

## **CONSTITUTION OF THE LIBRARY COMMITTEE**

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### **Objectives:-**

Provide advice, support, and liaison for the faculty, the individual departments, and the Librarian on matters of the role of the Library in academic learning, budgeting, collection development, bibliographic instruction and automation, circulation, and reference services. Academic departments have responsibility for the quality of their collections.

### **The major functions of the Library Committee:**

- To propose library vision, strategy document
- To formulate various policies related to library like, purchase, space etc.
- To propose library budget for the Institutes and department
- To propose library activities, programmers and services
- To propose library and information literacy in the institute
- Online journal software awareness and for faculty publications and institutional publications.
- Implementing Library policies – Library Material Purchase Policy, Book Bank Policy, Electronic Resource Access Policy.
- To provide for proper documentation services and updating the Library collection.
- To work towards modernization and improvement of Library and documentation Services
- To formulate policies and procedures for efficient use of Library resources.
- To review Library readership dept-wise.
- To adopt measures to enhance readership
- To seek feedback on Library functions from readers.
- To submit the annual report on the functioning of the library



**LIBRARY COMMITTEE**

Sl. No.	Name of the Member	Position	Department	Signature
1.	Dr. R.S.Jahagirdar	Chairman	Principal	
2.	Mr. Latif <i>Latheef</i>	Convener	Library	
3.	Dr. Vandana	CO- Convener	CSE	
4.	Mr. Syed Hussain	Member	EEE	
5.	Mr. MAHESH REDDY	Member	MECH	
6.	Ms. ZAREENA ZAMEER	Member	H&S	
7.	Vaishnavi	Member from Student Council	ECE	
8.	P.Sumanth	Member from Student Council	CSE	

Mr. Latif

CONVENER  
LIBRARY COMMITTEE  
KGR CET



## **LIBRARY COMMITTEE**

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### **Meeting Schedule:**

<b>Academic Year</b>	<b>Date of Meeting</b>	<b>No. of Members Attended</b>
<b>2020-2021</b>	15.07.2021	08
	29.12.2020	10
<b>2019-2020</b>	12-12-2019	10
<b>2018-2019</b>	22-05-2019	05
	27-12-2018	07
	23-07-2018	09
<b>2017-2018</b>	10-11-2017	08
	20-05-2017	08






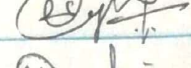
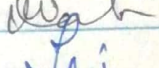
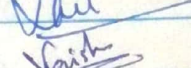
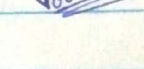
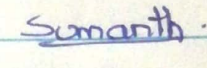
## Library Committee Meeting

Meeting NO : 2 / 2021 ( 1 / 2021 )

Date : 15.07.2021

Time : 2:00 Pm

### Members Present

- |   |                     |                                |           |   |
|---|---------------------|--------------------------------|-----------|---|
| 1 | Dr. R-S. Jahagirdar | Chairman                       | Principal |    |
| 2 | Mr. Latheef         | Convener                       | Library   |    |
| 3 | Dr. Vandana         | Co-convener                    | EC&E      |    |
| 4 | Mr. Syed Hussain    | Member                         | EEE       |    |
| 5 | Mr. Mahesh Reddy    | Member                         | MECH      |   |
| 6 | Ms. Zareena Zameer  | Member                         | H&S       |  |
| 7 | Vaishnavi           | Member from<br>Student Council | ECE       |  |
| 8 | P. Sumanth          | Member from<br>Student Council | CSE       |  |

### Agenda :

- Library committee meeting on 15.07.2021
- 1 Review of Previous minutes of the meeting
  - 2 Procurement of 1<sup>st</sup> Semester text books for B.Tech
  - 3 Review of utilization of Digital Library and Internet.
  - 4 Any other matter with the permission of the chair.



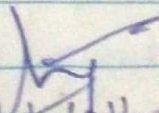
## Review of the Previous minutes of the meeting :

- 1 As per the recommendation of the committee Subscription of DELNET and Journals.
- 2 As per the recommendation of the committee purchasing of II semester text books.


