



**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	P. PRASAD	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	GOWTHAM	STUDENT MEMBER	FED
24	M SAI KRISHNA	STUDENT MEMBER	FED
25	N.VENKATESH	STUDENT MEMBER	FED

**Roles & Responsibilities:**

- 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.
- To give up the procedure for recommending the books for purchase.
- To monitor the arrangement of racks and cleanliness of library space.
- 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 J-Gate, Delnet, N-Digital, Gale Cengage ISTE C and ASTM e-journals etc.



**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 21<sup>st</sup> April, 2019 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 2019-20.
3. Arrangement of books exhibition.
4. Online resources subscription & renewal for the academic year 2019-20.
5. Internet bandwidth should be increased in Digital Library.

**Dr. K. NAGESWARA RAO**

**PRINCIPAL**

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



**MINUTES OF THE LIBRARY COMMITTEE MEETING**

Date: 21-04-2019

Time: 02.30 P.M.

Venue: Seminar Hall

The meeting of the library committee was held on 21<sup>st</sup> April, 2019 at 02.30 P.M. in the 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 2019-20.
2. Books procurement for even semester.
3. Arrangement of books exhibition.
4. On-Line resources subscription & renewal for the academic year 2019-20.
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	
2	P.PRASAD	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	
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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	M.NARASIMHA RAO	Student Member	CIVIL	
16	SK.KARISHMA	Student Member	CIVIL	
17	D.VISHNU PRIYA	Student Member	CSE	
18	K.ANUSANDHYA	Student Member	CSE	
19	PSNVS SUNDAR	Student Member	EEE	
20	S.T.L. SRAVANTHI	Student Member	EEE	
21	T.R.PHANIGNA	Student Member	ECE	
22	A.ROHITH	Student Member	ECE	

23	A.YASWANTH	Student Member	MECH	Yallanath
24	G.SURYA TEJA	Student Member	MECH	Surya Teja
25	MIRZA AMAN	Student Member	MBA	Mirza Aman
26	D.SAI PRASANNA	Student Member	MBA	Prasanna
27	J.S.P.RAKESH KUMAR	Student Member	CSE	Rakesh
28	K INDRA KUMAR	Student Member	DCE	Indra Kumar

## 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 2019-20.**
- 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 2019-20:** Committee members agreed to renew of subscription for online journals J-Gate, Delnet, N-Digital, Gale Cengage ISTE C and ASTM e-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)

Copy to:

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

*K. R. Rao*  
Chairman - Library Committee  
**PRINCIPAL**  
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College of Engineering & Technology  
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