

**AY 2018-2019**



## **LIBRARY COMMITTEE**

**AY-2018-2019**

Date: 12.06.2018

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 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 purchasing books and other reading materials for all departments
- Improving collection development
- Conducting library orientation and information literacy programmes for 1<sup>st</sup> year students and faculty members
- Maintain Book Bank Scheme facility for weaker sections
- Coordinate with faculty members for putting special focus on toppers and below average students and extend library timings during examinations
- Preparing library annual report
- weeding out unused and most damaged books
- Cultivating reading habits among students, faculty and staff members
- Converting potential users into habitual readers

➤ (PTO)

- Application of ICT in all areas of library including library automation, smart technology and installing Digital Library software
- Providing library search facility i.e OPAC to all students and departments with the aid of internet and intranet.
- Updates library collection including college newsletters and magazines

**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

  
12/06/2018

Library Secretary

  
Library Chairman



**GEETHANJALI INSTITUTE OF SCIENCE & TECHNOLOGY**  
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Gangavaram (V), Kovur(M), SPSR Nellore (Dt), AP, India- 524137, [www.gist.edu.in](http://www.gist.edu.in)

**AY-2018-2019**

Date:25.06.2018

**CIRCULAR**

All the library committee members are informed to attend the library meeting on central library by 12:30 PM on 26.06.2018 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 *[Signature]* 25/06/2018  
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]*  
K.V. *[Signature]* *[Signature]* *[Signature]*  
*[Signature]* *[Signature]* *[Signature]*  
*[Signature]* *[Signature]* *[Signature]*



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**AY-2018-2019**

Nellore

Date: 27.06.2018

**Minutes of the meeting GIST college Central Library advisory committee 2018-2019 held on 27.06.2018 Wednesday at 12:30 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. Subbarao, Principal and SD.G.Aswiya Begum, convener attended by all members of the library committee.

1. Discuss about the Previous Minutes of the Meeting.
2. To present the status of the library.
3. Orientation program for newly joined students.
4. Procurement of new titles for odd semester.
5. Damaged books binding.
6. 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. Conducting of Orientation Program for newly joined students.
3. To place order for procurement of books as per the suggestions/requisitions received from HODs, faculty in each department.
4. Set the last date for Procurement of odd Semester books 19.07.2018.
5. Discussed and permission given for 530 damaged library books.

  
27/06/2018

Library Secretary

  
27/6/2018  
Library Convener



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**AY-2018-2019**

Date: 21.09.2018

**CIRCULAR**

All the library committee members are informed to attend the library meeting on central library by 03:00 PM on 22.09.2018 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. *[Signature]*  
21/9/2018  
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]*  
K. V. *[Signature]*  
P. *[Signature]*  
J. *[Signature]*  
U. *[Signature]*  
N. *[Signature]*  
S. *[Signature]*  
P. *[Signature]*



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**AY-2018-2019**

Nellore

Date: 22.09.2018

**Minutes of the meeting GIST college Central Library advisory committee 2018-2019 held on 22.09.2018 Saturday at 03:00 PM 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. Subbarao, Principal and SD.G. Aswiya Begum, convener attended by all members of the library committee.

1. Pending list of new titles for odd semester.
2. AMC for AutoLib Software (ILMS).
3. 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. Discussed for procurement of pending books from various departments.
2. Discussed about AMC for AutoLib Software for the year 2019.
3. The Chairman of the library committee is suggested to follow up the pending books with Supplier.
4. The meeting is concluded with thanks to the chair.



Library Secretary



Library Convener



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**AY-2018-2019**

Date: 27.12.2018

**CIRCULAR**

All the library committee members are informed to attend the library meeting on central library by 04:00 PM on 27.12.2018 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. *[Signature]* 27/12/18  
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

<i>[Signature]</i>	<i>[Signature]</i>
K. V. <i>[Signature]</i>	P. <i>[Signature]</i>
<i>[Signature]</i>	<i>[Signature]</i>
<i>[Signature]</i>	<i>[Signature]</i>
<i>[Signature]</i>	<i>[Signature]</i>
<i>[Signature]</i>	<i>[Signature]</i>



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**AY-2018-2019**

Nellore

Date: 27.12.2018

**Minutes of the meeting GIST college Central Library advisory committee 2018-2019 held on 27.12.2018 Thursday at 04:00 PM 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. Subbarao, Principal and SD.G. Aswiya Begum, convener attended by all members of the library committee.

1. Discuss about the Previous Minutes of the Meeting.
2. To present the status of the library.
3. Procurement of books for even semester.
4. Procurement of journals, magazines and e-journals for the year 2019.
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	
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	
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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. All the committee members discussed about the previous meeting and progress of work Completion.
2. Librarian presented the status of the library.
3. To place order for procurement of books as per the suggestions/requisitions received from HODs, faculty in each department.
5. Set the last date for Procurement of odd Semester books 29.12.2018.
6. The committee and the chair has decided that Procurement of J.Gate e-journals, J-Gate e- Books, DELNET, Six Print Journals for Each Department, and procurement of Magazines.

  
27/12/2018

Library Secretary

SD.   
27/12/2018  
Library Convener



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**AY-2018-2019**

Date: 14.03.2019

**CIRCULAR**

All the library committee members are informed to attend the library meeting on central library by 12:40 PM on 14.03.2019 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. S. S.*  
14/3/2019  
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]*



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**AY-2018-2019**

Nellore

Date: 15.03.2019

**Minutes of the meeting GIST college Central Library advisory committee 2018-2019 held on 15.03.2019 Friday at 12:40 PM 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. 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 2018-19.
3. Discussion about 19-20 budget proposals.
4. Any other points with the permission of the chair.

S.No	Membership	Name of the Member	Branch	Signature
1	Libray 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	
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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. 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 2018-2019
3. Proposals for the year 2019-2020.
4. Librarian Discussed with Committee chairperson and committee members to renovation of digital library and additional books racks in the 2019-2020 budget.



15/3/2019

Library Secretary



SD. G. A. 15/3/2019

Library Convener