



OFFICE ORDER

The formation of Rabindranath Tagore Central Library Department Advisory Committee is set up with the following members to maintain library as the knowledge hub of the institution.

Library Committee:

S. NO.	NAME OF THE MEMBER	MEMBERSHIP	BRANCH
1	Dr .K. NAGESWARA RAO	CHAIRMAN	PRINCIPAL
2	A.U.V NAGESWARA RAO	CONVENER	LIBRARIAN
3	S.N.BHARGAVI	MEMBER	CIVIL
4	V.NAVYA SREE	MEMBER	CSE
5	A.SAI PALLAVI	MEMBER	EEF
6	K SUNDAR SRINIVASU	MEMBER	ECE
7	N.V.MALAVIKA	MEMBER	MECH
8	SK.KHASIMSHA	MEMBER	MBA
9	G.ANURADHA	MEMBER	FED
10	A.RAMADEVI	MEMBER	FED
11	J.A.V.RAVINDRABABU	MEMBER	FED
12	A.BINDU MADHAVI	MEMBER	FED
13	M.SRINIVASU RAO	MEMBER	FED
14	J.PURNIMA	STUDENT MEMBER	CSE
15	B.MANOJ	STUDENT MEMBER	CIVIL
16	S.S.S.SARMA	STUDENT MEMBER	CSE
17	V.R.R.SAMSON	STUDENT MEMBER	EEE
18	SARASWATHI	STUDENT MEMBER	ECE
19	M.SAFIA	STUDENT MEMBER	MECH
20	G.RAJ KUMAR	STUDENT MEMBER	MBA
21	K.KALPANA	STUDENT MEMBER	FED
22	A.SAI DIVYA	STUDENT MEMBER	FED
23	R.SARVANTHI	STUDENT MEMBER	FED
24	D.MADHAVA RAO	STUDENT MEMBER	FED

Roles & Responsibilities:

- To periodically review subscription of journals and magazines.
- To give up the procedure for recommending the books for purchase.
- To monitor the arrangement of racks and cleanliness of library space.
- To coordinate the purchase of books, journals and magazines.

- To finalize the requirements for e-learning such as e-books, video lectures and online journals, i.e. Delnet and N-digital Journals etc.
- To ascertain the availability of required number of prescribed and reference books.
- To Monitor the use of internet facility in digital library and provide sufficient bandwidth.



Dr. K. NAGESWARA RAO

PRINCIPAL

PRINCIPAL

**Potti Sriramulu Chalavadi Mallikharjuna Rao
College of Engineering & Technology
Kothapet, VIJAYAWADA-520 001.**

Copy to:

1. Secretary & Correspondent
2. IQAC Coordinator
3. All HODS
4. Examination cell
5. Administrative Officer
6. Accounts Officer
7. Training & Placement Cell
8. Physical Director



LIBRARY DEPARTMENT

Sub: Library Committee Meeting – Regarding

A meeting is planned to be held on 03rd June, 2016 at 3.00 P.M. in the Seminar Hall. All the library committee members are requested to make it convenient to attend the meeting.

AGENDA

1. Identification/selection of journals for the course/variation in intake & print journals subscription renewal for the Academic Year 2016-17.
2. Books procurement for even semester.
3. Online resources subscription & renewal for the academic year 2016-17.
4. Internet bandwidth should be increased in Digital Library.
5. Arrangement of books exhibition.

Dr. K. NAGESWARA RAO

PRINCIPAL

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4. All Library Members



MINUTES OF THE LIBRARY COMMITTEE MEETING

Date: 03-06-2016

Time: 03.00 P.M.

Venue: Seminar Hall

The meeting of the library committee was held on 03rd June, 2016 at 03.00 P.M. in the main Seminar Hall under the chairmanship of Dr. K. Nageswara Rao, Chairman Library Committee.

AGENDA

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19	M.SAFIA	STUDENT MEMBER	MECH	M. Sabia
20	G.RAJ KUMAR	STUDENT MEMBER	MBA	G. Raj Kumar
21	K.KALPANA	STUDENT MEMBER	FED	K. Kalpana
22	A.SAI DIVYA	STUDENT MEMBER	FED	A. Sai Divya
23	R.SARVANTHI	STUDENT MEMBER	FED	R. Sarvanthi
24	D.MADHAVA RAO	STUDENT MEMBER	FED	D. Madhava

RESOLUTIONS:

Chairman Library Committee has welcomed all the members.

Before commencement of the meeting, the committee members visited all library sections and expressed their satisfaction about the maintenance and usage of the library by users.

1. Identification/section of journals for the variation in intake & print journals subscription renewal for the academic year 2016-17.
2. **Books Procurement for even semester:** Committee members discussed to strengthen library books collections. They agreed to procure books for the courses where additional intake was sanctioned. Librarian was advised to procure these books with the existing supplier.
3. **Online resources subscription & renewal for the academic year 2016-17:** Committee members agreed to renew of subscription for online journals Delnet and N-Digital journals.
4. **Internet Bandwidth should be increased in Digital Library:** Committee members considered the users request to increase the bandwidth in the Digital Library.
5. **Arrangement of Books Exhibition:** Committee members informed to the librarian to conduct books exhibition in the college. Librarian will contact various publishers to display their new titles in the engineering & management areas. So, faculty can recommend & select the useful books to the library.

As no other points to discuss, the meeting came to an end at 3.45 P.M (Duration 0.45 Minutes)

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3. All HODS
4. All Library Members


 Chairman - Library Committee
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