



RISE KRISHNA SAI GANDHI GROUP OF INSTITUTIONS :: ONGOLE

(Approved by AICTE-NEW DELHI, Affiliated to JNTUK KAKINADA)

NH-16, Valluru,-523272, Ongole, Prakasam District, A.P

CENTRAL LIBRARY AND INFORMATION CENTER

RGAN/Library/2018-19/Circular/01

Date: 15-06-2018

CIRCULAR

The following members constitute the Library Advisory Committee of the institution for the Academic year 2018-19. The functions and responsibilities of the committee are appended overleaf.

Library Committee Members:

S.No.	Name of the Faculty	Department	Designation	Nature of Responsibility	Signature
1	Mr. M Sandeep	ECE	Asst.Prof.	Coordinator	
2	Mr. K Krishna Murthy	S&H	Asst.Prof.	Librarian	
3	Mr. B Govardhan	CSE	Asst.Prof.	Member	
4	Mr. A Narasimha Reddy	ECE	Asst.Prof.	Member	
5	Mr. K.Maruthi Babu	MECH	Asst.Prof.	Member	
6	Mr. E Satya Narayana	MBA	Asst.Prof	Member	
7	Mr. K V N Mallikharjuna Rao	CE	Asst.Prof.	Member	
8	Mrs. D Santhi Kumari	S&H	Asst.Prof	Member	
9	G Jyothi	CE 158B1A0103	Student	Member	
10	D V S Sankar Reddy	EEE 158B1A0225	Student	Member	
11	B Avinash	MEC 158B1A0304	Student	Member	
12	B Swetha	CSE 158B1A0503	Student	Member	

PRINCIPAL



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Functionalities of the Library Advisory Committee

1. Frame and review library policies for instruction, resources, services, and the facility.
2. To supervise the allocation and utilization of funds for different departments for purchase of books and journals for the library.
3. To enrich the various resources of information and knowledge to the learners.
4. To assist the librarian in getting the latest books /journals various subjects.
5. To suggest guidelines for the smooth orderly conduct of the students in the library.


PRINCIPAL



Roles & Responsibilities of the Library Advisory Committee

Responsibilities of the Coordinator:

1. Preparing library annual.
2. Take minutes at meetings.
3. Maintain effective records and administration.
4. Communicate with members in regular intervals.
5. Review library policies for instruction, resources, services, and the facility.
6. Discusses budgetary issues for books, journals, databases, media, etc.
7. Weeding out unused and most damaged.
8. Ensures that basic aim of program is attained or not.

Responsibilities of the Librarian:

1. Responding to requests from students, staff and other library users.
2. Promoting the Library resources.
3. ordering books, journals and other resources
4. Making sure of all users can access library resources
5. Managing library staff.

Responsibilities of the Members:

1. Advises to formulate library policies for instruction, resources, services, and the facility.
2. To facilitate communication between the library and the community it serves.
3. Electing student members.
4. Setting and maintaining the strategic plan.
5. To work towards modernization and improvement of Library and documentation Services.

Responsibilities of the Student Members:

1. Recommend new collections based on the requirements of student community.
2. Support the Library's efforts in ensuring responsibility in the provision of Library collections.
3. Share insights on the internal and external environment affecting the library.


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RGAN/Library/2018-19/Circular/02

Date: 27-06-2018

CIRCULAR

This is to inform all the members of Library Advisory Committee that a meeting is scheduled on below listed details. All the members are requested to attend the meeting without fail.

Agenda:

1. Review of previous resolutions.
2. Plan of Action for this Academic Year
3. Review of policies.

Venue and Time:

Date : 30/06/2018

Venue : RISE Gandhi Library

Time : 11.00A.M. to 12.00PM

S.No.	Name of the Faculty	Department	Designation	Nature of Responsibility
1	Mr. M Sandeep	ECE	Asst.Prof.	Coordinator
2	Mr. K Krishna Murthy	S&H	Asst.Prof.	Librarian
3	Mr. B Govardhan	CSE	Asst.Prof.	Member
4	Mr. A Narasimha Reddy	ECE	Asst.Prof.	Member
5	Mr. K.Maruthi Babu	MECH	Asst.Prof.	Member
6	Mr. E Satya Narayana	MBA	Asst.Prof	Member
7	Mr. K V N Mallikharjuna Rao	CE	Asst.Prof.	Member
8	Mrs. D Santhi Kumari	S&H	Asst.Prof	Member
9	G Jyothi	CE 158B1A0103	Student	Member
10	D V S Sankar Reddy	EEE 158B1A0225	Student	Member
11	B Avinash	MEC 158B1A0304	Student	Member
12	B Swetha	CSE 158B1A0503	Student	Member


Coordinator

Copy to:

1. Principal
2. All HOD's
3. All Committee Members



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CENTRAL LIBRARY AND INFORMATION CENTER

Date: 30-06-2018

Minutes of Meeting

Proceedings of the Library Advisory Committee Meeting:

