



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

## LIBRARY COMMITTEE

AY-2023-2024

Date: 20.06.2023

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 roles and responsibilities:**

### **Library committee will support in:**

The roles and responsibilities of library committee may vary depending on the institution and its policies. However, here are some common roles and responsibilities associated with library committee:

- **Policy Development:** Developing and reviewing library policies related to collection development, circulation, user services, information literacy, and other areas of library operations. This includes ensuring alignment with the goals and objectives of the college.
- **Budgeting and Resource Allocation:** Participating in the budget planning process for the library, including identifying resource needs, prioritizing expenditures, and allocating funds for the acquisition of new materials, subscriptions, and technology upgrades.
- **Collection Development and Evaluation:** Assessing the college's curriculum needs and assisting in the selection and evaluation of library materials, both print and electronic, to support teaching, learning, and research. This may involve reviewing collection development policies, considering user feedback, and staying updated with emerging trends and technologies in engineering fields.

- **User Feedback and Advocacy:** Acting as a liaison between library users (faculty, students, and staff) and the library administration. Gathering feedback, suggestions, and concerns from library users and advocating for their needs and interests to ensure the library's services and resources meet their requirements.
- **Strategic Planning:** Contributing to the development and implementation of long-term strategic plans for the library, including setting goals, identifying priorities, and evaluating progress. This may involve considering emerging technologies, evolving user needs, and external factors that impact library services.
- **Assessment and Evaluation:** Monitoring and evaluating the library's performance, services, and resources to ensure efficiency and effectiveness. This includes reviewing usage statistics, conducting surveys, and analyzing user satisfaction to make data-driven decisions for continuous improvement.
- **Collaboration and Partnerships:** Collaborating with other committees, academic departments, and stakeholders within the college to enhance library services, support research initiatives, and promote information literacy.
- **Technology and Infrastructure:** Providing guidance and recommendations on technology-related matters, including the adoption and implementation of library systems, software applications, and digital initiatives. This may include evaluating emerging technologies, facilitating access to electronic resources, and addressing technological challenges.
- **Staff Development:** Supporting the professional development of library staff by identifying training needs, providing opportunities for continuing education, and fostering a culture of excellence and innovation.
- **Communication and Advocacy:** Promoting the library's services, resources, and initiatives within the college community. This includes communicating updates, new acquisitions, and upcoming events through various channels, such as newsletters, websites, and social media.
- 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
- Providing library search facility i.e OPAC to all students and departments with the aid of internet and intranet.

### Library Committee Members

S.No	Name of the Member	Disignation	Branch	Membership
1	Prof. Dr. K. Sundeep Kumar	Principal	CSE	Chairman
2	Dr. SK. Nayab Rasool	Asso.Prof	S&H	Library Convener
3	Ch.Sreedhar	Librarian	S&H	Library Secretary
4	Ms. S. Manasa	Asst.Prof	EEE	Member
5	Mr. V. Radhakrishna	Asst.Prof	CIVIL	Member
6	Ms. P. Manjula	Asst.Prof	MECH	Member
7	Mr. N. Sreenivasulu	Asst.Prof	CSE	Member
8	Mr. K Chandrasekhar	Asst.Prof	ECE	Member
9	Ms. SK. Amrin	Asst.Prof	AI&ML	Member
10	D. Pranai	212U1A3340	AI&ML	Student Member
11	B. Akash	202U1A3305	AI&ML	Student Member
12	S. Venkata Sai Krian Vitesh	212U5A0334	MECH	Student Member
13	CH.Charan Kumar	222U5A0102	CIVIL	Student Member
14	G. Pardhu Vihasith	212U1A0533	CSE	Student Member
15	B. Vijay Priyan	202U1A0511	CSE	Student Member
16	A. Anitha	212U1A0201	EEE	Student Member
17	S. Geethika	212U1A04A9	ECE	Student Member
18	D. Vandana	202U1A0431	ECE	Student Member

*C. Sreedhar*  
20/06/23  
Library Secretary

*S. Chandrasekhar*  
20/6/23  
Library Convener

*K. Sundeep Kumar*  
20/6/23  
Chairman



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JNTUA College Code : 2U

Mob: 9912566220, 9912445846

website : [glist.edu.in](http://glist.edu.in) / e-mail : [geethanjali@gist.edu.in](mailto:geethanjali@gist.edu.in)



AY-2023-2024

Date: 12.07.2023

## CIRCULAR

All The Library Committee Members are informing you about the Library Committee meeting, which is scheduled to take place on 13.07.2023 at 12:00 PM in the Central Library. As members of the Library Committee, your valuable inputs and active participation in these meetings are crucial for the smooth functioning and development of our Central Library. Therefore, I kindly request your presence at the meeting.

