



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	L.SRUJANA	Member	EEE
6	D.GOWTHAMI	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	B.S.R.C. MURTHY	Member	CIVIL
14	R.ALEKHYA	Student Member	CSE
15	A.SAI DIVYA	Student Member	EEE
16	R.SARVANTHI	Student Member	ECE
17	S.VIJAY	Student Member	MECH
18	B.SATISH	Student Member	MBA
19	S.S.S. SARMA	Student Member	FED
20	G.SWAPNA	Student Member	FED
21	D.HEMA	Student Member	FED
22	M SAI KRISHNA	Student Member	FED

Functions:

- To monitor the arrangement of racks and cleanliness of library space.
- To ascertain the availability of required number of prescribed and reference books.
- To lay down the procedure for recommending the books for purchase.

- To finalize the requirements for e-learning such as e-books, video lectures and online Journals, i.e. J-Gate, Delnet and N-digital journals etc.
- To periodically review subscription of journals and magazines.
- To coordinate the purchase of books, journals and magazines.
- To monitor the usage 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 15th June, 2017 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 2017-18.
2. Online resources subscription & renewal for the academic year 2017-18.
3. Internet bandwidth should be increased in Digital Library.
4. Books procurement for even semester.
5. Arrangement of books exhibition.

Dr. K. NAGESWARA RAO

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

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1. Secretary & Correspondent
2. IQAC Coordinator
3. All HODS
4. All Library Members



MINUTES OF THE LIBRARY COMMITTEE MEETING

Date: 15-07-2017

Time: 03.00 P.M.

Venue: Seminar Hall

The meeting of the library committee was held on 15th July, 2017 at 02.30 P.M. in the main Seminar Hall under the chairmanship of Dr. K. Nageswara Rao, Chairman Library Committee.

AGENDA

1. Identification/selection of journals for the course wise in intake & print journals subscription renewal for the Academic Year 2017-18.
2. On-Line resources subscription & renewal for the academic year 2017-18.
3. Internet bandwidth should be increased in digital library.
4. Books procurement for even semester.
5. Arrangement of books exhibition.

Library Committee:

S. NO	NAME OF THE MEMBER	MEMBERSHIP	BRANCH	SIGNATURE
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	L.SRUJANA	MEMBER	EEE	
6	D.GOWTHAMI	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	B.S.R.C. MURTHY	MEMBER	CIVIL	
14	R.ALEKHYA	STUDENT MEMBER	CSE	
15	A.SAI DIVYA	STUDENT MEMBER	EE	
16	R.SARVANTHI	STUDENT MEMBER	ECE	
17	S.VIJAY	STUDENT MEMBER	MECH	
18	B.SATISH	STUDENT MEMBER	MBA	

19	S.S.S. SARMA	STUDENT MEMBER	FED	S. Sarma
20	G.SWAPNA	STUDENT MEMBER	FED	G. Swapna
21	D.HEMA	STUDENT MEMBER	FED	D. Hema
22	M SAI KRISHNA	STUDENT MEMBER	FED	M. Sai Krishna

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 2017-18.
2. **Online resources subscription & renewal for the academic year 2017-18:** Committee members agreed to renew of subscription for online Journals, i.e. J-Gate, Delnet and N-digital journals.
3. **Internet Bandwidth should be increased in Digital Library:** Committee members considered the users request to increase the bandwidth in the Digital Library.
4. **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.
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)

Copy to:

1. Secretary & Correspondent
2. IQAC Coordinator
3. All HODS
4. All Library Members

K. N. Rao
 Chairman - Library Committee
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