



# SREE GOKULAM MEDICAL COLLEGE & RESEARCH FOUNDATION

(A UNIT OF FOUNDATION OF NON-RESIDENT INDIANS)

SGMCRF/C1/LC 2012

04/03/2024

## PROCEEDINGS OF THE PRINCIPAL

Sub: Library Committee re-constituted -reg

The Library Committee of the college is re-constituted with the following members w. e.f 01/03/2024

- |   |                |
|---|----------------|
| 1) Dr. K K Manojan, Vice Chairman & Director                          | Advisory Board |
| 2) Dr. P Chandramohan , Dean Emeritus                                 | Advisory Board |
| 3) Dr. Lalitha Kailas, Principal                                      | Advisory Board |
| 4) NAAC Coordinator   | Advisory Board |
| 5) Dr. Rekha S Nair, Associate Professor, Dept. of Paediatrics        | Convener       |
| 6) Mr. Suresh , Librarian   | Chairperson    |
| 7) Dr. Sudheendra Ghosh, Professor, Dept.of Pulmonology               | Member         |
| 8) Dr. Regi Jose, Professor, Dept. of Community Medicine              | Member         |
| 9) Dr. Krishna G, Professor, Dept. of Patholgy                        | Member         |
| 10) Dr. Anu V Babu, Assistant Professor ,<br>Dept. of General Surgery | Member         |
| 11) Mr. Manu, Purchase Manager  | Member         |



  
**PRINCIPAL**

Sree Gokulam Medical College &  
Research Foundation, Venjaranmoodu  
Thiruvananthapuram - 695 607

# Sree Gokulam Medical College & Research Foundation

## Library Committee

### A. Composition

The Library Committee of the college is constituted with the following members  
w. e. f. 22.01.2024

|  |                |
|--|----------------|
| 1. Dr KK Manojan, Director                       | Advisory Board |
| 2. Dr Chandramohan, Dean Emeritus                | Advisory Board |
| 3. Dr Lalitha Kailas, Principal                  | Advisory Board |
| 4. NAAC Coordinator                              | Advisory Board |
| 5. Mr. Suresh, Librarian                         | Chairperson    |
| 6. Dr Rekha S Nair, Asso. Prof of Paediatrics    | Convenor       |
| 7. Dr Sudheendra Ghosh, Prof of Pulmonology      | Member         |
| 8. Dr Regi Jose, Professor of Community Medicine | Member         |
| 9. Dr Krishna G, Professor of Pathology,         | Member         |
| 10. Mr. Manu, Purchase Manager                   | Member         |

### B. STATEMENT OF PURPOSE

Library is a Central facility and every academician i.e. students, research scholars and faculty members have to make use of library resources to support the academics and research activities. So far, the classroom has, by and large, been the primary source of learning, with library accorded a supplementary status. In times ahead, one can

foresee a role reversal, and indeed, in the increasingly learner-centric educational effort, one may already be witness to the library becoming the primary learning resource in many instances, with conventional classroom teaching playing mainly facilitating role. The Library should create need-based collections that are well organized and well-maintained, with appropriate retrieval tools.

This policy outlines the responsibilities of the library committee, which is appointed by the Office of the college and Management Authority and functions for a period of three years.

### **C. RESPONSIBILITIES OF THE COMMITTEE**

- i. To attend the meeting whenever called by the librarian and to address the issues on agenda.
- ii. To scrutinize and recommend the purchase of books, journals and digital contents from the list suggested by the departments and book recommendation box.
- iii. To recommend the procedure for purchase of books, journals and digital contents.
- iv. To recommend further training, refresher courses and promotion to the library staff.
- v. To recommend to write-off the missing books.
- vi. To recommend the disposal of the damaged books and the unused books.
- vii. To periodically analyze the feedback collected from the faculty and students and recommend actions based on it.
- viii. To periodically scrutinize and recommend action based on the list of suggestions and complaints received.
- ix. To recommend methods to constantly improve and increase the library services.
- x. To help the librarian in the management of the library.
- xi. To prepare the annual report of the library.

## **D. FUNCTIONING OF THE LIBRARY**

### **Library Hours:**

Monday to Saturday: 8.30 am to 9.00 pm

Second Saturday: 8.30 am to 4.00 pm

Sundays and Holidays: 10.00 am to 4.00 pm (On the days prior to University Examinations as will be informed on the Information Display Board)

External Reading Rooms: 6.00 am to 11.00 pm on all days II.

### **Library Shifts:**

The library staff will work in two shifts on Monday to Saturday.

First Shift: 8.30 am to 4.00 pm

Second Shift: 1.00 pm to 9.00 pm

On second Saturday, Sunday and holidays, there will be only one shift.

## **E. GENERAL RULES OF THE LIBRARY**

a. All the students, faculty and non-teaching staff should have library memberships cards to avail the library facilities.

b. External faculty and students must take prior permission and have their temporary membership cards issued before they are permitted inside the library.

c. Strict silence should be observed within the premises.

d. Handle books and digital resources with proper care. e. Every member will sign his / her name in the register provided at the entrance.

f. No tracing or mechanical reproduction or underlining or marking with marker pens or disfiguring of the books or taking out the pages is permitted. In such cases, the member has to replace the book or pay the current cost.

g. Personal belongings, like bags, mobiles, overcoats, etc. should not be taken inside the library. They can be stored in the lockers provided in the personal belongings storage area.

h. Carrying or consuming eatables and alcohol, smoking, using mobile phones, photography (including photography using mobile phones), disturbing fellow members are all considered as objectionable behavior within the premises of the library.

i. Librarian is the custodian of the resources and discipline in the library. If anyone's behavior is objectionable or in violation of the library rules, librarian is empowered to request the person to leave the premises of library and to report the incidence to the Director, Dean and the Principal.

j. Books defaced or damaged has to be replaced by the user.

k. No-dues certificate has to be obtained by the member of the library upon completing his/ her course (for UG & PG students) or upon retirement/resignation from his/her job (for faculty & other staff) and has to be produced in the college for the issue of relieving order from the institution.

l. Do not bring any storage devices like CDs, DVDs, pen drives, hard disks into library and use them on the computers in the library.

m. Members can use their personal books in the external reading room only.

n. Do not return the books you have taken for reading back to the shelves. Leave them on the table for the library staff for replacement later.

o. Never attempt to carry a book or a document that is a property of library from the library without proper permission; it is tantamount to serious social offence of theft and the person will be liable for summary dismissal from the institution.

## **F. ISSUE OF BOOKS:**

- a. College library is mainly a reference library.
- b. No books will be issued outside the library for the students.
- c. Faculty and residents of Sree Gokulam Medical College may be issued books from the library and the students may be issued books from the book bank on request and filling up the issue-form. Failure to return the books within the stipulated time may invite disciplinary action and / or fine.
- d. Journals and reference books will not be issued.
- e. Books shall be issued for a maximum period of one week. Belated return of books shall attract a fine of 20 rupees per day per book.
- f. No sub-lending of the books issued from the library is permitted. g. Books and other material issued from the library are liable to be recalled at any time and have to be returned at once if recalled.
- h. Books borrowed for reading in the Library Reading Room have to be returned on the same day before leaving the library premises, failing which, the book will be considered as lost. It will attract the fine equivalent to the entire charge of the book. Such student can re-use the library facility only after clearing the dues.
- i. If book issued to the faculty is lost: The member has to replace the book within a month after paying the late return dues or pay the entire cost of the book along with clearing the late return dues.

## **G. FREQUENCY OF MEETING:**

Once a year

## **H. TENURE OF COMMITTEE:**

3Years