

People's College of Nursing & Research Centre, Bhopal

Library Committee-2025 -2026

Job Title: Chairperson (Head of the Institution)

Role Purpose

The Chairperson heads the library committee, providing strategic direction, approving policies, overseeing resource allocation, and monitoring performance to ensure the library effectively supports academic, research, and institutional goals while remaining well-managed, accessible, and resource-rich.

Job Responsibilities

- **Strategic Leadership** – Provide vision and direction for the growth and development of library services.
- **Policy Approval** – Assess, endorse, and implement library policies, regulations, and guidelines.
- **Resource Oversight** – Supervise the allocation of budgets, acquisition of materials, and planning of library infrastructure.
- **Performance Monitoring** – Review library operations, service delivery, and usage to ensure effectiveness and efficiency.
- **Coordination**– Promote effective communication among library staff, faculty, administration, and other stakeholders.
- **Support and Guidance** – Advise on library programs, training, and initiatives to strengthen academic and research support.
- **Compliance**– Ensure all library activities follow institutional policies, financial regulations, and legal requirements.
- **Representation**– Act as the official representative of the library in institutional decisions and external collaborations.

Skills and Competencies Required:

- **Strategic Vision** – Setting long-term goals and guiding library development.
- **Policy Knowledge** – Understanding institutional rules, regulations, and library policies.
- **Leadership and Decision-Making** – Making informed, timely decisions and effectively leading the committee.

- **Resource Management** – Managing budgets, acquisitions, and infrastructure planning.
- **Analytical and Evaluation Skills** – Assessing library performance, usage, and operational efficiency.
- **Communication and Coordination** – Liaising effectively with staff, faculty, administration, and stakeholders.
- **Problem-Solving** – Identifying challenges and implementing practical solutions.
- **Representation and Networking** – Representing the library in institutional and external forums and fostering collaboration.

Reporting Line:

The Library Chairperson, being the head of the institution, typically holds the highest authority in the library committee and does not report to any internal authority regarding library governance. However, they are ultimately accountable to the Governing Body or Board of Trustees/Management of the institution for strategic decisions, overall library performance, and compliance with institutional policies.

Job Title: Chief Librarian

Role Purpose

- ✚ The Chief Librarian leads the library by shaping policies, managing resources, integrating technology, and ensuring user-focused services. Through collaboration and staff development, the role fosters an inclusive, resource-rich environment that supports teaching, research, and lifelong learning.

Job Responsibilities

- ✚ **Library Planning and Organization**
 - Plan, design, and oversee the smooth operation of the library.
 - Formulate strategies to strengthen library services in line with the institution's objectives.
 - Ensure the library remains well-equipped, accessible, and user-friendly for all stakeholders.
- ✚ **Collection, Development and Management**
 - Select, procure, and classify books, journals, electronic resources, and other reference materials.
 - Continuously evaluate and update the collection to address the academic and research needs of faculty, students, and scholars.

- Maintain a balanced integration of print and digital resources for holistic access.

Staff Leadership and Development

- Supervise and coordinate the duties of library personnel while monitoring overall performance.
- Organize training sessions to enhance staff proficiency in modern library systems and technology.
- Encourage collaboration, professional growth, and a positive work culture among staff members.

Academic and Research Assistance

- Partner with faculty to provide resources and services that support teaching, research, and publications.
- Guide students and researchers in accessing, retrieving, and using relevant academic information.
- Deliver specialized reference and subject-oriented information support as required.

User Education and Training

- Conduct orientation programs to familiarize new students and faculty with library facilities and resources.
- Facilitate workshops on information literacy, database usage, and citation tools.
- Promote lifelong learning by empowering users to navigate and utilize library resources independently.

Technology and Digital Resources

- Administer and manage digital databases, online repositories, and electronic resources.
- Implement and maintain library management systems (LMS) for efficient operations.
- Stay updated with technological advancements to improve digital and online services.

Administration and Policy Implementation

- Draft, implement, and enforce library policies, rules, and operational guidelines.
- Ensure adherence to institutional standards, financial norms, and statutory requirements.
- Maintain and present budgets, reports, and statistical data related to library activities.

Community Outreach and Development

- Promote library facilities through awareness campaigns, exhibitions, and training events.

- Build networks with academic libraries, research bodies, and resource centers for knowledge exchange.
- Foster a culture of reading, research, and academic enrichment within the institution.

Skills and Competencies Required:

- Leadership and strategic planning
- Collection and resource management
- Technological proficiency in library systems
- Academic, research, and user support
- Communication, collaboration, and networking
- Ethical practice, compliance, and problem-solving

Reporting Line:

- Reports directly to the Head of Institution
- In some cases, also accountable to the Library Committee or Governing Body for policy and resource-related matters.

Job Title:Assistant Librarian

Role Purpose:

The Assistant Librarian aids in library operations through collection management, cataloguing, user support, and digital resource handling, ensuring efficient services and collaboration to enhance learning and research.

Job Responsibilities

- Assist with cataloging, classification, and upkeep of library materials to ensure easy accessibility.
- Contribute to collection development by selecting, acquiring, and updating books, journals, and digital resources.
- Guide students, faculty, and researchers in effectively locating and utilizing library resources.
- Oversee circulation activities such as issuing, returning, and monitoring library items.
- Manage and update digital databases, repositories, and library management systems.
- Organize orientations and workshops to enhance information literacy and resource usage.

