

NARASARAOPETA ENGINEERING COLLEGE: NARASARAOPET

NEC/Library Committee /2016

Office of the Principal,

Date: 25.4.2016

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 25.4.2016 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. Dr.D.Jagadeesh, HOD, ME | - | Member |
| 4. Dr.Vijayan Guru Murthy Iyer, Prof. in Civil Engg. | - | Member |
| 5. Smt.A.V.S.Ratna Kumari, MCA | - | 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 25.5.2016

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 2016-17.
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. Dr.D.Jagadeesh, HOD, ME | - | Member |
| 4. Dr.Vijayan Guru Murthy Iyer, Prof. in Civil Engg. | - | Member |
| 5. Smt.A.V.S.Ratna Kumari, MCA | - | 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 as from this academic year the college has attained Autonomous status and introduced its own curriculum.
2. It is resolved to place order for procurement of 3500 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 2016-17 as per the norms of AICTE.
4. It is resolved to approve the procurement of previous year as :
518 Titles – 2126 Volumes, IEEEASPP & ASME Journals and periodicals worth
Rs.16,31,035/-

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