

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



LIBRARY COMMITTEE

AY-2025-2026

Date: 28.07.2025

A Library Advisory Committee is important for engineering college libraries to make sure the library meets the needs of students, teachers, and staff. This committee usually includes members from different academic departments, library staff, and students. They help improve library resources and services by sharing different viewpoints. The committee members serve for three academic years (2025-2028) and meet four times each year.

The committee helps decide which new books, journals, and digital materials the library should buy. This keeps the library's collection current and useful for engineering and technology studies. They also find gaps in the collection and suggest new materials that match the changing curriculum and research needs. This teamwork helps keep the library active and important for learning.

The committee also connects the library staff with users, improving communication about library rules and services. They address any problems users have, making the library easier and better to use. By including different people in decisions, the committee encourages everyone to feel involved and helps the library work more effectively.

The following are the roles and responsibilities:

Roles & Responsibilities of an Engineering College Central Library

1. Collection Development

- Select, acquire, and organize books, journals, e-resources, and reference materials.
- Regularly update materials based on curriculum, research trends, and faculty/students' needs.
- Maintain subject-wise collections for all engineering branches.

2. Cataloging & Classification

- Classify books using systems like **DDC (Dewey Decimal Classification)** for easy access.
- Maintain a well-organized **OPAC (Online Public Access Catalog)** for users to search resources.

3. User Services

- Help students, faculty, and researchers find information.
- Provide **reference services, book lending, and inter-library loans.**
- Guide users in accessing digital resources, databases, and journals.

4. Support for Teaching & Research

- Supply textbooks and reference books as per academic syllabi.
- Provide **access to scholarly e-journals, standards and databases.**
- Help researchers with citation tools, plagiarism check support, and project resources.

5. Digital Library & E-Resources

- Maintain subscriptions to **e-journals, e-books, and open access platforms** like NDLI, Knimbus, NPTEL, etc.
- Set up **institutional repositories** for project reports, theses, and faculty publications.

6. Library Automation & Technology

- Use **Library Management Software (LMS)** to automate all library functions.
- Provide **barcode-based issue-return systems** for accuracy and speed.
- Offer **Wi-Fi, computer systems, and digital access points**.

7. Circulation Services

- Handle book issues, renewals, and returns as per circulation policies.
- Maintain **penalty records, book reservations, and clearance certificates**.

8. Documentation & Reporting

- Keep track of book stock, accession records, and membership details.
- Prepare regular reports like **book issue stats, budget reports, audit files, etc.**

9. Orientation & User Education

- Conduct **library orientation programs** for freshers.
- Train users on how to access e-resources.

10. Membership & Access Control

- Register and manage **students, faculty, and external members**.
- Maintain **E-Gate register** with in-time/out-time logs.

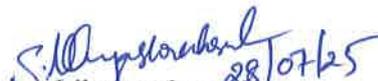
11. Library Maintenance

- Ensure books and systems are kept in good condition.
- Organize regular **weeding out** of old/damaged/unused books.

Library Committee Members

S.No	Name of the Member	Disignation	Branch	Membership
1	Prof. G. Subba Rao	Director	Mech	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. Vara Lakshmi	Asst.Prof	CSE	Member
9	Ms. B. Akila	Asst.Prof	ECE	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	SK Sana	232U1A0112	CIVIL	Student Member
14	Sasi Teja A	232U5A0301	MECH	Student Member
15	Venkata Sai Deepak M	232U1A3352	AI&ML	Student Member


Librarian
Librarian


Library Convener


Chairman

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

DIRECTOR
GEETHANJALI INSTITUTE OF
SCIENCE & TECHNOLOGY
3rd Mile, Nellore Bombay Highway,
GANGAVARAM (V), Kovur (Md),
PSPR Nellore Dt. A.P. Pin : 524137.



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AY-2025-2026

Date: 29.07.2025

CIRCULAR

All The Library Committee Members are hereby informed that a meeting of the Library Committee has been scheduled to be held on 30.07.2025 (Wednesday) at 03:00 PM in the Central Library. Your valuable insights and active participation are essential for the smooth functioning and continued development of our Central Library. Hence, your presence at the meeting is kindly requested.

