

**NARASARAOPETA ENGINEERING COLLEGE: NARASARAOPET**

NEC/Library Committee /2015

Office of the Principal,

Date: 20.4.2015

**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 20.4.2015 to till further orders.

- |   |   |          |
|---|---|----------|
| 1. Dr.B.V.Rama Mohana Rao, Principal          | - | Chairman |
| 2. Sri.M.Nageswara Rao, Librarian             | - | Member   |
| 3. Sri.S.Rama Rao, HOD, ME                    | - | Member   |
| 4. Sri.P.S.S.Chakravarthy, Prof., ECE         | - | Member   |
| 5. Sri. S.Siva Nageswara Rao, Asst. Prof. CSE | - | 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

# **NARASARAOPETA ENGINEERING COLLEGE: NARASARAOPET**

## **LIBRARY COMMITTEE**

Proceedings of the meeting of the Library Committee held on 28.5.2015

### **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 2015-16.
4. Review on procurement of previous year.
5. 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.S.Rama Rao, HOD, ME                    | - | Member   |
| 4. Sri.P.S.S.Chakravarthy, Prof., ECE         | - | Member   |
| 5. Sri. S.Siva Nageswara Rao, Asst. Prof. CSE | - | Member   |

### **Resolutions:**

1. It is resolved to place order for procurement of 500. 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 2000 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 2015-16 as per the norms of AICTE.
4. It is resolved to approve the procurement of previous year as :  
666 Titles – 1322 Volumes, IEEE IEL Online & ASME Journals and periodicals worth Rs.13,41,730/-
5. It is resolved to procure revised/ updated study material required for different competitive exams like GATE, GRE, TOEFL etc.,
6. The meeting is concluded with thanks to the chair.

**CHAIRMAN**