



GEETHANJALI INSTITUTE OF SCIENCE & TECHNOLOGY

Unit of USHODAYA EDUCATIONAL SOCIETY

(Approved by AICTE, New Delhi & Permanently Affiliated to JNTUA, Anantapur)

Accredited with 'A' Grade by NAAC : Accredited by NBA – B.Tech., (ECE, EEE & Mech – 2021-2024)

An ISO 9001:2015 certified Institution: Recognized under Sec. 2(f) of UGC Act, 1956

3rd Mile, Bombay Highway, Gangavaram (V), Kovur(M), SPSR Nellore (Dt), Andhra Pradesh, India- 524137

LIBRARY COMMITTEE

AY-2022-2023

Date: 22.06.2022

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 (2022-2023, 2023-2024, and 2024-2025). 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	Chairman	Prof. Dr. G.Subba Rao	Principal
2	Library Convener	Dr. SK. Nayab Rasool	Dept of S&H
3	Library Secretary	Ch.Sreedhar	Librarian
4	Member	B. Anuradha	Dept of S & H
5	Member	S.Kalyan	Dept of MECH
6	Member	Ms. Silpi Priyanka	Dept of EEE
7	Member	N. Srinivasulu	Dept of CSE
8	Member	V. Radhakrishna	Dept of CIVIL
9	Member	G. Mounika	Dept of ECE
10	Student Member	N. Balakrishna Chowdary	192U1A04AO ECE
11	Student Member	M. Devakumar Reddy	202U5A0409 ECE
12	Student Member	G. Nikhil	202U5A0204 EEE
13	Student Member	B. Sandhya	192U1A0517 CSE
14	Student Member	Kandikattu Bharathi	192U1A0112 CIVIL
15	Student Member	Shaik Shoukath	192U1A0324 MECH
16	Student Member	G. Hemanth Yadav	202U1A3317 AI&ML

C. Sreedhar
22/06/22
Library Secretary

G. Subba Rao
Library Chairman



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AY-2022-2023

Date: 29.06.2022

CIRCULAR

All the Committee members and Department Library Incharges to attend the library Committee meeting on Central Library by 03:00 PM on 30.06.2022 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. Sanyal
Library Convener 29/6/22

CC to:

Secretary/correspondent for information

Principal for information

Second Shift Diploma principal for information

All HODs

All the committee members for circulation

M. Devakumar Reddy
Gr. Secy

V. Nandhakumar
29/6/22

N. Sreenivasulu
29/6/2022

J. J. J.
30/6/22



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AY-2022-2023

Nellore

Date: 30.06.2022

Minutes of the meeting GIST College Central Library advisory committee 2022-2023 held on 30.06.2022 Friday at 3:00 PM 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. SK. Nayab Rasool, convener attended by all members of the library committee.
2. Introduction with new library convener to all the library committee members.
3. Discuss about the Previous Minutes of the Meeting.
4. To present the status of the library.
5. Requirement of Book Racks and Journals Rack for stacking.
6. Procurement of Pending books for Second Semester.
7. Procurement of new titles for odd semester.
8. Any other points with the permission of the chair.

S.No	Membership	Name of the Member	Branch	Signature
1	Chairman	Prof. Dr. G.Subba Rao	Principal	
2	Library Convener	Dr. SK. Nayab Rasool	Dept of S&H	
3	Library Secretary	Ch.Sreedhar	Librarian	
4	Member	B. Anuradha	Dept of S & H	
5	Member	S.Kalyan	Dept of MECH	
6	Member	Ms. Silpi Priyanka	Dept of EEE	
7	Member	N. Srinivasulu	Dept of CSE	
8	Member	V. Radhakrishna	Dept of CIVIL	
9	Member	G. Mounika	Dept of ECE	
10	Student Member	N. Balakrishna Chowdary	192U1A04A0 ECE	
11	Student Member	M. Devakumar Reddy	202U5A0409 ECE	
12	Student Member	G. Nikhil	202U5A0204 EEE	
13	Student Member	B. Sandhya	192U1A0517 CSE	
14	Student Member	Kandikattu Bharathi	192U1A0112 CIVIL	
15	Student Member	Shaik Shoukath	192U1A0324 MECH	
16	Student Member	G. Hemanth Yadav	202U1A3317 AI&ML	