## Present committee minutes :

- 1 The present committee recommended Subscription of the print Journals approximate to cost of Journals are 1,13,360/- for 56 Journals and Delnet package cost is 13,570/-
- 2 The committee is also recommended to purchase of barcode labels and ribbons.
- 3 As there is no other point to discuss the committee conducted its meeting.
- 4 As for the committee recommendation budget approved by management 2021-22 Academic year.

Minutes Recorded by

  
Mohd. Latheef

Convener, Library

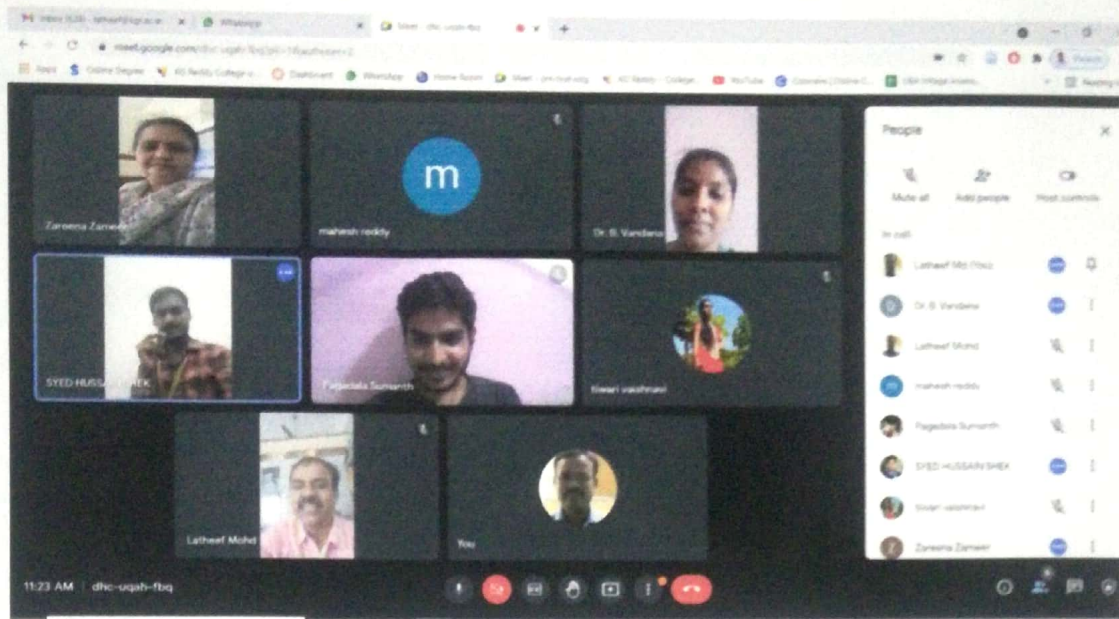
  
Dr. R.S. Jahagirdar  
Chairman, Principal

PRINCIPAL

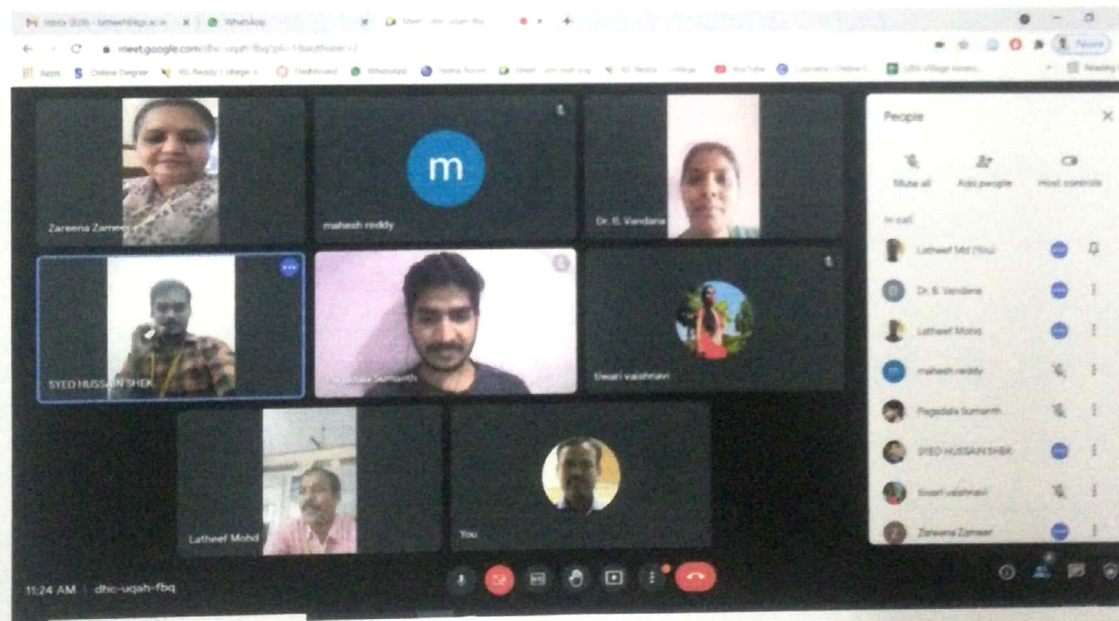
KG Reddy College of Engineering & Technology  
Chilkur(V), Moinabad (M),  
R.R. Dist. Telangana.