### Agenda for the meeting include:

- Approval of the minutes from the previous meeting.
- Discuss about Next Semester (Odd Semester) library books requirement.
- Introduction of new library policies and procedures.
- Conducting Library Orientation program to the newly joined students to explain the Central Library facilities.
- Any other matters raised by committee members.

Your presence and expertise will contribute greatly to the success of this meeting and the overall betterment of our Central Library.

C. Sridh  
12/07/23  
Librarian

S. Raju  
12/7/23  
Library Convener

S.K. Anurag  
12/07/23

CC to:

Secretary/correspondent for information

Principal for information

Principal (A) Polytechnic for information

All HODs

All the committee members for circulation

12/7/23  
12/7/23

12/7/23  
12/7/23

N. Sou  
12/7/2023

12/7/23  
(Civil)

12/7/23



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## AY-2023-2024

Nellore

Date: 13.07.2023

**Minutes of the meeting GIST College Central Library advisory committee 2023-2024 held on 13.07.2023 Thursday at 12:00 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. Sundeep Kumar K, Principal and Dr. SK.Nayab Rasool, convener attended by all members of the library committee.
  - Approval of the minutes from the previous meeting.
  - Discuss about Next Semester (Odd Semester) library books requirement.
  - Introduction of new library policies and procedures.
  - Conducting Library Orientation program to the newly joined students to explain the Central Library facilities.
  - Any other matters raised by committee members.

S.No	Name of the Member	Designation	Branch	Membership	Signature with Date
1	Prof. Dr. K. Sundeep Kumar	Principal	CSE	Chairman	K. Sundeep Kumar 13/07/23
2	Dr. SK. Nayab Rasool	Asso.Prof	S&H	Library Convener	Dr. SK. Nayab Rasool 13/07/23
3	Ch.Sreedhar	Librarian	S&H	Library Secretary	Ch. Sreedhar 13/07/23
4	Ms. S. Manasa	Asst.Prof	EEE	Member	S. Manasa 13/07/23
5	Mr. V. Radhakrishna	Asst.Prof	CIVIL	Member	V. Radhakrishna 13/07/23
6	Ms. P. Manjula	Asst.Prof	MECH	Member	P. Manjula 13/07/23
7	Mr. N. Sreenivasulu	Asst.Prof	CSE	Member	N. Sreenivasulu 13/07/23
8	Mr. K Chandrasekhar	Asst.Prof	ECE	Member	K. Chandrasekhar 13/07/23
9	Ms. SK. Amrin	Lecturer	AI&ML	Member	SK. Amrin 13/07/23
10	D. Pranai	212U1A3340	AI&ML	Student Member	D. Pranai 13/07/23
11	B. Akash	202U1A3305	AI&ML	Student Member	B. Akash 13/07/23
12	S. Venkata Sai Krian Vitesh	212U5A0334	MECH	Student Member	S. Venkata Sai Krian Vitesh 13/07/23
13	CH.Charan Kumar	222U5A0102	CIVIL	Student Member	CH. Charan Kumar 13/07/23
14	G. Pardhu Vihassith	212U1A0533	CSE	Student Member	G. Pardhu Vihassith 13/07/23
15	B. Vijay Priyan	202U1A0511	CSE	Student Member	B. Vijay Priyan 13/07/23
16	A. Anitha	212U1A0201	EEE	Student Member	A. Anitha 13/07/23
17	S. Geethika	212U1A04A9	ECE	Student Member	S. Geethika 13/07/23
18	D. Vandana	202U1A0431	ECE	Student Member	D. Vandana 13/07/23

### Resolutions:

1. Resolved that requirement of Library Books for odd semester requisitions from staff on or before first week of September 2023.
2. The committee chair is explained the library policies and roles and responsibilities to new committee member.
3. Resolved that conducting of library orientation program to all the first year students explaining about library facilities and library resourced like online and print resources.
4. The committee chair is suggested all the department library in-charges, that the department library stock verification might be completed in the month of August 2023.