ACTION TAKEN REPORT

1. The Chairman Principal Dr. G. Subba Rao sir Introduced the newly appointed Library Convener to all the committee Members and explained all the Roles and Responsibilities of Library.
2. Librarian presented the present status of the library.
3. Resolved Requirement of Book Racks and Journals Rack for stack, The Chair of the Committee is positively accept our request.
4. Resolved that we have received pending books quotation from supplier and sent we have placed the books order .
5. Resolved that procurement of books as per the suggestions/requisitions received from HODs, aculty and students of different departments.


Library Secretary


Library Convener 30/6/22



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AY-2022-2023

Date: 06.10.2022

CIRCULAR

All the Committee members and Department Library Incharges to attend the library Committee meeting on Central Library by 03:00 PM on 07.10.2022 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. Mayya
Library Convener 06/10/22

CC to:

Secretary/correspondent for information

Director for information

Principal for information

Principal (A) Polytechnic for information

All HODs

All the committee members for circulation

S. Mayya

P. Mayya

V. Mayya

S. Mayya

N. Mayya

P. Mayya



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Ph. No. 08622-212769, E-Mail: geethanjali@gistedu.in, Website: www.gistedu.in

AY-2022-2023

Nellore

Date: 07.10.2022

Minutes of the meeting GIST College Central Library advisory committee 2022-2023 held on 07.10.2022 Thursday at 03:00 PM 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. K. Sundeep Kumar, Principal and Dr. SK. Nayab Rasool 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. Conducting orientation program to all the First Year Newly joined Students to explain the Central Library facilities.
5. AMC for ILMS AutoLib Library Software.
6. Staff requisitions for library books as per odd semester.
7. Procurement of new titles for odd semester.
8. Any other points with the permission of the chair.

Library Committee Members

S.No	Membership	Name of the Member	Branch	Signature
1	Chairman	Prof. Dr. K. Sundeep Kumar	Principal	K. Sundeep Kumar 7/10/22
2	Library Convener	Dr. SK. Nayab Rasool	Dept of S&H	Dr. SK. Nayab Rasool 7/10/22
3	Library Secretary	Ch.Sreedhar	Librarian	Ch.Sreedhar 07/10/22
4	Member	Ms. S. Manasa	Dept of EEE	S. Manasa 7/10/22
5	Member	Mr. V. Radhakrishna	Dept of Civil	V. Radhakrishna 7/10/22
6	Member	Ms. P. Manjula	Dept of Mech	P. Manjula 7/10/22
7	Member	Mrs. B. Anuradha	Dept of S&H	B. Anuradha 7/10/22
8	Member	Mr. N. Sreenivasulu	Dept of CSE	N. Sreenivasulu 7/10/2022
9	Member	Mr. K. Chandrasekhar	Dept of ECE	K. Chandrasekhar 07/10/22
10	Student Member	N. Balakrishna Chowdary	192U1A04A0 ECE	N. Balakrishna Chowdary 7/10/22
11	Student Member	M. Devakumar Reddy	202U5A0409 ECE	M. Devakumar Reddy 7/10/22
12	Student Member	G. Nikhil	202U5A0204 EEE	G. Nikhil 7/10/22
13	Student Member	B. Sandhya	192U1A0517 CSE	B. Sandhya 7/10/22
14	Student Member	Kandikattu Bharathi	192U1A0112 CIVIL	K. Bharathi 7/10/22
15	Student Member	Shaik Shoukath	192U1A0324 MECH	Shaik Shoukath 7/10/22
16	Student Member	G. Hemanth Yadav	202U1A3317 AI&ML	G. Hemanth Yadav 7/10/22

Resolutions:

1. Resolved that the orientation on library for first year 2022-2023 batch students are going to conduct on 26.10.2022.
2. Resolved that the AMC of AutoLib Library ILMS software for the year 2023 is pay on December 2022.
3. Resolved that library books requisitions from staff should received on or before 20.10.2022.
4. Resolved that procurement of new titles for odd semester for the AY 2022-2023, after receiving from staff requisitions without delay we have sent for quotation and finalize the indent from principal for purchase order before October ending 2022.

