodicity	**Activity Name**	**Functional Activities**
23	Regularly	Circulation	Check-in, Checkout, Renewal, Lost & Replaced
24	Regularly	Thematic Book Display	As and When needed
25	Regularly	Acquisition, Physical & Technical Processing of Books, Journals, & other library materials	Acquisition as per the requirement
			Physical and Technical processing

Centre Controller

Director

26	Regularly	User Centric Services	Monthly toppers, assistance in locating library resources, assisting in research activities like plagiarism, reference queries etc…
27	Regularly	Display of New Arrival List / Publications	As and when needed, Displayed, Update through Email, Facebook and Library Website etc…
28	Biannual	Overdue/ Defaulter's List	Send to School/Dept. once in a Semester
29	Quarterly	Disposal of old newspapers	As per library policy
30	Regularly	Library Blog, FB, Institutional Repository & other platforms	Updating and maintenance
31	Regularly	Email Alert Services	Check-in and Checkout
			Item Due Reminder
			Overdue Notices
			Account Expiration
			New Arrivals – Books/Journals/Magazines

7 TARGET:

7.1 The expected daily footfall for students is set at an average of 100, while for faculty members; it is expected to be around 5. Additionally, the targeted footfall percentage usage per day is set at 10% or more of total number of students & faculty.

8 REFERENCES:

8.1 Departmental procedure and rules & regulation of library various activities and services.

9 RECORDS

9.1 Minutes of Meetings conducted

9.2 Reports of various programs, activities and events

Centre Controller

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