



# 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.

NTUA College Code : 2U

Mob: 9912566220, 9912445846

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



## LIBRARY COMMITTEE

AY-2024-2025

Date: 23.07.2024

A Library Advisory Committee is essential in engineering college libraries to ensure that the library services meet the diverse needs of students, faculty, and staff. This committee, typically composed of representatives from various academic departments, library staff, and students, plays a crucial role in guiding the development and improvement of library resources and services. By bringing together different perspectives, the committee helps create a library environment that supports the academic and research needs of the entire college community. The 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.

Having a Library Advisory Committee helps in making informed decisions about the acquisition of new books, journals, and digital resources. It ensures that the library's collection remains relevant and up-to-date with the latest advancements in engineering and technology. Additionally, the committee can identify gaps in the existing resources and suggest new books that align with the evolving curriculum and research interests of the students and faculty. This collaborative approach ensures that the library remains a dynamic and integral part of the educational experience.

Moreover, the Library Advisory Committee serves as a bridge between the library staff and the users, facilitating better communication and understanding of library policies and services. It helps in addressing any issues or concerns that users might have, ensuring a more user-friendly and responsive library environment. By involving various stakeholders in the decision-making process, the committee fosters a sense of ownership and engagement among the library users, ultimately leading to more effective and efficient library services.

**The following are the roles and responsibilities:**

### **Roles and Responsibilities of the Library Advisory Committee**

#### **1. Resource Development and Collection Management**

- **Selection and Acquisition:** Recommend and review the selection of new books, journals, databases, and other resources to ensure they meet the academic and research needs of the college.
- **Evaluation:** Periodically evaluate the existing library collection for relevance, usage, and alignment with the curriculum, and suggest weeding out outdated or rarely used materials.
- **Budget Allocation:** Provide input on the allocation of library budgets for various resources and services, ensuring an optimal distribution of funds.

#### **2. Policy Formulation and Implementation**

- **Library Policies:** Develop and review library policies, including borrowing rules, fines, and usage guidelines, to ensure they are fair, clear, and aligned with the college's academic goals.
- **Service Enhancement:** Propose and evaluate new services, such as extended hours, study spaces, and digital services, to enhance user experience and meet the evolving needs of the college community.

### 3. User Engagement and Feedback

- **User Surveys:** Conduct surveys and gather feedback from students, faculty, and staff to understand their needs and preferences, and use this data to inform library decisions.
- **Communication:** Serve as a communication channel between the library and its users, addressing concerns, resolving issues, and promoting library services and resources.

### 4. Strategic Planning and Development

- **Vision and Goals:** Assist in developing the library's long-term vision and goals, ensuring they support the college's mission and strategic plan.
- **Technology Integration:** Advise on the adoption and integration of new technologies to improve library services, such as digital libraries, mobile apps, and automated systems.

### 5. Professional Development and Training

- **Staff Training:** Recommend training and development programs for library staff to keep them updated on the latest trends and best practices in library science.
- **User Education:** Support initiatives for user education and information literacy, helping students and faculty make the best use of library resources and services.

### Library Committee Members

S.No	Name of the Member	Disignation	Branch	Membership
1	Prof. Dr. K. Sundeeep 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	Mr.B Jagadeesh	Asst.Prof	MECH	Member
7	Mr. K. Bala Krishna	Asst.Prof	CSE	Member
8	Ms. B. Akila	Asst.Prof	ECE	Member
9	Ms. V Pavithra	Asst.Prof	AI&ML	Member
10	Mourya Krishna A	232U1A0503	CSE	Student Member
11	Karthikeya T	22271A04B9	ECE	Student Member
12	Tauqheera Ahmed MD	222U1A0230	EEE	Student Member
13	Vandana G	212U1A0106	CIVIL	Student Member
14	Sasi Teja A	232U5A0301	MECH	Student Member
15	Venkata Sai Deepak M	232U1A3352	AI&ML	Student Member

C. Sridhar  
23/07/24  
Library Secretary

S. Jagadeesh  
23/7/24  
Library Convener

K. Sundeeep Kumar  
23/7/24  
Chairman



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JNTUA College Code : 2U

Mob: 9912566220, 9912445846

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

AY-2024-2025

Date: 25.07.2024

## CIRCULAR

All The Library Committee Members are informing you about the Library Committee meeting, which is scheduled to take place on 26.07.2024 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.
- Discussion on Previous semester pending books.
- 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.

