



### 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. SRIRAMAKRISHNA	Chairman	Principal
2	N.SIVA SURENDRA	Convener	MBA
3	P.PRASAD	Coordinator	LIBRARIAN
4	K.PRUDHVI	Member	CIVIL
5	S.B.R PRASAD	Member	CSE
6	K.SRINIVASU	Member	EEE
7	R.D.BHAVANI	Member	ECE
8	A.V.R.DURGA RAO	Member	MECH
9	A.BINDU MADHAVI	Member	FED
10	G.ANURADHA	Member	FED
11	MUNIRA BEGUM	Member	FED
12	SK.KHASIMSHA	Member	MBA
13	G.SIRISHA	Member	DIP
14	J.A.V.RAVINDRABABU	Member	FED
15	M.APARNA	Student Member	EEE
16	CH.SRINIVASA RAO	Student Member	EEE
17	A.SIRISHA	Student Member	ECE
18	M.PAVITHRA	Student Member	ECE
19	M.YAMUNA	Student Member	MECH
20	M.ASWINI	Student Member	MECH
21	N.SUSMITHA	Student Member	CSE
22	Y.V MAHA LAKSHMI	Student Member	CSE
23	K MAHENDRA	Student Member	MBA
24	K,KUNWAR	Student Member	MBA
25	M.NARASIMHA RAO	Student Member	CIVIL
26	SK.KARISHAMA	Student Member	CIVIL
27	B.H.VARDHAN	Student Member	DCE
28	K.N.SAI VARMA	Student Member	DME

#### **Roles & Responsibilities:**

- To Monitor the use of internet facility to 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 J-Gate, Delnet, N-Digital, Gale Cengage ISTE, ASTM e-journals and Mat journals etc.



**Dr. K. SRIRAMAKRISHNA**

**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 18<sup>th</sup> August, 2020 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 2020-21.
3. Arrangement of books exhibition.
4. Online resources subscription & renewal for the academic year 2020-21.
5. Internet bandwidth should be increased in Digital Library.



**Dr. K. SRIRAMAKRISHNA**

**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. All Library Members



**MINUTES OF THE LIBRARY COMMITTEE MEETING**

Date: 18-08-2020

Time: 02.30 P.M.

Venue: Seminar Hall

The meeting of the library committee was held on 18<sup>th</sup> August, 2020 at 02.30 P.M. in the main Seminar Hall under the chairmanship of Dr. K. Sri Ramakrishna, Chairman Library Committee.

**AGENDA**

1. Identification/selection of journals for the course wise in intake & print journals subscription renewal for the Academic Year 2020-21.
2. Books procurement for even semester.
3. Arrangement of books exhibition.
4. On-Line resources subscription & renewal for the academic year 2020-21.
5. Internet bandwidth should be increased in digital library.

**Library Committee:**

S. NO	NAME OF THE MEMBER	MEMBERSHIP	BRANCH	SIGNATURE
1	Dr .K. SRIRAMAKRISHNA	CHAIRMAN	PRINCIPAL	
2	N.SIVA SURENDRA	CONVENER	MBA	
3	P.PRASAD	COORDINATOR	LIBRARIAN	
4	K.PRUDHVI	MEMBER	CIVIL	
5	S.B.R PRASAD	MEMBER	CSF	
6	K.SRINIVASU	MEMBER	EEE	
7	R.D.BHAVANI	MEMBER	ECE	
8	A.V.R.DURGA RAO	MEMBER	MECH	
9	A.BINDU MADHAVI	MEMBER	FED	
10	G.ANURADHA	MEMBER	FED	
11	MUNIRA BEGUM	MEMBER	FED	
12	SK.KHASIMSHA	MEMBER	MBA	
13	G.SIRISHA	MEMBER	DIP	
14	J.A.V.RAVINDRABABU	MEMBER	FED	
15	M.APARNA	STUDENT MEMBER	EEE	
16	CH.SRINIVASA RAO	STUDENT MEMBER	EEE	
17	A.SIRISHA	STUDENT MEMBER	ECE	
18	M.PAVITHRA	STUDENT MEMBER	ECE	



19	M.YAMUNA	STUDENT MEMBER	MECH	M. Yamuna
20	M.ASWINI	STUDENT MEMBER	MECH	M. Aswini
21	N.SUSMITHA	STUDENT MEMBER	CSE	N. Susmitha
22	Y.V MAHA LAKSHMI	STUDENT MEMBER	CSE	y.v. Maha lakshmi
23	K MAHENDRA	STUDENT MEMBER	MBA	K. Mahendra
24	K,KUNWAR	STUDENT MEMBER	MBA	K. Kunwar
25	M.NARASIMHA RAO	STUDENT MEMBER	CIVIL	M. Narasimha Rao
26	SK,KARISHAMA	STUDENT MEMBER	CIVIL	Sk. Karishama
27	B.H.VARDHAN	STUDENT MEMBER	DCE	B.H. Vardhan
28	K.N.SAI VARMA	STUDENT MEMBER	DME	K.N.Sai Varma

## 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.

- 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.
- Identification/section of journals for the variation in intake & print journals subscription renewal for the academic year 2020-21.
- Internet Bandwidth should be increased in Digital Library:** Committee members considered the users request to increase the bandwidth in the Digital Library.
- Online resources subscription & renewal for the academic year 2020-21:** Committee members agreed to renew of subscription for online journals J-Gate, Delnet, N-Digital, Gale Cengage ISTEAC, ASTM e-journals and Mat journals.
- 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  
**PRINCIPAL**

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

Copy to:

- Secretary & Correspondent
- IQAC Coordinator
- All HODS
- All Library Members