



14.07.2020

**LIBRARY POLICY**

**Objectives of the committee:**

- i) To conduct meetings related to library management and infrastructure requirements.
- ii) To organize exhibition to promote faculty members and students for the selection of books pertaining to their subject.
- iii) To recommend purchase of new books based on the above.
- iv) To conduct periodical audit to record the maintenance of books and infrastructure shortfalls.
- v) To display the books/journals of new arrivals for efficient usage and update on the availability of resources regularly.
- vi) To take actions against violation of norms.

**Roles and responsibilities of the committee:**

- i) Orientation of the students with regard to the usage of library at the commencement of the academic session.
- ii) Compliance of rules and regulations of the library to staff and students.
- iii) Procurement of Reference books/Reading material as prescribed by the university in par with the curriculum and regulation.
- iv) Verification of subscription of journals/publications and e-technology.
- v) Maintenance of library transactions for staffs and students.
- vi) Recommendation of upgradation of supporting technology and infrastructure for optimal utilization.

**Dr. Ranees Vedamuthu**

**Director**

For MOHAMED SATHAK A.J. ACADEMY OF  
ARCHITECTURE

**Chairman**