

NORTH EASTERN HILL UNIVERSITY REGULATIONS**RD-2****ON LIBRARY COMMITTEE**

- Constitution**
1. The Library Committee will consist of the following members:
 - (a) The Vice-Chancellor -Chairman
 - (b) Pro-Vice-Chancellors
 - (c) Deans of Schools
 - (d) Two Heads of Departments -one representing Social Sciences, and the other Sciences, nominated by the Vice-Chancellor.
 - (e) Three members -co-opted by the Vice- Chancellor.
 - (i) Two experts in the field of librarianship.
 - (ii) One Principal from among the affiliated colleges.
 - (f) The Finance Officer
 - (g) One representative each from the Library Sub-Committee of Campuses and Constituent Colleges, to be nominated by the Vice-Chancellor.
 - (h) The Librarian -Ex-Officio Secretary.
- Powers & Function**
2. The Committee shall have the following powers and function:
 - (1) To look after the proper management and use of the Library including services to be rendered to the readers.
 - (2) To look after the proper furnishing of the Library.
 - (3) To review the functioning of the Library on annual basis.
 - (4) To control and suggest Library budget for every year.
 - (5) To allocate funds to different Departments.
 - (6) To lay down policy for the guidance of the Librarian.
 - (7) To consider any matter referred to it by the Academic Council or the Vice-Chancellor.
 - (8) To appoint a Book Selection Sub-Committee.
 - (9) To add, amend or delete any rules prescribed for the use of the Library services by the readers.

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- Term** 3. The term of office of the members, except the Ex- Officio members, shall be three years.
- Management** 4. The University Librarian will be responsible for the management of this system for which he will be answerable directly to the Vice-Chancellor.
- Constitution** 5. The Library Committee shall hold one meeting in each semester.
- Standing Committee for Book Selection** 6. (1) The Standing Committee will consist of the following members.
 1. Deans of the Schools
 2. Librarian
 The Senior-most Dean will act as the Chairman.
- Function and Powers** (2) The functions and powers of the Standing Committee will be to scrutinise and review the requisitions for books received from various departments and other sources and approve them finally for orders.
- Meeting** (3) The Standing Committee shall hold one meeting every month on first Saturday. In case the first Saturday happens to be a holiday, the next Monday.

LIBRARY CAMPUS COMMITTEE

- Constitution** 7. (1) The Library Campus Committee will consist of the following:
 (a) The Pro-Vice-Chancellor -Chairman
 (b) The Heads/ In-charges of all the Departments.
 (c) Deputy Registrar.
 (d) Assistant Librarian -Secretary.
- Function and Powers** (2) The functions and powers of the Library Campus Committee will be as follows:
 (a) To look after the proper management and use of the campus Library including service to be rendered to the readers.
 (b) To look after the proper furnishing of the Campus Library.
 (c) To review the functioning of the Library on annual basis.
 (d) To control and suggest library budget for every year.
 (e) To allocate funds to different departments.

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		(f)	To scrutinise and approve the indents for books received from various Departments.
		(g)	To consider any matter referred to it by the Library Committee or the Vice-Chancellor.
Term	(3)		The term of the office of the members except the Ex-Officio members, shall be three years.
Meeting	(4)		The Library Campus Committee shall hold one meeting in each semester.
LIBRARY SUB-COMMITTEE FOR CONSTITUENT COLLEGE			
Constitution	8. (1)		The Library Sub-Committee for the constituent college will consist of the following :
		(a)	Principal -Chairman
		(b)	5 teachers to be nominated by the Vice-Chancellor/ Pro-Vice-Chancellor on the recommendation of the Principal representing various disciplines.
		(c)	Assistant Librarian/College-Librarian/Secretary
Function and Powers	(2)		Functions and powers of the Sub-Committee will be as follows:
		(a)	To look after the proper management and use of the college library including services to be rendered to the readers.
		(b)	To look after proper furnishing of the college library.
		(c)	To review the functioning of the library on annual basis.
		(d)	To control and suggest library budget for every year.
		(e)	To allocate funds to different departments.
		(f)	To scrutinise and approve the indents for books received from various departments.
		(g)	To consider any matter referred to it by the Standing Library Committee or the Vice-Chancellor.
Term	(3)		The term of the Office of the members except the Ex-Officio members, shall be three years.
Meeting	(4)		The Sub-Committee shall hold one meeting in each semester.