



S.T. COLLEGE of Education

Recognized by ERC, NCTE, Bhubaneswar & Affiliated to MMHA&PU, BSEB, Patna

Library Committee

Academic Year 2021 - 23

Overview :-

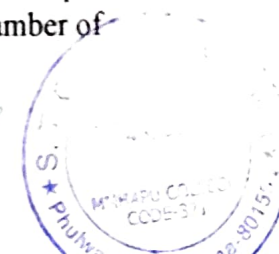
The S.T. College of Education has been continuously enhancing and updating its well-equipped Library as it is one of the key learning resources which assist students in fulfilling their information requirements and helps its faculty in supplementing Class-room lectures. The Library committee exists to support educational programmes through research into areas such as core competencies and trends in the delivery of education and to recommend the development of programs focussed on emerging topics of interests and concern to the Library community.

Objectives :-

- ⇒ To encourage and promote competencies as a base for development of training within the organization and use them for Staffs and Library development.
- ⇒ To conduct a comprehensive Survey of how the students are using the core competencies and their awareness of them.
- ⇒ To create an atmosphere wherein Students and Faculty may carry on the learning process enjoyable.
- ⇒ To provide services that enhance the quest for knowledge and intellectual activity.
- ⇒ To prepare the annual budget, rules and regulations of the Library.
- ⇒ The Committee also looks into Students complains, if any.
- ⇒ The Library Committee is a standing Committee of the Academic Council.
- ⇒ To give study materials to the students time to time according to their need.
- ⇒ To maintain discipline among the students by sharing Library facility.
- ⇒ Facilitating communication with and obtaining feedback from the College Community on Library collection, Programme, Service, Infrastructure and Communication mechanisms.

Functions of Library Committee :-

- ⇒ The Library Committee is responsible for the proper maintenance of the College Library.
- ⇒ The Convener is responsible for administrating the Library grants appropriately in consultation with the Library Committee.
- ⇒ The Committee in consultation with the Principal will allot funds to various subjects of the Course.
- ⇒ The Committee shall frame the rules and get the approval of the Principal regarding the issue of the books, time limit for return of books and number of books to be issued to students and staff.



- ⇒ The Committee in consultation with the Principal will fix the fine to be collected from the student for late returning, damaging, worst condition, tearing papers, losing the book(s) etc.
- ⇒ The Committee is accountable to the Principal regarding all the matters concerning the Library.
- ⇒ The Committee should observe that every student and staff member should surrender the book collected from the Library before the final examination.

Rules and Regulations :-

1. Identity Card is compulsory for all enrolled students for availing Library facilities.
2. Identity Card will be issued by the Librarian on presentation of admission receipt and photographs.
3. Misbehaviour and misuse of Identity Card is an offence and the student responsible for the same is liable for disciplinary action.
4. Students should maintain silence. Bag and phones are not allowed inside the Library.
5. In case of any grievances the users should contact to Librarian or Principal.
6. Conversation, making noise, sleeping, resting legs on chairs and tables, smoking etc., is strictly prohibited in the Library.
7. The Librarian may recall any book / Journal any time if required.
8. Students should follow the uniform code of the College while visiting the Library.
9. Personal belongings should not be left unattended. The Library staffs are not responsible for any loss or damage.
10. The library provides a Suggestion box. Constructive suggestions / Complaints are entertained.
11. Each book will be issued for a period of 15 days after that they have to return it or renew it.
12. Students have to pay late fine if they don't return / renew the book in time.
13. Fine will be charged @ Rs. 10/- per day.
14. A fine amounting to double the cost of the book will be imposed in case of book damage or loss.
15. Reference books, current issues of journals and magazines will not be issued to students for taking outside the Library.
16. Photocopying, lecturing, printing and meeting are not allowed without prior permission.
17. Writing or underlining in the Books, Periodicals, Maps etc. is not allowed.
18. Multiple copies of the same book will not be issued.
19. Encyclopedias, Dictionaries, Hand books, Year Book and rare books will not be lent outside the Library.



Library opening Hours :-

The Library will remain open from 10:00 AM to 04:00 PM on all working days but it will function up to 03:00 PM on Saturday.

Library at a Glance :-

■	Books	-	4286
■	E-Books	-	—
■	E-Journal	-	—
■	E-database	-	—
■	CD/DVD	-	05
■	Print Journals	-	05
■	Thesis & Dissertations	-	
■	Bound Journals	-	
■	Total Titles in the Library	-	
■	Text book related to the Course	-	
■	Encyclopedia	-	05
■	Dictionaries	-	05
■	Reference Books	-	150

Library Circulation (Number of books allowed to various members) :-

1.	B.Ed. Students	-	03 Books
2.	D.El.Ed. Students	-	03 Books
3.	Teachers	-	05 Books
4.	Guest Faculty	-	02 Books
5.	Non-teaching Staff	-	02 Books

Library Committee members :-

The Library committee consists of the following :-

1.	Principal	-	Chairperson
2.	co-ordinator	-	Librarian
3.	Faculty Representative	-	Member
4.	Student Representative	-	Two members (one each for B.Ed. & D.El.Ed.)