CC to:

Secretary/correspondent for information

Principal for information

Principal (A) Polytechnic for information

All HODs

All the committee members for circulation

V. N. N.  
25/7/24

25/7/2024

25/7/24

25/7/24

V. P. P.  
25/7/24

S. S. S.  
Library Convener  
25/7/24

25/7/24



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AY-2024-2025

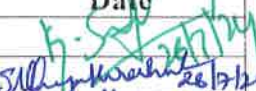
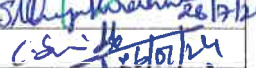

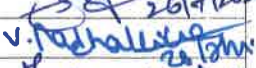
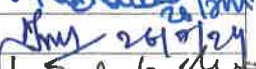
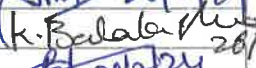

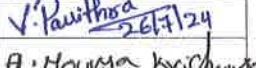
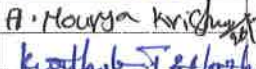
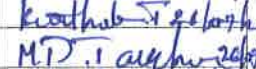
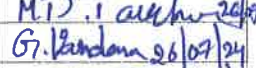
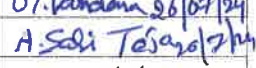
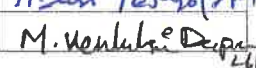


Nellore

Date: 26.07.2024

**Minutes of the meeting GIST College Central Library advisory committee 2024-2025 held on 26.07.2024 Friday 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.
- Discussion on Previous semester pending books.
- 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	 26/7/24
2	Dr. SK. Nayab Rasool	Asso.Prof	S&H	Library Convener	 26/7/24
3	Ch.Sreedhar	Librarian	S&H	Library Secretary	 26/7/24
4	Ms. S. Manasa	Asst.Prof	EEE	Member	 26/7/24
5	Mr. V. Radhakrishna	Asst.Prof	CIVIL	Member	 26/7/24
6	Mr.B Jagadeesh	Asst.Prof	MECH	Member	 26/7/24
7	Mr. K. Bala Krishna	Asst.Prof	CSE	Member	 26/7/24
8	Ms. B. Akila	Asst.Prof	ECE	Member	 26/7/24
9	Ms. V Pavithra	Asst.Prof	AI&ML	Member	 26/7/24
10	Mourya Krishna A	232U1A0503	CSE	Student Member	 26/7/24
11	Karthikeya T	222U1A04B9	ECE	Student Member	 26/7/24
12	Tauqheera Ahmed MD	222U1A0230	EEE	Student Member	 26/7/24
13	Vandana G	212U1A0106	CIVIL	Student Member	 26/7/24
14	Sasi Teja A	232U5A0301	MECH	Student Member	 26/7/24
15	Venkata Sai Deepak M	232U1A3352	AI&ML	Student Member	 26/7/24

### Resolutions:

1. Resolved that odd semester books .
2. The committee chairman is explained the roles and responsibilities to the new committee members.
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. Resolved that the chair is suggested the librarian to procure the pending books of previous purchase orders.

### 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. The librarian explained about the previous year (2023-2024) library budget utilized for books Rs:1,79,197 /- and Journals, Magazines and News papers Rs:2,58,603 /-
4. The Central Library budgeted proposal for the year 2024-2025 for books, Journals and Magazines is Rs:7,62,000 /-
5. Subscribed e-resource for the AY 2024-2025.
6. Subscribed 70 print journals and 13 magazines for the AY 2024-2025
7. Procurement of new titles and volumes as per Autonomous Syllabus for odd semester has to be done.
8. We have received pending journals for 2023-2024.

  
Library Secretary

  
Library Convener





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



AY-2024-2025

Date: 22.10.2024

## CIRCULAR

All The Library Committee Members are informing you about the Library Committee meeting, which is scheduled to take place on 23.10.2024 at 12:30 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 Semesters library books requirement.
- AMC for ILMS AutoLib Library Software.
- Discussion on Previous semester pending books.
- 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.

*[Signature]* 22/10/2024

*V. Nishan*  
22/10/2024

*[Signature]* 22/10/2024

*[Signature]*  
22/10/2024

*[Signature]* 22/10/2024  
Library Convener

CC to:

Secretary/correspondent for information

Principal for information

Principal (A) Polytechnic for information

All HODs

All the committee members for circulation



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AY-2024-2025

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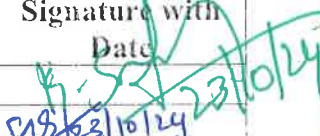

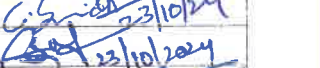


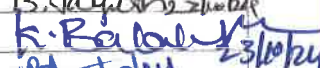
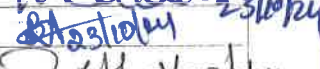
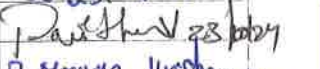
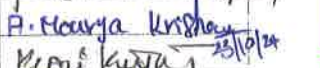

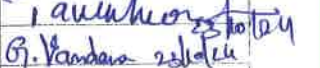
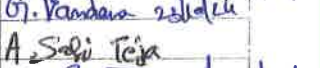



