



‘येथे बहुतांचे हित ।’

MARATHWADA MITRA MANDAL, PUNE

202/A, Deccan Gymkhana, Pune - 411004

Registration Under Societies Registration Act 1860-Mah./523 Dated 06/01/1967

Registration Under Bombay Public Trust Act 1950-F-338(P) Dated 19/01/1967

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Shivajirao D. Ganage, President

Bhauasaheb G. Jadhav, Exe. President

Kishor H. Mungale, Secretary

College Library Suggestion Box Policy

(Applicable to all Institutions run by Marathwada Mitra Mandal, Pune 411004)

1. Introduction

The College Library plays a vital role in supporting teaching, learning, and research activities of the institution. In order to ensure continuous improvement in library services and to encourage participative decision-making, the College has established a Library Suggestion Box mechanism. This policy outlines the objectives, procedure, responsibilities, and governance related to the collection and implementation of suggestions received from stakeholders.

2. Purpose and Objectives

The purpose of this policy is to establish a formal, systematic, and transparent mechanism for collecting suggestions from students, teaching staff, non-teaching staff, and other library users regarding library resources, services, and facilities.

The objectives of this policy are:

- I. To provide an open platform for library users to express their views, needs, and expectations.
- II. To improve the quality, accessibility, and efficiency of library services.
- III. To enhance user satisfaction through responsive and need-based improvements.
- IV. To promote a culture of continuous improvement and accountability in library operations.
- V. To align library development initiatives with academic and institutional requirements.

3. Constitution of Library Suggestion Committee

A Library Suggestion Committee shall be constituted to review, analyze, and recommend appropriate action on the suggestions received through the suggestion box.

Composition of the Committee:

The committee shall consist of the following members:

- I. Principal of the Institute – Chairperson
- II. Librarian – Secretary
- III. Two Teaching Staff Members – Members
- IV. One Non-Teaching Staff Member – Member

The committee shall function under the guidance of the management and in coordination with the library administration.

4. Placement and Accessibility of Suggestion Box

- I. A clearly marked Suggestion Box shall be placed at a prominent and easily accessible location within the library premises.





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- II. The suggestion box shall be available to all library users during library working hours.
- III. Suggestions may be submitted either with name or anonymously, as per the preference of the user.

5. Rules and Procedure for Opening the Suggestion Box

(a) Interval

- I. The suggestion box shall be opened once every 15 days.
- II. In case of special requirements or during peak academic periods, the committee may decide to open the box more frequently.

(b) Presence of Committee Members

- I. The suggestion box shall be opened in the presence of at least two committee members, one of whom shall be the Librarian.
- II. This procedure ensures transparency, accountability, and proper documentation.

(c) Recording of Suggestions

- I. All suggestions shall be recorded in a Suggestion Register maintained by the Librarian.
- II. Each suggestion shall be assigned a reference number for tracking and follow-up.

6. Compliance and Review of Suggestions

- I. All valid, relevant, and feasible suggestions shall be discussed in detail during the committee meetings.
- II. The committee shall evaluate suggestions based on:
 - III. Academic relevance
 - IV. Feasibility and resource availability
 - V. Institutional policies and regulations
 - VI. Budgetary provisions
 - VII. Appropriate recommendations shall be prepared for consideration and approval.

7. Reporting to Management

- I. A comprehensive report containing:
 - II. Summary of suggestions received
 - III. Committee observations
 - IV. Recommendations for implementations shall be submitted to the Management / Executive President through proper channel.
 - V. Approved suggestions shall be implemented in a time-bound manner wherever possible.





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8. Types of Suggestions Considered

Suggestions related to the following areas shall be considered for discussion and possible implementation:

- I. Library working hours and timings
- II. Book Bank and reference services
- III. Library facilities provided by the college
- IV. Number of books issued and loan duration
- V. Introduction of new newspapers, journals, magazines, and periodicals
- VI. Membership and collaboration with other libraries or institutions
- VII. Access to e-journals, databases, and digital resources
- VIII. Improvements in library software and automation systems
- IX. Policies related to recovery or replacement of lost books
- X. Infrastructure development such as reading rooms, furniture, lighting, and seating capacity
- XI. User orientation programmes and library awareness initiatives
- XII. Any other constructive suggestions related to library development and services

9. Confidentiality of Suggestions

- I. All suggestions received shall be treated with strict confidentiality.
- II. The identity of the individual submitting the suggestion, whether disclosed or anonymous, shall not be revealed to anyone other than the committee members and management.
- III. Confidentiality shall be maintained to encourage honest and unbiased feedback.

10. Handling of Invalid or Non-Feasible Suggestions

- I. Suggestions that are:
- II. Non-genuine
- III. Irrelevant
- IV. Impractical
- V. Contrary to institutional or government regulations shall be recorded and filed without further action.
- VI. Such suggestions shall not be entertained for implementation, and the committee's decision in this regard shall be final.





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11. Final Decision and Implementation

- I. The final authority regarding acceptance, modification, or rejection of suggestions shall rest with the Management of the institution.
- II. Implementation of approved suggestions shall be carried out only after receiving formal approval.
- III. The Librarian shall monitor the execution of approved actions and report progress to the committee.

12. Review of Policy

- I. This policy shall be reviewed periodically and revised as and when required to ensure its effectiveness and relevance.
- II. Any amendments shall be approved by the competent authority.

13. Conclusion

This Library Suggestion Box Policy ensures a structured and effective mechanism for obtaining valuable feedback from stakeholders. It promotes transparency, participative governance, and continuous enhancement of library services for the benefit of the entire college community.


Secretary

Marathwada Mitra Mandal, Pune



Executive President

Marathwada Mitra Mandal, Pune