

A Meeting of the members of the Library Advisory Committee will be held on 02-02-2016 in the NTR CENTRAL Library. All the members are requested to make it convenient to attend the meeting at 3:15 PM.

Agenda :-

1. Review of the decisions taken in the Previous Meeting.
2. Ratification Procurement of books purchased for even Semester of 2015-16.
3. Ratification of renewal of online subscriptions of international Journals.
4. Ratification of renewal of Print Subscriptions of National Journals and Magazines.
5. Approval of Proposed Budget for next year i.e., 2016-17.
6. Proposal for subscription to Science Direct online Journal.
7. Any other Point with the Permission of Chair.

Staff Members :-

1. Prof. K.V.K. Kishore - Professor, CSE - Dean, Library.
2. Dr. A. Srinivasulu - Professor, ECE - Member.
3. Sri. M. Subbarao - Asst. professor, EEE - Member. M. Subbarao
4. Dr. D. Vijay Ramu - professor, Bio-Tech - Member. D. Vijay Ramu
5. Sri. T. Anup Kumar - Asso. professor, Mech - Member. T. Anup
6. Sri. A. Kotiah - Asst. professor, civil - Member. A. Kotiah
7. Dr. B.M. Rao - Professor, MBA - Member. B.M. Rao
8. Smt. R. Kalyani - Asst. professor, seli - Member. R. Kalyani
9. Sri. D. Veeriah - Asst. professor, CSE - Member. D. Veeriah
10. Dr. M. Nirupama Bhatt - Asst. Professor, IT - Member. M. Nirupama Bhatt
11. CH. Govardhana Rao - Asst. Professor, Textile - Member. CH. Govardhana Rao

12. Ms. Alka Kumari - Asst. Professor, FoodTech - Member. Alka Kumari
13. Vipin. P. R - Asst Professor, Applied eng - Member. Vipin
14. Smt. A Rajani Kumari - Librarian, - Member, Secretary. Smt. A Rajani Kumari

Student Members :-

1. Ms. V. Hiranmai - 3<sup>rd</sup> CSE - 131FA04053. Hiranmai
2. Mr. P. Anil Kumar - 3<sup>rd</sup> ECE - 131FA05147. Anil Kumar
3. Mr. Abutalha Siddiqi - 3<sup>rd</sup> EEE - 131FA06002. Abutalha Siddiqi
4. Ms. V. Ranjitha - 3<sup>rd</sup> IT - 131FO7035. Ranjitha
5. Mr. B. Venkata Krishna - 3<sup>rd</sup> Mech - 131FA08124. B.V. Krishna
6. Mr. R. Chandrajevi - 3<sup>rd</sup> Bio-Tech - 131FA09011. Chandrajevi
7. Mr. G. Vamsi Krishna - 3<sup>rd</sup> Textile - 131FN011001. Vamsi
8. Mr. V.V.S. Harsha - 3<sup>rd</sup> civil - 131FA03080. Harsha
9. Mr. Y. Veerajaneeyulu - 2<sup>nd</sup> MBA - 141FC01026. Y. Veerajaneeyulu
10. Ms. N. Nissy Mary Prasad - 2<sup>nd</sup> FoodTech - 141FA15017. N N Nissy Mary Prasad
11. Mr. P. Manoj - 3<sup>rd</sup> Agriculture - 131FA12012. Manoj
12. D.S. Priyadarshini - 3<sup>rd</sup> Biotech - 131FA01088. Priyadarshini

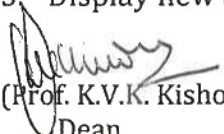


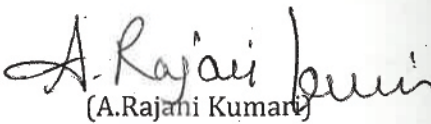
**Resolutions:**

1. The Committee discussed the decisions which were taken in the previous meeting and approved.
2. Committee ratified the procurement of books required for even semester 2015-16 worth of Rs.12,21,373 /-. The amount was allocated from the leftover budget from 2015-16. Amount was apportioned to meet needs of newly established departments and specializations in programme.
3. Approved proposed annual Budget of Rs. 1,27,99,080/- for academic year 2016-17.
4. Committee recommended and approved renewal of subscriptions of e-journals (IEEE, ASME, ASCE, Springer link, EBSCO) for the year 2016.
5. Committee recommended renewal of JSTOR journal package (through INFLIBNET) subject to recommendations from Sciences and Humanities Department.
6. Reviewed and ratified renewal of the subscriptions of National Journals and Magazines for the year 2016.
7. Members have recommended to subscribe Science Direct online Journal package in view of existing packages are not covering some department journals.
8. Librarian asked committee for two more Barcode scanners, one at ground floor counter to meet the increased issues and returns and another in First floor of Library. Committee approved the proposal.

**Suggestions from Members:**

1. A separate rack for Agricultural Engineering, Textile and Fashion Engineering.
2. Provision for facility in website to recommend new title by faculty or students.
3. Display new arrival of books in Website.

  
(Prof. K.V.K. Kishore)  
Dean  
Library & IT Science

  
(A. Rajani Kumari)  
Librarian  
Secretary - LIC Meeting



## 12th LAC Meeting

31-8-2016

A meeting of the members of the Library Advisory committee will be held on 07-09-2016 in the NTR Vignana Library. All the Members are requested to make it convenient to attend the meeting at 3.45 PM.

Members are requested to go through the availability of books, journals and magazines related to your department. Conduct a meeting in your department for identification of books and e-books required for next Semester as per curriculum and also identify required journals for research. Submit the proposals before the scheduled meeting for necessary discussions and resolutions in the meeting.

Agenda:-

1. Review of procurement of books required for Odd Semester of 2016-17
2. Proposal for Procurement of E-Books
3. Ratification of renewal of online journals & National journals 2017.
4. Half year review on budget 2016-17
5. Proposal for subscription to Science Direct online journals.
6. Any other Points with permission of chair.

Staff members:-

1. Prof. K.V.K. Kishore - Professor, CSE - Dean, Library adler
2. Dr. A. Srinivasulu - Professor, Dept ECE - Member adler
3. Sri. M. Subbarao - Asst. Professor, EEE - Member - adler
4. Dr. D. Vijay Ramu - Professor, Bio-Tech - member
5. Sri. T. Anup Kumar - Associate prof, mech - Member adler
6. Sri. C. Mahalingam - Assistant prof, Civil - Member adler
7. Dr. B.M. Ram



9. Sri. D. Veeraiah - Assistant Prof, CSE - Member - Vm
10. Dr. M. Nirupama Bhatt - Assistant prof, IT - Member - M. N. Bhatt
11. CH. Govardhana Rao - Assistant Prof, Textile - member - Govardhan
12. Ms. Alka Kumari - Assistant Prof, FoodTech - member - Alka
13. Vipin P. R - Assistant Prof, Applied Eng. - Member - Vipin
14. Smt. A Rajani Kumari - Librarian - member Secretary - A.R.K.

### Student members :-

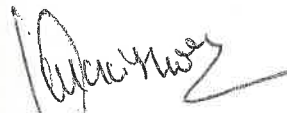
1. Ms. V. Hiranmai - 4<sup>th</sup> CSE - 131FA04053 V. Hiranmai
2. Mr. P. Anil Kumar - 4<sup>th</sup> ECE - 131FA05147 Anil
3. Mr. Abutalha Siddiqi - 4<sup>th</sup> EEE - 131FA06002 A. Siddiqi
4. Ms. V. Ranjitha - 4<sup>th</sup> IT - 131FA07035 Ranjitha V
5. Mr. B. Venkata Krishna - 4<sup>th</sup> mech - 131FA08124 Krishna B.V.
6. Mr. R. Chiranjeevi - 4<sup>th</sup> Bio-Tech - 131FA01071 R. Chiranjeevi
7. Mr. G. Vamsi Krishna - 4<sup>th</sup> Textile - 131FA11001 G. Vamsi Krishna
8. Mr. V. V. S. Harsha - 4<sup>th</sup> Civil - 131FA03080 Harsha
9. Ms. N. Nissy Mary Prasad - 3<sup>rd</sup> food Tech - 141FA15017 Nissy
10. Mr. P. Manoj - 4<sup>th</sup> Agriculture - 131FA12042 P. Manoj


### Resolutions:

1. The Committee discussed about decisions taken in previous meetings and reviewed activities about utilization of amount earmarked for the first half yearly budget of 2016-17.
2. The members of the committee recommended subscription of Science Direct e-journals package in view of not covering journals required for some of departments with existing packages.
3. The Committee reviewed and ratified the annual renewal of JSTOR e-journals package.
4. The advisory committee members recommended and approved renewal of subscription e-journals packages (IEEE, ASME, ASCE, Springer, EBSCO) for the year 2017. Department coordinators requested to take forward information to colleagues and students about the availability of journals for maximum utilization in research.
5. Reviewed and ratified renewal of the subscriptions of National Journals and Magazines for the year 2017.
6. The Committee thoroughly discussed the proposal of procurement of e-books instead of print books as per the new curriculum and recommended to go for e-books subject to availability.
7. Members of the committee reviewed and discussed the utilization of J-Gate package, and recommend not to renew it for the year 2016-17.

### Suggestions from Members:

1. Dr. B. M. Rao suggested for subscription of ProQuest instead of EBSCO e-journals package. Dean Library is requested Dr. B. M. Rao sir to send the proposal after through discussions in the department and formal letter signed by Head of the department.
2. Dean, Library & Librarian advised the committee members to conduct meetings in their respective departments to identify books, magazines and journals for even semester of 2016-'17 for procurement
3. Dean, Library, advised to the members to utilize national digital library (NDL), IIT-Kharghapur for free access E- Books.

  
(Prof. K.V.K. Kishore)  
Dean  
Library & IT Science

  
(A. Rajani Kumari)  
Librarian  
Secretary - LIC Meeting



A Meeting of the members of the Library Advisory Committee will be held on 19-12-2016 at 3.45 pm in the NTR Vigyan Library. All the members are requested to make it convenient to attend the meeting.

### Agenda:

1. Action taken on previous minutes of the meeting.
2. Review of Statistics of Library Usage of the previous Semesters and seek suggestions from the members to improve usage of Library Services.
3. Status of procurement of books required for even Semester of 2016-17.
4. Finalisation of proposal for procurement of one T.V, one Barcode printer, Two Barcode Scanner, Canon printer and two wallmount fans.
5. Review of procurement of E-books for various departments.
6. Usage statistics and renewal of Online Journals: National print Journals for 2017.
7. Proposal of Subscription to Science Direct online Journals.
8. Any other points with permission of Chair.

### Staff Members:-

1. Prof. K.V.K. Kishore - Professor CSE - Dean Library *AKW*
2. Dr. A. Srinivasulu - Professor ECE - Member - *In Pwr*
3. Sri M. Subbarao - Asst. Prof., EEE - Member - *[Signature]*
4. Dr. N. Sampath Kumar - Asst. Prof., Bio-Tech - Member - *[Signature]*
5. Sri T. Anup Kumar - Asst. Prof., Mech. - Member - *Anup*
6. Sri Mahalingam - Asst. Prof., CIVIL - Member - *[Signature]*
7. Dr. B.M. Rao - Professor, MBA - Member - *BMR*
8. Smt. K. Kalyani - Asst. Prof., SBH - Member - *Kalyani*

9. Sri D. Veeraiyah - Asst. Prof. CSE - Member *[Signature]*
10. Dh.M. Nirupama Bhatt - Asst. Prof. IT - Member *[Signature]*
11. CH. Govardhana Rao - Asst. Prof., Textile - Member *[Signature]*
12. Ms. Alka Kumari - Asst. Prof., FoodTech - Member *[Signature]*
13. Vipin P.R. - Asst. Prof., Applied - Member *[Signature]*
14. Smt A. Rajani Kumari - Librarian - Member, Secretary *[Signature]*

### Student Members:-

1. Ms. D. Tejaswani - 2<sup>nd</sup> CSE 151FA04015 - *[Signature]*
2. Ms. A.V. Ganesh - 2<sup>nd</sup> EEE, 151FA040150025 - *[Signature]*
3. Mr. Somisetty Saikumar - 2<sup>nd</sup> EEE, 151FA05092 - A.V. Ganesh
4. Ms. K.S. Ranjitha - 2<sup>nd</sup> IT, 151FA07015 - K.S. Ranjitha
5. Mr. P. Dhaval Varma - 2<sup>nd</sup> Mech, 151FA08070 - *[Signature]*
6. Ms. G. Pragas Lalitha - 2<sup>nd</sup> Bio Prof., 151FA12013 - *[Signature]*
7. Mr. P.S.S.G. V. Narasimham - 2<sup>nd</sup> Textile, 151FA11055 - *[Signature]*
8. Ms. A.H. Sai phanindra - 2<sup>nd</sup> CIVIL, 161LA03001 - *[Signature]*
9. Ms. R. Bathula Ramanuja - 1<sup>st</sup> MBA, 161FC01043 - R. Ramanuja
10. Ms. P. S. S. Sindhu - 2<sup>nd</sup> Food-Tech, 151FA15025 - Sindhu
11. Mr. M. Naveen Reddy - 2<sup>nd</sup> Agricultural, 151FA12017 - M.N. Reddy
12. Mr. R. Ajay Kumar - 2<sup>nd</sup> Chemical 151FA02006 - *[Signature]*
13. Ms. G. Prayasini - 1-2<sup>nd</sup>
14. K.S. Ranjitha - 2<sup>nd</sup> IT 151FA07015



At the outset, the Chair welcomed all the members present and commenced the meeting. The discussions and resolutions of the meetings were recorded in the order of agenda points.

