



Nimra Institute of Medical Sciences (NIMS)

TEACHING HOSPITAL & RESEARCH CENTRE

(A Minority Institution)

Procs.No.NIMS/Dean'sOffice/Lib/Comm/2026/55

Dt.24-07-2026.

Library Committee

The **Library Committee** is constituted to advise, plan, and monitor the effective functioning and continuous development of the “**Central Library**” of NIMRA Institute of Medical Sciences. The committee ensures that the library supports the academic, research, and clinical information needs of students, faculty, and researchers in accordance with the guidelines of the NMC, and other regulatory bodies.

S. No.	Name	Designation	Role
1	Dr. ShabanaShireen	Dean	Chairperson
2	Dr.S.Shyamala Devi	Medical Superintendent	Member
3	Dr. G. Jayaram	Professor & HOD, Physiology	Member
4	Dr. D. Sivarankan	Professor & HOD, Pathology	Member
5	Dr.M.A.Rahman	Professor & HOD, Paediatrics Academic Coordinator (PG)	Member
6	Dr.MahaboobVali Shaik	IQAC Coordinator	Member
7	Mr. Rabbani Baig	IT Coordinator	Member
8	Mr.Md.HussainBasha	UG Student Representative	Member
9	Dr.Shafi	PG Student Representative	Member
10	Dr.V.Kameswar Rao	Librarian	Member Secretary

Objectives:

- To develop the library as an effective learning resource centre.
- To support teaching, learning, patient care, and research activities.
- To ensure availability of current books, journals, and electronic resources.
- To promote evidence-based medical education.
- To encourage effective utilization of library resources and services.

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Roles and Responsibilities : Library Committee

- Recommend procurement of textbooks, reference books, journals, and e-resources.
- Review departmental requirements for books and journals.
- Ensure Balanced development of print and digital collections.
- Monitor circulation services and reference services.
- Extend library facilities during examinations and academic activities.
- Promote utilization of e-books, e-journals, on line data bases, and digital repositories.
- Ensure uninterrupted internet and Wi-Fi facilities.
- Provide access to medical data bases such as PubMed, Clinical Key, and other subscribed resources.
- Support faculty and students in literature search and reference management.
- Coordinate library-related activities for NMC, NAAC, and NIRF.
- Recommend modernization of library facilities.
- Ensure adequate seating, lighting, ventilation, and reading space.
- Review maintenance of computers, printers, scanners, and digital equipment.
- Organize library orientation programmes for newly admitted students.
- Conduct training on accessing e-resources and plagiarism awareness.
- Prepare annual budget proposals for books, journals, software, and equipment.
- Recommend renewal of subscriptions and procurement of new resources.
- Maintain accession registers, circulation records, stock verification reports, and annual reports.

Functions:

- Review library activities periodically.
- Recommend purchase of books, journals, and e-resources.
- Review departmental book requirements.
- Monitor library automation and digital services.
- Encourage optimum utilization of library facilities.
- Conduct annual stock verification.
- Promote reading culture and lifelong learning.
- Submit recommendations to the Institutional Administration.

Copy to:

- All the concern.
- File.

Shabaz
24/7/26
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