



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	MD.RUSKR SULTHANA	MEMBER	FED
14	M.SRINIVASA RAO	MEMBER	HOSTEL
15	MSNSV KRISHNA	MEMBER	CIVIL
16	G.MOUNIKA	STUDENT MEMBER	CIVIL
17	A.SAI DIVYA	STUDENT MEMBER	CSE
18	D.HEMA	STUDENT MEMBER	EEE
19	S.B.SIMHA	STUDENT MEMBER	ECE
20	G.VENKATESH	STUDENT MEMBER	MECH
21	S.S.S. SARMA	STUDENT MEMBER	MBA
22	T.RAGA PHANIGNA	STUDENT MEMBER	FED
23	GOWTHIAM	STUDENT MEMBER	FED
24	M SAI KRISHNA	STUDENT MEMBER	FED
25	N.VENKATESH	STUDENT MEMBER	FED

Roles & Responsibilities:

- To Monitor the use of internet facility in digital library and provide sufficient bandwidth.
- To give up the procedure for recommending the books for purchase.
- To monitor the arrangement of racks and cleanliness of library space.
- To ascertain the availability of required number of prescribed and reference books.
- To periodically review subscription of journals and magazines.

- 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. J-Gate, Delnet and N-digital Journals etc.

K. N. Rao

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 July, 2018 at 2.30 P.M. in the Seminar Hall. All the library committee members are requested to make it convenient to attend the meeting.

AGENDA

1. Books procurement for even semester.
2. Identification/selection of journals for the course/variation in intake & print journals subscription renewal for the Academic Year 2018-19.
3. Arrangement of books exhibition.
4. Online resources subscription & renewal for the academic year 2018-19.
5. Internet bandwidth should be increased in Digital Library.

K. Nageswara Rao

Dr. K. NAGESWARA RAO

PRINCIPAL

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Potti Sriramulu Chalavadi Mallikharjuna Rao
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3. All HODS
4. All Library Members



MINUTES OF THE LIBRARY COMMITTEE MEETING

Date: 03-07-2018

Time: 02.30 P.M.

Venue: Seminar Hall

The meeting of the library committee was held on 03rd July, 2018 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 2018-19.
2. Books procurement for even semester.
3. Arrangement of books exhibition.
4. On-Line resources subscription & renewal for the academic year 2018-19.
5. Internet bandwidth should be increased in digital library.

Library Committee:

S. NO.	NAME OF THE MEMBER	MEMBERSHIP	BRANCH	SIGNATURE
1	Dr .K. NAGESWARA RAO	CHAIRMAN	PRINCIPAL	K. Nageswara Rao
2	A.U.V NAGESWARA RAO	CONVENER	LIBRARIAN	A. U. V. Nageswara Rao
3	S.N.BHARGAVI	MEMBER	CIVIL	S. N. Bhargavi
4	V.NAVYA SREE	MEMBER	CSE	V. Navya Sree
5	L.SRUJANA	MEMBER	EEE	L. Srujana
6	D.GOWTHAMI	MEMBER	ECE	D. Gowthami
7	N.V.MALAVIKA	MEMBER	MECH	N. V. Malavika
8	SK.KHASIMSHA	MEMBER	MBA	S. K. Khasimsha
9	G.ANURADHA	MEMBER	FED	G. Anuradha
10	A.RAMADEVI	MEMBER	FED	A. Ramadevi
11	J.A.V.RAVINDRABABU	MEMBER	FED	J. A. V. Ravindrababu
12	A.BINDU MADHAVI	MEMBER	FED	A. Bindu Madhavi
13	MD.RUSKR SULTHANA	MEMBER	FED	M. D. Ruskr Sulthana
14	M.SRINIVASA RAO	MEMBER	HOSTEL	M. Srinivasa Rao
15	MSNSV KRISHNA	MEMBER	CIVIL	M. S. N. S. V. Krishna
16	G.MOUNIKA	STUDENT MEMBER	CIVIL	G. Mounika
17	A.SAI DIVYA	STUDENT MEMBER	CSE	A. Sai Divya
18	D.HEMA	STUDENT MEMBER	EEE	D. Hema

19	S.B.SIMHA	STUDENT MEMBER	ECE	<i>Simha</i>
20	G.VENKATESH	STUDENT MEMBER	MECH	<i>Venkatesh</i>
21	S.S.S. SARMA	STUDENT MEMBER	MBA	<i>Sarma</i>
22	T.RAGA PHANIGNA	STUDENT MEMBER	FED	<i>Phanigna</i>
23	GOWTHAM	STUDENT MEMBER	FED	<i>Goutham</i>
24	M SAI KRISHNA	STUDENT MEMBER	FED	<i>Saishiksha</i>
25	N.VENKATESH	STUDENT MEMBER	FED	<i>Venkatesh</i>

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. 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.
- 2. Identification/section of journals for the variation in intake & print journals subscription renewal for the academic year 2018-19.**
- 3. Internet Bandwidth should be increased in Digital Library:** Committee members considered the users request to increase the bandwidth in the Digital Library.
- 4. Online resources subscription & renewal for the academic year 2018-19:** Committee members agreed to renew of subscription for online Journals, i.e. J-Gate, Delnet and N-digital Journals
- 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 3.15 P.M (Duration 0.45 Minutes)


Chairman - Library Committee

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3. All HODS
4. All Library Members

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