

AY 2019-2020



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

LIBRARY COMMITTEE

AY-19-20

Date: 14.06.2019

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 act in three academic years (2019-2020, 2020-2021, and 2021-2022). The committee will meet four times in one 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 purchasing books and other reading materials for all departments
- To add more titles every year in consultation with respective department and keeping in view the diversity and norms of controlling agencies.
- Formulates policies such as Library Material Purchase Policy, Book Bank Policy, Remote Login Usage Policy, Weeding out Policy

(PTO)

- Membership in professional organizations and associations, like R& D, INFLIBNET, IITs, Foreign libraries, and industry if possible
- To procure text books in adequate number well in advance before the start of semester in consultation with Department Academic Committee
- Coordinate with faculty members for putting special focus on toppers and below average students and extend library timings during examinations
- Implements open source web based Library Management System
- Providing library search facility i.e OPAC to all students and departments with the aid of internet and intranet.
- To enrich the library by procuring leading national/ international journals.
- To display the renewal dates of all journals and get them renewed in time, to constantly

Committee Members:

S.No	Membership	Name of the Member	Branch
1	Library Chairman	Prof. Dr. G.Subba Rao	Principal
2	Library Convener	Dr. SD.Jeelani Basha	Dept of ECE
3	Library Secretary	Ch.Veeranjaneyulu	Librarian
4	Member	Dr. N. Revathi	Dept of S & H
5	Member	B. Anuradha	Dept of S & H
6	Member	P Sreenivasulu	Dept of MECH
7	Member	P Sai Gowtham	Dept of MECH
8	Member	D. Purushotham	Dept of CIVIL
9	Member	V. Thulasi Ram	Dept of CIVIL
10	Member	CH. Silpi Priyanka	Dept of EEE
11	Member	J Prasad Babu	Dept of ECE
12	Member	R. Sivaiah	Dept of CSE
13	Member	EV. Karthik	Dept of CSE
14	Student Member	N. Balakrishna Chowdary	(ECE – B)
15	Student Member	M. Santhosh Reddy	172U1A0319 MECH
16	Student Member	A Sindhu Priya	172U1A0201 EEE
17	Student Member	P. Vineesha	182U1A0568 CSE
18	Student Member	Batta Lokesh	182U1A0106 CIVIL
19	Student Member	N.SAITEJA	162U1A04A4 ECE


 14/06/2019
 Library Secretary


 Library Chairman



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AY-2019-2020

Date: 05.07.2019

CIRCULAR

All the library committee members are informed to attend the library meeting on central library by 3:30 PM on 06.07.2019 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.


Library Convener

CC to:

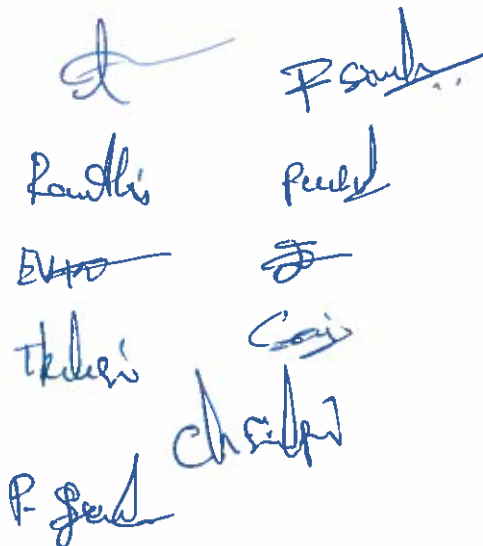
Secretary/correspondent for information

Principal for information

Second Shift Diploma principal for information

All HODs

All the committee members for circulation





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Nellore

Date: 06.07.2019

Minutes of the meeting GIST college Central Library advisory committee 2019-2020 held on 06.07.2019 Wednesday at 03:30 in Central Library

AGENDA:

1. 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 Dr. SD. Jeelan Basha, convener attended by all members of the library committee.
2. The Chairperson of Library Dr. G. Subba Rao, principal to address the new committee members.
3. Discuss about the Previous Minutes of the Meeting.
4. To present the status of the library.
5. Conducting orientation program for newly joined students..
6. Procurement of new titles for odd semester.
7. Regarding SC book bank scheme.
8. 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	Dr. SD.Jeelani Basha	Dept of ECE	
3	Library Secretary	Ch. Veeranjanyulu	Librarian	
4	Member	Dr. N. Revathi	Dept of S & H	
5	Member	B. Anuradha	Dept of S & H	
6	Member	P Sreenivasulu	Dept of MECH	
7	Member	P Sai Gowtham	Dept of MECH	
8	Member	D. Purushottham	Dept of CIVIL	
9	Member	V. Thulasi Ram	Dept of CIVIL	
10	Member	CH. Silpi Priyanka	Dept of EEE	
11	Member	J Prasad Babu	Dept of ECE	
12	Member	R. Sivaiah	Dept of CSE	
13	Member	EV. Karthik	Dept of CSE	
14	Student Member	N. Balakrishna Chowdary	(ECE - B)	
15	Student Member	M. Santhosh Reddy	172U1A0319 MECH	
16	Student Member	A Sindhu Priya	172U1A0201 EEE	
17	Student Member	P. Vineesha	182U1A0568 CSE	
18	Student Member	Batta Lokesh	182U1A0106 CIVIL	
19	Student Member	N.SAITEJA	162U1A04A4 ECE	