### Resolutions on Agenda points:

**Agenda point I:** Action taken on previous minutes of the meeting.

Minutes of 12<sup>th</sup> Library Advisory Committee meeting held on 07/09/2016 were displayed and the action taken in each case was discussed. No changes were suggested by members, the committee confirmed minutes of the previous meeting.

**Agenda point II:** Review of statistics of Library usage of the previous semester and seek suggestions from the members to improve usage of library services.

The usage of library services by students and staff were presented (271 transactions per day in 2016 and 1804 visitors per day in 2016) and some of the members reacted as follows:

- One student member from MBA Ms. Bhanuja expressed that the books should be issued for a period of 30 days and the Dean, Library told that it is possible for 14 days only because it would be helpful to serve the other students waiting for the same books. It enhances the utility of the library services to more students.
- They expressed satisfaction towards the library operating timings and it was decided to continue the same library timings in this semester.
- The committee expressed their opinion that the information on the new arrivals must be informed through group mails of the students and staff along with the help of social network systems. They further expressed another idea to reach the stakeholders would be through posters on the notice boards of the departments with new arrivals and the list of available journals on the monthly basis. Dean, Library along with Librarian have confirmed the committee that they would extend that service along with current practice of display in Central library notice board.

**Agenda point III:** Status of procurement of books required for even semester of 2016-17.

The Librarian informed status on procurement of books required for even semester of 2016-17. Central purchase committee had approved the proposal and order for **2122** books worth of **Rs. 1670210.05/-** were placed. Delivery of books is expected within a week's time.

**Agenda point IV:** Finalization of proposal for procurement of one T.V, one Barcode Printer, Two Barcode scanners, Canon Printer and Two wall mount Fans .

Justification is given to committee members for procurement and improvement of **infrastructure** as follows.

- a. Barcode printer - 1 Number (The existing barcode printer was about 10 years old and used extensively for printing of labels for the entire group of colleges. Because of ageing and outdated model, getting spare components would be difficult and maintenance cost will become higher. So committee agreed for procurement of new Barcode printer.)

- b. 50" LED Television - 1 Number (The existing CRT TV was about 10 years old and not working because of ageing. To monitor all the sections through CC cameras, one LED TV is required for securing the area. So committee agreed for procurement of new TV)
- c. Barcode Scanners - 2 Numbers (To speed of issues and returns in serving students, identified the need of 2 barcode scanners. So committee agreed for this procurement)
- d. Laser Printer - 1 Number (Existing printer in the Library is 11 years old, and not working . So request for replacement with new one laser printer. The committee agreed for this procurement)
- e. Wall mounts Fans- 2 Numbers (To overcome suffocation in two locations, Librarian requested for 2 wall mount fans. The committee accepted the proposal)

In addition to that, the Dean, Library informed all the members that enhancement of the software related to book reservation system would be updated and this would help many students to know the status about required books on demand.

**Agenda point V:** Review of procurement of **E-books** for various departments.

Regarding fifth agenda point, Dean and Librarian requested all the members to be proactive in identification of required e-book titles from the faculty members of their department for procurement to utilize the budget earmarked for e-books.

**Agenda point VI:** Usage statistics and renewal of online journals & National print journals for 2017.

Online Journal **usage statistics** were presented to all the members.

| Sl. No | Online Packages Names | 2016 (Jan - Oct) Articles Downloads |
|--------|-----------------------|-------------------------------------|
| 1      | IEEE                  | 23894                               |
| 2      | SPRINGER              | 2469                                |
| 3      | ASME                  | 634                                 |
| 4      | ASCE                  | 210                                 |
| 5      | EBSCO                 | 4211                                |
| 6      | JSTOR                 | 992                                 |
|        | <b>Total</b>          | <b>32410</b>                        |

- Article Downloads are less in number in ASME & ASCE subscriptions. In view of the only journals subscribed for these branches, so permitted to renewal of these two packages for the year 2017, but asked department representatives to take it forward to the students and staff for improved.
- All the members have approved to renew the online Journals and national print journals for the calendar year 2017.



- The librarian proposed a campaign on the awareness of using online journals across the university. The committee decided to give presentations at department level before 12.00 noon on any convenient day proposed by Head of Departments.

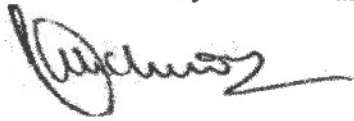
**Agenda point VII :** Proposal of subscription to Science Direct online journals.

The members from BT, FT, TT, Chemical, CSE, & ECE Departments stressed on the subscription of Science Direct Journals (Elsevier). The Dean, Library informed the members that this proposal will be put forward to higher bodies to get the approval subject to budget availability.

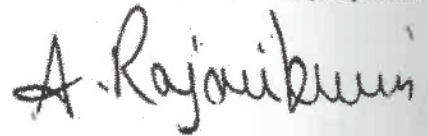
**Agenda point VIII:** Any other points with permission of chair.

Later with the permission of the chair, the following points were discussed

- It was decided that the general books could be procured with the approval of the Dean, Library and the Librarian. If the amount is less than Rs.1000/- then such proposals need not be routed through the HoD.
- Dr.M.Nirupama Bhatt, IT Department, proposed to provide one copy of GATE material, GRE Books and TOEFL books for department libraries for quick reference to faculty members and the better usage. The committee approved her proposal.



(Dr. K.V.Krishna Kishore)  
Dean,  
Library & IT Science



(A.Rajani Kumari)  
Librarian  
Secretary - LIC Meeting

Copy to:

1. Vice Chancellor
2. Rector
3. Registrar
4. Dean, Engg.& Mgt.
5. Asst. Registrar
6. All HOD's
7. Section Heads
8. Exam cell
9. Library
10. All LAC Members



A meeting of the members of the Library Advisory Committee will be held on 15.07.2017 in the NTR Central Library. All the members are requested to make it convenient to attend the 14<sup>th</sup> Library Advisory Committee meeting at 12:45 PM.

### Agenda:

1. Review of the decisions taken in previous meeting
2. Approval for procurement of books required for odd Semester of Academic year 2017-18.
3. Discussion about approved Library Budget for 2017-18
4. Budget Utilization of 2016-17
5. Review on fine Collection as per suggestion given by Internal Audit Committee.
6. Publicizing the Library Services among the students to improve the Utility of resources.
7. Any other points with permission of the Chair.

### Staff Members :-

1. Prof. K.V.K. Kishore - Professor, CSE - Dean, Library 
2. Dr. A. Srinivasulu - Professor ECE - Member 
3. Sri M. Subba Rao - Asst. Professor, EEE - Member 
4. Dr. N. Sampath Kumar - Asst. Professor, Bio.Tech. - Member 
5. Dr. K. Venkatas Rao - Professor, Mech. - Member 
6. Sri C. Mahalingam - Asst. Professor, CIVIL - Member 
7. Dr. B.M. Rao - Professor, MBA - Member 
8. Smt K. Kalyani - Asst. Professor, S&H - Member 
9. Sri J. Ebenezer - Asst. Professor, CSE - Member 
10. Dr. S. Thiru Selvam - Asst. Professor, I.T - Member 
11. Ch. Govardhana Rao - Asst. Professor, Textile - Member 
12. Ms. Prathmesh Sapale/Yash Saragiya - Asst. Professor, petroleum - Member 
13. Ms. G. Kusuma - Asst. Professor, Applied - Member 
14. Smt. A. Rajani Kumari - Librarian, Member, Secretary 

### Student Members :-

1. Ms. D. Tejaswami - 3<sup>rd</sup> CSE 15IFA04015 D.S.R.S. Tejaswini
2. Ms. A.V. Ganesh - 3<sup>rd</sup> ECE 15IFA05002 A.V. Ganesh
3. Mr. S. Sai Kumar - 3<sup>rd</sup> EEE 15IFA06022 Sai Kumar
4. Ms. K.S. Ranjitha - 3<sup>rd</sup> IT 15IFA07015 Ranjitha
5. Ms. P. Dhaval Varma - 3<sup>rd</sup> Mech 15IFA08070 P.D. Varma
6. Ms. G. Priya Lalitha - 3<sup>rd</sup> Bio. Inf. 15IFA14013 G. Priya Lalitha
7. Ms. P.S.S.G.V. Navasimham - 3<sup>rd</sup> Textile 15IFA11005 ~~P. Venkatesh~~
8. Mr. A.H. Phaniendra - 3<sup>rd</sup> CIVIL 16ILA03001 A.H.S. Phani
9. Ms. R. B. Bhanuja - 2<sup>nd</sup> MBA 16IFCO1043 R. Bhanuja
10. Ms. P.S.S. Sindhu - 3<sup>rd</sup> Food.Tech 15IFA15025 ~~P.S.S. Sindhu~~
11. Mr. M. Naveen Reddy - 3<sup>rd</sup> Agri. 15IFA12017 M. Naveen
12. ~~A.H.S. Phaniendra~~ - ~~3<sup>rd</sup> CIVIL~~ 16ILA03001
13. ~~G. Priya Lalitha~~ - ~~3<sup>rd</sup> Bioinfo~~ 15IFA14008



At the outset, the Chair welcomed all the members present and commenced the meeting. The discussions and resolutions of the meetings were recorded as per agenda points.

### Resolutions on Agenda points:

#### Agenda point I: Action taken on previous minutes of the meeting:

Minutes of 13<sup>th</sup> Library Advisory Committee meeting held on 19/12/2016 were displayed and the action taken on agenda points was discussed. No changes were suggested by the members, the committee confirmed minutes of the previous meeting.

#### Agenda point II: Approval for procurement of required books for odd semester of 2017-18:

Regarding the second agenda point, the Dean and the Librarian gave brief note to all the members about apportionment of the book budget earmarked for various departments based on the ratio of students. The list of suggested books by faculty members for this academic year is collected and prepared the list with the estimated cost. About 2165 volumes of books are identified for the odd semester of 2017-18 of worth Rs. 13,41,340.75. The committee has agreed and given approval for procurement.

The total allocated budget for books is Rs.30,00,000/- for this academic year. The remaining amount will be used for the even semester procurement, based on the requirement.

#### Agenda point III : Discussion on approval of Library Budget for the academic year 2017-18:

Regarding third agenda point, the Dean and the Librarian explained in detail about the allocated Budget for the year 2017-18. The committee had proposed budget for Rs.1,38,57,995.00 , for this academic year. The Finance Committee of the University has approved Rs.1,26,47,751.80 for this academic year and shared the information. All Library Advisory committee members have approved the changes made in budget by the Finance committee.

#### Agenda point IV: Budget Utilization for the academic year 2016-17:

The Librarian and the Dean presented the budget spent in the previous academic year 2016-17. The details are given in the following table.

