

### LIBRARY ADVISORY COMMITTEE (LAC)

#### 1. Constitution of the Committee

In order to strengthen the effective functioning, development, and academic support services of the Central Library, Sanskaram University hereby constitutes the **Library Advisory Committee (LAC)** for the Academic Year 2025-26

#### 2. Composition of the Committee

S. No.	Name	Designation	Role in Committee
1.	Dr. Gurdial Singh	Vice Chancellor	Chairperson
2.	Mr. Satish Singh	Registrar	Member
3.	Sh. Sandeep Kumar	Finance Officer	Member
4.	Dr. Divya Tyagi	Dean - Academic /	Member
5.	Dr. Vishal Choudhary	Deputy Head IQAC	Member
6.	Dr. Seema Sharma Ms. Manju	Head Librarian Librarian	Member Secretary
7.	Dr. Ganesh Dixit	HOD, School of Engineering & Technology	Member
8.	Dr. Babita Hooda	HOD, School of Basic & Applied Sciences	Member
9.	Dr. Rupesh	Dean, Sanskaram College of Pharmacy	Member
10	Dr. Narayan Dixit	Dean, School of Commerce & Management	Member

11	Dr. Savita Sharma	HOD, School of Liberal Education	Member
12	Dr. Sushil Sharma	Dean, School of Law & Legal Studies	Member
13	Mr. Saksham Saxena	HOD, School of Health and Allied	Member
14	Dr. Sunil Kumar Rastogi	Dean, School of Veterinary and Animal Sciences	Member
15	Dr. Bijender Sindhu	School of Physiotherapy	Member
16	Ms. Kajal, 2 <sup>nd</sup> Year Forensic Science	Student Representative UG	Member
17	Ms. Vandana MA Psychology	Student Representative PG	Member

### 3. Objectives of the Committee

1. To guide and support the overall development of the University Library.
2. To recommend policies regarding procurement of books, journals, e-resources, and digital databases.
3. To review library services, infrastructure, and student/faculty feedback.
4. To assist in framing rules, regulations, and procedures for effective library functioning.
5. To ensure the library supports teaching, learning, research, and accreditation requirements.
6. To monitor library budget utilization and annual requirements.
7. To plan orientation programmes, resource awareness sessions, and digital literacy initiatives.

### 4. Responsibilities / Terms of Reference (TOR)

- Approval of annual library budget, procurement proposals, and subscription renewals.



- Review of book stock, digital resources, and departmental requirements.
- Ensuring timely updating of library catalogues and databases (OPAC/ERP).
- Review of library automation, digitization, and e-resource access.
- Recommendation for addition, replacement, or write-off of resources.
- Monitoring library audits and ensuring compliance with standards (NAAC/NBA/NIRF).
- Promoting best practices for library management and student engagement.

### 5. Meetings

- The Library Advisory Committee shall meet **at least twice a year**.
- Additional meetings may be held as required.
- Minutes of meetings will be recorded by the Member Secretary and approved by the Chairperson.

### 6. Tenure of the Committee

- The Committee shall remain in force for a period of **two (02) years**, unless reconstituted earlier by the Competent Authority.