ACTIONS TAKEN REPORT

1. Librarian presented the present status of the library.
2. Discussed previous minutes of meeting.
3. We have procured pending books purchase order and we have get the books entered in accession register.
4. As per previous minutes of meeting, we have discussed about requirement of books racks for library and we have received Books Racks.


Library Secretary


Library Convener 07/10/22



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AY-2022-2023

Date: 29.12.2022

CIRCULAR

All the library committee members are informed to attend the library meeting on central library by 3:00 PM on 30.12.2022 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. Anand Kumar
Library Convener 29/12/22

CC to:

Secretary/correspondent for information

Principal for information

Second Shift Diploma principal for information

All HODs

All the committee members for circulation

N.S.
S. Anand Kumar
P. Anand Kumar
V. Ashwath
30/12/22
P. Anand Kumar



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AY-2022-2023

Nellore

Date: 30.12.2022

Minutes of the meeting GIST College Central Library advisory committee 2022-2023 held on 30.12.2022 Thursday at 01:15 PM 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. K. Sundeep Kumar, Principal and Dr. SK. Nayab Rasool 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. Stationery requirement for library.
5. Discuss about Pending book.
6. Any other points with the permission of the chair.

Library Committee Members

S.No	Membership	Name of the Member	Branch	Signature
1	Chairman	Prof. Dr. K. Sundeep Kumar	Principal	[Signature]
2	Library Convener	Dr. SK. Nayab Rasool	Dept of S&H	[Signature]
3	Library Secretary	Ch.Sreedhar	Librarian	[Signature]
4	Member	Ms. S. Manasa	Dept of EEE	[Signature]
5	Member	Mr. V. Radhakrishna	Dept of Civil	[Signature]
6	Member	Ms. P. Manjula	Dept of Mech	[Signature]
7	Member	Mrs. B. Anuradha	Dept of S&H	[Signature]
8	Member	Mr. N. Sreenivasulu	Dept of CSE	[Signature]
9	Member	Mr. K. Chandrasekhar	Dept of ECE	[Signature]
10	Student Member	N. Balakrishna Chowdary	192U1A04A0 ECE	[Signature]
11	Student Member	M. Devakumar Reddy	202U5A0409 ECE	[Signature]
12	Student Member	G. Nikhil	202U5A0204 EEE	[Signature]
13	Student Member	B. Sandhya	192U1A0517 CSE	[Signature]
14	Student Member	Kandikattu Bharathi	192U1A0112 CIVIL	[Signature]
15	Student Member	Shaik Shoukath	192U1A0324 MECH	[Signature]
16	Student Member	G. Hemanth Yadav	202U1A3317 AI&ML	[Signature]

Resolutions:

1. Resolved that requirement of library stationery like general items.
2. Resolved that pending books order.

ACTIONS TAKEN REPORT

1. We have completed all the works whatever point discussed in the previous minutes of the meeting.
2. Librarian presented the present status of the library.
3. Discussed previous minutes of meeting.
4. We have Conducted Library orientation classes through PPT presentation and in library premises. We have conducted department wise from 07.11.2022 to 10.11.2022 each orientation conducted one hour . And we have taken Library Orientation Feedback report and also we are maintaining outcome report.
5. We have paid AMC for AutoLib Software for year 2023 on 15.12.2022.
6. We have procure for I semester books and we got the 60% of the books for remaining books we are doing regular follow up by phone to supplier.


