



**R G M COLLEGE OF ENGINEERING & TECHNOLOGY  
(AUTONOMOUS)  
NANDYAL-518501 (Dt.) A.P., INDIA**

**LIBRARY COMMITTEE**

Library Committee had been constituted for the purpose of smooth functioning of the library and coordination with all Heads of the Department, faculty members, students and the management.

**Objectives of Library Committee:**

- To decide and adopt policies to govern the management and programme of the Library
- To prepare the annual budget, rules and regulations of the Library.
- The committee also looks into student complaints if any with respect to the Library.
- To develop collection of reading material useful to various branches.
- To provide various library services and facilities to the readers.
- To support research activities for Institutional progress and its quality development.
- To exchange information about the library and information requirements of the academic community of Departments Centers and students.

**The major functions of the Library Committee:**

- To formulate various policies related to library like, collection development, purchase, space etc.
- To propose library budget for the Institutes and department
- To propose library activities, programmes and services
- To propose library vision, strategy document
- To propose library and information literacy in the institute
- To formulate knowledge and information archiving and management policy at the institute.

  
**Dr. T. JAYACHANDRA PRASAD**  
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**R G M COLLEGE OF ENGINEERING & TECHNOLOGY  
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**CIRCULAR**

**Date: 06.07.2023**

All the HOD's & members of **Library Committee** are here by Inform that **13<sup>th</sup> meeting** of constituted **Library Committee** will be held on **13.07.2023 at 3.30 PM**. In this regard all the committee members of **Library Committee** are informed to make you convenient to attend the meeting without fail.

**Venue** : HOD Chamber – Library

**Agenda:**

1. To confirm the minutes of the previous meeting held on Date: 15.07.2022
2. To review IEEE Digital Library enhancements and effectiveness.
3. To review the adaptability of COVID SOP in the library.  
Any other point with the permission of the Chair.

Copy to:

1. All HOD's
2. All members of Library Committee

**PRINCIPAL**

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**LIBRARY COMMITTEE**

**Academic Year** : 2024-25  
**Date of Meeting** : 13.07.2023  
**Venue** : HOD Chamber – Library  
**Time** : 3.30 PM to 4.30 PM

**Meeting Agenda:**



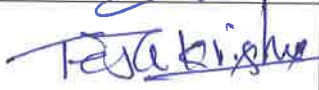

1. To confirm minutes of the meeting held on 15.07.2022.
2. To monitor the usage of the internet facility in digital library and sufficient band with.
3. To monitor the arrangement of racks and cleanliness of the shelves in the library.
4. To go for pest control measures in the library.  
Any other point with the permission of the Chair.

**Members Present:**

S.No	Name of the Employee	Role	Signature
1	Dr. T. Jayachandra Prasad	Chairman	
2	Dr. K. Muralidhara Reddy	Member	
3	Dr. K. Mallikarjuna	Member	
4	Mr. C. Krishnamraju	Member	
5	Mr. M Shiva Kumar	Member	
6	Dr. G. Srinivasulu	Member	
7	Dr. V. Naga Baskar Reddy	Member	
8	Dr. K. Tirupathi Reddy	Member	
9	Dr. K. Subba Reddy	Member	
10	<sup>K.V.</sup> Dr. D. Surya Narayana Rao	Member	
11	Dr. N. Ravi	Member	



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12	Dr. A. Bala Krishna	Member	
13	Dr. Kousar Basha	Member	
14	M. Teja Krishna	Member	
15	Raghu Kola	Member	

**Resolutions:**

**It is resolved to**

1. The resolution of the meeting held on 15.07.2022 has been approved.
2. Improving the digital library facility to the students and staff.  
Necessary arrangements should be procured by the HOD Library with respect to the internet facility for this purpose.
3. Go for adopting the pest control measures at least once in a semester.
4. The meeting concluded with thanks to the chairman.

  
**CHAIRMAN**

(Dr. T. Jayachandra Prasad)  
Library Committee

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**CIRCULAR**

**Date: 08.07.2024**

All the HOD's & members of **Library Committee** are here by Inform that **the meeting** of constituted **Library Committee** will be held on **12.07.2024 at 3.30 PM**. In this regard all the committee members of **Library Committee** are informed to make yourself convenient to attend the meeting without fail.

**Venue:** HOD Chamber – Library

**Agenda:**

1. To confirm the minutes of the previous meeting held on **13.07.2023**.
2. To review IEEE Digital Library usage and subscription renewal status.
3. To review library automation and digital resource accessibility.
4. To discuss procurement of new books and journals as per department requirements.
5. Any other point with the permission of the Chair.