ACTIONS TAKEN REPORT

1. The Chairperson of Library Dr. G. Subba Rao, Principal addressed the elected new committee members and convener of library for the next three academic years i.e. 2019-2020, 2020-2021, 2021-2022.
2. Explained library policies and procedures of the Central Library.
3. Librarian presented the present status of the library.
4. Conducting of Orientation Program for newly joined students.
5. To place order for procurement of books as per the suggestions/requisitions received from HODs, faculty in each department.
6. Set the last date for Procurement of odd Semester books 29.08.2019
7. Discussed SC Book Bank Scheme how the library is maintaining the records.


6/7/2019
Library Secretary


Library Convener



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AY-2019-2020

Date: 30.09.2019

CIRCULAR

All the library committee members are informed to attend the library meeting on central library by 12.40 PM on 01.10.2019 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.


Library Convener

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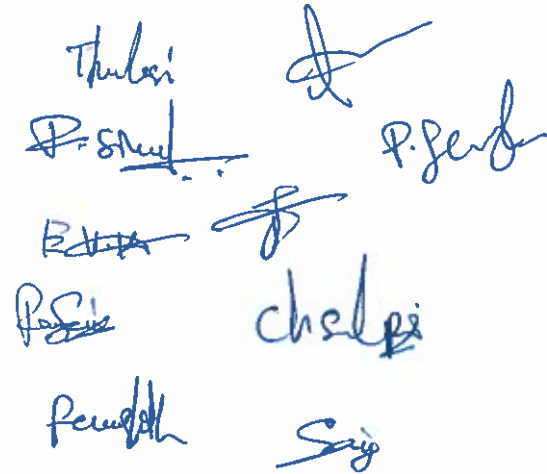
Secretary/correspondent for information

Principal for information

Second Shift Diploma principal for information

All HODs

All the committee members for circulation


Thulasi
P. Suresh
P. Suresh
R. Suresh
P. Suresh
P. Suresh
P. Suresh
P. Suresh
P. Suresh
P. Suresh



AY-2019-2020

Nellore

Date: 01.10.2019





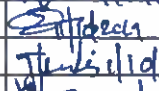
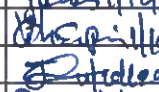
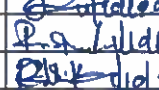
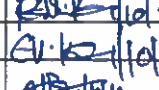
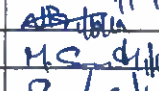
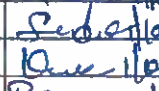
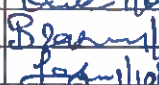








Minutes of the meeting GIST college Central Library advisory committee 2019-2020 held on 01.10.2019 Tuesday at 12:40 PM in Central Library.

AGENDA:

Ch. Sreedhar 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 Dr. SD. Jeelan Basha, convener attended by all members of the library committee.

Discuss about the Previous Minutes of the Meeting.

1. To present the status of the library.
2. Pending list of new titles.
3. Discussion about renovation of Central Library.
4. Discussion about major and minor equipments.
5. Requirement of two additional computers.
6. AMC of AutoLib (ILMS) software.
7. Damaged books and back volumes for binding .
8. Any other points with the permission of the chair.

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1	Library Chairman	Prof. Dr. G.Subba Rao	Principal	
2	Library Convener	Dr. SD.Jeelani Basha	Dept of ECE	
3	Library Secretary	Ch.Sreedhar	Librarian	
4	Member	Dr. N. Revathi	Dept of S & H	
5	Member	B. Anuradha	Dept of S & H	
6	Member	P Sreenivasulu	Dept of MECH	
7	Member	P Sai Gowtham	Dept of MECH	
8	Member	D. Purushottham	Dept of CIVIL	
9	Member	V. Thulasi Ram	Dept of CIVIL	
10	Member	CH. Silpi Priyanka	Dept of EEE	
11	Member	J Prasad Babu	Dept of ECE	
12	Member	R. Sivaiah	Dept of CSE	
13	Member	EV. Karthik	Dept of CSE	
14	Student Member	N. Balakrishna Chowdary	(ECE - B)	
15	Student Member	M. Santhosh Reddy	172U1A0319 MECH	
16	Student Member	A Sindhu Priya	172U1A0201 EEE	
17	Student Member	P. Vineesha	182U1A0568 CSE	
18	Student Member	Batta Lokesh	182U1A0106 CIVIL	
19	Student Member	N.SAITEJA	162U1A04A4 ECE	

