

**Internal Office Note**

**LIBRARY COMMITTEE**

Library committee has been reconstituted as follows:

- |   |          |
|---|----------|
| 1. Dr. K.N. Tiwari, Asst. Professor, NIPER-Raebareli      | Chairman |
| 2. Dr. Abha Sharma, Lecturer, NIPER-Raebareli             | Member   |
| 3. Mr. Somit Srivastava, Asst. Librarian, NIPER-Raebareli | Member   |

**Roles & responsibilities:**

The roles and responsibilities of the committee are:

- i. To provide for proper documentation services and updating the Library collection.
- ii. To work towards modernization and improvement of Library and documentation Services.
- iii. To formulate policies and procedures for efficient use of Library resources.
- iv. To review Library readership department-wise.
- v. To adopt measures to enhance readership.
- vi. To prepare budget and proposals for the development of the Library.
- vii. To seek feedback on Library functions from readers.
- viii. To submit the annual report on the functioning of the library.

**Holding of Meeting:**

The committee shall meet as circumstances dictate.

The committee shall be operative from the date of this notification.



**Dr. S.J.S. Flora**  
**Director**

Copy to: All the above members