Date: 23.10.2024

**Minutes of the meeting GIST College Central Library advisory committee 2024-2025 held on 23.10.2024 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. Discuss about Next Semesters library books requirement.
5. Discussion on Previous semester pending books.
6. AMC for iLMS AutoLib Library Software.
7. Any other matters raised by committee member

## Library Committee Members


S.No	Name of the Member	Designation	Branch	Membership	Signature with Date
1	Prof. Dr. K. Sundeep Kumar	Principal	CSE	Chairman	 23/10/24
2	Dr. SK. Nayab Rasool	Asso.Prof	S&H	Library Convener	 23/10/24
3	Ch.Sreedhar	Librarian	S&H	Library Secretary	 23/10/24
4	Ms. S. Manasa	Asst.Prof	EEE	Member	 23/10/24
5	Mr. V. Radhakrishna	Asst.Prof	CIVIL	Member	 23/10/24
6	Mr.B Jagadeesh	Asst.Prof	MECH	Member	 23/10/24
7	Mr. K. Bala Krishna	Asst.Prof	CSE	Member	 23/10/24
8	Ms. B. Akila	Asst.Prof	ECE	Member	 23/10/24
9	Ms. V Pavithra	Asst.Prof	AI&ML	Member	 23/10/24
10	Mourya Krishna A	232U1A0503	CSE	Student Member	 23/10/24
11	Karthikeya T	22271A04B9	ECE	Student Member	 23/10/24
12	Tauqheera Ahmed MD	222U1A0230	EEE	Student Member	 23/10/24
13	Vandana G	212U1A0106	CIVIL	Student Member	 23/10/24
14	Sasi Teja A	232U5A0301	MECH	Student Member	 23/10/24
15	Venkata Sai Deepak M	232U1A3352	AI&ML	Student Member	 23/10/24

### Resolutions:

1. Resolved the present and next semester books procurement.
2. Resolved that the AMC of AutoLib Library ILMS software for the year 2025 is pay on December 2024.

### 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 06.08.2024.
4. The committee members discussed with the chairman of the committee, delay in receiving books from the distributors. Finally, the chairman of the committee decided to procure books for both semesters at once.
5. The Central Library is conducted the Library Orientation Program through PPT for First Year B.Tech Students from 23.09.2024 to 28.09.2024 to improve the students understanding of library resources and services.

  
Library Secretary

  
Library Convener





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



AY-2024-2025

Date: 19.12.2024

## CIRCULAR

All Committee members and Department Library incharges attend the Library Committee meeting at the Central Library by 1:30 PM on 20.12.2024. Your participation is essential for supporting the smooth operation of the library. Additionally, we encourage you to share your valuable suggestions and innovative ideas for the continued development of our College Central Library.

### Agenda for the meeting include:

- Library Books requisitions from Staff for Procurement of odd and even semesters.
- DELNET e-Resource membership for 2025-2026.
- 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. Prasad*  
Library Convener 19/12/24

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. Prasad* 19/12/24 *V. Radhakrishna* 19/12/24

*V. Prasad* 19/12/24

*S. Prasad* 19/12/24

*Prasad* 19/12/24



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AY-2024-2025

Nellore

Date: 20.12.2024

**Minutes of the meeting GIST College Central Library advisory committee 2024-2025 held on 20.12.2024 Friday at 01:30 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 odd and even semesters.
5. DELNET e-Resource membership for 2025-2026.
6. 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	<i>[Signature]</i> 20/12/24
2	Dr. SK. Nayab Rasool	Asso.Prof	S&H	Library Convener	<i>[Signature]</i> 20/12/24
3	Ch.Sreedhar	Librarian	S&H	Library Secretary	<i>[Signature]</i> 20/12/24
4	Ms. S. Manasa	Asst.Prof	EEE	Member	<i>[Signature]</i> 20/12/24
5	Mr. V. Radhakrishna	Asst.Prof	CIVIL	Member	<i>[Signature]</i> 20/12/24
6	Mr.SMA. Rahim	Asst.Prof	MECH	Member	<i>[Signature]</i> 20/12/24
7	Mr. K. Bala Krishna	Asst.Prof	CSE	Member	<i>[Signature]</i> 20/12/24
8	Ms. B. Akila	Asst.Prof	ECE	Member	<i>[Signature]</i> 20/12/24
9	Ms. V Pavithra	Asst.Prof	AI&ML	Member	<i>[Signature]</i> 20/12/24
10	Mourya Krishna A	232U1A0503	CSE	Student Member	<i>[Signature]</i> 20/12/24
11	Karthikeya T	222U1A04B9	ECE	Student Member	<i>[Signature]</i> 20/12/24
12	Tauqheera Ahmed MD	222U1A0230	EEE	Student Member	<i>[Signature]</i> 20/12/24
13	Vandana G	212U1A0106	CIVIL	Student Member	<i>[Signature]</i> 20/12/24
14	Sasi Teja A	232U5A0301	MECH	Student Member	<i>[Signature]</i> 20/12/24
15	Venkata Sai Deepak M	232U1A3352	AI&ML	Student Member	<i>[Signature]</i> 20/12/24

**Resolutions:**

1. Resolved that Library Books requisitions from Staff for Procurement of odd and even semesters. All the department sent their books requisition in month on November 2024 for Procurement of New Titles and Volumes.
2. Resolved that DELNET e-Resource membership for 2025-2026.

