NARASARAOPETA ENGINEERING COLLEGE: NARASARAOPET

Office of the Principal,

NEC/Library Committee /2014   Date: 11.4.2014

<u>OFFICE ORDER</u>

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 11.4.2014 to till further orders.

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.D.Suneel, HOD, ME	-	Member
5.	Sri.J.V.K.Ratnam, Prof., ECE	-	Member
6.	Sri. K.Lakshminadh, Asst. Prof. IT	-	Member

<u>FUNCTIONS:</u>

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

NARASARAOPETA ENGINEERING COLLEGE: NARASARAOPET

LIBRARY COMMITTEE

Proceedings of the meeting of the Library Committee held on 15.5.2014

AGENDA:

1. Procurement of new titles,
2. Adding up of new volumes,
3. Procurement of learning resources such as e-journals, e-learning material etc. for the year 2014-15.
4. Any other points with the permission of the chair.

Members Present :

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.D.Suneel, HOD, ME	-	Member
5.	Sri.J.V.K.Ratnam, Prof., ECE	-	Member
6.	Sri. K.Lakshminadh, Asst. Prof. IT	-	Member

Resolutions:

1. It is resolved to place order for procurement of ….. no.of titles as per the suggestions /requisitions received from HODs , faculty and students of different departments.

2. It is resolved to place order for procurement of ….. no.of volumes as per the suggestions /requisitions received from various departments and required to increase the no.of books to be issued to the students.

3. It is resolved to procure   the following e-journals, e-learning material required for the year 2014-15 as per the norms of AICTE.

4. It is resolved to procure revised/ updated study material required for different competitive exams like GATE, GRE, TOEFL etc.,

5. The meeting is concluded with thanks to the chair.

CHAIRMAN