Date : 30/06/18
Venue : RISE Gandhi Library
Time : 11.00A.M. to 12.00PM

Agenda:

1. Review of previous resolutions.
2. Plan of Action for this Academic Year
3. Review of policies.

Members Present:

S.No.	Name of the Faculty	Department	Designation	Nature of Responsibility	Signature
1	Mr. M Sandeep	ECE	Asst.Prof.	Coordinator	
2	Mr. K Krishna Murthy	S&H	Asst.Prof.	Librarian	
3	Mr. B Govardhan	CSE	Asst.Prof.	Member	
4	Mr. A Narasimha Reddy	ECE	Asst.Prof.	Member	
5	Mr. K.Maruthi Babu	MECH	Asst.Prof.	Member	
6	Mr. E Satya Narayana	MBA	Asst.Prof	Member	
7	Mr. K V N Mallikharjuna Rao	CE	Asst.Prof.	Member	
8	Mrs. D Santhi Kumari	S&H	Asst.Prof	Member	
9	G Jyothi	CE 158B1A0103	Student	Member	
10	D V S Sankar Reddy	EEE 158B1A0225	Student	Member	
11	B Avinash	MEC 158B1A0304	Student	Member	
12	B Swetha	CSE 158B1A0503	Student	Member	

The following points were discussed during the meeting and minutes are recorded as below:

1. Plan of action for the current academic year is discussed and designed.
2. The responsibility of collecting requirement for new books is allotted to Mr. A Narasimha Reddy, Mr. B Govardhan and Mrs. D Santhi Kumari. Further proceedings will be taken care by Mr. K Krishna Murthy.

Coordinator

Copy to: All Committee Members



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Date: 11-07-2018

Library Annual Plan

S.No.	Month	Plan of Action
1	Aug-2018	Procurement of New Titles and adding up new Volumes
2	Sep-2018	Procurement of DELNET Renewal
3	Jan-2019	Library Furniture Establishment


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RGAN/Library/2018-19/Circular/03

Date: 21-12-2018

CIRCULAR

This is to inform all the members of Library Advisory Committee that a meeting is scheduled on below listed details. All the members are requested to attend the meeting without fail.

Agenda:

1. Review of previous resolutions.
2. USER AWARENESS PROGRAMME ON E-RESOURCES DELNET.

Venue and Time:

Date : 25/12/2018
Venue : RISE Gandhi Library
Time : 10.00 A.M. to 11.00 A.M.

S.No.	Name of the Faculty	Department	Designation	Nature of Responsibility
1	Mr. M Sandeep	ECE	Asst.Prof.	Coordinator
2	Mr. K Krishna Murthy	S&H	Asst.Prof.	Librarian
3	Mr. B Govardhan	CSE	Asst.Prof.	Member
4	Mr. A Narasimha Reddy	ECE	Asst.Prof.	Member
5	Mr. K.Maruthi Babu	MECH	Asst.Prof.	Member
6	Mr. E Satya Narayana	MBA	Asst.Prof	Member
7	Mr. K V N Mallikharjuna Rao	CE	Asst.Prof.	Member
8	Mrs. D Santhi Kumari	S&H	Asst.Prof	Member
9	G Jyothi	CE 158B1A0103	Student	Member
10	D V S Sankar Reddy	EEE 158B1A0225	Student	Member
11	B Avinash	MEC 158B1A0304	Student	Member
12	B Swetha	CSE 158B1A0503	Student	Member


Coordinator

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1. Principal
2. All HOD's
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CENTRAL LIBRARY AND INFORMATION CENTER

Date: 25-12-2018

Minutes of Meeting

Proceedings of the Library Advisory Committee Meeting:

Date : 25/12/2018
Venue : RISE Gandhi Library
Time : 10.00 A.M. to 11.00 A.M.

Agenda:

1. Review of previous resolutions.
2. USER AWARENESS PROGRAMME ON E-RESOURCES DELNET.

Members Present:

S.No.	Name of the Faculty	Department	Designation	Nature of Responsibility	Signature
1	Mr. M Sandeep	ECE	Asst.Prof.	Coordinator	
2	Mr. K Krishna Murthy	S&H	Asst.Prof.	Librarian	
3	Mr. B Govardhan	CSE	Asst.Prof.	Member	
4	Mr. A Narasimha Reddy	ECE	Asst.Prof.	Member	
5	Mr. K. Maruthi Babu	MECH	Asst.Prof.	Member	
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10	D V S Sankar Reddy	EEE 158B1A0225	Student	Member	
11	B Avinash	MEC 158B1A0304	Student	Member	
12	B Swetha	CSE 158B1A0503	Student	Member	

The following points were discussed during the meeting and minutes are recorded as below:

1. It is discussed and decided to conduct USER AWARENESS PROGRAMME ON E-RESOURCES DELNET and the arrangements will taken care by Mr. K. Maruthi Babu and Mr. M Sandeep.

Coordinator

Copy to: All Committee Members