#### Utilization of Library Budget 2016-17 Books, Journals and other Expenditure.

| S.No | Utilization            | Amount ( Rs.)     |
|------|------------------------|-------------------|
| 1    | Books Amount           | 2163250.11        |
| 2    | National Journals      | 328318.00         |
| 3    | Online Journals        | 5474401.00        |
| 4    | Delnet                 | 14949.00          |
| 5    | Inflibnet              | 10000.00          |
| 6    | Periodicals Amount     | 142445.10         |
| 7    | Miscellaneous Amount   | 122299.37         |
| 8    | Equipment Bills Amount | 87425.00          |
|      | <b>Total</b>           | <b>8343087.58</b> |

All Library Advisory Committee members have ratified the utilization of budget.

#### Agenda point V : Review on fine collection for late returns of books as per suggestions given by the Internal Audit Committee

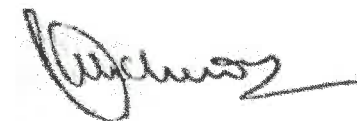
Regarding fifth agenda point, the Librarian explained the present fine collection for return of books after the due date. Members have discussed the Internal Audit committee suggestion of increasing the fine per day. All members are suggested to continue the existing procedure, i.e., collection of fine Rs. 2.00/- per day.

#### Agenda point VI : Publicizing the library services among the students to improve the utility of resources:

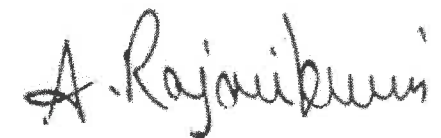
Regarding sixth agenda point, the Dean asked all the committee members whether they are receiving mails related to the new arrivals of the library. The members replied that they have been getting mails regarding new arrivals and expressed satisfaction with that service. Members have asked to continue the same in future correspondence also.

#### Agenda point VIII: Any other points with permission of chair.

- The Librarian advised all members to share with the students about facilities available in General reference section, which has got a huge collection of books related to GATE, GRE, IELTS, and CAT. She further told that the books for competitive exams are also abundantly available.
- The Librarian advised the Advisory Committee members to guide the research scholars of respective departments to make use of research carrels.



(Dr. K.V. Krishna Kishore)  
Dean,  
Library & IT Science



(A. Rajani Kumari)  
Librarian  
Secretary - LAC Meeting

Copy to:

1. Vice Chancellor
2. Registrar
3. Dean, Engg. & Mgt.
4. Asst. Registrar
5. All HOD's
6. Section Heads
7. Exam cell
8. Library
9. All LAC Members



15<sup>th</sup> LAC Meeting Date: 15.12.2017.

15<sup>th</sup> Meeting of the members of the Library Advisory Committee (LAC) will be held on 15-12-2017 at 3.45 pm in the NTR Vignana Library. All the Members are requested to make it convenient to attend the meeting.

### Agenda:

1. Action taken on previous minutes of the meeting.
2. Review of statistics of library usage of the previous Semester and seek suggestions from the members to improve usage of library services.
3. Updates on books procured in odd (last) Semester of 2017
4. Proposal for procurement of books required for even Semester of 2017-18.
5. Finalisation of proposal for procurement of four wall mount fans.
6. Review of usage statistics of online Journals and National print Journals in the year 2017 (enclose the statistics) and finalization of proposal for renewal of online Journals for the next year 2018.
7. Any other points with permission of Chair.

### Staff Members :-

1. Dr. K.V. Krishna kishore - professor CSE - Dean, Library.
2. Dr. SK. Jabeer Hussain - professor ECC - Member.
3. Sri M. Subbarao - Asst. professor ECC - Member.
4. Dr. N. Sampath Kumar - Asst. professor Bio-Tech - Member.
5. Dr. K. Venkatas Rao - professor, Mechanical - Member.
6. Sri C. Mahalingam - Asst. professor, CIVIL - Member.
7. Dr. B.M. Rao - Professor MBA - Member.
8. Smt K. Kalyani - Asst. professor SBH - Member.
9. Sri J. Ebenezer - Asst. professor CSE - Member.
10. Dr. S Thiru Selvan - Asst. professor IT - Member.

11. CH. Govardhanwarao - Asst. professor, Textile - Member.
12. Mr. Prathmesh Sapale - Asst. professor, Petroleum - Member.
13. Mr. R. Ravindra Raju - Asst. professor Applied - Member.
14. Smt. A. Rajani Kumari - Librarian - Member, Secretary.

### Student Members:

1. Ms. D. Tejaswini - 3<sup>rd</sup> CSE - 15IFA04015 - D.S.R.S. Tejaswini
2. Mr. A.V. Ganesh - 3<sup>rd</sup> ECE - 15IFA05002 -
3. Mr. Somisetty Saikumar - 3<sup>rd</sup> EEE - 15IFA06022 - Saikumar
4. Ms. K.S. Ranjitha - 3<sup>rd</sup> IT - 15IFA07015 - K.S. Ranjitha
5. Mr. P. Dhaval Vammi - 3<sup>rd</sup> Mech. - 15IFA08070 -
6. Ms. G. Priya Lalitha - 3<sup>rd</sup> Bio-Infor. - 15IFA09013 -
7. Mr. P.S.S.G. V. Narasimhan - 3<sup>rd</sup> Textile - 15IFA11005 -
8. Mr. A.H. Sai phanindra - 3<sup>rd</sup> CIVIL - 16ILA03001 - A.H.S. Phani
9. Ms. R. Bathula Bharani - 2<sup>nd</sup> MBA - 16IFC01043 - Bharani
10. Ms. P.S.S. Sindhu - 3<sup>rd</sup> Food Tech - 15IFA15025 - P. Sindhu
11. Mr. M. Naveen Reddy - 3<sup>rd</sup> Agriculture - 15IFA12017. - M. Naveen
12. or



At the outset, the Chair welcomed all the members present and commenced the meeting. The discussions and resolutions of the meetings were recorded in the order of agenda points.

### Resolutions on Agenda points:

#### Agenda point I: Action taken on previous minutes of the meeting.

Minutes of 14<sup>th</sup> Library Advisory Committee meeting held on 15/07/2017 were displayed and the action taken in each case was discussed. No changes were suggested by members, the committee confirmed the minutes of the previous meeting.

#### Agenda point II: Review of statistics of Library usage of the previous semester and seek suggestions from the members to improve usage of library services.

The usage of library services by students and staff were presented (350 transactions per day in last Semester and 1652 visitors per day in last Semester) by the Librarian and the statistics are provided in the tables as given below.

#### LAST SEMESTER TRANSACTIONS REPORT (ISSUES & RETURNS)

| S.NO | MONTH     | NO. Of Days | ISSUES       | RETURNS      | TOTAL        |
|------|-----------|-------------|--------------|--------------|--------------|
| 1    | July      | 26          | 4563         | 2926         | 7489         |
| 2    | August    | 23          | 4886         | 4922         | 9808         |
| 3    | September | 26          | 4019         | 4264         | 8283         |
| 4    | October   | 24          | 3538         | 3257         | 6795         |
| 5    | November  | 26          | 5905         | 5359         | 11264        |
| 6    | December  | 6           | 512          | 1751         | 2263         |
|      |           | <b>131</b>  | <b>23423</b> | <b>22479</b> | <b>45902</b> |

#### LAST SEMESTER VISITORS REPORT

| S.NO | MONTH     | NO. Of Days | Number of Visitors (STUDENTS) | Number of Visitors (STAFF) | Total         |
|------|-----------|-------------|-------------------------------|----------------------------|---------------|
| 1    | July      | 31          | 48202                         | 2510                       | 50712         |
| 2    | August    | 28          | 50923                         | 2236                       | 53159         |
| 3    | September | 27          | 50375                         | 2281                       | 52656         |
| 4    | October   | 28          | 47804                         | 2318                       | 50122         |
| 5    | November  | 29          | 35397                         | 1397                       | 36794         |
| 6    | December  | 6           | 2819                          | 22                         | 2841          |
|      |           | <b>149</b>  | <b>235520</b>                 | <b>10764</b>               | <b>246284</b> |

The members expressed satisfaction for the improvement of the utilization of the library services when compared with the previous semester numbers. Further the committee advised Librarian to improve the usage of library by reaching more students with the help of LAC student members.

#### Agenda point III : Updates on books procured in odd(last) semester of 2017

The Librarian informed the updates on procurement of books in the last semester of Academic Year 2017-18. Out of 2165 books worth of Rs. 13,41,340.75/- ordered, the vendor has supplied 1951 book worth of Rs. 11,98,462/-

#### Agenda point IV : Proposal for procurement of books required for even semester of Academic Year 2017-18.

As per the proposals received from all the departments for the procurement of books required for the even semester of Academic Year 2017-18 is given below. All the members have accepted for procurement of 2414 books worth of Rs. 16, 84,418.14. The proposal will be forwarded to the Central Purchase Committee for necessary initiation of the Order.

| S.No | Branch                                  | Proposal of No. Of Copies | Amount (Rs.)      |
|------|---|---------------------------|-------------------|
| 1    | Agricultural Engineering                | 59                        | 55100.00          |
| 2    | Automobile Engineering                  | 23                        | 35886.00          |
| 3    | Management Studies                      | 230                       | 100296.00         |
| 4    | Bioinformatics                          | 93                        | 190621.00         |
| 5    | Biotechnology                           | 381                       | 313293.00         |
| 6    | Chemical Engineering                    | 29                        | 10167.00          |
| 7    | Civil Engineering                       | 183                       | 82079.00          |
| 8    | Computer Science Engineering            | 317                       | 128810.00         |
| 9    | Electronics & Communication Engineering | 485                       | 191719.00         |
| 10   | Electrical Engineering                  | 70                        | 29543.00          |
| 11   | Food Technology                         | 84                        | 77337.00          |
| 12   | Information Technology                  | 149                       | 82228.00          |
| 13   | Biomedical Engineering                  | 31                        | 46035.14          |
| 14   | Mechanical Engineering                  | 66                        | 57640.00          |
| 15   | Petroleum Engineering                   | 11                        | 85908.00          |
| 16   | Textile Technology                      | 21                        | 139850.00         |
| 17   | Science & Humanities                    | 180                       | 57207.00          |
| 18   | General Books                           | 2                         | 699.00            |
|      |   | <b>2414</b>               | <b>1684418.14</b> |

#### Agenda point V : Finalization of proposal for procurement of four wall mount Fans.

The librarian request for four fans at Book issue and return counters has been accepted by the members of the Committee.

#### Agenda point VI: Review of usage statistics of Online Journals and National print journals in the year 2017 (Enclosed the statistics) and finalization of proposal for renewal of online journals for the next year 2018.

Online Journals usage statistics for the current year from January to October were presented to all the members as given below.

| S. No | Online Packages Names | 2017 (Jan - Oct) Articles Downloads |
|-------|-----------------------|-------------------------------------|
| 1     | IEEE                  | 29945                               |
| 2     | SPRINGER              | 5529                                |
| 3     | ASME                  | 372                                 |
| 4     | ASCE                  | 517                                 |
| 5     | EBSCO                 | 2562                                |
| 6     | JSTOR                 | 1276                                |
|       | <b>Total</b>          | <b>40201</b>                        |



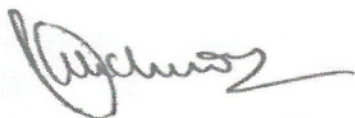
- Dr. B.M. Rao, Professor in Management Studies has conformed and recommended the renewal of EBSCO Package, as most of the faculty and scholars using these journals. He also requested to conduct one demo on EBSCO to all MBA students, Research Scholars and faculty of the department.
- Mr. C.Mahalingam Assistant Professor of Civil department has conformed for renewal of the ASCE Package for Civil Department to cater the Research needs of their department.
- Dr. K. Venkata Rao, Professor of Mechanical Engineering has conformed to continue the subscription for ASME for the next year 2018 inspite of low usage in terms of downloads.
- The number of downloads of Springer and IEEE packages are at high, all the members have recommended to continue the renewal for the next year 2018.
- All the members of the committee discussed on renewal of National Print journals. All the committee members have accepted to renew all these journals for the year 2018. The Librarian has informed that the renewal amount would be Rs.2,44,612.00/- for (Print Journals) and renewal of subscriptions for online Journals would be Rs.74,52,422.00 The Members have recommended for further processing.

**Agenda point VIII:** Any other points with permission of chair.

Later with the permission of the chair, the following points were discussed

- Dr.B.M.Rao has suggested for procurement of books for competitive examination such as SSC, RRB, Public sector Banks and Central Civil Services. The Dean-Library has responded positively and asked the members to forward the list of books for procurement.

