



### 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 .J. LAKSHMI NARAYANA	Chairman	Principal
2	P.PRASAD	Convener	Librarian
3	V.MATTHEW	EEE	Asst. Prof.
4	D.GOWTHAMI	ECE	Asst. Prof.
5	M.KUMAR SWAMY	MBA	Asst. Prof.
6	V.NAVYA SREE	CSE	Assoc. Prof.
7	CH.BINDU SREE	IOT	Asst. Prof.
8	N.V MAHA LAKSHMI	AI&ML	Assoc. Prof.
9	Dr. P. NARESH	FED	Assoc. Prof.
10	A.SAI SIRISHA DURGA	EEE	21KT1A0201
11	T.VENKATESH	EEE	21KT1A0229
12	P.NAGA SAINATH	ECE	21KT1A0446
13	K.JOSINA	FCE	21KT1A04B7
14	R.S.S.BHARGAVI	MBA	21KT1E0069
15	S.HITEESH	MBA	21KT1E0086
16	CH.DEVIPRIYANKA	CSE	21KT1A0510
17	N.NAGA YASWANTHI	CSE	21KT1A0544
18	G.P.S.KRISHNA	CSE	21KT1A0580
19	P.ROHITHA	CSE	21KT1A05A8
20	K.RAKSHITHA	IOT	21KT1A4724
21	K.GNANA PRASUNA	IOT	21KT1A4727
22	CH.D.SRI LAKSHMI	AI&ML	21KT1A4208
23	G.NAGA VAIBHAV	AI&ML	21KT1A4218

#### **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, N-digital, Mat journals and Gale Cengage ISTEJ Journals etc.

  
**Dr .J. LAKSHMI NARAYANA**

**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 16<sup>th</sup> June, 2022 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. Books procurement for even semester.
2. Identification/selection of journals for the course/variation in intake & print journals subscription renewal for the Academic Year 2022-23.
3. Arrangement of books exhibition.
4. Online resources subscription & renewal for the academic year 2022-23.
5. Internet bandwidth should be increased in Digital Library.

  
Dr .J. LAKSHMI NARAYANA

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2. IQAC Coordinator
3. All HODS
4. All Library Members



**MINUTES OF THE LIBRARY COMMITTEE MEETING**

Date: 16-06-2022

Time: 03.00 P.M.

Venue: Seminar Hall

The meeting of the library committee was held on 16<sup>th</sup> June, 2022 at 03.00 P.M. in the main Seminar Hall under the chairmanship of Dr. J. Lakshmi Narayana, Chairman Library Committee.

**AGENDA**

1. Identification/selection of journals for the course wise in intake & print journals subscription renewal for the Academic Year 2022-23.
2. Books procurement for even semester.
3. Arrangement of books exhibition.
4. On-Line resources subscription & renewal for the academic year 2022-23.
5. Internet bandwidth should be increased in digital library.

**Library Committee:**

S. NO.	NAME OF THE MEMBER	MEMBERSHIP	BRANCH	SIGNATURE
1	Dr. J. LAKSHMI NARAYANA	Chairman	Principal	
2	P.PRASAD	Convener	Librarian	
3	V.MATTHEW	EEE	Asst. Prof.	
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12	P.NAGA SAINATH	ECE	21KT1A0446	
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14	R.S.S.BHARGAVI	MBA	21KT1E0069	
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18	G.P.S.KRISHNA	CSE	21KT1A0580	



19	P.ROHITHA	CSE	21KT1A05A8	P. Rohitha
20	K.RAKSHITHA	IOT	21KT1A4724	K. Rakshitha
21	K.GNANA PRASUNA	IOT	21KT1A4727	K. Gnanaprasuna
22	CH.D.SRI LAKSHMI	AI&ML	21KT1A4208	Ch. Lakshmi
23	G.NAGA VAIBHAV	AI&ML	21KT1A4218	G. Naga Vaibhav

## 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 2022-23.**
- 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 2022-23.** Committee members agreed to renew of subscription for online journals J-Gate, Delnet, N-Digital, Gale Cengage ISTEAC and Mat 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 3.45 P.M (Duration 0.45 Minutes)

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2. IQAC Coordinator
3. All HODS
4. All Library Members

  
 Chairman - Library Committee  
**PRINCIPAL**  
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 College of Engineering & Technology  
 Kothapet, VIJAYAWADA-520 001