- Support daily library operations through coordination with the librarian and other staff.
- Help in arranging library programs, exhibitions, and awareness initiatives.
- Maintain records, compile usage statistics, and prepare reports as required by the institution.
- Ensure adherence to institutional policies, financial regulations, and confidentiality standards.

Skills and Competencies Required:

- Library Operations Management
- Collection Development
- Technological Proficiency
- User Support Services
- Communication and Collaboration
- Organizational and Analytical Skills

Reporting Line:

- Chief Librarian / Head Librarian – for overall library operations, policy implementation, and resource management.
- May also coordinate with the Library Committee or other senior administrative staff for specific projects, events, or policy matters.

Job Title: Member Secretary

Role Purpose:

To support the effective operation of the library committee by organizing meetings, managing records, ensuring smooth communication, and assisting in the planning and implementation of library services, policies, and initiatives.

Job Responsibilities

1. **Meeting Management** – Plan, schedule, and coordinate committee meetings in consultation with the chairperson and members including Chief Librarian & Assistant Librarian
2. **Documentation** – Prepare agendas, record accurate minutes, and maintain all official meeting files and correspondence.

3. **Information Sharing** – Circulate notices, agendas, and minutes to members and serve as the communication link between the committee, library staff, and stakeholders.
4. **Policy Contribution** – Assist in drafting, revising, and executing library policies, rules, and regulations as approved by the committee.
5. **Resource Assistance** – Collaborate with the librarian to monitor and review proposals for books, journals, e-resources, and other materials.
6. **Reporting Duties** – Maintain updated records of committee resolutions and provide reports to the governing body(Library committee) or management when required(Via Proper channel).
7. **Administrative Support** – Help organize workshops, training programs, and awareness activities to encourage effective library use.
8. **Compliance Oversight** – Ensure committee operations are in line with institutional policies, financial procedures(Budget preparation,upgrade,maintenance-if required), and statutory guidelines(SOP's of Library) which includes the circulation services, collection management, users services, technical services, library operations, security & emergency operations.

Skills and Competencies Required:

- Strong organizational and record-keeping skills
- Proficiency in written and verbal communication
- Familiarity with library functions and services
- Ability to coordinate effectively with staff, members, and users
- Attention to detail, confidentiality, and professionalism

Reporting Line:

Reports directly to the Chairperson of the Library Committee / Head of Institution

Job Title:Members

Role Purpose

Library Committee members guide and support the management and development of the library to meet academic, research, and informational needs. They provide strategic direction, oversee policies and resource allocation, and monitor performance. They also coordinate with library staff, faculty, and administration to maintain an organized, accessible, and resource-rich environment that enhances teaching, learning, and research.

Job Responsibilities

- **Policy Oversight** – Evaluate, suggest, and approve library policies, regulations, and operational guidelines.
- **Strategic Planning** – Guide the library’s long-term objectives, development strategies, and allocation of resources.
- **Performance Monitoring** – Review library operations, usage data, and the effectiveness of services offered.
- **Coordination** – Ensure smooth communication among library staff, faculty, administration, and other relevant stakeholders.
- **Resource Management** – Examine proposals for acquiring books, journals, digital materials, and other resources.
- **Support for Programs and Activities** – Supervise workshops, training sessions, exhibitions, and awareness initiatives.
- **Compliance** – Ensure all library activities adhere to institutional, financial, and legal requirements.
- **Advisory Role** – Offer guidance to enhance library services, infrastructure, and overall user experience.

Skills and Competencies Required:

- **Strategic Thinking** – Plan and develop long-term library services.
- **Policy Knowledge** – Understand rules, policies, and compliance requirements.
- **Analytical Skills** – Assess library performance and resource proposals.
- **Communication** – Coordinate with staff, faculty, and stakeholders.
- **Decision-Making** – Make timely and informed management decisions.
- **Collaboration** – Work effectively with committee members and staff.
- **Problem-Solving** – Address challenges and propose practical solutions.
- **Advisory Expertise** – Guide improvements in library services and programs.

Reporting Line:

Library Committee members typically report to the Head of the Institution or Governing Body/Management, providing recommendations and feedback on library policies, resource allocation, and overall performance. They maintain coordination with the Librarian and library staff for implementation of decisions and monitoring of activities.

COMMITTEE LIST

S. No.	Name of Faculty	Designation
1.	Prof. (Dr.) K Punithalakshmi	Chairperson
2	Prof. (Dr.) Abina K J	Member Secretary
3	Ms.GeetaVerma,ChiefLibrarian	Member
4.	Ms.PrunaKoli.Asst.Librarian	Member
5.	Ms.RiyaKushwaha,Asst.Prof.	Member
6.	Mr.ShivamKarade ,Tutor	Member
7.	Ms.YashshviBandewar ,Tutor	Member

Mrs. Abina Joyce, Asso. Prof

Member Secretary

Library Committee

Prof. (Dr.) K. Punithalakshmi

Chairperson

Library Committee