### Action 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. The librarian explained about the previous year (2022-2023 library budgeted utilized for books Rs: 3,50,920/- and Journals and Magazines Rs: 2,09,029/-
5. The Central Library budgeted proposal for the year 2023-2024 for books, Journals and Magazines is Rs: 6,00,000/- .
6. Even semester books are procured in the month of April 2023 and the 80% for the books received from the supplier.

*C. Sridhar*  
13/07/23  
Library Secretary

*Librarian*

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*S. Jayaprakash*  
13/7/23  
Library Convener



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website : gist.edu.in / e-mail : geethanjali@gist.edu.in



AY-2023-2024

Date: 26.10.2023

## CIRCULAR

All the Committee members and Department Library Incharges to attend the library Committee meeting on Central Library by 12:30 PM on 27.10.2023 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.

### Agenda for the meeting include:

- AMC for ILMS AutoLib Library Software.
- Any other matters raised by committee members.

Your presence and expertise will contribute greatly to the success of this meeting and the overall betterment of our Central Library.

*S. Nageswaraiah* 26/10/23  
Library Convener

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

*[Signature]*  
26/10/2023

*N.S.*  
26/10/23

*V. Nageswaraiah*  
26/10/23

*J. [Signature]*  
26/10/23

*Ch. C.*  
26/10/23



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## AY-2023-2024

Nellore

Date: 27.10.2023

**Minutes of the meeting GIST College Central Library advisory committee 2023-2024 held on 27.10.2023 Friday at 12:30 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. AMC for ILMS AutoLib Library Software.
5. Any other points with the permission of the chair.

### Library Committee Members

S.No	Name of the Member	Designation	Branch	Membership	Signature with Date
1	Prof. Dr. K. Sundeep Kumar	Principal	CSE	Chairman	27/10/23
2	Dr. SK. Nayab Rasool	Asso.Prof	S&H	Library Convener	27/10/23
3	Ch.Sreedhar	Librarian	S&H	Library Secretary	27/10/23
4	Ms. S. Manasa	Asst.Prof	EEE	Member	27/10/2023
5	Mr. V. Radhakrishna	Asst.Prof	CIVIL	Member	27/10/23
6	Mr. J. Hareesh Kumar	Asst.Prof	MECH	Member	27/10/23
7	Mr. N. Sreenivasulu	Asst.Prof	CSE	Member	27/10/23
8	Mr. CH. Suresh	Asst.Prof	ECE	Member	27/10
9	Ms. SK. Amrin	Lecturer	AI&ML	Member	27/10/23
10	D. Pranai	212U1A3340	AI&ML	Student Member	27/10/23
11	B. Akash	202U1A3305	AI&ML	Student Member	27/10/23
12	S. Venkata Sai Krian Vitesh	212U5A0334	MECH	Student Member	27/10/23
13	CH.Charan Kumar	222U5A0102	CIVIL	Student Member	27/10/23
14	G. Pardhu Vihasith	212U1A0533	CSE	Student Member	27/10/23
15	B. Vijay Priyan	202U1A0511	CSE	Student Member	27/10/23
16	A. Anitha	212U1A0201	EEE	Student Member	27/10/23
17	S. Geethika	212U1A04A9	ECE	Student Member	27/10/23
18	D. Vandana	202U1A0431	ECE	Student Member	27/10/23



## Resolutions:

1. Resolved that the AMC of AutoLib Library ILMS software for the year 2023 is pay on December 2023.
2. Resolved that requirement for stationery for Central library.

## 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 for odd Semester on 25.10.2023.
4. The Central Library is conducted the Library Orientation Program through PPT for First Year B.Tech Students from 04.10.2023 to 11.10.2023 to improve the students understanding of library resources and services.
5. The Department library Stock Verification held on 13.09.2023 to 20.09.2023. And Department wise stock verification report was submitted to Principal sir.

*C. Sridhar*  
27/10/23  
Library Secretary

*Librarian*

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*S. D. Prabhakar*  
27/10/23  
Library Convener



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AY-2023-2024

Date: 09.01.2024

## CIRCULAR

All the Committee members and Department Library Incharges to attend the library Committee meeting on Central Library by 12:30 PM on 10.01.2024 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.

### Agenda for the meeting include:

- Library Books requisitions from Staff for Procurement of even semester (II Semester).
- DELNET e-Resource membership for 2024-2025.
- Any other points with the permission of the chair.

Your presence and expertise will contribute greatly to the success of this meeting and the overall betterment of our Central Library.

