



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 2018-19/01

Date: 09/04/2018

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	Major Dr. V.A. Narayana	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. A. Harish	Assistant Professor	Member
6	Mr. K. Ravi Kiran	Assistant Professor	Member
7	Ms. M. Pallavi	Assistant Professor	Member
8	Ms. Rama Devi	Assistant Professor	Member
9	Mr. N. Rajender Reddy	Assistant Professor	Member

Roles & Responsibilities:

- To monitor the usage of internet facility in digital library and provide sufficient Bandwidth.
- To give up the procedure for recommending the books for purchase.
- To monitor the arrangement of racks and cleanliness of library space.
- To ascertain the availability of required number of prescribed and reference books.
- To periodically review subscription of journals and magazines.

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- 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, J-GATE, DELNET etc.


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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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