Dean, Library has thanked all the members for active participation and declared the meeting adjourned.



(Dr. K.V.Krishna Kishore)  
Dean,  
Library & IT Services.



(Mr. M.Sridhar)  
I/C Librarian  
Secretary – LAC Meeting

Copy to:

1. Vice Chancellor
2. Registrar
3. Dean, Engg.& Mgt.
4. All HOD's
5. Section Heads
6. Exam cell
7. Library
8. All LAC Members



✓ 16<sup>th</sup> LAC Meeting Date: 11-06-2018

16<sup>th</sup> Meeting of the members of the Library Advisory Committee (LAC) will be held on 14-06-2018 at 2.00 pm in the NTR Vignana Library. All the Members are requested to make it convenient to attend the meeting.

### Agenda:

1. Action taken on previous minutes of the meeting.
2. Review of Statistics of Library Usage of the previous Semester and seek Suggestions from the members to improve usage of library services for both faculty and students.
3. Updation of department Libraries.
4. Finalization list of books required for odd Semester of 2018-19.
5. Any other points with permission of Chair.

### Staff Members :-

1. Dr. K. V. Krishna Kishore - Professor CSE - Dean Library -
2. Sri M. Subba Rao - Asst. Professor ECE - Member -
3. Dr. N. Sampath Kumar - Asst. Professor Biotech - Member -
4. Dr. K. Venkata Rao - Professor Mech. - Member -
5. Sri C. Mahalingam - Asst Professor CIVIL - Member -
6. Dr. B. M. Rao - Professor MBA - Member -
7. Dr. K. Kalyani - Asst. Professor SOH - Member -
8. Sri J. Ebenezer - Asst Professor, CSE - Member -
9. Dr. S. Thiru Selvan - Asst. Professor, IT - Member -
10. Ch. Govardhan Rao - Asst. Professor, Textile - Member -
11. Ms. Prathmesh Saple - Asst. Professor, Petroleum - Member -
12. Ms. R. Ravincha Raju - Asst. Professor, Applied - Member -
13. Smt A. Rajani Kumari - Librarian - Member - Secretary -
14. Dr. P. Vijaya Babu -

At the outset, the Chair welcomed all the members present and commenced the meeting. The discussions and resolutions of the meetings were recorded in the order of agenda points.

### Resolutions on Agenda points:

#### Agenda point I: Action taken on previous minutes of the meeting.

Minutes of 15<sup>th</sup> Library Advisory Committee meeting held on 15/12/2017 were displayed and the action taken in each case was discussed. No changes were suggested by members, the committee confirmed the minutes of the previous meeting.

#### Agenda point II: Review of statistics of Library usage of the previous semester and seek suggestions from the members to improve usage of library services.

The usage of library services by students and staff were presented (232 transactions per day in last Semester and 1390 visitors per day in last Semester) by the Librarian and the statistics are provided in the tables as given below.



**LAST SEMESTER TRANSACTIONS REPORT (ISSUES & RETURNS)**

| S.NO | MONTH    | NO. Of Days | ISSUES       | RETURNS      | TOTAL        |
|------|----------|-------------|--------------|--------------|--------------|
| 1    | December | 13          | 2253         | 1953         | 4219         |
| 2    | January  | 23          | 2469         | 2807         | 5276         |
| 3    | February | 21          | 2757         | 2456         | 5213         |
| 4    | March    | 27          | 2726         | 2928         | 5654         |
| 5    | April    | 11          | 1685         | 1209         | 2894         |
|      |          | <b>95</b>   | <b>11890</b> | <b>11353</b> | <b>23256</b> |

**LAST SEMESTER VISITORS REPORT**

| S.NO | MONTH    | NO. Of Days | Number of Visitors (STUDENTS) | Number of Visitors (STAFF) | Total         |
|------|----------|-------------|-------------------------------|----------------------------|---------------|
| 1    | December | 28          | 31847                         | 1539                       | 33386         |
| 2    | January  | 27          | 34467                         | 1787                       | 36281         |
| 3    | February | 24          | 37026                         | 1908                       | 38958         |
| 4    | March    | 27          | 45131                         | 2374                       | 47532         |
| 5    | April    | 28          | 28800                         | 1375                       | 30203         |
|      |          | <b>134</b>  | <b>177271</b>                 | <b>8983</b>                | <b>186360</b> |

The members expressed satisfaction for the improvement of the utilization of the library services when compared with the previous semester numbers. Further the committee advised Librarian to improve the usage of library by reaching more students with the help of LAC student members.

**Agenda point III : Updates on Department Libraries**

To improve the utilization of the books, all the library coordinators are requested to forward the list of reference books required for department library in addition to existing books. So that students get immediate access to the books.

| S.No | Subject                      | No.of volumes |
|------|------------------------------|---------------|
| 1    | Computer Science Engineering | 273           |
| 2    | Information Technology       | 273           |
| 3    | ECE                          | 383           |
| 4    | EEE                          | 340           |
| 5    | Chemical Engineering         | 141           |
| 6    | Mechanical Engineering       | 521           |
| 7    | Civil Engineering            | 161           |
| 8    | Applied Engineering          | 119           |
| 8    | Biotechnology                | 202           |
| 9    | MBA                          | 158           |
| 10   | MCA                          | 124           |
| 11   | S&H                          | 139           |

|    |                           |             |
|----|---------------------------|-------------|
| 12 | Civil Services Section    | 74          |
| 13 | Training & Placement Cell | 25          |
| 14 | Boys Hostel               | 600         |
| 15 | Girls Hostel              | 450         |
| 16 | Chairman Office           | 556         |
| 17 | Vice Chairman Office      | 82          |
|    | <b>Total Books</b>        | <b>4621</b> |

**Agenda point IV : Finalization of list of books required for odd semester of Academic Year 2018-'19.**

As per the proposals received from all the departments for the procurement of books required for the even semester of Academic Year 2018-19 is given below. All the members have accepted for procurement of **2014** books worth of **Rs. 17, 53,981.71**. The proposal will be forwarded to the Central Purchase Committee for necessary initiation of the Order.

| S.No | Branch                                  | Proposal of No. Of Copies | Amount (Rs.)      |
|------|---|---------------------------|-------------------|
| 1    | Agricultural Engineering                | 43                        | 50392.34          |
| 2    | Automobile Engineering                  | 25                        | 113261.47         |
| 3    | Management Studies                      | 80                        | 39198.60          |
| 4    | Bioinformatics                          | 35                        | 71246.49          |
| 5    | Biotechnology                           | 136                       | 228631.82         |
| 6    | Chemical Engineering                    | 22                        | 29321.01          |
| 7    | Civil Engineering                       | 139                       | 64533.31          |
| 8    | Computer Science Engineering            | 318                       | 240976.72         |
|      | Electronics & Communication Engineering | 408                       | 232585.11         |
| 9    | Electrical Engineering                  | 86                        | 33883.50          |
| 10   | Food Technology                         | 81                        | 123604.98         |
| 11   | Information Technology                  | 76                        | 47572.79          |
| 12   | Biomedical Engineering                  | 79                        | 130988.05         |
| 13   | Mechanical Engineering                  | 103                       | 43013.91          |
| 14   | Petroleum Engineering                   | 49                        | 107305.11         |
| 15   | Textile Technology                      | 5                         | 6982.50           |
| 16   | Science & Humanities                    | 160                       | 75880.00          |
| 17   | BSc.                                    | 74                        | 29048.60          |
| 18   | B.Pharmacy                              | 95                        | 85555.40          |
|      |   | <b>2014</b>               | <b>1753981.71</b> |

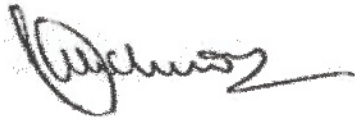
**Agenda point V : Any other point with permission of chair**

- The Librarian informed to all the members that Stock verification of books in the Central Library is scheduled from 15-05-2018 to 30-06-2018

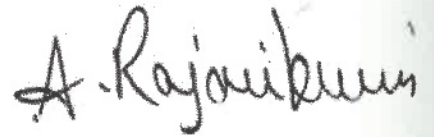


- The committee has discussed on improvement on circulations of books and visitors to the Central Library. The committee asked Librarian to do the following activities.
- ✓ Taking of one student coordinators from each section to disseminate the information of new arrival of books, events at library and other library services in their sections. Student coordinators will be given 5 books per semester and 30 days of retention period.
  - ✓ Gifts(inspiring books) to most frequent visitor of the month for both faculty and students.
  - ✓ Competitions for students on mark of annual days such as Engineers day, Library day, Republic day, Independence day etc.,
  - ✓ Organization of Library week in each semester with some activities.

Dean, Library has thanked all the members for active participation and declared the meeting adjourned.



(Dr. K.V. Krishna Kishore)  
Dean  
Lib & IT Services



(Smt. A. Rajani Kumari)  
Librarian

Copy to:

1. Vice Chancellor
2. Registrar
3. Dean, Engg. & Mgt.
4. All HOD's
5. Section Heads
6. Exam cell
7. Library
8. All LAC Members



## 17th LAC Meeting

17th Meeting of the members of the Library Advisory Committee (LAC) will be held on 27.12.2018 at 3.45 pm in the NTR Vignam library. All the Members are requested to make it convenient to attend the meeting.

## Agenda:

1. Action taken on previous minutes of the meeting
2. Review of Statistics of Library Usage of the previous Semester and seek suggestions from the members to improve Usage of Library Services.
3. Updates on books procured in odd (last) semester of AY 2018-19
4. proposal for procurement of books required for even Semester of AY 2018-19
5. Review of usage Statistics of online Journals and National print Journals in the Year 2018 (Enclosed the statistics) and finalization of proposal for renewal of online Journals for the next calendar year 2019.
6. Review of Planned activities of Library Services and outcomes.
7. Any other points with permission of Chair.

## Staff Members:

1. Dr. K.V. Krishna Kishore - HOD, IT Dept. - Dean, Library
2. (Mr. V. Vijaya Raghavan) - Asst. prof. Dept. of ECE - <sup>S. Praveen</sup> Praveen
3. Mr. M. Subba Rao - Asst. prof. Dept. of ECE - <sup>V. Suresh</sup> Suresh
4. Dr. K. Suresh - Asst. prof. Dept. of BioTech - <sup>V. Suresh</sup> Suresh
5. Dr. K. Venkatarao - professor Dept. of Mech. - <sup>V. Suresh</sup> Suresh
6. Sri C. Mahalingam - Asst. prof. Dept. of Civil - <sup>V. Suresh</sup> Suresh
7. Dr. B.M. Rao - professor, Dept. of MBA - <sup>V. Suresh</sup> Suresh
8. Dr. K. Kalpani - Asst. prof. Dept. of SOH - <sup>V. Suresh</sup> Suresh
9. (Sri J. Ebenezer) - Asst. prof. Dept. of CSE - <sup>V. Suresh</sup> Suresh  
A. K. Kothari

10. Dr. S. Thiru Selvan - Assoc. Prof. Dept. of IT - <sup>V. Suresh</sup> Suresh
11. Mr. Ch. Govardhan Rao - Asst. Prof. Dept. of Textile - <sup>V. Suresh</sup> Suresh
12. Mr. Parthmesh Supale - Asst. Prof. Dept. of Pet. - <sup>V. Suresh</sup> Suresh
13. Ms. B. Anitha Reddy - Asst. Prof. Dept. of Applied - <sup>V. Suresh</sup> Suresh
14. Smt A. Rajani Kumari - Librarian - Members, secretary.

