READERS' CLUB POLICY

1. Title

This policy shall be known as the "Readers' Club Policy of Marudhar Kesari Jain College for Women (Autonomous), Vaniyambadi."

2. Introduction

The Readers' Club is an institutional student-development initiative established to promote a sustained culture of reading, intellectual curiosity, critical thinking, communication skills, creativity and lifelong learning among students. The Club shall function in coordination with the College Library, IQAC, departments and student support structures and shall provide opportunities for students to engage with academic, literary, scientific, social, cultural and digital reading resources. The policy supports the broad educational vision of NEP 2020, particularly holistic development, multidisciplinary learning, critical thinking, communication, experiential learning, Indian languages and lifelong learning.

3. Vision

To create an active reading culture and encourage students to become enthusiastic, informed and independent readers.

4. Mission

To provide students with regular opportunities to read, discuss, explore and share knowledge through books, Library resources and engaging activities.

5. Objectives

The Readers' Club aims to:

- Promote regular and meaningful reading habits.
- Encourage effective use of print and digital Library resources.
- Develop vocabulary, communication and comprehension skills.
- Enhance critical, analytical and creative thinking.
- Encourage book reviews, discussions and knowledge sharing.
- Provide opportunities for literary and knowledge-based activities.
- Motivate students to participate actively in Library programmes.

6. Membership

The Club is open to students who are interested in reading and related activities. Students may participate in regular Club programmes and competitions conducted throughout the academic year.

7. Administration

The Readers' Club shall function under the guidance of the **Readers' Club Coordinator**, in association with the Library and with the support of the concerned faculty members and institutional authorities.

8. Governance of the Readers' Club

The Readers' Club shall function under the overall guidance of the **Principal** and **Vice Principal**, with the **Readers' Club Coordinator** responsible for day-to-day planning and implementation. The **Librarian and Library** shall provide academic and resource support. The **IQAC** shall facilitate quality monitoring and documentation.

8.1 Readers' Club Governance Committee

S. No.	Position	Designation	Name
1	Chair person	Principal	Dr. M. Inbavalli
2	Skill Development Director	Vice Principal	Dr. H. Lookman Sithic
3	IQAC Director	IQAC Director	Dr. V. Mahendira Mani
4	Readers club Coordinators	Coordinator/ Librarian	Dr. Victoria P
5		Librarian	P. Chithra
6		Assistant Librarian	G. Kavitha
7		Library Assistant	A.Vasanthi
8	Staff Representative	Assistant Professor	Dr. J. Komala
9	Readers club Secretary	Nattamkar Zubaida Hiba	III - BBA

9. Students Committee

S.No	Position	Name of the Student	Department
1	Student Secretary	Nattamkar Zubaida Hiba	III - BBA
2	Student Representatives	G. Amirtha	III B.A Tamil
3		K.R. Prakalya	III B.A Eng
4		A. Kaviya	III BCA
5		Kalaivani	III B.Sc (Che)
6		E. Suvetha	III B.Sc (Bio Che)
7		N. M. Ariba Zainab	III B.Sc (AI)
8		N.S. Shakthi Sruthi	III B.Sc (ND)
9		K. Aathika Ruffaida	III B.Sc (Psy)
10		S. Kaviya	III B.Sc (Mat)

10. Role of the Readers' Club Coordinator

The Coordinator shall:

- Prepare the annual Readers' Club activity plan.
- Plan and coordinate regular activities.
- Encourage student participation.
- Coordinate with the Library and departments.
- Obtain necessary permissions for programmes.
- Maintain attendance and participation records.
- Prepare activity reports and collect supporting evidence.
- Coordinate certificates/prizes for eligible participants.
- Collect student feedback wherever required.
- Submit activity documentation to the IQAC.

11. Major Activities

The Readers' Club may conduct the following activities:

11.1 Reading Activities

- Book Reading Sessions
- Reading Challenges
- Reading Circles
- Knowledge Sharing

11.2 Library-Based Activities

- Quick Book Finder
- Library Treasure Hunt
- Book Identification Games
- E-Resource Awareness Activities
- Bring a Book to life

12. Frequency

Readers' Club activities and meetings shall be conducted once every two months, subject to the academic calendar and institutional requirements. The Minutes of the Meeting (MoM) and Action Taken Report (ATR) shall be properly recorded, documented and maintained for all meetings to ensure effective planning, implementation and monitoring of Readers' Club activities.

13. Student Participation

Students shall be encouraged to participate actively and voluntarily in Readers' Club activities. Participation may be recognized through certificates, appreciation and prizes wherever applicable.

14. Code of Conduct

Members and participants shall:

- Maintain discipline and punctuality.
- Respect faculty and Library staff.
- Follow the instructions given for each activity.
- Handle Library resources responsibly.
- Maintain fairness and academic integrity in competitions.
- Use digital resources responsibly.
- Provide feedback and suggestions on Readers' Club activities for continuous improvement.

15. Documentation

Proper documentation shall be maintained for major activities, including:

- Permission/Approval
- Circular/Invitation
- Attendance/Participant List
- Activity Report
- Photographs
- Certificates/Prize Details
- Feedback
- Outcome/Impact
- Annual Report

These records shall be maintained for institutional and IQAC documentation.

16. Monitoring and Evaluation

The Coordinator shall periodically review student participation, feedback and outcomes of the activities. Suggestions from students and Library staff may be considered for improving future programmes.

17. Expected Outcomes

The Readers' Club is expected to:

- Develop a sustainable reading culture.
- Increase student engagement with Library resources.
- Improve communication and vocabulary skills.
- Enhance critical and creative thinking.
- Encourage independent learning and knowledge sharing.
- Provide meaningful academic and co-curricular engagement.

18. Review of the Policy

The Readers' Club Policy shall be reviewed periodically based on institutional requirements, student feedback and programme outcomes. Necessary changes may be made with the approval of the competent authority.

This policy shall be reviewed periodically by the institution to ensure continued relevance with:

- National educational developments
- Institutional academic priorities
- Library development
- Student needs
- Quality-assurance requirements

Any amendment to the policy shall require approval through the appropriate institutional authority.

APPROVAL AND AUTHENTICATION

Prepared by

Readers' Club Coordinator

Name: Dr. Victoria P

Date: 29/10/2026

Signature: Victoria.P

Reviewed and Recommended by

Director, IQAC

Date: 29/10/2026

Signature: 29/10/2026.

Marudhar Kesari Jain college for women ★ IQAC ★ Vaniyambadi

Approved by

Principal

Date: 29/10/2026.

Signature :

PRINCIPAL
Marudhar Kesari Jain College
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Vaniyambadi - 635 751.
Tirupattur District