Library Secretary


Library Convener 30/12/22



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Ph. No. 08622-212769, E-Mail: geethanjali@gist.edu.in, Website: www.gist.edu.in

AY-2022-2023

Date: 28.03.2023

CIRCULAR

All the library committee members are informed to attend the library meeting on central library by 3:00 PM on 29.03.2023 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. Jayachandran 28/3/23
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. S. S. S. 29/3/23

N. S. S. 29/3/2023

V. Madhukrishna
29/3/23

P. S. S. S. 29/3/23

P. S. S. S. 29/3/23



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AY-2022-2023

Nellore






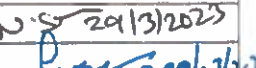




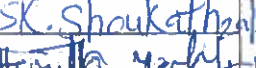





Date: 29.03.2023

Minutes of the meeting GIST College Central Library advisory committee 2022-2023 held on 29.03.2023 Thursday at 03:00 PM 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. K. Sundeep Kumar, Principal and Dr. SK. Nayab Rasool 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.
5. Discuss about utilization of budget for Books and Journals in 2022-2023.
6. Library budget proposals for 2023-2024.
7. Staff indents for library books as per even semester.
8. Procurement of new titles for even semester.
9. Any other points with the permission of the chair.

Library Committee Members


S.No	Membership	Name of the Member	Branch	Signature
1	Chairman	Prof. Dr. K. Sundeep Kumar	Principal	
2	Library Convener	Dr. SK. Nayab Rasool	Dept of S&H	
3	Library Secretary	Ch.Sreedhar	Librarian	
4	Member	Ms. S. Manasa	Dept of EEE	
5	Member	Mr. V. Radhakrishna	Dept of Civil	
6	Member	Ms. P. Manjula	Dept of Mech	
7	Member	Mrs. B. Anuradha	Dept of S&H	
8	Member	Mr. N. Sreenivasulu	Dept of CSE	
9	Member	Mr. K. Chandrasekhar	Dept of ECE	
10	Student Member	N. Balakrishna Chowdary	192U1A04A0 ECE	
11	Student Member	M. Devakumar Reddy	202U5A0409 ECE	
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14	Student Member	Kandikattu Bharathi	192U1A0112 CIVIL	
15	Student Member	Shaik Shoukath	192U1A0324 MECH	
16	Student Member	G. Hemanth Yadav	202U1A3317 AI&ML	

Resolutions:

1. Resolved that requirement of library stationery like general items and also discussed with respected chair of the meeting regarding Barcode labels and Barcode Printer Ribbons and he accepted and gave permission for purchase.
2. Resolved that budget utilization for books and journals in the year 2022-2023, we have spent amount for Book: 3,50,920/- and for Journals including Print and e-Journals and Magazines: 2,09,029/-
3. Resolved that library budget proposals for books 4,00,000/- and journals 2,50,000/- for the year 2023-2024.
4. Resolved that we have sent II semester Staff indents on 21.02.2023 and they have informed to submit the indents before 01.03.2023, after receive the indent we have to finalize by the principal and send for quotation on or before 05.03.2023. Purchase order will be send before 10.03.2023.
5. Resolved that pending books order.

ACTIONS TAKEN REPORT

1. We had completed all the works whatever point discussed in the previous minutes of the meeting.
2. Librarian presented the present status of the library.
3. Discussed previous minutes of meeting.
4. As permission from Principal Sir, we put Stationery indent No: 299, Dt: 24.01.2023 and we had Received the stationery Barcode Printer Ribbon and Barcode Labels from AutoLib Softwar Systems, Chennai Invoice No: AS/2223/02/46 Dt: 15.02.2023, and general stationery from Nakoda Stationery Bill No: NS/4253/22-23 Dt: 10.02.2023.
5. We had sent reminder to the supplier regarding pending books on 02.03.2023.


Library Secretary


Library Convener