

AY 2017-2018



AY-2017-2018

LIBRARY COMMITTEE

Date: 19.06.2017.

The Library Advisory Committee has been constituted for advising, developing and monitoring policies for the overall development of the library in terms of collection development, processing, storage and retrieval of information. This advisory committee members will be change once in three academic years i.e (2016-2017, 2017-2018, and 2018-2019). The committee will meet four times in every academic year.

The committee reviews and recommends for formulation of relevant policies with a particular attention to the collection, budget and distribution of resources among academic divisions and branches. The library committee provides a channel of communication between library, faculty, staff and students, facilitating an academic interaction conducive to enhancement of learning.

The library committee will look into the matters relating to library such as inviting indents from faculty members for books, journals, and other learning resources including e-resources; Facilities provided for smooth and effective functioning of library like ventilation, seating, power supply, internet; and service provided for effective utilization of library resources like library orientation for freshers, career guidance for senior students.

Library committee will work in coordination with all the departments and committees functioning for the academic as well as professional development of students and faculty.

The following are the responsibilities:

Library committee will support in:

- Budget preparation and allocation of funds for all departments while purchasing books and other reading materials
- Improving collection development
- Conducting library orientation and information literacy programmes for students and faculty members
- Membership in professional organizations and associations, like R& D, INFLIBNET, IITs, Foreign libraries, and industry if possible
- Maintain Book Bank Scheme facility for weaker sections
- To maintain the records of issues and return of books accurately.
- To display new arrivals of books and journals for information to staff and students with
- Coordinate with faculty members for putting special focus on toppers and below average students

(PTO)

- Cultivating reading habits among students, faculty and staff members
- weeding out unused and most damaged books
- Converting potential users into habitual readers
- Application of ICT in all areas of library including library automation software
- Providing library search facility i.e.OPAC to all departments with the aid of LAN or WAN.

Committee Members:

S.No	Membership	Name of the Member	Branch
1	Library Chairman	Prof. Dr. G.Subba Rao	Principal
2	Library Convener	SD. G. Aswiya Begum	Dept of S&H
3	Library Secretary	Ch.Veeranjaneyulu	Librarian
4	Member	B. Anuradha	Dept of S & H
5	Member	P. Sreenivasulu	Dept of MECH
6	Member	V. Kathayani	Dept of MECH
7	Member	SK. Nadhim	Dept of CIVIL
8	Member	K. Ramana Reddy	Dept of CIVIL
9	Member	K.V. Ramana Reddy	Dept of EEE
10	Member	P.Raghava Reddy	Dept of ECE
11	Member	Y.Mallikarjuna	Dept of ECE
12	Member	SK. Mymoon	Dept of CSE
13	Member	S. Suseela	Dept of CSE
14	Student Member	M. Gunasekhar	152U1A0322 MECH
15	Student Member	Shaik. Akhil	152U1A0182 CIVIL
16	Student Member	D. Lakshmi Aiswarya	152U1A0212 EEE
17	Student Member	D. SAI MOHAN	132U1A0426 ECE
18	Student Member	S.V. Roopa Rani	152U1A05A3 CSE


 19/06/2017
 Library Secretary


 Library Chairman



GEETHANJALI INSTITUTE OF SCIENCE & TECHNOLOGY
(Approved by AICTE, New Delhi & Affiliated to JNTUA, Anantapur)
Gangavaram (V), Kovur(M), SPSR Nellore (Dt), AP, India- 524137, www.gist.edu.in

AY-2017-2018

Date: 27.06.2017

CIRCULAR

All the library committee members are informed to attend the library meeting on central library by 12:40 PM on 28.06.2017 for support the smooth running of the library. And also give your valuable suggestions and new innovative ideas for the further development of our college Central Library.

SD. G. A. 27/06/2017
Library Convener

CC to:

Secretary/correspondent for information

Principal for information

Second Shift Diploma principal for information

All HODs

All the committee members for circulation

cc. [Signature] [Signature]
[Signature] P. Juthu [Signature]
K. V. [Signature] [Signature]
[Signature] [Signature]
[Signature] [Signature]



AY-2017-2018

Nellore

Date: 28.06.2017

Minutes of the meeting GIST College Central Library advisory committee 2017-2018 held on 28.06.2017 at 12:40 in Central Library

AGENDA:

Dr. Ch. Veeranjanyulu Librarian & Member secretary of Central Library welcomed the members to the meeting. On this day, the meeting was chaired by the Prof Dr. G. Subba rao, Principal and SD.G. Aswiya Begum, convener attended by all members of the library committee.