ACTIONS TAKEN REPORT

1. Librarian explained the present status of central library.
2. Discussed about pending R19 new regulation titles.
3. Discussed about Renovation of Digital Library, library quotation boards.
4. Discussed about Library racks and book stoppers.
5. Purchase of two computers for E-GATE and OPAC.
6. Discussed about AMC of ILMS software for the year 2020.
7. The meeting is concluded with thanks to the chair.
8. Librarian puts proposal for damaged books and Back Volumes binding. The chairperson gave permission.


Library Secretary


Library Convener



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AY-2019-2020

Date: 27.12.2019

CIRCULAR

All the library committee members are informed to attend the library meeting on central library by 03.00 PM on 28.12.2019 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.


Library Convener

CC to:

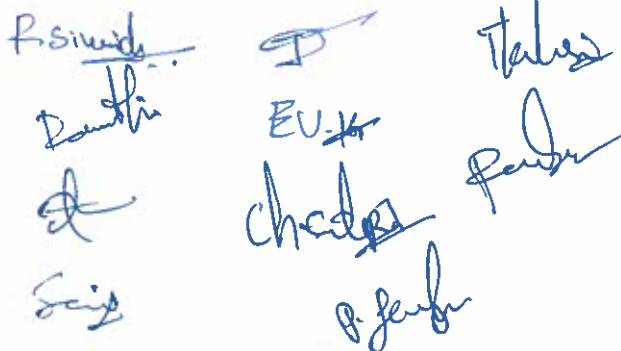
Secretary/correspondent for information

Principal for information

Second Shift Diploma principal for information

All HODs

All the committee members for circulation





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AY-2019-2020

Nellore

Date: 28.12.2019

Minutes of the meeting GIST college Central Library advisory committee 2019-2020 held on 28.12.2019 Friday at 03:00 PM in Central Library.

AGENDA:

Ch. Sreedhar 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 Dr. SD. Jeelan Basha, convener attended by all members of the library committee.

1. To present the status of the library.
2. Discussion about previous minutes of the meeting.
3. Procurement of books for even semester.
4. Procurement of journals, magazines and e-journals & e- books for the year 2020.
5. Proposal of Centralized UPS for Central Library.
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	Dr. SD.Jeelani Basha	Dept of ECE	
3	Library Secretary	Ch.Sreedhar	Librarian	
4	Member	Dr. N. Revathi	Dept of S & H	
5	Member	B. Anuradha	Dept of S & H	
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17	Student Member	P. Vineesha	182U1A0568 CSE	
18	Student Member	Batta Lokesh	182U1A0106 CIVIL	
19	Student Member	N.SAITEJA	162U1A04A4 ECE	

ACTIONS TAKEN REPORT

1. Librarian presents 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 02.01.2020
4. Requirement of e-Journals, Print Journals and Magazines for the year 2020. Procurement of JNTUA Consortium J.Gate, Taylor&Francis, DELNET, N-List. Six Print Journals for Each Department. and Magazines.
5. Requirement of Central UPS for smooth running of library. The chairperson agreed to discuss with the Management.


Library Secretary


Library Convener



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AY-2019-2020

Date: 12.03.2020

CIRCULAR

All the library committee members are informed to attend the library meeting on central library by 03:30 PM on 13.03.2020 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.


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























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AY-2019-2020

Date: 12.03.2020

Minutes of the meeting GIST college Central Library advisory committee 2019-2020 held on 13.03.2020 Friday at 03:30 PM in Central Library.

AGENDA:

AGENDA:

Ch. Sreedhar Librarian and 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 Dr. SD. Jeelan Basha, 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 2019-20.
3. Discussion about 20-21 budget proposals.
4. Discussion about SC Book Bank books received form Deputy Director Social Welfare, Nellore.
5. Any other points with the permission of the chair.

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1	Library Chairman	Prof. Dr. G.Subba Rao	Principal	
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18	Student Member	Batta Lokesh	182U1A0106 CIVIL	
19	Student Member	N.SAITEJA	162U1A04A4 ECE	

ACTIONS TAKEN REPORT

1. Completed all the works whatever point discussed in the previous minutes of the meeting.
2. Discussed with finance committee regarding spent amount for the year 2019-2020.
3. Budget Proposals for the year 2020-2021.
4. Check the books and entered the SC Book Bank Accession Register and ready for circulation.


Library Secretary


Library Convener