

**Library Committee – Minutes of the meeting**

Meeting held on: 25-07-2018 from 2.30 PM to 4.30 PM

Venue: Admin Building Conference Hall

**Agenda :-**

01. To discuss about Library policy and procedures.
02. To procure more number of books and journals (print & online)
03. Number of books to be issued to the students.
04. Time to renew the books.
05. Book reservation system.
06. Stock verification of the Library.
07. Books Issue timings.
08. Campus Book exhibitions for students.
09. Usage of e journals.
10. Any other matters related to Library development.

**Minutes of the Meeting :-**

01. The committee discussed about the Policy & Procedures of the College Library presented by the Librarian and approved the same for submission to College Academic Council.
02. It is recommended to procure 3 copies of each title (2 for main Library + 01 copy for dept. Library) from the list of books recommended by the faculty (Top 1 to 10 titles in each subject).  
The committee suggested to obtain the list of e books & their price list from Pearson Education, MGH and Springer publishers to recommend the required e books for the Library.
03. The committee proposed to increase the no. of books to be issued to students after the interaction of committee members with the students.
04. The committee suggested to continue the present renewal time for books i.e. one week.
05. The committee recommended to maintain a book reservation system in the Library to enable the students & staff to reserve for books which are in issue.

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06. The committee discussed about Library stock verification and suggested to verify the costly books (costing more than Rs. 500/- per book) instead of verifying all 73,000 books in the Library to save man power and time.

07. The committee suggested to invite Book distributors / Book sellers to arrange Book Exhibition in the College Campus to enable the students to buy the required books.

08. The committee discussed about the usage of e journals (IEEE,ASCE,ASME & Science Direct) being subscribed by the College Library. The committee members have collected the URL details of the e journals from Librarian by email to bring awareness among the students of their depts.

Signatures of the Library Committee members who attended the meeting on 25-07-2018 from 2.30 PM to 4.30 PM

S No	Name of the staff member	Designation	Department	Signature
01	Dr. Ch. Lakshmi Srinivas	Professor	Mechanical Engg.	<i>Ch. Lakshmi</i>
02	Mrs. J. Venkata Lakshmi	Associate Professor	EIE	<i>J. Venkata Lakshmi</i>
03	Mr. S. Ganapathi Prasad	Asst. Professor	Civil Engg.	<i>S. Ganapathi Prasad</i>
04	Mr. P. Vasudeva Reddy	Asst. Professor	ECE	<i>P. Vasudeva Reddy</i>
05	Mrs. K. Kamala Devi	Asst. Professor	EEE	<i>K. Kamala Devi</i>
06	Mrs. Ch. Mangamma	Asst. Professor	CSE	<i>Ch. Mangamma</i>
07	Mr. M. Praveen Kumar	Asst. Professor	IT	<i>M. Praveen Kumar</i>
08	Mrs. N. Sudha Rani	Asst. Professor	Chemical Engg.	<i>N. Sudha Rani</i>
09	Mr. P. V. Koteswara Rao	Asst. Professor	MCA	<i>P. V. Koteswara Rao</i>
10	Dr. K. Prasada Rao	Asst. Professor	Chemistry	<i>Dr. K. Prasada Rao</i>
11	Mr. S. L. V. Mallikarjun	Asst. Professor	Physics	<i>S. L. V. Mallikarjun</i>
12	Mrs. M. Srujana	Asst. Professor	Maths	<i>M. Srujana</i>
13	Mrs. K. Venkata Lakshmi	Asst. Professor	English	<i>K. Venkata Lakshmi</i>
14	Mr. A. Rama Mohana Rao <b>Member Secretary</b>	Librarian	Library	<i>A. Rama Mohana Rao</i>

Encl: The Policy & Procedures of the College Library.

Copy to:

- 1) The Principal
- 2) The Academic Adviser
- 3) Individual members of the Library Committee
- 4) Librarian

#LC18/3(AC)

To  
Library

*S. R. M.*

30/07/2018

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