1. To present the status of the library.
2. Procurement of new titles for odd semester.
3. Conducting orientation program to all the newly joined students.
4. Discussion about the SC Book Bank Scheme.
5. Discussion about Requirement of Racks for books
6. Discussion about Requirement of Books Trolley.
7. Any other points with the permission of the chair.

S.No	Membership	Name of the Member	Branch	Signature
1	Library Chairman	Prof. Dr. G.Subba Rao	Principal	
2	Library Convener	SD. G. Aswiya Begum	Dept of S&H	
3	Library Secretary	Ch. Veeranjanyulu	Librarian	
4	Member	B. Anuradha	Dept of S & H	
5	Member	P. Sreenivasulu	Dept of MECH	
6	Member	V. Kathayani	Dept of MECH	
7	Member	SK. Nadhim	Dept of CIVIL	
8	Member	K. Ramana Reddy	Dept of CIVIL	
9	Member	K.V. Ramana Reddy	Dept of EEE	
10	Member	P.Raghava Reddy	Dept of ECE	
11	Member	Y.Mallikarjuna	Dept of ECE	
12	Member	SK. Mymoon	Dept of CSE	
13	Member	S. Suseela	Dept of CSE	
14	Student Member	M. Gunasekhar	152U1A0322 MECH	
15	Student Member	Shaik. Akhil	152U1A0182 CIVIL	
16	Student Member	D. Lakshmi Aiswarya	152U1A0212 EEE	
17	Student Member	D. SAI MOHAN	132U1A0426 ECE	
18	Student Member	S.V. Roopa Rani	152U1A05A3 CSE	

ACTIONS TAKEN REPORT

1. Librarian presented the present status of the library.
2. To place order for procurement of books as per the suggestions/requisitions received from HODs, faculty in each department.
3. Conducting of Orientation Program for newly joined students.
4. Issue of books for SC Book Bank Scheme for the Odd semester.
5. Chairman of the Library Committee accepted to purchase of additional book racks.
6. Permission given for books trolley for arranging the returned in the racks.



Library Secretary


Library Convener



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AY-2017-2018

Date: 14.09.2017

CIRCULAR

All the library committee members are informed to attend the library meeting on central library by 3.30 PM on 15.09.2017 for support the smooth running of the library. And also give your valuable suggestions and new innovative ideas for the further development of our college Central Library.

SD. G. R. S.
14/9/2017
Library Convener

CC to:

Secretary/correspondent for information

Principal for information

Second Shift Diploma principal for information

All HODs

All the committee members for circulation

[Signature]

K.V.P.

[Signature]
[Signature]

K.V.P.

[Signature] *Ushin*

Uc.

P. Guler

[Signature]



AY-2017-2018

Nellore

Date: 15. 09.2017

Minutes of the meeting GIST college Central Library advisory committee 2017-2018 held on 15.09.2017 at 3:30 PM in Central Library.

Mr. CH. Veeranjanyulu Librarian & Member secretary of Central Library welcomed the members to the meeting. On this day, the meeting was chaired by the Prof Dr. G. Subbarao, Principal and SD.G. Aswiya Begum, convener attended by all members of the library committee.

AGENDA:

1. Discuss about the previous meeting agenda.
2. Pending list of new titles.
3. Discussion about UPS for circulation counter.
4. AMC for AutoLib (ILMS) software.
5. Any other points with the permission of the chair.