## Student Members:

1. Ms. P. S. S. Lakshmi Ramya - 3<sup>rd</sup> CSE - 16IFA04120 - <sup>V. Suresh</sup> Suresh
2. Mr. A. Krishna Chaitanya - 3<sup>rd</sup> ECE - 16IFA05284 - <sup>V. Suresh</sup> Suresh
3. Ms. A. Hasya Reddy - 3<sup>rd</sup> B.M - 16IFA16020 - <sup>V. Suresh</sup> Suresh
4. Mr. B. Mahendar Reddy - 3<sup>rd</sup> ECE - 16IFA06002 - <sup>V. Suresh</sup> Suresh
5. Ms. B. Brahma Teja - 3<sup>rd</sup> IT - 16IFA07001 - <sup>V. Suresh</sup> Suresh
6. Ms. D. Sravanthi - 2<sup>nd</sup> MCA - 17IFD01019 - <sup>V. Suresh</sup> Suresh
7. Mr. Shaik Hawiala - 2<sup>nd</sup> BCA - 17IFJ01002 - <sup>V. Suresh</sup> Suresh
8. Mr. B. Naveen - 3<sup>rd</sup> Mech. - 16IFA08005 - <sup>V. Suresh</sup> Suresh
9. Mr. N. Ravi Teja - 3<sup>rd</sup> Bio Info. - 16IFA14035 - <sup>V. Suresh</sup> Suresh
10. Ms. M. Pushpalatha - 3<sup>rd</sup> Bio-Tech - 16IFA01155 - <sup>V. Suresh</sup> Suresh
11. ~~Mr. M. B. Wabim Akbar~~ <sup>Mr. Eswar Kumar</sup> - 3<sup>rd</sup> Civil - 16IFA03001 - <sup>V. Suresh</sup> Suresh
12. Ms. M. Yogitha Chowdary - 3<sup>rd</sup> Food - 16IFA15004 - <sup>V. Suresh</sup> Suresh
13. Mr. G. Avinash - 3<sup>rd</sup> Chem. - 16IFA02005 - <sup>V. Suresh</sup> Suresh
14. Mr. S. Chaitanya Sai (Asst) - 3<sup>rd</sup> Petroleum - 16IFA17008 - <sup>V. Suresh</sup> Suresh
15. Mr. S.K.V. Rasheed Biyabani - 3<sup>rd</sup> Textile - 17ILA11011 - <sup>V. Suresh</sup> Suresh
16. Mr. T. Tarun Kumar - 3<sup>rd</sup> Agriculture - 16IFA12023 - <sup>V. Suresh</sup> Suresh
17. Mr. M. Manikanta - 3<sup>rd</sup> Automobile - 17ILA10001 - <sup>V. Suresh</sup> Suresh
18. Ms. S. Yamini - 2<sup>nd</sup> BBA - 17IFK01028 - <sup>V. Suresh</sup> Suresh
19. Mr. J.N. P.N. Jaitra - 2<sup>nd</sup> MBA - 17IFC01102 - <sup>V. Suresh</sup> Suresh
20. Mr. M. Dileep Sri Hari - 2<sup>nd</sup> IT&FI - 18ILA11008 - <sup>V. Suresh</sup> Suresh



**Leave of Absence**

1. Dr. K. Venkata Rao Professor, Dept of Mechanical - Member

At the outset, the Chair welcomed all the members present and commenced the meeting. The discussions and resolutions of the meetings were recorded in the order of agenda points.

**Resolutions on Agenda points:**

**Agenda point I: Action taken on previous minutes of the meeting.**

Minutes of 16<sup>th</sup> Library Advisory Committee meeting held on 14/06/2018 were displayed and the action taken in each case was discussed. No changes were suggested by the members, the committee confirmed the minutes of the previous meeting.

**Agenda point II: Review of statistics of Library usage of the previous semester and seeking suggestions from the members to improve usage of library services.**

The usage of library services by students and staff were presented (340 transactions per day in last Semester and 1529 visitors per day in last Semester) by the Librarian and the statistics are provided in the tables as given below.

**LAST SEMESTER TRANSACTIONS REPORT (ISSUES & RETURNS)**

| S.NO | MONTH     | NO. Of Days | ISSUES       | RETURNS      | TOTAL        |
|------|-----------|-------------|--------------|--------------|--------------|
| 1    | July      | 23          | 4248         | 2594         | 6842         |
| 2    | August    | 24          | 4016         | 4251         | 8267         |
| 3    | September | 18          | 2783         | 2472         | 5255         |
| 4    | October   | 19          | 3762         | 3283         | 7045         |
| 5    | November  | 25          | 4757         | 4989         | 8746         |
|      |           | <b>109</b>  | <b>19566</b> | <b>17589</b> | <b>37135</b> |

**LAST SEMESTER VISITORS REPORT**

| S.NO | MONTH     | NO. Of Days | Number of Visitors (STUDENTS) | Number of Visitors (STAFF) | Total         |
|------|-----------|-------------|-------------------------------|----------------------------|---------------|
| 1    | July      | 29          | 46886                         | 2531                       | 49446         |
| 2    | August    | 29          | 50058                         | 2614                       | 52701         |
| 3    | September | 28          | 44327                         | 2647                       | 47002         |
| 4    | October   | 21          | 36968                         | 1997                       | 38986         |
| 5    | November  | 29          | 19177                         | 644                        | 19850         |
|      |           | <b>136</b>  | <b>197416</b>                 | <b>10433</b>               | <b>207985</b> |

The members expressed satisfaction for the improvement of the utilization of the library services when compared with the previous semester statistics. Further the committee advised the Librarian to improve the usage of library by reaching more students with the help of LAC student members.

**Agenda point III : Updates on books procured in odd(last) semester of 2018 -1 9**

The Librarian informed the updates on procurement of books in the last semester of Academic Year 2018-19. Out of **2114** books worth of **Rs. 17,53,981.00/-** ordered, the vendor has supplied 1986 book worth of Rs. 15,91,597/-

**Agenda point IV : Proposal for procurement of books required for even semester of Academic Year 2018-19.**

As per the proposals received from all the departments for the procurement of books required for the even semester of Academic Year 2018-19 is given below. All the members have accepted for procurement of **2444** books worth of **Rs. 15, 53,734**. The proposal will be forwarded to the Central Purchase Committee for necessary initiation of the Order.

| S.No | Branch                                  | Proposal of No. Of Copies | Amount (Rs.)      |
|------|---|---------------------------|-------------------|
| 1    | Agricultural Engineering                | 102                       | 76684.00          |
| 2    | Automobile Engineering                  | 57                        | 29089.00          |
| 3    | Management Studies                      | 304                       | 134207.00         |
| 4    | Bioinformatics                          | 11                        | 30840.00          |
| 5    | Biotechnology                           | 116                       | 66827.00          |
| 6    | B.Sc.                                   | 159                       | 48753.00          |
| 7    | Civil Engineering                       | 134                       | 65315.00          |
| 8    | Computer Science Engineering            | 273                       | 153342.00         |
| 9    | Electronics & Communication Engineering | 403                       | 305878.00         |
| 10   | Electrical Engineering                  | 47                        | 25734.00          |
| 11   | Food Technology                         | 171                       | 179626.00         |
| 12   | Information Technology                  | 140                       | 81544.00          |
| 13   | Biomedical Engineering                  | 18                        | 69496.00          |
| 14   | Mechanical Engineering                  | 43                        | 39732.00          |
| 15   | Petroleum Engineering                   | 14                        | 66093.00          |
| 16   | Textile Technology                      | 146                       | 58089.00          |
| 17   | Science & Humanities                    | 306                       | 122485.00         |
|      |   | <b>2444</b>               | <b>1553734.00</b> |

**Agenda point V: Review of usage statistics of Online Journals and National print journals in the year 2018 (Enclosed the statistics) and finalization of proposal for renewal of online journals for the next year 2019.**

Online Journals **usage statistics** for the current year from January to October were presented to all the members as given below.

| S. No. | Online Packages Names | No. Of Downloaded Articles | Payment made for (Rs.) | Each Article cost (Rs.) |
|--------|-----------------------|----------------------------|------------------------|-------------------------|
| 1      | IEEE                  | 36327                      | 2810050.00             | 77.35                   |
| 2      | SPRINGERLINK          | 7186                       | 1371151.00             | 190.8                   |
| 3      | ASME                  | 367                        | 193050.00              | 526.02                  |



|   |              |              |                |               |
|---|--------------|--------------|----------------|---------------|
| 4 | ASCE         | 780          | 231952         | 297.37        |
| 5 | EBSCO        | 1875         | 264338         | 140.98        |
| 6 | JSTOR        | 1607         | 79410          | 49.41         |
| 7 | ELSEVIER     | 3089         | 2296041        | 743.29        |
|   | <b>Total</b> | <b>51231</b> | <b>7245992</b> | <b>2025.2</b> |

- All the members of the committee discussed on renewal of National Print journals. All the committee members have accepted to renew all these journals for the year 2019. The members of the committee advised not to subscribe the Elsevier Science Direct package cost was very high and the utilization was very low when compared. The Librarian has informed that the renewal amount would be Rs.2,66,391.00/- for (Print Journals) and renewal of subscriptions for online Journals would be Rs.66, 17,675.44. The Members have recommended for further processing.

#### Agenda point VI: Review of planned activities of Library services and outcomes

- "Library week" for staff and students was organized from 12<sup>th</sup> to 19<sup>th</sup> December 2018. This program was aimed to bring awareness among the students and staff on the availability of textbooks and reference books for various courses.
- Further the staff and students will be informed about articles on latest technologies available in online and print journals.
- The importance of library in shaping students' personality through books was explained by the library staff to the students.
- To improve the usability of library and disseminate information, it is decided to take one student coordinator from each section, on or before 31-12-2018. These coordinators will get a special privilege with 5 books per semester and also with special retention period.

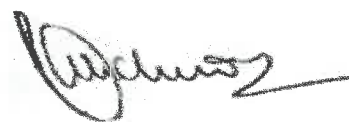
#### Agenda point VIII: Any other points with permission of chair.

Later with the permission of the chair, the following points were discussed

- The Dean library put forward a proposal that every month the library should conduct a competition on reviewing books in the General & Technical category "Book Review Competition". He also suggested giving branch wise prizes to the students to mobilize them to use the library. He proposed the fine amount can be used to distribute prizes in the form of books. The librarian was directed to chalk out an action plan on this.
- Mr D. Anandha Kumar from IT requested for online Gate coaching videos by Ravindrababu Ravula. These videos are to be purchased and can be provided to the students who are interested to appear GATE exams. As these online videos are sold to students only, hence the Librarian directed to purchase one set on any known students name. This provision will be available for 2 years. The approximate cost would be Rs.43,000/-

- As per the instructions of the honorable Vice Chancellor it was decided to take both staff and students to the Vijayawada Book Exhibition by arranging buses from our university in January first week 2019.
- The Librarian proposed that the number of issuing books will be increased 3 to 4 here after. She also announced that the student coordinators will get a special privilege for 5 books and another privilege that they can retain their book with a special renewal facility.
- Mr. Visesh Badariah, Petroleum Engineering Faculty has suggested for single user subscription online journals of Petroleum Society package, which is very useful for petroleum students and staff. The Dean- Library has responded positively and informed him to discuss the same with the HOD of chemical Department and told him to forward a Proposal for the subscription.
- Librarian is advised to plan some activities to improve usage of Library by faculty members.

Dean, Library has thanked all the members for active participation and declared the meeting is adjourned.



(Dr. K.V. Krishna Kishore)  
Dean,  
Library & IT Services.



(Mrs. A. Rajani Kumari)  
Librarian  
Secretary – LAC Meeting

Copy to:

1. Vice Chancellor
2. Rector
3. Registrar
4. All Dean's & HOD's
5. Section Heads
6. Exam cell
7. Library
8. All LAC Members



18th Meeting of the members of the Library Advisory Committee (LAC) will be held on 11-07-2019 at 3.45 pm in the NTR Vignam Library. All the members are requested to make it convenient to attend the meeting.

Agenda:

1. Action taken on previous minutes of the meeting
2. Review of Statistics of Library usage of the previous semesters and seek suggestions from the members to improve usage of library services for both faculty and students.
3. Approval for procurement required books for odd semesters of academic year 2019-20.
4. Library activities calendar for new academic year 2019-2020.
5. Discussion about approved Library Budget for 2019-2020.
6. Information on Budget Utilization of previous academic year 2018-19.
7. Any other points with permission of Chair.