*S. Manjushree*  
9/10/24  
Library Convener

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. Manjushree*  
9/1/24

*V. Nishalika*  
9/1/24

*cc to*  
9/1/24

*N.S.*  
9/1/24

*J. [Signature]*  
9/1/24



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AY-2023-2024

Nellore

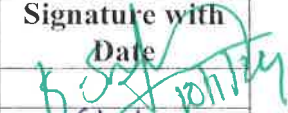
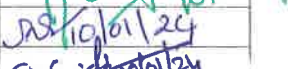



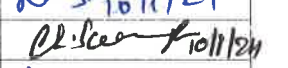
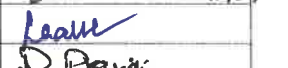


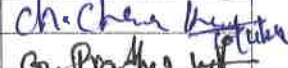
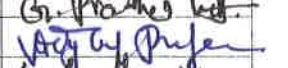
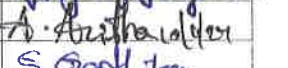
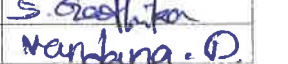





Date: 10.01.2024

**Minutes of the meeting GIST College Central Library advisory committee 2023-2024 held on 10.01.2024 Wednesday at 12:30 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. Library Books requisitions from Staff for Procurement of even semester (II Semester).
5. DELNET e-Resource membership for 2024-2025.
6. Any other points with the permission of the chair.

## Library Committee Members

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1	Prof. Dr. K. Sundeep Kumar	Principal	CSE	Chairman	 10/1/24
2	Dr. SK. Nayab Rasool	Asso.Prof	S&H	Library Convener	 10/01/24
3	Ch. Sreedhar	Librarian	S&II	Library Secretary	 10/01/24
4	Ms. S. Manasa	Asst.Prof	EEE	Member	 10/1/24
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6	Mr. J. Hareesh Kumar	Asst.Prof	MECH	Member	 10/1/24
7	Mr. N. Sreenivasulu	Asst.Prof	CSE	Member	 10/1/24
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17	S. Geethika	212U1A04A9	ECE	Student Member	 10/1/24
18	D. Vandana	202U1A0431	ECE	Student Member	 10/1/24

**Resolutions:**

1. Resolved that Library Books requisitions from Staff for Procurement of even semester (II Semester). And Procurement of New Titles and Volumes.
2. Resolved that DELNET e-Resource membership for 2024-2025.

**ACTIONS TAKEN REPORT**

1. Librarian presented the present status of the library.
2. Discussed previous minutes of meeting.
3. We have paid AMC for AutoLib library Software on 03.01.2024 for the period of 01.01.2024 to 31.12.2024.
4. We are following up with the office staff regarding the need for stationery for the Central Library.

  
Library Secretary

*Librarian*

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Library Convener



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AY-2023-2024

Date: 26.03.2024

## CIRCULAR

All the library committee members are informed to attend the library meeting on central library by 01:15 PM on 27.03.2024 (Wednesday) 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.

### Agenda for the meeting include:

- Discuss about utilization of budget for Books and Journals in 2023-2024.
- Library budget proposals for 2024-2025.
- Subscription for N-List e-journals Subscription and JNTUA Consortium for the year 2024-2025.
- Discuss about print journals subscription for the year 2024-2025 .
- Procurement of new titles for even semester.
- Discussion on library budget.
- Any other points with the permission of the chair

Your presence and expertise will contribute greatly to the success of this meeting and the overall betterment of our Central Library.

*S. Mayyashraam* 26/3/24  
Library Convener

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

*J. A. P.* 26/3/24

*Ch. P.* 26/3/24

*V. Kodhalata*  
26/3/24

*N. Srinivas*  
26/3/24

*S. Manoj*  
27/3/2024



# GEETHANJALI INSTITUTE OF SCIENCE & TECHNOLOGY

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

An ISO 9001 : 2015 Certified Institution

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

3rd Mile, Nellore - Bombay Highway, Gangavaram (V), Kovur (M), S.P.S.R. Nellore Dt, Andhra Pradesh - India. 524 137.