**ACTIONS TAKEN REPORT**

1. Librarian presented the present status of the library.
2. Discussed previous minutes of meeting.
3. The principal has approved the payment for the AMC of AutoLib library software for the period from 01.01.2025 to 31.12. 2025. The payment will be made on or before 31.12.2024.
4. We are following up with the office staff regarding the need for stationery for the Central Library.

*C. Sridhar* 20/12/24  
Library Secretary

*S. M. Srinivasan* 20/12/24  
Library Convener



# GEETHANJALI INSTITUTE OF SCIENCE & TECHNOLOGY

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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-2024-2025

Date: 27.03.2025

## CIRCULAR

All the library committee members are informed to attend the library meeting on central library by 04:00 PM on 28.03.2025 Friday 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 2024-2025.
- Discussion on library budget.
- Library budget proposals for 2025-2026.
- Subscription for N-List e-journals Subscription and JNTUA Consortium for the year 2025-2026.
- Discuss about print journals subscription for the year 2025-2026 .
- Procurement of new books for semesters.
- Sending reminders to the supplier for irregular journals.
- 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. Murugesan* 27/3/25  
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

*SA* 27/3/25  
*V. Pay* 27/3/25  
*V. Balakrishna* 27/3/25  
*Gayathri* 27/3/25  
*Meenakshi* 27/3/25





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AY-2024-2025

Nellore

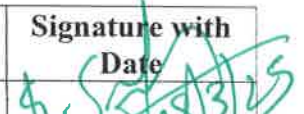

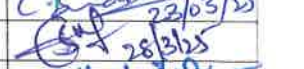

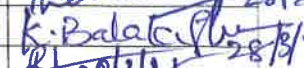
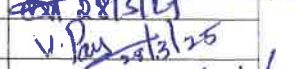

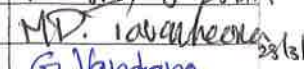
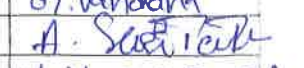





Date: 28.03.2025

Minutes of the meeting .GIST College Central Library advisory committee 2024-2025 held on 28.03.2025 Friday at 04:00 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. Sundeep 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 2024-2025.
5. Library budget proposals for 2025-2026.
6. Subscription for N-List e-journals Subscription and JNTUA Consortium for the year 2025-2026.
7. Discuss about print journals subscription for the year 2025-2026 .
8. Procurement of new titles for coming semesters in 2025-2026 .
9. Sending reminders to the supplier for irregular 2024-2025 subscribed 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. 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	Mr.SMA. Rahim	Asst.Prof	MECH	Member	
7	Mr. K. Bala Krishna	Asst.Prof	CSE	Member	
8	Ms. B. Akila	Asst.Prof	ECE	Member	
9	Ms. V Pavithra	Asst.Prof	AI&ML	Member	
10	Mourya Krishna A	232U1A0503	CSE	Student Member	
11	Karthikeya T	222U1A04B9	ECE	Student Member	
12	Tauqheera Ahmed MD	222U1A0230	EEE	Student Member	
13	Vandana G	212U1A0106	CIVIL	Student Member	
14	Sasi Teja A	232U5A0301	MECH	Student Member	
15	Venkata Sai Deepak M	232U1A3352	AI&ML	Student Member	



**Resolutions:**

1. Resolved that the total number of books purchased in the financial year 2024-2025 is Rs: 5,45,166/-. Our expenditure for journals, encompassing both print and e-journals, as well as magazines, amounts to Rs: 2,20,921/-.
2. Resolved that library budget proposals for books 6,00,000/- and journals 2,50,000/- for the year 2025-2026.
3. Resolved that renewal of e-Resources like N-List, DELNET, and JNTUA Consortium for the year 2025-2026.
4. Resolved that Subscription of Print Journals as per AICTE norms for the year 2025-2026.
5. It was resolved that the odd and even semester books were placed order on 18.01.2025 and the 70% of books were received from the supplier.
6. It was resolved that the coming semesters books procurement.
7. It was resolved that the reminders for non receipt 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. DELNET online resources renewal Subscription was mad on February 2025.
5. AutoLib Software AMC amount has been sent on 31.12.2024 for the year 2025

C-Sridhar 23/03/25  
Library Secretary

*S. M. Nazki*  
Library Convener 28/3/25