



CMR COLLEGE OF ENGINEERING & TECHNOLOGY
UGC Autonomous Institution with NAAC Accreditation (A-Grade)
Approved by AICTE permanently Affiliated to JNTUH *NBA Accreditation
Kandlakoya (V), Medchal Road, Hyderabad-501 401

CMRCET/PRIN/LIB/AY 2016-17/01

Date: 11/04/2016

OFFICE ORDER

The Library Committee is set up with the following members to maintain library as the knowledge hub of the institution.

Library Committee:

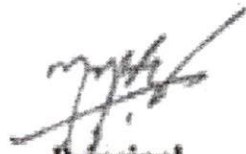
| S. No. | Name | Designation | Position |
|--------|------------------------|---------------------|-------------|
| 1 | Dr. M. Ramalinga Reddy | Principal | Chairman |
| 2 | Dr. M. Suresh Babu | Librarian | Coordinator |
| 3 | Mr. Ch. Sankar Rao | Associate Professor | Member |
| 4 | Mr. H. Shiva Naik | Assistant Professor | Member |
| 5 | Mr. T. Sridhar | Assistant Professor | Member |
| 6 | Mr. K. Ravi Kiran | Assistant Professor | Member |
| 7 | Ms. I. Hari Priya | Assistant Professor | Member |
| 8 | Mrs. I. Mary Latha | Assistant Professor | Member |
| 9 | Mr. N.Rajender Reddy | Assistant Professor | Member |

Roles & Responsibilities:

- To ascertain the availability of required number of prescribed and reference books.
- To monitor the usage of internet facility in digital library and provide sufficient Bandwidth.
- To periodically review subscription of journals and magazines.
- To coordinate the purchase of books, journals and magazines.
- To finalize the requirements for e-learning such as e-books, video lectures, On-line journals i.e. IEEE, ASME, SPRINGER, DELNET etc.

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- To finalize the requirements for e-learning such as e-books, video lectures, On-line journals i.e. IEEE, ASME, SPRINGER, DELNET etc.
- To monitor the arrangement of racks and cleanliness of library space.
- To give up the procedure for recommending the books for purchase.


Principal
Dr. M. Ramalinga Reddy
 M.E., Ph.D., FIE (I)
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 CMR College of Engineering & Technology
 Kandlakoya (V), Medchal Road, Hyderabad-501 401

Copy Submitted to: (1) Secretary Garu: For your kind information please.

Copy to:

- (1) IQAC Coordinator
- (2) Deans
- (3) Examinations
- (4) All HODS
- (5) Administrative Officer
- (6) Accounts Officer
- (7) Training & Placement
- (8) Physical Director
- (9) Librarian
- (10) Faculty through e-mail


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