Agenda of the Meeting:

- Confirmation of the minutes of the previous meeting
- Discussion on library book requirements for the upcoming Odd Semester
- Introduction of new library policies and procedures
- Planning of a Library Orientation Program for newly admitted students to familiarize them with the Central Library facilities
- Review of pending books from the previous semester
- Any other matters raised by committee members

Your contribution will play a vital role in ensuring the success of this meeting and in further enhancing the services of our Central Library.

S. D. Srinivasulu
29/07/25
Library Convener

CC to:

Secretary/correspondent for information

Principal for information

Vice-Principal for information

Principal (A) Polytechnic for information

All HODs

All the committee members for circulation

V. N. N.
29/7/25

S. D. Srinivasulu
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S. D. Srinivasulu
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AY-2025-2026

Nellore

Date: 30.07.2025

Minutes of the meeting GIST College Central Library advisory committee 2025-2026 held on 30.07.2025 Wednesday at 03:00 PM in Central Library.

AGENDA:

- Mr. Ch. Sreedhar, Librarian and Member Secretary of the Central Library, extended a welcome to all the members. The meeting was chaired by Prof. G Subba Rao, Director with Dr. S.K. Nayab Rasool, Convener, in attendance along with all committee members.
- Approval of minutes from the previous meeting.
- Discussion on the requirement of library books for the upcoming Odd Semester.
- Introduction of new library policies and procedures.
- Planning and organizing a Library Orientation Program for newly admitted students to familiarize them with the Central Library facilities.
- Review and discussion of pending books from the previous semester.
- Consideration of any other matters raised by the committee members.

S.No	Name of the Member	Disignation	Branch	Membership	Signature
1	Prof. G. Subba Rao	Director	Mech	Chairman	
2	Dr. SK. Nayab Rasool	Asso.Prof	S&H	Library Convener	
3	Mr 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. Vara Lakshmi	Asst.Prof	CSE	Member	
9	Ms. B. Akila	Asst.Prof	ECE	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	SK Sana	232U1A0112	CIVIL	Student Member	
14	Sasi Teja A	232U5A0301	MECH	Student Member	
15	Venkata Sai Deepak M	232U1A3352	AI&ML	Student Member	

Resolutions:

- It was resolved to procure the required books for the upcoming Odd Semester.
- The Committee Chairman briefed the newly inducted members on their roles and responsibilities.
- It was resolved to conduct a Library Orientation Program for all first-year students, highlighting the available facilities and resources, including both online and print materials.
- The Chair advised the Librarian to ensure procurement of the pending books from the previous purchase orders.

Action Taken Report:

- All tasks discussed in the previous meeting minutes have been completed.
- The Librarian presented the current status of the library.
- The Librarian reported that during the academic year 2024–2025, the budget utilization was as follows, Books: Rs. 5,45,166/-, Journals, Magazines, and Newspapers: Rs. 2,20,921/-
- The proposed Central Library budget for the academic year 2025–2026 is Rs. 10,00,000/- for Books, Journals, and Magazines.
- E-resources have been subscribed for the academic year 2025–2026.
- A total of 84 print journals and 14 magazines have been subscribed for the academic year 2025–2026.
- Procurement of new titles and volumes as per the Autonomous Syllabus for the Odd Semester is in process.
- The pending journals for the academic year 2024–2025 have been successfully received.

C. S. S. S. S.
30/07/25
Librarian

S. D. S. S. S.
30/7/25
Library Convener



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AY-2025-2026

Date: 24.10.2025

CIRCULAR

All The Library Committee Members are hereby informed that a meeting of the Library Committee has been scheduled to be held on 25.10.2025 (Saturday) at 03:00 PM in the Central Library. Your valuable insights and active participation are essential for the smooth functioning and continued development of our Central Library. Hence, your presence at the meeting is kindly requested.

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 for 2026.
- Discussion on the current semester books purchase order and the problems caused by late delivery from publishers and distributors.
- Discuss about newly developed Digital Library Software by our 4th year AIML student Mr. Sudheesh A (222U1A3306).
- 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.

