

AY 2020-2021



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-2020-21

Date: 02.06.2020

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

- 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

Library Committee Members

S.No	Membership	Name of the Member	Branch
1	Library Chairman	Prof. Dr. G.Subba Rao	Principal
2	Library Convener	Dr. SD.Jeelan Basha	Dept of ECE
3	Library Secretary	Ch.Sreedhar	Librarian
4	Member	B. Anuradha	Dept of S & H
5	Member	P Sreenivasulu	Dept of MECH
6	Member	M.Gurusamy	Dept of CIVIL
7	Member	Ms Silpi Priyanka	Dept of EEE
8	Member	R. Sivaiah	Dept of CSE
9	Student Member	N. Balakrishna Chowdary	(ECE – B)
10	Student Member	M. Santhosh Reddy	172U1A0319 MECH
11	Student Member	A Sindhu Priya	172U1A0201 EEE
12	Student Member	P. Vineesha	182U1A0568 CSE
13	Student Member	Batta Lokesh	182U1A0106 CIVIL
14	Student Member	P. Boneesha	172U1A0440 ECE


Library Secretary


Library Chairman



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AY-2020-2021

Date: 23.09.2020

CIRCULAR

All the library committee members are informed due to corona situations (Covid 19 Pandemic) we are unable to conduct the library committee meeting in June 2020. We are going to conduct the committee meeting with taking precautionary measurements and maintaining of social distance on 24.09.2020. All the Committee members attend the library meeting on central library by 2:00 PM on 24.09.2020 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.

Note: We are not inviting the student members due to pandemic situations and we are taking suggestions through telephonic discussions.


27/9/20
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-2020-2021

Nellore

Date: 24.09.2020

Minutes of the meeting GIST College Central Library advisory committee 2020-2021 held on 24.09.2020 Thursday at 2:00 in Central Library

AGENDA:

1. 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.
2. Discuss about the Previous Minutes of the Meeting.
3. To present the status of the library.
4. To discuss on the books circulations to the students to maintain social distance with taking hygienic Precautions.
5. To discuss about to observe while using digital library and reading section students and staff Should maintain the social distance.
6. Procurement of new titles for odd semester.
7. 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.Jeelan 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	M.Gurusamy	Dept of CIVIL	
8	Member	M. Rajesh	Dept of EEE	
9	Member	V.Sai kishore	Dept of ECE	
10	Member	R. Sivaiah	Dept of CSE	
11	Member	Chandrakala	Dept of CSE	
12	Student Member	N. Balakrishna Chowdary	(ECE - B)	
13	Student Member	M. Santhosh Reddy	172U1A0319 MECH	
14	Student Member	A Sindhu Priya	172U1A0201 EEE	
15	Student Member	P. Vineesha	182U1A0568 CSE	
16	Student Member	Batta Lokesh	182U1A0106 CIVIL	
17	Student Member	P. Boneesha	172U1A0440 ECE	

ACTIONS TAKEN REPORT

1. Librarian presented the present status of the library.
2. Maintaining social distance and taking precautionary measurements like hand sanitizers and wearing masks while entering into the library.
3. To maintain the Social distance we have reduced 50% seating capacity.
4. To place order for procurement of books as per the suggestions/requisitions received from HODs, faculty and students of different departments.
5. Set the last date for Procurement of odd Semester books 30.09.2020.


Library Secretary


Library Convener



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AY-2020-2021

Date: 03.12.2020

CIRCULAR

We are going to conduct the committee meeting with taking precautionary measurements and maintaining of social distance on 04.12.2020. All the Committee members attend the library meeting on central library by 12:00 PM on 04.12.2020 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-2020-2021

Nellore

Date: 04.12.2020

Minutes of the meeting GIST College Central Library advisory committee 2020-2021 held on 04.12.2020 Friday at 12:00 PM in Central Library.

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. Discussed about the previous minutes of the meeting.
2. Conducting orientation program to all staff to update Central Library developments and Orientation program for newly joined students.
3. To discuss with the stock verification committee convener to conduct stock verification for the A.Y 2020-21 from 07.12.2020
4. Procurement of e-Journals, Print Journals and Magazines for the year 2021.
5. AMC for ILMS AutoLib Software
6. Discussed about glasses on all library reading tables.
7. Any other points with the permission of the chair.

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5	Member	P Sreenivasulu	Dept of MECH	
6	Member	M.Gurusamy	Dept of CIVIL	
7	Member	M. Rajesh	Dept of EEE	
8	Member	V.Sai kishore	Dept of ECE	
9	Member	R. Sivaiah	Dept of CSE	
10	Member	Chandrakala	Dept of CSE	
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14	Student Member	P. Vineesha	182U1A0568 CSE	
15	Student Member	Batta Lokesh	182U1A0106 CIVIL	
16	Student Member	P. Boneesha	172U1A0440 ECE	

ACTIONS TAKEN REPORT

1. Due to Covid 19 admissions were late , library Orientation Program is conducting for newly joined students in the academic year 2020-2021 with maintaining of social distance.
2. Stock verification for 2020-21 is going to starting from 07.12.2020.
3. Requirement of e-Journals, Print Journals and Magazines for the year 2021. Procurement of JNTUA Consortium J.Gate, DELNET, N-List. Six Print Journals for Each Department.
4. Approval of AutoLib (ILMS) Software AMC for the year 2021.
5. Discussed regarding table glasses with chairperson and agreed to discuss with the management.


Library Secretary


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AY-2020-2021

Date: 03.03.2021

CIRCULAR

We are going to conduct the committee meeting with taking precautionary measurements and maintaining of social distance on 03.03.2021. All the Committee members attend the library meeting on central library by 04:00 PM on 03.03.2021 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.

S. J. L.
03.03.21
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

P. Srinivas *V. Srinivas*
[Signature] *[Signature]*
P. Srinivas *G. Srinivas*
[Signature]



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AY-2020-2021

Nellore

Date: 03.03.2021

Minutes of the meeting GIST College Central Library advisory committee 2020-2021 held on 03.03.2021 Wednesday at 04:00 PM in Central Library.

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 2020-21.
3. Discussion about 21-22 budget proposals.
4. Procurement of Even Semester books.
5. For the promotion of reading habits among students.
6. Discussion about Circulation policy.
7. Any other points with the permission of the chair.

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16	Student Member	P. Boneesha	172U1A0440 ECE	

ACTIONS TAKEN REPORT

1. We have completed all the works whatever point discussed in the previous minutes of the meeting.
2. We have discussed with finance committee regarding spent amount for the year 2020-2021.
3. Proposals for the year 2021-2022.
4. Procurement of books as per the suggestions/requisitions from HODs, faculty and students of Each department. Last date for Procurement of books 25.03.2021.
5. For the promotion of reading habits among students purchase of General, Rare and Competitive books.
6. Implementing circulation of 6 books instead of 3 books for B.Tech Students and 3 books instead of 2 books for Diploma Students, from March 2021 onwards.


Library Secretary


Library Convener