



# JAMIA HAMDARD

(Deemed to be University)  
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No.: AS/JH/16-134/2023  
October 16, 2023

## NOTIFICATION

The Vice-Chancellor is pleased to reconstitute the Library Advisory Committee consisting of the following with Immediate effect:-


S.No	Composition	Name	Position
01	Vice-Chancellor or his Nominee	Prof. S. Raisuddin, HOD, Medical Elementology and Toxicology	Chairperson
02	All Deans of School	i. School of Engineering sciences & Technology (SEST) ii. School of Management & Business Studies (SMBS) iii. School of Humanities & Social Sciences (SHSS) iv. School of Pharmaceutical Education and Research (SPER) v. School of Unani Medical Education and Research (SUMER) vi. School of Chemical and Life Sciences (SCLS) vii. School of Interdisciplinary Sciences and Technology (SIST) viii. School of Nursing Sciences & Allied Health (SNSAH) ix. School of Law/HILSR x. Hamdard Institute of Medical Sciences (HIMSR)	Members (Ex officio)
03	Two Heads of Departments who are not the Dean (to be nominated by the Vice-Chancellor)	i) Prof. Veena Sharma Principal, RCN ii) Dr. Sana Beg HoD, Management	Members
04	In-Charge, HAH CIT	--	Member (Ex Officio)
05	Registrar or his nominee	--	Member (Ex Officio)
06	One External Member with special knowledge about Academic Libraries (to be nominated by the Vice-Chancellor)	Dr. Nabi Hasan Librarian & Head Central Library IIT, Delhi	Member
07	University Librarian	--	Member Secretary (Ex-Officio)

  
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1. Major Functions of the Library Advisory Committee:
  - i. To form an important forum for discussion and formulate policies related to the effective utilization of library resources and future plans keeping pace with the technological changes taking place in the university system.
  - ii. To review and advice the Vice Chancellor or the Academic Council on long- term planning and policy for the library resources related to the Central Library and School or departmental or Centre libraries.
  - iii. To formulate the Policy for acquisition of Books/e-Resources required for the Central Library and Departmental Libraries.
  - iv. To review and formulate policies related to modernization and digitization of functioning and services in the Central Library and departmental library including ERP systems in consultation with the HAH CIT and its integration thereof in the main UMS.
  - v. To consider and scrutinize the proposal for purchase of books and e-resources received from various schools/departments/Centres/units and make recommendations to the Vice Chancellor.
  - vi. To formulate policies related to accept books in the form of gift from the donors.
  - vii. To frame general guidelines for the management of the Central Library and enforce student discipline in the library and reading rooms.
  - viii. To prepare the annual budget estimates of the library for the purchase of books, journals, periodicals, e-resources etc.
  - ix. To prepare an annual report for the University library with activities undertaken during the year.
  - x. To monitor the stock verification and weeding out of books process undertaken by the University Librarian and approve such reports.
  - xi. To formulate policies regarding frequency of holding training activities related to library and information science, talks, workshops for the benefits of the students, researchers and faculty members related to use of library resources, plagiarism tools etc.
  - xii. Any other related functions as may be required from to time.
2. The term of the Chairperson and Members other than ex-officio shall be for two years from the date of appointment/nomination and may be eligible for re- nomination.
3. The meetings of the Library Advisory Committee shall be held once in each quarter or as and when required and shall be convened by the University Librarian with the approval of the Chairperson. The University Librarian shall be responsible for circulation of agenda item in advance for each meeting and record the minutes of meeting. The draft Minutes of the Meetings shall be submitted to the Vice Chancellor for his approval before circulation. One third members shall form as quorum. The Library Advisory Committee may co-opt any internal or external members in its meetings because of their special knowledge related to the field with the approval of the Chairperson.
4. This supersedes the earlier office order No. AS/HMS-Lib/JH/2021 dated 07.10.2021.

  
16/11/2022  
(Dr. M.A. Sikandar)  
Registrar

Copy to:

1. Chairperson and Members
2. University Librarian is also requested to inform the external member
3. University Website (through HAH CIT)
4. Office of the VC/Registrar/FO/CoE
5. Guard file