J. Anupama 24/10/25
Library Convener

CC to:

Secretary/correspondent for information

Principal for information

Vice-Principal for information

Principal (A) Polytechnic for information

All HODs

All the committee members for circulation.

V. Nay 24/10/25
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AY-2025-2026

Nellore

Date: 25.10.2025

Minutes of the meeting GIST College Central Library advisory committee 2025-2026 held on 25.10.2025 (Saturday) at 03:00 PM in Central Library

AGENDA:

- Mr. Ch. Sreedhar, Librarian and Member Secretary of the Central Library, extended a welcome to all the members. The meeting was chaired by Prof. G Subba Rao, Director with Dr. S.K. Nayab Rasool, Convener, in attendance along with all committee members.
- Discuss about the Previous Minutes of the Meeting.
- To present the status of the library.
- Approval of the minutes from the previous meeting.
- Discuss about Next Semesters library books requirement.
- AMC for ILMS AutoLib Library Software.
- Discussion on the current semester books purchase order and the problems caused by late delivery from publishers and distributors.
- Discuss about newly developed Digital Library Software by our 4th year AIML student Mr. Sudheesh A (222U1S3306).
- Any other matters raised by committee members.

Library Committee Members

S.No	Name of the Member	Disignation	Branch	Membership	Signature
1	Prof. G. Subba Rao	Director	Mech	Chairman	
2	Dr. SK. Nayab Rasool	Asso.Prof	S&H	Library Convener	<i>[Signature]</i> 25/10/25
3	Mr Ch.Sreedhar	Librarian	S&H	Library Secretary	<i>[Signature]</i> 25/10/25
4	Ms. S. Manasa	Asst.Prof	EEE	Member	<i>[Signature]</i> 25/10/25
5	Mr. V. Radhakrishna	Asst.Prof	CIVIL	Member	<i>[Signature]</i> 25/10/25
6	Mr.SMA Rahim	Asst.Prof	MECH	Member	<i>[Signature]</i> 25/10/25
7	Mr. K. Bala Krishna	Asst.Prof	AIML	Member	<i>[Signature]</i> 25/10/25
8	Ms. B. Vara Lakshmi	Asst.Prof	CSE	Member	<i>[Signature]</i> 25/10/25
9	Ms. B. Akila	Asst.Prof	ECE	Member	<i>[Signature]</i> 25/10/25
10	Mourya Krishna A	232U1A0503	CSE	Student Member	<i>[Signature]</i> 25/10/25
11	Karthikeya T	22271A04B9	ECE	Student Member	<i>[Signature]</i> 25/10/25
12	Tauqheera Ahmed MD	222U1A0230	EEE	Student Member	<i>[Signature]</i> 25/10/25
13	SK Sana	232U1A0112	CIVIL	Student Member	<i>[Signature]</i> 25/10/25
14	Sasi Teja A	232U5A0301	MECH	Student Member	<i>[Signature]</i> 25/10/25
15	Venkata Sai Deepak M	232U1A3352	AI&ML	Student Member	<i>[Signature]</i> 25/10/25

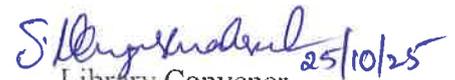
Resolutions:

- Resolved the present and next semester books procurement.
- Resolved that the Director Sir explained the reasons for the delay in the books, which was due to late deliveries from publishers and distributors.
- Resolved that the Director Sir explained the Committee members about the newly developed Digital Library Software created by Mr. Sudheesh A 4th AIML student (222U1S3306). A demonstration of the software was presented to all the Deans and Heads of Departments on 16.10.2025.
- Resolved that the AMC of AutoLib Library ILMS software for the year 2026 is pay on December 2025.

ACTIONS TAKEN REPORT

1. Librarian presented the present status of the library.
2. Discussed previous minutes of meeting.
3. We have procured books purchase order for odd Semester on 19.09.2025.
4. The Central Library is conducted the Library Orientation Program through PPT for First Year B.Tech Students from 10.09.2025 to 16.09.2025 to improve the students understanding of library resources and services.


