

NARASARAOPETA ENGINEERING COLLEGE: NARASARAOPET

NEC/Library Committee /2012

Office of the Principal,

Date: 11.4.2012

OFFICE ORDER

The Library Committee is formed with the following members to look into the matters relating to library such as procurement of new titles, volumes, learning resources such as e-journals, e-learning materials for college from 11.4.2012 to till further orders.

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| 1. Dr.B.V.Rama Mohana Rao, Principal | - | Chairman |
| 2. Sri.M.Nageswara Rao, Librarian | - | Member |
| 3. Sri. M.Sairam, Asst. Librarian | - | Member |
| 4. Dr.V.Venkata Rao, HOD, ECE | - | Member |
| 5. Sri.J.Sunil Babu, Assoc. Prof., EEE | - | Member |
| 6. Sri. K.Lakshminadh, Asst. Prof. IT | - | Member |

FUNCTIONS:

The committee will look into the matters relating to library such as procurement of new titles, adding up of new volumes, learning resources such as e-journals, e-learning material from various Academic Institutions. It invites the requirements from all the departments based on revisions of curriculum, as well as students through a requirement register available in the Central Library and in the form of feedback. It forwards the requirements to Purchase Committee to place orders accordingly. After receiving the material it will forward the bills to the Purchase Committee for payment.

PRINCIPAL

Copy to Chairman, for information
Copy to concerned Members
Copy to Personal file
Copy to all HODs for circulation among staff