



EDUCATION IS DEDICATION

# SAHRDAYA

COLLEGE OF ENGINEERING & TECHNOLOGY

Kodakara, P.B.No.17, Thrissur (Dt), Kerala State, India - 680684

Ph. 0480-2726630, 2759275, Fax: 0480-2726634, info@sahrdaya.ac.in, infosahrdaya@gmail.com;www.sahrdaya.ac.in

## Duties and Responsibilities of the Library Committee and NDLI club

- 1. Library Resource Acquisition:** Collaborate with library staff to assess and identify the need for new books, journals, digital resources, and other educational materials.
- 2. Budget Planning:** **Participate in the development of the library's annual budget, ensuring that funds are allocated appropriately for acquisitions, subscriptions, and maintenance.**
- 3. Collection Development:** Review and recommend policies and strategies for the growth and development of the library's collection, including the selection and deselection of materials.
- 4. Digital Resources Management:** Oversee the acquisition and management of digital databases, e-books, and online journals, keeping abreast of technological advancements.
- 5. Library Services Enhancement:** Evaluate and propose improvements to library services, such as extended hours, resource accessibility, and user experience.
- 6. Accessibility and Inclusivity:** Promote an inclusive library environment, ensuring that materials are available in accessible formats for all users.
- 7. Library Space Utilization:** Recommend modifications or enhancements to library facilities, including seating arrangements, study spaces, and the integration of technology.
- 8. Promotion of Reading Culture:** Encourage reading habits and literacy among students by organizing reading events, and other initiatives.
- 9. Resource Preservation:** Develop strategies for preserving and maintaining physical and digital library resources.
- 10. Library Policies and Guidelines:** Review and update library policies, including borrowing regulations, copyright compliance, and ethical use of resources.
- 11. Collaboration with Faculty:** Collaborate with academic departments to ensure that the library collection aligns with the curriculum and research needs.
- 12. Library Staff Support:** Advocate for library staff's professional development and training to enhance their effectiveness.
- 13. Budget Oversight:** Monitor and evaluate library expenditures to ensure efficient and effective use of allocated funds.
- 14. Advocacy:** Advocate for the importance of the library as an essential academic resource within the college and in higher education discussions.
- 15. NDLI club:** To facilitate students to develop knowledge, skills, and traits beyond the regular curriculum which are essential for their progression in their respective professional domains.
- 16. Annual Reporting:** Provide an annual report summarizing the committee's activities, accomplishments, and recommendations to the college administration.
- 17. Continuous Improvement:** Continuously assess and improve library services and resources in response to evolving educational and technological trends.

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Principal

Sahrdaya College of Engineering  
and Technology  
P.B No.17.Kodakara. 680 684.