Staff Members:

1. Dr. K. V. Krishna Kishore, HoD ET, Dept. - Dean, Library - *[Signature]*
2. Mr. V. Vijaya Raghavan, Asst prof ECE - Member - *[Signature]*
3. Mr. M. Subba Rao, Asst prof Dept of ECE - Member - *[Signature]*
4. Dr. K. Suresh, Asst prof. Dept. of BioTech - Member - *[Signature]*
5. Sri S. Surenthar, Asst Prof. Dept. of Civil - Member - *[Signature]*
6. Dr. B.M. Rao, Professor Dept. of MBA - Member - *[Signature]*
7. Mr. K. S. Raghuram, Asst. prof Dept. of SBH - Member - *[Signature]*
8. J. Ebenezer, Asst. prof Dept. of CSE - Member - *[Signature]*
9. Ch. Praveetha, Assoc. Prof. Dept. of IT - Member - *[Signature]*
10. Mr. Ch. Govardhan Rao, Asst. Prof Dept. of Textile - Member - *[Signature]*
11. Mr. Pradhamesh S, Asst. Prof. Dept. of Petroleum - Member - *[Signature]*

12. Ms. B. Anitha Reddy, Asst. prof Dept. of Applied Engg. - *[Signature]*
13. Smt A. Rajani Kumari, Librarian, Member, Secretary - *[Signature]*
14. Mrs. Nikesh Kotha, Asst. prof. Dept of Mechanical Engg - *[Signature]*

Student members:

1. Ms. P. S. S. Lakshmi Ranyya, 4th CSE 16IFA04120 - Ranyya
2. Ms. A. Krishnav Chaitanya, 4th ECE 16IFA05284 - Chaitanya
3. Ms. R. Harsha Reddy, 4th BioMedical 16IFA16020 - Harsha
4. Ms. B. Mahendar Reddy, 4th CEE 16IFA06002 - Reddy
5. Ms. B. Babamateja, 4th IT 16IFA07001 - Teja
6. Ms. D. Sravanthi, 3rd MCA 17IFD01019 - Sravanthi
7. Mr. Shaik Hasiya, 3rd BCA 17IFJ01002 - Hasiya
8. Ms. B. Naveen, 4th Mech. 16IFA08005 - Naveen
9. Mr. N. Ravi Teja, 4th Bio Informatics 16IFA14035 - *[Signature]*
10. Ms. M. Pushpalatha, 4th Bio. Tech. 16IFA01155 - P.P. Latha
11. Mr. M. B. Wasim Akram, 4th Civil 16IFA03020 - Akram
12. Ms. M. Yogitha Chowdary, 4th Food Tech. 16IFA15104 - Yogitha
13. Mr. G. Arinash, 4th Chemical 16IFA02008 - Arinash
14. Mr. S. Chaitanya Sai, 4th Petroleum 16IFA17008 - Sai
15. Mr. S. K. U. Rameed Bijalbari, 4th Textile 17ILA11011 - Rameed
16. Mr. T. Tarun Kumar, 4th Ag. 16IFA12023 - Tarun
17. Mr. M. Manikanta, 4th Automobile 17IFA10001 - Manikanta
18. Ms. S. Yashini, 3rd BBA 17IFK01028 - Yashini
19. Ms. D. Sravanthi, 4th Bioinformatics 16IFA14035
20. Mr. M. Manoj Kumar Reddy, 3rd CSE 17IFA04011 - *[Signature]*



### Leave of Absence

|                        |  |          |
|------------------------|--|----------|
| 1. Dr. B.M.Rao         | Professor, Dept of MBA                     | - Member |
| 2. Ms. M. Anitha Reddy | Assistant Prof, Dept of Applied Engg.      | - Member |
| 3. Dr.K. Sukesh        | Assistant Professor, Dept of Biotechnology | - Member |

At the outset, the Chair welcomed all the members present and commenced the meeting. The discussions and resolutions of the meetings were recorded in the order of agenda points.

### Resolutions on Agenda points:

#### Agenda point I: Action taken on previous minutes of the meeting.

Minutes of 17<sup>th</sup> Library Advisory Committee meeting held on 27/12/2018 were displayed and the action taken in each case was discussed. As no changes were suggested by members, the committee confirmed the minutes of the previous meeting.

#### Agenda point II: Review of statistics of Library usage of the previous semester and seek suggestions from the members to improve usage of library services.

The usage of library services by students and staff are presented (243 transactions per day in last Semester and 1282 visitors per day in last Semester) by the Librarian and the statistics are provided in the tables as given below.

#### .LAST SEMESTER TRANSACTIONS REPORT (ISSUES & RETURNS on working days)

| S.NO | MONTH    | NO. Of Days | ISSUES       | RETURNS      | TOTAL        |
|------|----------|-------------|--------------|--------------|--------------|
| 1    | December | 17          | 3938         | 2287         | 6225         |
| 2    | January  | 24          | 5262         | 5529         | 10791        |
| 3    | February | 23          | 3509         | 3401         | 6910         |
| 4    | March    | 23          | 2787         | 3447         | 6234         |
| 5    | April    | 20          | 3429         | 2724         | 6153         |
| 6    | May      | 17          | 2114         | 3416         | 5530         |
|      |          | <b>124</b>  | <b>14987</b> | <b>15101</b> | <b>30088</b> |

#### LAST SEMESTER VISITORS REPORT (Including Sundays and Holidays)

| S.NO | MONTH    | NO. Of Days | Number of Visitors (STUDENTS) | Number of Visitors (STAFF) | Total         |
|------|----------|-------------|-------------------------------|----------------------------|---------------|
| 1    | December | 30          | 30639                         | 1928                       | 32597         |
| 2    | January  | 27          | 46139                         | 2632                       | 48771         |
| 3    | February | 26          | 37631                         | 2230                       | 39861         |
| 4    | March    | 27          | 42195                         | 2529                       | 44724         |
| 5    | April    | 20          | 28892                         | 1755                       | 30647         |
| 6    | May      | 31          | 19425                         | 548                        | 9773          |
|      |          | <b>161</b>  | <b>204921</b>                 | <b>11622</b>               | <b>206373</b> |

The members expressed satisfaction for the improvement of the utilization of the library services when compared with the previous semester (A.Y.2018-19, Sem-1) numbers. Further the committee discussed on the improvement of the visitors' number with the Librarian. Committee also discussed various possibilities to improve the usage of library books by reaching more students through LAC student members.

Along with this the Dean Library enquire about the usage of department libraries. The members said that Department libraries are used mainly for quick reference by the faculty. Then the Dean proposed:

- To appoint two members of staff with a basic undergraduate qualification to look after the department libraries on rotation basis and to check the efficacy of the department libraries.
- Either the DEO of the department or the Lab technicians on their free time should focus on the maintenance of the department of libraries effectively under the supervision of the department library in-charges or coordinators under the agies of the department Head.

#### Agenda point III: Approval for procurement of required books for odd semester of academic year 2019-'20.

As per the proposals received from all the departments for the procurement of books required for the odd semester of Academic Year 2019-20 is given below. All the members have accepted for procurement of **3809** books worth of **Rs. 22,18,629.00**. The proposal will be forwarded to the Central Purchase Committee for necessary initiation of the Order. The following table describes the suggest books and their costs in rupees.

| S.No | Branch                                  | Proposal of No. Of Copies | Amount (Rs.)      |
|------|---|---------------------------|-------------------|
| 1    | Agricultural Engineering                | 371                       | 192958.00         |
| 2    | Automobile Engineering                  | 76                        | 51125.00          |
| 3    | Management Studies                      | 389                       | 185351.00         |
| 4    | Bioinformatics                          | 106                       | 92502.00          |
| 5    | Biotechnology                           | 223                       | 194080.00         |
| 6    | Chemical Engineering                    | 81                        | 34894.00          |
| 7    | Civil Engineering                       | 34                        | 24407.00          |
| 8    | Computer Science Engineering            | 572                       | 277723.00         |
| 9    | Electronics & Communication Engineering | 299                       | 158790.00         |
| 10   | Electrical Engineering                  | 8                         | 11494.00          |
| 11   | Food Technology                         | 372                       | 223044            |
| 12   | Information Technology                  | 136                       | 70507.00          |
| 13   | Biomedical Engineering                  | 177                       | 135614.00         |
| 14   | Mechanical Engineering                  | 116                       | 62338.00          |
| 15   | Petroleum Engineering                   | 119                       | 134309.00         |
| 16   | Textile Technology                      | 47                        | 88330.00          |
| 17   | Science & Humanities                    | 333                       | 172129.00         |
| 18   | BSc.                                    | 274                       | 77381.00          |
| 19   | B.Pharmacy                              | 76                        | 31653.00          |
|      |   | <b>3809</b>               | <b>2218629.00</b> |



#### Agenda point IV : Library activities calendar for New academic year 2019-20

- In the all branches one student coordinator from each section will be given the responsibility of disseminating information of new arrivals, events at library and other library services in their sections.
- Student coordinators will get special privilege and will be given 5 books per semester and a 30 days of retention period.
- Book review Competitions and Technical Presentations will be conducted once in a month of the Semester for the students to encourage and inculcate the habit of book reading.
- It is decided to organize a one-day workshop for faculty and research scholars on IPR, Innovations, Latex and remote access facilities of the online journals and e-books.

The following table to gives a detailed information of the library activities of A.Y 2019-'20.

| Date   | Activities Planned  |
|--|---|
| July 1 <sup>st</sup> to 12 <sup>th</sup> July 2019 | Library Week (Staff & Students) <ul style="list-style-type: none"> <li>• Awareness program on availability of semester text and reference books for various courses in the library for students &amp; staff</li> <li>• Awareness on online and print journals to students &amp; staff</li> <li>• Best practices of utilizing library recourses in acquiring knowledge and for personality improvement - explanation by library staff to students</li> </ul> |
| Aug 1 <sup>st</sup> Week 2019                      | <ul style="list-style-type: none"> <li>✓ Online Journals Remote Access (Knimbus) Orientation Programme for Faculty, Research Scholars &amp; Students</li> <li>✓ External resource person will be invited to explain the intricacies of Remote Access</li> </ul>   |
| 15 <sup>th</sup> Aug 2019                          | <ul style="list-style-type: none"> <li>• Students of all branches will be invited to participate in Quiz Competition on mark of Independence Day.</li> <li>• The Quiz theme will comprise of freedom struggle and post independence era</li> <li>• Prizes will be distributed to the winners.</li> </ul>  |
| December (Even semester 1 <sup>st</sup> Week) 2019 | Library Week ( Staff & Students) <ul style="list-style-type: none"> <li>• Planning to have awareness on Semester books available in the library for students &amp; staff</li> <li>• Awareness on online and print journals to students &amp; staff</li> <li>• Best way of using library for personality improvement and knowledge bank. This will be explained by library staff to students</li> </ul>  |
| 20 <sup>th</sup> to 24 <sup>th</sup> Jan 2020      | In collaboration with Civil Services Section of our university JAM, Picture story, Debate, Quiz will be held on 26 <sup>th</sup> Jan 2019 <ul style="list-style-type: none"> <li>• Students of various branches will be asked to assemble at the library and give them available information for generating interest in them</li> <li>• A committee of panel members will be constituted to</li> </ul>  |

|   |  |
|---|--|
|   | decide the winners of the competition <ul style="list-style-type: none"> <li>• Prizes will be distributed to the winners.</li> </ul>                                 |
| 20 <sup>th</sup> Feb 2020 (Entire week) | Library Annual day <ul style="list-style-type: none"> <li>➤ Quiz competition will be conducted for students all branches and winners will be given prizes</li> </ul> |

#### Agenda point V : Discussion on approval of Library Budget for the academic year 2019-20:

Regarding fifth agenda point, the Dean and the Librarian explained in detail about the allocated Budget for the year 2019-20. The committee had proposed budget of Rs.1,42,03,000.00 to meet the requirements of for the academic year 2019-20. The Finance Committee of the University has approved Rs.1,27,03,000 for this academic year. All Library Advisory committee members have approved the changes made in budget by the Finance committee.

#### Agenda point VI: Information on Budget Utilization for the academic year 2018-19:

The Librarian and the Dean presented the budget spent in the previous academic year 2018-19. The details are given in the following table.

| S.No         | Utilization                    | Amount ( Rs.)         |
|--------------|--------------------------------|-----------------------|
| 1            | Books Amount                   | 32,25,096.00          |
| 2            | National Journals              | 4,06,663.00           |
| 3            | Online Journals                | 62,94,660.00          |
| 4            | Delnet                         | 13570.00              |
| 5            | Plagiarism Software (Turnitin) | 4,16,262.00           |
| 6            | Periodicals Amount             | 1,77,201.00           |
| 7            | Miscellaneous Amount           | 1,27,301.00           |
| 8            | Equipment Bills Amount         | 1,78,987.00           |
| <b>Total</b> |                                | <b>1,08,39,740.00</b> |

The Dean Library expressed his satisfaction for utilizing 95% funds for the previous academic year. The details are:

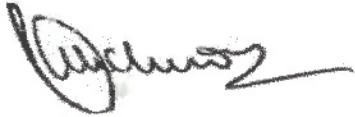
|                    |                |
|--------------------|----------------|
| Budget allotted    | 1,14,37,387.00 |
| Budget Expenditure | 1,08,39,740.00 |
| Unutilized Amount  | 5,97,647.00    |

All Library Advisory Committee members have ratified the utilization of budget.