S.No	Membership	Name of the Member	Branch	Signature
1	Library Chairman	Prof. Dr. G.Subba Rao	Principal	
2	Library Convener	SD. G. Aswiya Begum	Dept of S&H	SD G Aswiya Begum 15/09/2017
3	Library Secretary	Ch.Veeranjanyulu	Librarian	Ch Veeranjanyulu 15/09/2017
4	Member	B. Anuradha	Dept of S & H	B Anuradha 15/09/2017
5	Member	P. Sreenivasulu	Dept of MECH	P Sreenivasulu 15/09/2017
6	Member	V. Kathayani	Dept of MECH	V Kathayani 15/09/2017
7	Member	SK. Nadhim	Dept of CIVIL	SK Nadhim 15/09/2017
8	Member	K. Ramana Reddy	Dept of CIVIL	K Ramana Reddy 15/09/2017
9	Member	K.V. Ramana Reddy	Dept of EEE	K V Ramana Reddy 15/09/2017
10	Member	P.Raghava Reddy	Dept of ECE	P Raghava Reddy 15/09/2017
11	Member	Y.Mallikarjuna	Dept of ECE	Y Mallikarjuna 15/09/2017
12	Member	SK. Mymoon	Dept of CSE	SK Mymoon 15/09/2017
13	Member	S. Suseela	Dept of CSE	S Suseela 15/09/2017
14	Student Member	M. Gunasekhar	152U1A0322 MECH	M Gunasekhar 15/09/2017
15	Student Member	Shaik. Akhil	152U1A0182 CIVIL	Shaik Akhil 15/09/2017
16	Student Member	D. Lakshmi Aiswarya	152U1A0212 EEE	D Lakshmi Aiswarya 15/09/2017
17	Student Member	D. SAI MOHAN	132U1A0426 ECE	D Sai Mohan 15/09/2017
18	Student Member	S.V. Roopa Rani	152U1A05A3 CSE	S.V. Roopa Rani 15/09/2017

ACTIONS TAKEN REPORT

1. Librarian presented the present status of the library.
2. Discussed about place the pending books procurement.
3. Permission given for two UPS for circulation counter for smooth running of library.
4. Sanctioning of AMC for AutoLib (ILMS) payment for the year 2018.


15/9/2017

Library Secretary

SD. G. A.
16/09/2017
Library Convener



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AY-2017-2018

Date: 28.12.2017

CIRCULAR

All the library committee members are informed to attend the library meeting on central library by 3.40 PM on 29.12.2017 for support the smooth running of the library. And also give your valuable suggestions and new innovative ideas for the further development of our college Central Library.

SD *[Signature]*
Library Convener

CC to:

Secretary/correspondent for information

Principal for information

Second Shift Diploma principal for information

All HODs

All the committee members for circulation

[Signatures]



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AY-2017-2018

Nellore

Date:29.12.2017

Minutes of the meeting GIST college Central Library advisory committee 2017-2018 held on 29.12.2017 at 3.40PM in Central Library.

AGENDA:

Mr. Ch. Veeranjanyulu Librarian & Member secretary of Central Library welcomed the members to the meeting. On this day, the meeting was chaired by the Prof Dr. G. Subbarao, Principal and SD.G. Aswiya Begum, convener attended by all members of the library committee.

1. Discuss about the status of the library.
2. Procurement of books for even semester.
3. Procurement of journals, magazines and e-journals & e- books for the year 2018.
4. Any other points with the permission of the chair.

S.No	Membership	Name of the Member	Branch	Signature
1	Library Chairman	Prof. Dr. G.Subba Rao	Principal	
2	Library Convener	SD. G. Aswiya Begum	Dept of S&H	SD G Aswiya Begum 29/12/2017
3	Library Secretary	Ch.Veeranjanyulu	Librarian	Ch. Veeranjanyulu 29/12/2017
4	Member	B. Anuradha	Dept of S & H	B. Anuradha 29/12/17
5	Member	P. Sreenivasulu	Dept of MECH	P. Sreenivasulu 29/12/17
6	Member	V. Kathayani	Dept of MECH	V. Kathayani 29/12/17
7	Member	SK. Nadhim	Dept of CIVIL	SK. Nadhim 29/12/2017
8	Member	K. Ramana Reddy	Dept of CIVIL	K. Ramana Reddy 29/12/2017
9	Member	K.V. Ramana Reddy	Dept of EEE	K.V. Ramana Reddy 29/12/17
10	Member	P.Raghava Reddy	Dept of ECE	P. Raghava Reddy 29/12/2017
11	Member	Y.Mallikarjuna	Dept of ECE	Y. Mallikarjuna 29/12/17
12	Member	SK. Mymoon	Dept of CSE	SK. Mymoon 29/12/17
13	Member	S. Suseela	Dept of CSE	S. Suseela 29/12/17
14	Student Member	M. Gunasekhar	152U1A0322 MECH	M. Gunasekhar 29/12/2017
15	Student Member	Shaik. Akhil	152U1A0182 CIVIL	Shaik. Akhil 29/12/2017
16	Student Member	D. Lakshmi Aiswarya	152U1A0212 EEE	D. Lakshmi Aiswarya 29/12/17
17	Student Member	D. SAI MOHAN	132U1A0426 ECE	D. SAI MOHAN 29/12/17
18	Student Member	S.V. Roopa Rani	152U1A05A3 CSE	S.V. Roopa Rani 29/12/17

ACTIONS TAKEN REPORT

1. Librarian explained the status of the library.
2. To place order for procurement of books as per the suggestions/requisitions received from HODs, faculty in each department.
3. Set the last date for Procurement of even Semester books 24.01.2018.
4. Procurement of Six Print Journals for Each Department, Magazines, and DELNET e-resources.
5. The meeting is concluded with thanks to the chair.