JNTUA College Code : 2U

Mob: 9912566220, 9912445846

website : gist.edu.in / e-mail : geethanjali@gist.edu.in



## AY-2023-2024

Nellore

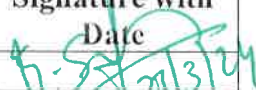
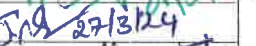









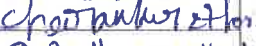


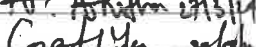


Date: 27.03.2024

Minutes of the meeting GIST College Central Library advisory committee 2023-2024 held on 27.03.2024 Wednesday at 01:15 PM in Central Library

### AGENDA:

1. Ch. Sreedhar, the Librarian, Member Secretary of the Central Library, extended a warm welcome to the attendees of the meeting. The session, presided over by Professor Dr. K. Sundeeep Kumar, the Principal, and facilitated by Dr. SK. Nayab Rasool as the convener.
2. Discuss about the Previous Minutes of the Meeting.
3. To present the status of the library.
4. Discuss about utilization of budget for Books and Journals in 2023-2024.
5. Library budget proposals for 2024-2025.
6. Subscription for N-List e-journals Subscription and JNTUA Consortium for the year 2024-2025.
7. Discuss about print journals subscription for the year 2024-2025 .
8. Procurement of new titles for even semester.
9. Sending reminders to the supplier for irregular journals.
10. Discuss about the pending books from supplier.
11. Any other points with the permission of the chair.

### Library Committee Members

S.No	Name of the Member	Designation	Branch	Membership	Signature with Date
1	Prof. Dr. K. Sundeeep Kumar	Principal	CSE	Chairman	 27/3/24
2	Dr. SK. Nayab Rasool	Asso.Prof	S&H	Library Convener	 27/3/24
3	Ch.Sreedhar	Librarian	S&H	Library Secretary	 27/3/24
4	Ms. S. Manasa	Asst.Prof	EEE	Member	 27/3/2024
5	Mr. V. Radhakrishna	Asst.Prof	CIVIL	Member	 27/3/24
6	Mr. J. Hareesh Kumar	Asst.Prof	MECH	Member	 27/3/24
7	Mr. N. Sreenivasulu	Asst.Prof	CSE	Member	 27/3/24
8	Mr. CH. Suresh	Asst.Prof	ECE	Member	 27/3/24
9	Ms. SK. Amrin	Lecturer	AI&ML	Member	Leave.
10	D. Pranai	212U1A3340	AI&ML	Student Member	 27/3/24
11	B. Akash	202U1A3305	AI&ML	Student Member	 27/3/24
12	S. Venkata Sai Krian Vitesh	212U5A0334	MECH	Student Member	 27/3/24
13	CH.Charan Kumar	222U5A0102	CIVIL	Student Member	 27/3/24
14	G. Pardhu Vihasith	212U1A0533	CSE	Student Member	 27/3/24
15	B. Vijay Priyan	202U1A0511	CSE	Student Member	 27/3/24
16	A. Anitha	212U1A0201	EEE	Student Member	 27/3/24
17	S. Geethika	212U1A04A9	ECE	Student Member	 27/3/24
18	D. Vandana	202U1A0431	ECE	Student Member	 27/3/24

### Resolutions:

1. Resolved that the total number of books purchased in the financial year 2023-2024 is Rs: 1,79,197/-. Our expenditure for journals, encompassing both print and e-journals, as well as magazines, amounts to Rs: 2,29,473/-.
2. Resolved that library budget proposals for books 4,00,000/- and journals 2,50,000/- for the year 2024-2025.
3. Resolved that renewal of e-Resources like N-List, DELNET, and JNTUA Consortium for the year 2024-2025.
4. Resolved that Subscription of Print Journals as per AICTE norms for the year 2024-2025.
5. It was resolved that the second-semester staff indents were dispatched on January 29, 2024. Despite being informed to submit the indents by February 3, 2024, certain departments submitted their requisitions on March 1, 2024. Upon receiving the indents, they must be finalized by the principal and forwarded for quotation by March 5, 2024. The quotation was received on March 11, 2024, and the purchase order was dispatched on March 12, 2024.
6. Resolved that sent reminders to suppliers for non-supply of print journals.
7. 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. Books requisitions from staff for library, sent on 03.02.2024.
5. Subscribed DELNET e-journals for the year 2024-2025 on 01.02.2024.

*C. S. Sridh*  
27/03/24  
Library Secretary

*Librarian*

**GEETHANJALI INSTITUTE OF  
SCIENCE & TECHNOLOGY**  
3rd Mile Nellore Bombay Highway,  
Gangavaram (V), Kovur (M),  
Nellore Dist. (A.P) - 524 137.

*S. Jayaprakash*  
27/03/24  
Library Convener