Library Secretary


Library Convener



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AY-2025-2026

Date: 07.01.2026

CIRCULAR

All Committee members and Department Library incharges attend the Library Committee meeting at the Central Library by 1:30 PM on 08.01.2026. 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:

- Procurement of Library Books for 2nd Semester.
- DELNET e-Resource membership for 2026-2027.
- 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. N. Srinivasan
Library Convener 07/01/26

CC to:

Secretary/correspondent for information
Director for information
Principal for information
Vice Principal for Information
Principal (A) Polytechnic for information
All HODs
All the committee members for circulation

S. N. Srinivasan
7/1/26

V. K. Srinivasan
7/1/26

R. Srinivasan
7/1/26

K. Balakrishna
7/1/26

Prasanna
8/1/26



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AY-2025-2026

Nellore

Date: 08.01.2026

Minutes of the meeting GIST College Central Library advisory committee 2025-2026 held on 08.01.2026 Thursday at 01:30 PM in the Central Library

AGENDA:

- Mr. Ch. Sreedhar, Librarian and Member Secretary of the Central Library, extended a welcome to all the members. The meeting was chaired by Prof. G Subba Rao, Director with Dr. S.K. Nayab Rasool, Convener, in attendance along with all committee members.
- Discuss about the Previous Minutes of the Meeting.
- To present the status of the library.
- Approval of the minutes from the previous meeting.
- Procurement of Library Books for 2nd Semester.
- DELNET e-Resource membership for 2026-2027.
- Any other points with the permission of the chair.

Library Committee Members

S.No	Name of the Member	Disignation	Branch	Membership	Signature
1	Prof. G. Subba Rao	Director	Mech	Chairman	
2	Dr. SK. Nayab Rasool	Asso.Prof	S&H	Library Convener	S.K. Nayab Rasool 08/01/26
3	Mr Ch.Sreedhar	Librarian	S&H	Library Secretary	Ch. Sreedhar 08/01/26
4	Ms. S. Manasa	Asst.Prof	EEE	Member	S. Manasa 8/1/26
5	Mr. V. Radhakrishna	Asst.Prof	CIVIL	Member	V. Radhakrishna 8/1/26
6	Mr.SMA Rahim	Asst.Prof	MECH	Member	SMA Rahim 8/1/26
7	Mr. K. Bala Krishna	Asst.Prof	AIML	Member	K. Bala Krishna 8/1/26
8	Ms. B. Vara Lakshmi	Asst.Prof	CSE	Member	B. Vara Lakshmi 8/1/26
9	Ms. B. Akila	Asst.Prof	ECE	Member	LEAVE
10	Mourya Krishna A	232U1A0503	CSE	Student Member	A. Mourya Krishna
11	Karthikeya T	22271A04B9	ECE	Student Member	T. Karthikeya
12	Taugheera Ahmed MD	222U1A0230	EEE	Student Member	MD Taugheera Ahmed 08/01/26
13	SK Sana	232U1A0112	CIVIL	Student Member	SK Sana 8/1/26
14	Sasi Teja A	232U5A0301	MECH	Student Member	A. Sasi Teja
15	Venkata Sai Deepak M	232U1A3352	AI&ML	Student Member	M.V Sai Deepak 8/1/26

Resolutions

- Resolved that the library book requisitions received from faculty members for the second semester were reviewed and finalized on 19.12.2025, and the purchase order was issued to the supplier on 03.01.2026.
- Resolved to renew the DELNET e-Resources membership for the academic year 2026-2027.

Action Taken Report

- The Librarian presented the current status of the library.
- The minutes of the previous meeting were discussed and confirmed.
- The Director approved the payment for the **AMC of the AutoLib Library Software** for the period from **01.01.2026 to 31.12.2026** (Invoice No. **AM/2526/12/96**, dated **30.12.2025**), and the payment was made online on **30.12.2025**.

C. Smith
08/01/26
Library Secretary

S. D. Prasad
08/01/26
Library Convener