29/12/2017

Library Secretary



SD. GA 29/12/17

Library Convener



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AY-2017-2018

Date:19.03.2018

CIRCULAR

All the library committee members are informed to attend the library meeting on central library by 12.40 PM on 20-03-2018 for support the smooth running of the library. And also give your valuable suggestions and new innovative ideas for the further development of our college Central Library.

SD. GAT
19/3/2018
Library Convener

CC to:

Secretary/correspondent for information

Principal for information

Second Shift Diploma principal for information

All HODs

All the committee members for circulation

[Handwritten signatures and initials]
P. J. ...
...
...
K. V. ...
...



AY-2017-2018

Nellore

Date:20. 03.2018

Minutes of the meeting GIST college Central Library advisory committee 2017-2018 held on 20.03.2018 at 12:40 PM in Central Library.

AGENDA:

Mr. Ch. Veeranjanyulu Librarian & Member secretary of Central Library welcomed the members to the meeting. On this day, the meeting was chaired by the Prof Dr. G. Subbarao, Principal and SD.G. Aswiya Begum, convener attended by all members of the library committee.

1. Discussion about the previous minutes of the meeting.
2. Discussion about the present financial year budget i.e 2017-18.
3. Discussion about 18-19 budget proposals.
4. Discussion about additional Barcode scanner.
5. Any other points with the permission of the chair.

S.No	Membership	Name of the Member	Branch	Signature
1	Library Chairman	Prof. Dr. G.Subba Rao	Principal	
2	Library Convener	SD. G. Aswiya Begum	Dept of S&H	SD.G. Aswiya Begum 20/3/2018
3	Library Secretary	Ch.Veeranjanyulu	Librarian	Ch.Veeranjanyulu 20/3/2018
4	Member	B. Anuradha	Dept of S & H	B. Anuradha 20/3/18
5	Member	P. Sreenivasulu	Dept of MECH	P. Sreenivasulu 20/3/18
6	Member	V. Kathayani	Dept of MECH	V. Kathayani 20/3/2018
7	Member	SK. Nadhim	Dept of CIVIL	SK. Nadhim 20/3/2018
8	Member	K. Ramana Reddy	Dept of CIVIL	K. Ramana Reddy 20/3/2018
9	Member	K.V. Ramana Reddy	Dept of EEE	K.V. Ramana Reddy 20/3/2018
10	Member	P.Raghava Reddy	Dept of ECE	P.Raghava Reddy 20/3/2018
11	Member	Y.Mallikarjuna	Dept of ECE	Y.Mallikarjuna 20/3/2018
12	Member	SK. Mymoon	Dept of CSE	SK. Mymoon 20/3/2018
13	Member	S. Suseela	Dept of CSE	S. Suseela 20/3/2018
14	Student Member	M. Gunasekhar	152U1A0322 MECH	M. Gunasekhar 20/3/2018
15	Student Member	Shaik. Akhil	152U1A0182 CIVIL	Shaik. Akhil 20/3/2018
16	Student Member	D. Lakshmi Aiswarya	152U1A0212 EEE	D. Lakshmi Aiswarya 20/3/2018
17	Student Member	D. SAI MOHAN	132U1A0426 ECE	D. SAI MOHAN 20/3/2018
18	Student Member	S.V. Roopa Rani	152U1A05A3 CSE	S.V. Roopa Rani 20/3/18


ACTIONS TAKEN REPORT

1. Discussed about completion of all works whatever point discussed in the previous minutes of the meeting.
2. We have discussed with finance committee regarding spent amount for the year 2017-2018
3. Proposals for the year 2018-2019.
4. Librarian proposed Barcode scanner for e-gate register. Principal sir sanctioned.



20/3/18

Library Secretary



20/3/2018
Library Convener