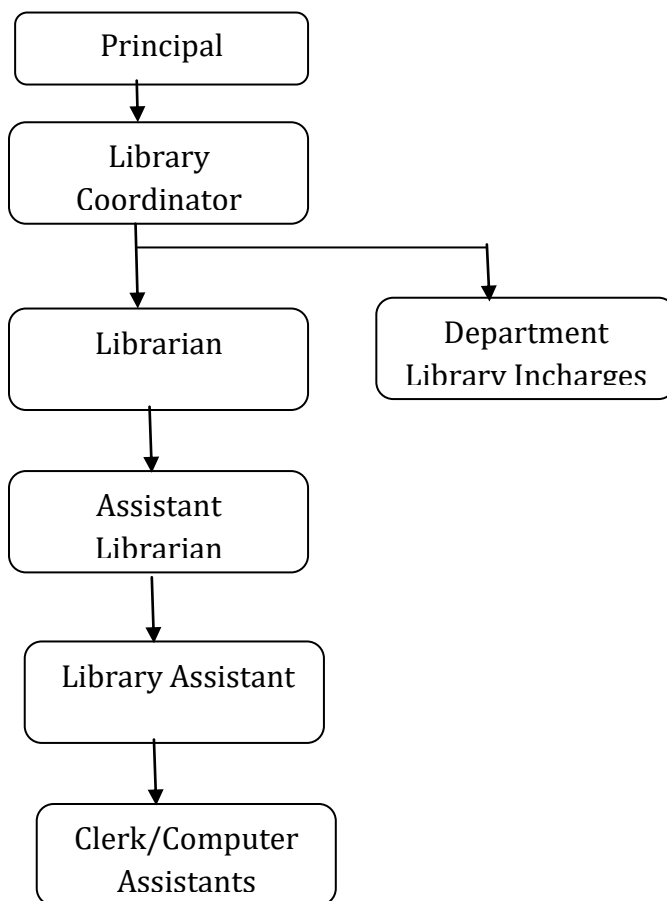


FUNCTIONAL ORGANIZATION OF THE LIBRARY



LIBRARY COMMITTEE

The Library Committee is responsible for the performance of its duties and the exercise of its powers. The function of the Library Committee is to support the functioning of the library so that it can facilitate the library development plans by advocating the library development activities with the management. The Library Committee acts as a channel of communication and dialogue between the library and its users.

The main objective of the Library Committee is to aid in the establishment of a bridge between the library and the academic fraternity and the institute management.

Composition: The MIT Library Committee consists of the following members:

- Principal as Chairperson to Library Committee
- Senior Professor as Library co-ordinator
- HODs or their nominees from each department as dept representatives.
- Librarian
- Assistant Librarian
- Library Assistant
- Library computer assistant/clerk
- Student representatives from UG, PG nominated by respective Heads

Library committee List

S.No.	Staff Incharge	Designation in the committee.
1.	Dr.S.Malarkkan	Chairperson
2.	Dr.C. Shanmugasundaram, Asso.	Overall Coordinator
3.	Mrs.R.Muthunagai,AP/EEE	EEE Dept. Coordinator
4.	Mrs.R. Vithiya,AP/ECE	ECE Dept. Coordinator
5.	Mr.S. Ashok kumar,AP/CSE	CSE Dept. Coordinator
6.	Mr.S.Uthayashangar,AP/IT	IT Dept. Coordinator
7.	Mrs. K.Elamozhi, AP/Maths	GE Dept. Coordinator
8.	Mr. J.Sugumaran, AP/Mech	Mechanical Dept. Coordinator
9.	Dr.K.Ilangovan Asso.Prof/MBA	MBA Dept. Coordinator
10.	Mrs. S.Aruna, AP/F&T	Food Technology Dept.Coordinator
11.	Mrs.V.Suganya, AP/IoT &CS	IoT Dept. Coordinator
12.	Ms.S.Geethaprabha, AP/R&A	R & A Dept.Coordinator
13.	S.Rajarajacholan	Librarian
14.	S.Jayaganesh, II Year/EEE	Student Representative
15.	K.Prasannaganesh, III Year /EEE	Student Representative
16.	M.Amirtha, III Year /ECE	Student Representative
17.	G.Jayachandran, III Year /ECE	Student Representative
18.	T.Meenatchisundaram, IV Year /CSE	Student Representative
19.	V.Gunaseelan, IV Year /Mech	Student Representative
20.	M.Bhaveen, III Year /Mech	Student Representative
21.	S.Soundariya@Jayalalitha , I Year /MBA	Student Representative
22.	N.Janarthanan, II Year /MBA	Student Representative
23.	S.Deepika, IV Year /IT	Student Representative
24.	N.Nanthini, III Year /IT	Student Representative
25.	P.Yazhini, II Year /F&T	Student Representative
26.	N.Prasanth, II Year /R&A	Student Representative
27.	A.R.Shrenath, II Year /IoT & CSE	Student Representative