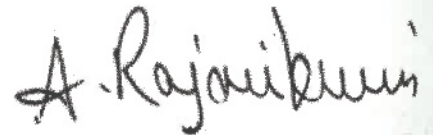


**Agenda point VII: Any other points with permission of chair.**

- Mr. N. Raviteja of 4<sup>th</sup> Bioinformatics proposed that the students of library advisory committee may be provided certificate for their tenure as the member. After a detailed discussion it was decided that the students of the library advisory committee will be provided a certificate of appreciation for their services.



(Dr. K.V. Krishna Kishore)  
Dean  
Lib & IT Services



(Smt. A. Rajani Kumari)  
Librarian

Copy to:

1. Vice Chancellor
2. Rector
3. Registrar
4. All HOD's
5. All LAC Members



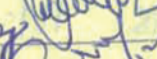

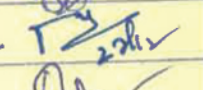
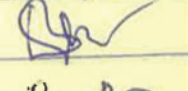
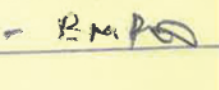
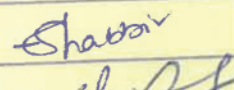
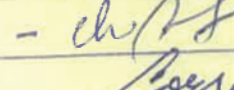
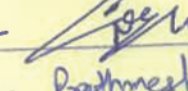
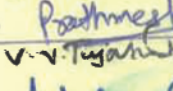
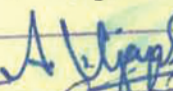
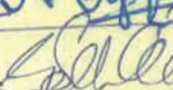

# 19th LAC Meeting

19<sup>th</sup> Meeting of the members of the Library Advisory Committee (LAC) will be held on 27-12-2019 at 3.45 pm in the NTR Vignam Library. All the members are requested to make it convenient to attend the meeting.

## Agenda:

1. Action taken on previous minutes of the meeting.
2. Review of Statistics of Library Usage of the previous Semester and seek suggestions from the members to improve usage Library Services.
3. Updates on books procured in odd (last) Semester of AY 2019-20.
4. Proposal for procurement of books required for even Semester of AY 2019-20.
5. Review of Usage Statistics of Online Journals and National Print Journals in the year 2019. (Enclosed the Statistics) and finalization of proposal for renewal of Online Journals for the next Calendar year 2020.
6. Any other points with permission of Chair.

## Faculty members:

- |                                |                                 |   |
|--------------------------------|---------------------------------|---|
| 1. Dr. K. V. Krishna Kishore   | HOD, LT Dept. Dean Library      |  |
| 2. Dr. V. Vijayaraghavan       | Asst. prof. Dept. of ECE        |  |
| 3. Dr. M. Subbarao             | Asst. prof. Dept. of EEE        |  |
| 4. Mrs. D. Ravikanth           | Asst. prof. Dept. of Civil      |  |
| 5. Dr. B. M. Rao               | Professor, Dept. of MBA         |  |
| 6. Mr. K. S. Raghuram          | Asst. prof. Dept. of S & H      |   |
| 7. Mr. S. K. Shabeer Hussain   | Asst. prof. Dept. of CSE        |  |
| 8. Mr. Ch. Prameeth            | Asst. prof. Dept. of IT         |  |
| 9. Mr. Ch. Govardhan Rao       | Asst. prof. Dept. of Textile    |  |
| 10. Mr. P. S. Prathmesh Sepale | Asst. prof. Dept. of Petroleum. |  |
| 11. Ms. M. Anitha Reddy        | Asst. prof. Dept. of Applied.   |  |
| 12. Dr. A. Vijaya Sasi         | Asst. prof. Dept. of Bio-Tech   |  |
| Dr. C. Prasadiah Kumar         | Asst. prof. Dept. of Biotech    |  |



13. Mr. Nikesh Gorathari Kuthe Asst. prof. Dept. of Mech. *NK*  
 14. Mrs. A. Rajani Kumari Librarian, Member Secretary.

### Student members:

1. Ms. P.S.S. Lakshmi Ramya 4<sup>th</sup> CSE 16IFA04120 *Pamya*
2. Ms. A. Krishna Chaitanya 4<sup>th</sup> ECE 16IFA05284 *Ak. Chaitanya*
3. Ms. R. Harsha Reddy 4<sup>th</sup> BM 16IFA16020 *Harsha*
4. Ms. B. Mahendar Reddy 4<sup>th</sup> EEE 16IFA06002 *B.M. Reddy*
5. Ms. B. Brahma Teja 4<sup>th</sup> IT 16IFA07001 *Brahma Teja*
6. Ms. D. Sravanthi 3<sup>rd</sup> MCA 17IFD01019 *S. Sravanthi*
7. Ms. Shaik Hajali 3<sup>rd</sup> BCA 17IFJ01002 *SK. Hajali*
8. Ms. B. Naveen 4<sup>th</sup> Mech. 16IFA08005 *Naveen*
9. Mr. N. Ravi Teja 4<sup>th</sup> BI 16IFA14035 *N. Raviteja*
10. Ms. M. Pushpalatha 4<sup>th</sup> BT 16IFA01155 *M.P.*
11. Ms. M.B. Khasim Akram 4<sup>th</sup> Civil 16IFA03020 *M.B.*
12. Ms. M. Yogitha Chowdary 4<sup>th</sup> FT 16IFA15014 *M.M.*
13. Ms. G. Avinash 4<sup>th</sup> Chem 16IFA02005 *G. Avinash*
14. Ms. S. Chaitanya Sai 4<sup>th</sup> PE 16IFA17008 *S. Sai*
15. Ms. S.K.U. Rasheed Biyalbani 4<sup>th</sup> Textile 17ILA11011 *Rasheed*
16. Mr. T. Tarun Kumar 4<sup>th</sup> AG 16IFA12023 *Tarun*
17. Mrs. M. Manikanta 4<sup>th</sup> AM 17ILA10001 *Manikanta*
18. Ms. S. Yamini 3<sup>rd</sup> BBA 17IFK01028 *Yamini*
19. Mr. M. Dileep Sathani 3<sup>rd</sup> IT 18ILA11008 *Dileep*

### Leave of Absence

1. Mr. K.Sree Raghuram Asst Prof, Dept of S&H - Member

### Resolutions on Agenda points:

#### Agenda point I: Action taken on previous minutes of the meeting.

Minutes of 18<sup>th</sup> Library Advisory Committee meeting held on 11/07/2019 were displayed and the action taken in each case was discussed. No changes were suggested by the members, the committee confirmed the minutes of the previous meeting.

#### Agenda point II: Review of statistics of Library usage of the previous semester and seeking suggestions from the members to improve usage of library services.

The usage of library services by students and staff were presented (308 transactions per day in last Semester and 1833 students and 103 staff visited per day in last Semester) by the Librarian and the statistics are provided in the tables as given below.

#### LAST SEMESTER TRANSACTIONS REPORT (Issues & Returns on working days)

| S.NO | MONTH     | NO. Of Days | ISSUES       | RETURNS      | TOTAL        |
|------|-----------|-------------|--------------|--------------|--------------|
| 1    | July      | 25          | 4025         | 2279         | 6329         |
| 2    | August    | 22          | 4401         | 4481         | 8904         |
| 3    | September | 23          | 3894         | 3982         | 7899         |
| 4    | October   | 24          | 3533         | 3133         | 6690         |
| 5    | November  | 26          | 2833         | 4317         | 7176         |
|      |           | <b>120</b>  | <b>18686</b> | <b>18192</b> | <b>36998</b> |

#### LAST SEMESTER VISITORS REPORT (Including Sundays and Holidays)

| S.NO | MONTH     | NO. Of Days | Number of Visitors (STUDENTS) | Number of Visitors (STAFF) | Total         |
|------|-----------|-------------|-------------------------------|----------------------------|---------------|
| 1    | July      | 31          | 49029                         | 3167                       | 52196         |
| 2    | August    | 29          | 53840                         | 2955                       | 56795         |
| 3    | September | 29          | 58643                         | 3230                       | 61873         |
| 4    | October   | 26          | 54065                         | 2600                       | 56665         |
| 5    | November  | 30          | 50294                         | 3010                       | 53304         |
|      |           | <b>145</b>  | <b>265871</b>                 | <b>14962</b>               | <b>280833</b> |

The members expressed satisfaction for the improvement of the utilization of the library services when compared with the previous semester statistics. Further the committee advised the Librarian to improve the usage of library by reaching more students with the help of LAC student members.



### Agenda point III : Updates on books procured in odd(last) semester of 2019 -20

The Librarian informed the updates on procurement of books in the last semester of Academic Year 2019-20. Out of 3809 books worth of Rs. 22,186,29/- ordered, the vendor has supplied 3290 book worth of Rs. 1857698/-

### Agenda point IV : Proposal for procurement of books required for even semester of Academic Year 2019-20.

As per the proposals received from all the departments for the procurement of books required for the even semester of Academic Year 2019-20 is given below. All the members have accepted for procurement of 3945 books worth of Rs. 17,88,673.96. The proposal will be forwarded to the Central Purchase Committee for necessary initiation of the Order.

| S.No | Branch                            | Proposed Number of Copies | Amount (Rs)       | Each Book Average |
|------|-----------------------------------|---------------------------|-------------------|-------------------|
| 1    | Agricultural Engineering          | 230                       | 86221.28          | 374.88            |
| 2    | Automobile Engineering            | 125                       | 40112.52          | 320.90            |
| 3    | Bioinformatics                    | 164                       | 82909.68          | 505.55            |
| 4    | Biomedical Engineering            | 237                       | 110264.04         | 465.25            |
| 5    | Biotechnology                     | 355                       | 143337.2          | 403.77            |
| 6    | S&H (BSc.)                        | 185                       | 68999.75          | 372.97            |
| 7    | Chemical Engineering              | 79                        | 34082.28          | 431.42            |
| 8    | Civil Engineering                 | 37                        | 20047.76          | 541.83            |
| 9    | Computer Science Engineering      | 754                       | 396101.45         | 525.33            |
| 10   | Electronics & Communication Engg. | 234                       | 119857.48         | 512.21            |
| 11   | Electrical Engineering            | 76                        | 31981.08          | 420.80            |
| 12   | Food Technology                   | 255                       | 88777.4           | 348.15            |
| 13   | Information Technology            | 352                       | 199598.36         | 567.04            |
| 14   | Management                        | 163                       | 78741.28          | 483.08            |
| 15   | Mechanical Engineering            | 145                       | 29212.12          | 201.46            |
| 16   | Petroleum Engineering             | 143                       | 94805.60          | 662.98            |
| 17   | B. Pharmacy                       | 270                       | 107550.16         | 398.33            |
| 18   | Textile Engineering               | 60                        | 30154.97          | 502.58            |
| 19   | Civil Services                    | 81                        | 25919.56          | 319.99            |
|      | <b>Grand Total</b>                | <b>3945</b>               | <b>1788673.97</b> | <b>453.40</b>     |

### Agenda point V: Review of usage statistics of Online Journals and National print journals in the year 2019 (Enclosed the statistics) and finalization of proposal for renewal of online journals for the next year 2020.

