



AVANTHI INSTITUTE OF ENGINEERING & TECHNOLOGY (Autonomous)

Tamaram, Makavarapalem, Narsipatnam(R D), Anakapalli Dist-531113

LIBRARY MAINTENANCE COMMITTEE

Roles and Responsibilities:

1. To guide the Librarian in formulating general library policies and regulations which govern the functions of the library.
2. To provide for proper documentation services and updating the library collections.
3. To work towards modernization and improvement of library and documentation services.
4. To formulate policies and procedures for efficient use of library resources.
5. To review library readership department wise.
6. To adopt measures to enhance readership.
7. To prepare budget and proposals for the development of library.
8. To recommended to the authorities the fees and other charges for the use of the library.
9. To submit the annual report on the functioning of the library.

Frequency of Meeting: Once in a semester.