LIBRARY STAFF DETAILS

S.No	Name of the Library staff	Designation	Qualification	Experience
1	Mr. Raja Raja Chozhan	Librarian	M.A (Pub.Adm), MLIS	10 Years
2	Mr.K.Radhakrishnan	Asst. Librarian	B.A(Economics), MLIS	5 Years
3	Mrs.D.Indira	Library Assistant	B.Com.,	4 Years
4	Mrs. S.Reegana Begam	Library Computer Asst.Clerk	B.Com	3 Yers

ROLES AND RESPONSIBILITIES

LIBRARY CO-ORDINATOR

- The overall incharge of the library and responsible related to all library works.
- Finalizing the library budget based on the periodical requirement of books and journals.
- Supervising of Stock verification process and preparing the final reports.
- Verifying the documentations of books, journals, magazines, newspapers, CD's & library materials
- Assign and supervise the duties of library staff.
- Conducting the library meetings at the beginning and ending of the each semester
- Promote a Library atmosphere conducive to study, reading and research.
- Finalizing the purchase of books/journals/magazines/any other materials if anything required for library.
- Verify and certify all kinds of library procurement bills before submit to the principal/accounts section for making payment.

LIBRARIAN

- Overall responsibility for the daily operation of the Library
- Assist in the preparation of the Library budget.
- Supervising the process of cataloguing and indexing of books and periodicals.
- Take responsibility of managing the maintenance of print and non-print materials and equipments in the library.
- Supervising circulation of books and learning materials.
- Arranging for stock verification of library collection and weed-out/write-off books.
- Maintain records and statistics and submit reports as required.
- Initiate and process purchase of materials if any for library.
- Arrange to issue no-due certificate to the faculty and students on verification.
- Manages and maintain the Library Database, Data entry and library software.

ASSISTANT LIBRARIAN

- To check-in, check-out and circulation of library materials.
- Process new books, maintain circulation records.
- Manage library data and reports utilizing library software systems.
- Train and supervise library clerks and assistants in their job duties.
- Assist staff in classification, cataloging, preparing, and organizing library materials according to established policies.
- Assist readers in finding books and help students and faculties in research
- Maintain the library in the absence of the Librarian or in-charge of library.
- Address administrative issues like collecting fines

LIBRARY ASSISTANT

- Cataloguing and indexing of books and periodicals.
- Keep the books, ready for circulation.
- Assist the users towards effective utilization of Library services.
- An arrangement for the maintenance and repair of books, periodicals and other related equipment in the Library.
- Assisting the Librarian in book selection and acquisition.
- Circulation (Issuing and receiving) of books and learning materials.
- Maintenance of the library registers (Accession/periodical) and other statistical records.
- Shelving and rectification of library collection on day to day basis according to the system of the library.
- Newspaper circulation to the students on daily basis.

LIBRARY CLERK/TYPIST/COMPUTER OPERATOR:

- To work under the overall supervision of the Librarian and/or the Assistant Librarian.
- Assist the Librarian and Assistant Librarian in cataloguing and indexing.
- Issuing and receiving of books.
- Restoring of books and periodicals.
- Typing work /library routine work.
- Any other library works assigned by the Librarian

LIBRARY ATTENDANTS/ATTENDERS:

- To check the students at the entrance.
- To control the students at the counter.
- To maintain cleanliness of library.
- Labeling and pasting.
- Repair and binding of books.
- Arrangement of chairs, tables in organized manner.