Online Journals usage statistics for the current year from January to October 2019 were presented to all the members as given below.

| S. No. | Online Packages Names | No. Of Downloaded Articles | Payment made for (Rs.) | Each Article cost (Rs.) |
|--------|-----------------------|----------------------------|------------------------|-------------------------|
| 1      | IEEE/ IEL             | 36527                      | 3952370.00             | 108.20                  |
| 2      | SPRINGERLINK          | 8062                       | 1482382.00             | 183.87                  |
| 3      | ASME                  | 282                        | 218053.00              | 773.23                  |
| 4      | ASCE                  | 858                        | 261979.00              | 305.33                  |
| 5      | EBSCO                 | 1516                       | 292598.00              | 193.00                  |
| 6      | JSTOR                 | 4770                       | 87279.00               | 18.29                   |
|        | <b>Total</b>          | <b>52015</b>               | <b>6294661.00</b>      | <b>121.01</b>           |

- All the members of the committee discussed on renewal of National Print journals. All the committee members have accepted to renew all these journals for the year 2020. The Librarian has informed that the renewal amount would be Rs.2,74066.00/- for (Print Journals) and renewal of subscriptions for online Journals would be Rs.7195025.85. The Members have recommended for further processing.

### Agenda point VI: Any other points with permission of chair.

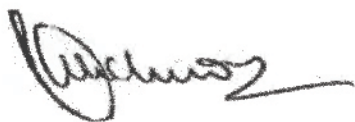
Later with the permission of the chair, the following points were discussed

- The Dean library put forward a proposal that every month the library should conduct a competition on reviewing books in the General & Technical category "Book Review Competition". He also suggested to give branch wise prizes to the students to mobilize them to use the library. He proposed the fine amount can be used to distribute prizes in the form of books. The librarian was directed to chalk out an action plan on this.
- Mr D. Anandha Kumar from IT requested for online Gate coaching videos by Ravindrababu Ravula. These videos are to be purchased and can be provided to the students who are interested to appear GATE exams. As these online videos are sold to students only, hence the Librarian directed to purchase one set on any known students name. This provision will be available for 2 years. The approximate cost would be Rs.43,000/-
- As per the instructions of the honorable Vice Chancellor it was decided to take both staff and students to the Vijayawada Book Exhibition by arranging buses from our university in January first week 2019.

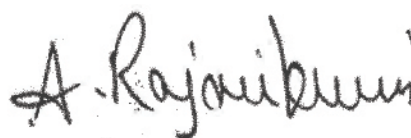


- The Librarian proposed that the number of issuing books will be increased 3 to 4 here after. She also announced that the student coordinators will get a special privilege for 5 books and another privilege that they can retain their book with a special renewal facility.
- Mr. Visesh Badariah, Petroleum Engineering Faculty has suggested for single user subscription online journals of Petroleum Society package, which is very useful for petroleum students and staff. The Dean- Library has responded positively and informed him to discuss the same with the HOD of chemical Department and told him to forward a Proposal for the subscription.
- Librarian is advised to plan some activities to improve usage of Library by faculty members.

Dean, Library has thanked all the members for active participation and declared the meeting is adjourned.



(Dr. K.V. Krishna Kishore)  
Dean,  
Library & IT Services.



(Mrs. A. Rajani Kumari)  
Librarian  
Secretary – LAC Meeting

Copy to:

1. Vice Chancellor
2. Rector
3. Registrar
4. All Dean's & HOD's
5. Section Heads
6. Exam cell
7. Library
8. All LAC Members



# 20th LAC Meeting

20th Meeting of the members of the Library Advisory Committee (LAC) Will be held on 09-10-2020 at 4.00 pm in the NTR Vignam library. All the Members are requested to make it convenient to attend the meeting

## Agenda:-

1. Action taken on previous minutes of the meeting
2. Review of statistics of library usage of the previous semester and seek suggestions from the members to improve usage of library services for both faculty and students.
3. proposal for procurement of required books for the academic year 2020-2021.
4. Infrastructural maintenance in view of commencement of academic year 2020-'21.
5. Any other points with permission of Chair.

## Faculty Members:

1. Dr. K.V.K. Kishore - Professor & HOD IT - Dean Library
2. Mr. Vijaya Raghavan - Asst. Prof, Dept of ECE - Member
3. Dr. M. Subba Rao - Asst. Prof. Dept of EEES - Member
4. Dr. A. Vijaya Sai - Asst. prof. Dept of BIT - Member
5. Mr. B. Jagannathan Rao - Asst. Prof. Dept. of Mech - Member
6. Sri D. Ravikanth - Asst. prof. Dept. of Civil - Member
7. Dr. B. M. Rao - Professor Dept. of MBA - Member
8. Mr. K.S. Raghuram - Asst. prof. Dept. of S&H - Member
9. Sri K. Kiran Kumar - Asst. prof. Dept. of CSE - Member
10. Mr. N. Srikanth Yadav - Asst. Prof. Dept of IT - Member
11. Sri Ch. Govardhan Rao - Asst. prof. Dept. of Textile - Member
12. Mr. Prathmesh Sapale - Asst. prof. Dept. of Petroleum - Member
13. Mrs. M. Anitha Reddy - Asst. Prof. Dept. of Applied - Member
14. Dr. N. Lakshmi Prasanthi - Assoc. prof. Dept. of B. Pharmacy - Member
15. Smt A. Rajanikumari - Librarian - Member Secretary
16. Dr. S. Jagadish Kumar - Asst. prof. Dept of Biotechnology - Member



## Resolutions on Agenda points:

### Agenda point I: Action taken on previous minutes of the meeting.

Minutes of 19<sup>th</sup> Library Advisory Committee meeting held on 27/12/2019 were displayed and the action taken in each case was discussed. As no changes were suggested by members, the committee confirmed the minutes of the previous meeting. The chair announced that the minutes of the previous meeting were ratified thereafter.

### Agenda point II: Review of statistics of Library usage of the previous semester and seek suggestions from the members to improve usage of library services.

The usage of library services by students and staff are presented (231 transactions per day in last Semester and 1862 visitors per day in last Semester) by the Librarian and the statistics are provided in the tables as given below.

#### 2019-20 EVEN SEMESTER TRANSACTIONS REPORT (ISSUES & RETURNS on working days)

| S.NO | MONTH    | NO. Of Days | ISSUES      | RETURNS     | TOTAL        |
|------|----------|-------------|-------------|-------------|--------------|
| 1    | December | 25          | 4024        | 3025        | 7049         |
| 2    | January  | 21          | 2109        | 2756        | 4886         |
| 3    | February | 23          | 2359        | 2003        | 4385         |
| 4    | March    | 13          | 1159        | 1474        | 2633         |
|      |          | <b>82</b>   | <b>9651</b> | <b>9258</b> | <b>18953</b> |

#### 2019-'20 EVEN SEMESTER VISITORS REPORT (Including Sundays and Holidays)

| S.NO | MONTH    | NO. Of Days | Number of Visitors (STUDENTS) | Number of Visitors (STAFF) | Total         |
|------|----------|-------------|-------------------------------|----------------------------|---------------|
| 1    | December | 30          | 58635                         | 3208                       | 61843         |
| 2    | January  | 23          | 33865                         | 1835                       | 35700         |
| 3    | February | 26          | 45902                         | 2802                       | 48704         |
| 4    | March    | 17          | 30145                         | 2313                       | 32458         |
|      |          | <b>96</b>   | <b>168547</b>                 | <b>10158</b>               | <b>178705</b> |

The members expressed satisfaction for the improvement of the utilization of the library services when compared with the previous semester (A.Y.2019-20, odd semester). The members expressed their hope that the pandemic covid-19 situation would end and the previous glory would come to the library. The committee prized the library staff for their support to the students for providing services during the Lockdown period. The Committee discussed various possibilities to improve the usage of library books by reaching more students who ever visit the library and put a request mail to the library staff. Library staff extended their services by responding to the email requests and sending the information/articles required to the students.

### Agenda point III: Proposal for procurement of required books for odd semester of academic year 2020-'21.

As per the proposals received from all the departments for the procurement of books required for the odd semester of academic year 2020-21 is given below. All the members have accepted for the procurement of **3667** books worth of **Rs. 17,93,280.23** and AICTE handbook recommend Indian authors **646** books worth **Rs. 22,3391.57**. The members agreed to forward the proposal to the Central Purchase Committee for necessary initiation to raise an order. The following table describes the suggested books and their costs in rupees.

| S.No. | Branch                              | Copies      | Amount (Rs.)        | Average for Book |
|-------|-------------------------------------|-------------|---------------------|------------------|
| 1     | Agricultural Engineering            | 541         | 257355.45           | 475.70           |
| 2     | Automobile Engineering              | 32          | 17952.00            | 584.20           |
| 3     | Pharmacy                            | 242         | 132320.74           | 546.77           |
| 4     | Bioinformatics                      | 66          | 50471.05            | 764.71           |
| 5     | Biomedical Engineering              | 127         | 77822.55            | 612.77           |
| 6     | Biotechnology                       | 162         | 119171.6            | 735.62           |
| 7     | BSc.                                | 15          | 3758.5              | 250.56           |
| 8     | Chemical Engineering                | 55          | 38297.3             | 696.31           |
| 9     | Civil Engineering                   | 80          | 37447.35            | 468.09           |
| 10    | Computer Science Engg.              | 476         | 240421.89           | 505.08           |
| 11    | Electronics and Communication Engg. | 182         | 81451.82            | 447.53           |
| 12    | Electrical Engineering              | 20          | 8592.00             | 429.60           |
| 13    | Food Technology                     | 455         | 195100.35           | 428.79           |
| 14    | General Books                       | 10          | 6034.00             | 603.40           |
| 15    | Information Technology              | 110         | 58784.82            | 534.40           |
| 16    | Management                          | 91          | 51985.93            | 571.27           |
| 17    | Mechanical Engineering.             | 70          | 28737.5             | 410.53           |
| 18    | Petroleum Engineering               | 224         | 94003.19            | 419.65           |
| 19    | Science & Humanities                | 687         | 282604.48           | 411.36           |
| 20    | Textile Engineering                 | 22          | 10967.70            | 498.53           |
|       | <b>GRAND TOTAL</b>                  | <b>3667</b> | <b>17,93,280.23</b> | <b>489.03</b>    |



### AICTE Handbook Recommended Indian Author books

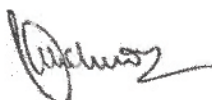
| S.No. | Branch                             | Copies     | Amount (Rs.)       | Average for Book |
|-------|------------------------------------|------------|--------------------|------------------|
| 1     | Agricultural Engineering           | 15         | 5853.00            | 390.20           |
| 2     | Automobile Engineering             | 40         | 15265.25           | 381.63           |
| 3     | Biomedical Engineering             | 3          | 2089.50            | 696.50           |
| 4     | Biotechnology                      | 5          | 3581.25            | 716.25           |
| 5     | Chemical Engineering               | 25         | 6265.25            | 250.61           |
| 6     | Civil Engineering.                 | 80         | 22738.00           | 284.22           |
| 7     | Computer Science Engg.             | 80         | 23189.07           | 289.86           |
| 8     | Electronics and Communication Engg | 100        | 35120.00           | 351.20           |
| 9     | Electrical Engineering             | 61         | 27850.75           | 456.56           |
| 10    | Information Technology             | 46         | 16336.00           | 355.13           |
| 11    | Management                         | 41         | 13833.00           | 337.39           |
| 12    | Mechanical Engineering.            | 64         | 23560.00           | 368.12           |
| 13    | Petroleum Engineering              | 5          | 1032.50            | 206.50           |
| 14    | Science & Humanities               | 81         | 26678.00           | 329.35           |
|       | <b>Grand Total</b>                 | <b>646</b> | <b>2,23,391.57</b> | <b>345.80</b>    |

#### Agenda point IV: Infrastructural maintenance in view of commencement of academic year 2020-21

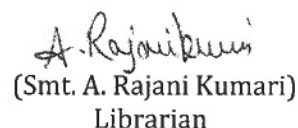
- The Librarian informed that some of the windows are badly damaged and they need to replace with the new ones. And she told that some of the windows were found partially damaged and they need to be get repaired.
- As the number of the books reached very close to 95000, the librarian told that there was a dire need for new rack and the steppers. All committee members have accepted for procurement of new racks and steppers to accommodate the books.

#### Agenda point V: Any other points with permission of chair.

The Chair and the librarian informed all the members to check the requirement of the department library books and collect them from the central library for faculty and student access. Department Library coordinators should maintain and updated all necessary records.



(Dr. K.V. Krishna Kishore)  
Dean,  
Lib & IT Services



(Smt. A. Rajani Kumari)  
Librarian

#### Copy to:

1. Vice Chancellor
2. Registrar
3. All HOD's
4. All Dean's
5. All LAC Members