



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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CMRCET/PRIN/LIB/AY 2018-19 CIR/01

Date: 12.April. 2018


LIBRARY DEPARTMENT

Sub: - Library Committee meeting – Regarding.

A meeting is planned to be held on 13th April 2018 at 03:00 P.M. in the Conference Hall. All the library committee members are requested to make it convenient to attend the meeting.

AGENDA

- 01) Books Procurement for even semester.
- 02) Identification/selection of Journals for the courses/Variation in intake & Print Journals subscription renewal for the calendar year 2018.
- 03) Arrangement of Books Exhibition.
- 04) Online resources subscription & renewal for the year 2018.


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05) Internet Bandwidth should be increased in Digital Library.



(Major Dr. V.A. NARAYANA)

Chairman - Library Committee
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Copy to:

- 1) Secretary and Correspondent.
- 2) Deans.
- 3) IQAC.
- 4) All Heads and Members.



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CMRCET/PRIN/LIB/AY 2018-19 CIR/02

Date: 13. April. 2018

MINUTES OF THE LIBRARY COMMITTEE MEETING

Date: 13. April. 2018

Time: 03:00 P.M.

Venue: Conference Hall

The meeting of the library committee was held on 13th April 2018 at 03:00 P.M. in the Conference Hall under the chairmanship of Major Dr. V.A. Narayana, Chairman Library Committee.

AGENDA

- 01) Identification/Selection of Journals for the courses/Variation in intake & Print Journals subscription renewal for the calendar year 2018.
- 02) Books procurement for even semester.
- 03) Arrangement of Books Exhibition.
- 04) On - line resources subscription & renewal for the year 2018.
- 05) Internet Bandwidth should be increased in Digital Library.

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| 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 |

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RESOLUTIONS

Chairman Library Committee has welcomed all the members.

Before commencement of the meeting, the committee members visited all library sections and expressed their satisfaction about the maintenance and usage of the library by users.

- 01) **Books Procurement for even Semester:** Committee members discussed to strengthen library books collection. They agreed to procure books for the courses where additional intake was sanctioned. Librarian was advised to procure these books with the existing supplier.
- 02) **Identification/Section of Journals for the Variation in intake & Print Journals subscription renewal for the calendar year 2018.**
- 03) **Internet Bandwidth should be increased in Digital Library:** Committee members considered the users request to increase the bandwidth in the digital library.
- 04) **On - line resources subscription & renewal for the year 2018:** Committee members agreed to renew of subscription for online journals IEEE, ASCE, J-GATE, SCIENCE DIRECT, and DELNET.
- 05) **Arrangement of Books Exhibition:** Committee members informed to the librarian to conduct books exhibition in the college. Librarian will contact various publishers to display their new titles in the engineering & Management areas. So, faculty can recommend & Select the useful books to the library.


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As no other points to discuss, the meeting came to an end at 03:45 P.M.
(Duration 0.45 Minutes).

Chairman – Library Committee
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SINGATURES OF THE MEMBERS

- 1) Major Dr. V.A. Narayana
- 2) Dr. M. Suresh Babu
- 3) Mr. Ch. Sankar Rao
- 4) Mr. H. Shiva Naik
- 5) Mr. A. Harish
- 6) Mr. K. Ravi Kiran
- 7) Ms. M. Pallavi
- 8) Ms. Rama Devi
- 9) Mr. N.Rajender Reddy

-
-
- Ch. Sankar Rao
- Shiva Naik
- A. Harish
- (R) K. Ravi Kiran
- MB
- RDevi
- NRR

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