


# . Library Committe

**Aims** To establish smooth operating and informative library

## Objective

- 1) To establish with physical facilities for library as per norms
- 2) To creat a separate budget for library
- 3) To find out the resource for e- library and e -journals
- 4) To utilize the scheme of MUHS for backword students
- 5) To find out and build a ralationship with other nurisng library to exchange the references and resources



  
**PRINCIPAL**  
ITM-IMS College of Nursing  
Plot No. 11, Sector-12, New Panvel  
Mumbai - 410 205



## **ITM-IHS COLLEGE OF NURSING**

Plot no.11, Sector 12, Near Ayappa temple, New panvel(E)-410206  
Ph: (022)64506859





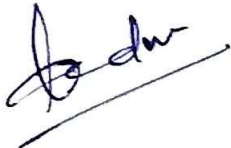

### **SOP's FOR LIBRARY COMMITTEE**

1. As per the need and guidelines, the Library committee should be constituted at local level.
2. Whenever the person resigns or rejoins the reconstitution of the committee should be done.
3. The committee should be reconstituted with the willingness of the members.
4. Meeting of the committee should be planned every year and 1/3 of committee member should be present.
5. Agenda of the meeting should be prepared by secretary and intimation of the meeting should be 10 days prior to the meeting.
6. Meeting should be planned and conducted on working days only.
7. After the meeting the minutes should be documented within three days and circulated to the members before next meeting.
8. Suggestion, recommendations given by the internal library committee members should be implemented before the completion of current academic year and the date of the next meeting should be decided.
9. Any untoward incident is reported and if found to be serious matter then urgent call of meeting is must and process should be done on urgent basis to solve the redressal.

# ITM -IHS College of Nursing

## Library -Committee

Due to administrative reason library committee had been re-constituted as per the direction of principle. Purpose of this committee is to promote and establish better library functions and enhance coordination with all heads of the Department, faculty member, students and the management. The library committee has below mentioned members :

Sr.No	Name	Designation	Committee Designation	Willing	Sign
1	Samir Pachpute	Director of ITM-IHS	Chairman	yes	
2	Gahineenath H.Navadekar	Librarian	Secretary	yes	
3	Kiran Rane	Administrati on Officer	Member	yes	
4	Meenal Rane	Principal CON	Member	yes	
5	Jahnavi Patel	Clinical Instructor ITM-IHS CON	Member	yes	
6	Naina Kedare	Clinical Instructor ITM-IHS CON	Member	yes	
7	Supriya Kamble	Asst. Librarian	Member	yes	

  
PRINCIPAL

ITM-IHS College of Nursing  
No. 11, Sector-12, New Park  
- 610 205