Copy to:

3. All HOD's
4. All members of Library Committee

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**LIBRARY COMMITTEE MEETING**

**Academic Year** : 2024-25  
**Date of Meeting** : 12.07.2024  
**Venue** : HOD Chamber – Library  
**Time** : 3.30 PM to 4.30 PM

**Meeting Agenda:**

1. To confirm the resolutions made on **Date: 13.07.2023**
2. To review IEEE Digital Library usage and subscription renewal status.
3. To review library automation and digital resource accessibility.
4. To discuss procurement of new books and journals as per department requirements.

**Members Present:**

S.No	Name of the Employee	Designation	Role	Signature
1	Principal – Chairman	Principal	Chairman	
2	Mr. M. Siva Kumar	Librarian	Member Secretary	
3	Mr. C. Krishnama Raju	Director Library	Member	
4	Mr. E. Narasimhalu	EEE	Member	
5	Mr. Syed Altaf Hussain	Prof., ME	Member	
6	Mr. D. Rajesh Setty	ECE	Member	
7	Mr. Prathap Naidu	CSE	Member	
8	Mr. N. Jahir Pasha	CSBS	Member	
9	Mr. M. Bala Kishore	CSE(AIML)	Member	
10	Mr. D. Duddaiah Narayana	Chemistry	Member	
11	Mr. R. Pasumaya Babu	Maths	Member	



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12	Dr. B. C. Jamaliah	Physics	Member	
13	Mr. B. Rajasekhar	Chemistry	Member	
14	Dr. G. Kiran Kumar Reddy	English	Member	
15	Mr. M. Teja Krishna	UG	Member	
16	Mr. Raghu Kola	PG	Member	

**Resolutions:**

**It is resolved to**

1. Confirm the minutes of the previous meeting held on 13.07.2023.
2. Continue the IEEE Digital Library subscription considering its effective utilization by students and faculty.
3. Improving digital access facilities and updating library software where necessary.
4. Procure recommended textbooks, reference books, and journals based on department proposals.
5. The meeting concluded with thanks to the chair.

**CHAIRMAN**

(Dr. T. Jayachandra Prasad)  
Library Committee

**Dr. T. JAYACHANDRA PRASAD**

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**CIRCULAR**

**Date: 07.07.2025**

All the HOD's & members of **Library Committee** are here by Inform that **the meeting** of constituted **Library Committee** will be held on **11.07.2025 at 3.30 PM**. In this regard all the committee members of **Library Committee** are informed to make yourself convenient to attend the meeting without fail.

**Venue:** HOD Chamber – Library

**Agenda:**

1. To confirm the minutes of the previous meeting held on **12.07.2024**.
2. To review IEEE Digital Library enhancements and effectiveness.
3. To review library usage statistics and student footfall.
4. To discuss procurement of new editions of textbooks, e-books, and journals.
5. Any other point with the permission of the Chair.

Copy to:

1. All HOD's
2. All members of Library Committee

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**LIBRARY COMMITTEE MEETING**

**Academic Year** : 2024-25  
**Date of Meeting** : 11.07.2025  
**Venue** : HOD Chamber – Library  
**Time** : 3.30 PM to 4.30 PM

**Agenda:**

1. To confirm the minutes of the previous meeting held on **12.07.2024**
2. To review IEEE Digital Library enhancements and effectiveness.
3. To review library usage statistics and student footfall.
4. To discuss procurement of new editions of textbooks, e-books, and journals.
5. Any other point with the permission of the Chair.

**Members Present:**

S.No	Name of the Employee	Designation	Role	Signature
1	Principal – Chairman	Principal	Chairman	
2	Mr. M. Siva Kumar	Librarian	Member Secretary	
3	Mr. C. Krishnama Raju	Director Library	Member	
4	Mr. E. Narasimhalu	EEE	Member	
5	Mr. Syed Altaf Hussain	Prof., ME	Member	
6	Mr. D. Rajesh Setty	ECE	Member	
7	Mr. P. Prathap Naidu	CSE	Member	
8	Mr. N. Jahir Pasha	CSBS	Member	
9	Mr. M. Bala Kishore	CSE(AIML)	Member	
10	Mr. D. Narayana	Chemistry	Member	
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13	Mr. B. Rajasekhar	Chemistry	Member	
14	Dr. G. Kiran Kumar Reddy	English	Member	
15	Mr. <del>M</del> Teja Krishna	UG	Member	
16	Mr. Raghu Kola	PG	Member	

**Resolutions:**

**It is resolved to**

1. Confirmed the minutes of the previous meeting held on 12.07.2024.
2. Continue and expand digital resource subscriptions as the IEEE Digital Library found to be highly beneficial.
3. Promote library usage through orientation sessions for first-year students.
4. Allocate funds for the purchase of updated editions of core textbooks and additional digital learning resources.
5. The meeting concluded with thanks to the chair.

**CHAIRMAN**

(Dr. T. Jayachandra Prasad)

Library Committee

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