

## **CENTRAL LIBRARY ADVISORY COMMITTEE**

Library is a vital resource for learning where lot of information is available for students and faculty to access. A library is a indispensable unit of any education institute. It is very essential that a library should have volumes and information bank which is really needed for updation of knowledge for the user. In order to ensure good learning resources in the library a Central Library Advisory Committee is established in the college. This committee will provide information about the literature and the books which are needed to be procured for the library which will be useful for the student and faculty.

### **Functions of the Library Committee:**

- To obtain the list of books required by each Department in the order of priority and submit the proposals to the Principal for sanction offunds.
- To identify important magazines, periodicals, journals required in consultation with the departments and submit proposals to the Principal for sanction offunds.
- To ensure that the students with identity cards alone are permitted to enter the library.
- To ensure that only two books are issued to each student for study for a week and that the same books are not issued to the same student repeatedly depriving other students.
- To sensitize the students to handle the books neatly and not to tear or cut the pages.
- To impose penalty if books are not returned in time.
- To sensitize the students to maintain absolute silence in the library.
- To identify the students not availing the library facility regularly and counsel them on the need to make use of the books.
- To sensitize the students on what to read and how to read.
- To install cc tv cameras in the library.

- To instruct the Librarian on proper maintenance and categorization of books, subject wise and genre wise, and index them systematically for easy accessibility.
- To ensure that stock verification is done once in a semester/year by the Committee constituted for the purpose by the principal.
- To maintain a separate Digital Library section with good number of computer systems and digital volumes/Journals useful for the readers.
- Periodically monitor the Library information management system for traceability of books and journals in the specified racks.

**Frequency of Committee Meeting:** Once in every month preferably in the third week. In addition any extraordinary meeting will be conducted in the event of exigency.

The Composition of Library Committee is constituted as per the Guidelines of the Institution:

S.NO	Category	Designation	Nature
1	Mr. P.S. Srinivasa Reddy	ECE – Assoc., Professor	Convener
2	Mr. K. Srinivas	Librarian	Member
3	Mr. Y. Devender Reddy	Assoc., Prof., ECE	Member
4	Ms B.Sahithi	Asst., Prof., CSE	Member
5	Mr. A. Sudheer	Asst., Prof., MBA	Member
6	Mrs. M. Sudha	Assoc., Prof., H&S	Member
7	Ms E.Sushma	Asst.,Prof., Pharmacy	Member
8	Ms. P. Kameswari	Asst., Prof., Civil	Member
9	Mr. T. Sreekanth	Asst., Prof., EEE	Member
10	Mr.G.Guruvaiah Naidu	Assoc. Prof., Mechanical	Member