

## **.LIBRARY COMMITTEE**

S.NO	NAME	DESIGNATION	MEMBER	SIGNATURE
1.	Mrs. Shalini Trivedi	Librarian	In-charge	
2	Mr. Gangadhar Pandey	PGT (English)	Member	
3.	Mr. Anil Kumar Vishwakarma	PGT (Hindi)	Member	
4.	Mrs. Renu Yadav	TGT (Science)	Member	
5.	Mrs. Kavita	PGT (Comm.)	Member	
6	Mr. R.K. Jha	HM	Member	
7	Mrs. Laxmi	PRT	Member	
8	Ms. Prabha Shukla	PRT	Member	

### **Duties:**

- a) The Library meeting to be convened at least once in a month, preferably in last week of the months.
- b) Committee will submit the list of books to be procured subject wise in the beginning of academic session.
- c) Committee will plan and execute activities like Books review, talk on author and his books, talk on literary work etc in morning assembly.
- d) To inculcate reading habits among the staff & children and organize books exhibition on important occasions.
- e) Maintenance of Stock register and cataloging of books.
- f) Procurement of Newspapers/Journals/Magazines in different languages and in various subjects as per KVS norms. Finalizing purchase according to the requirements and KVS norms.
- g) Implementation of programmes for Digitalization of library.
- h) Organizing staff committee meetings and other meeting as per direction of the Principal.
- i) Preparation of condemnation list of old and damaged books/Magazine/Journals/ Newspaper etc as and when required.