## Library Committee Meeting



Librarian Talking about Agenda points of Meeting



Meeting with Committee Members About suggestions

Librarian

Principal




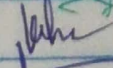
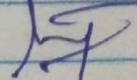
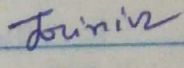

# Library Committee Meeting

Meeting No : 1/2020

Date : 29.12.2020

Time : 2:00 Pm

## Members Present

1	Dr. R.S. Jahagirdar	Chairman	Principal	
2	Dr. Vandana	Convenor	ECE	
3	Mr. Latheef	Member	Librarian	
4	Dr. TAPS Murthy	Member	H&S	
5	Mr. Kashinath Patil	Member	Civil	
6	Dr. J. Srinivas	Member	CSE	
7	Dr. Chandra Prakash	Member	ECE	
8	Mr. Sugunakar	Member	EEE	
9	Mr. Sharatbabu	Member	ME	
10	Dr. Chenna Keshavaiah	Member	H&S	

## AGENDA :

Library Committee Meeting on 29.12.2020

1. Review of the previous minutes of the meeting.
2. Procurement of II Semester (2020-21) textbooks for B-Tech and MBA
3. Review of utilization of Digital Library and Internet (E-Resources)
4. Purchase of Barcode Labels and Ribbons.
5. Career Advancement books Procurement



- 6 Any other matter with the permission of the chair.

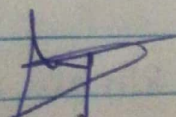
Review of the Previous minutes of the meeting :

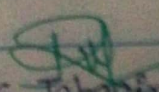
- 1 AS per the recommendations of the committee, Subscription of DELNET to train our students and faculty in accessing and utilizing the Services.

Present Committee Minutes :

- 1 The committee resolved to procure the 1<sup>st</sup> Semester text books as per JNTUH Syllabus 2020-21 for B.Tech.
- 2 E-Journals Packages to be Subscribed for the year 2020 is proposed to subscribe and the invoices have been submitted for the approval.
- 3 As there is no other point to discuss the committee concluded its meeting.
- 4 As for the committee recommendation Budget Approved by management 2020-21 Academic year.

Minutes Recorded by

  
Mohd. Latheef  
Librarian.

  
Dr. R S Jahagirdar  
Chairman & Principal  
PRINCIPAL  
KG Reddy College of Engineering & Technology  
Chilkun(V), Mothabadi (M),  
R.R. Dist. Telangana.



## Library Committee Meeting

Meeting No : 2/2019  
 Date : 12/12/19  
 Time : 2:30 pm

### Members Present

- |     |                          |          |           |                    |
|-----|--------------------------|----------|-----------|--------------------|
| 1.  | Dr R.S. Jahagirdar       | Chairman | Principal | <i>[Signature]</i> |
| 2.  | Dr Vandana               | Convenor |           | <i>[Signature]</i> |
| 3.  | M.r. Latheef             | member   | Librarian | <i>[Signature]</i> |
| 4.  | Dr IAPS Mawthy           | member   | H&S       | <i>[Signature]</i> |
| 5.  | M.r. Kaishinath Patil    | Member   | civil     | <i>[Signature]</i> |
| 6.  | Dr J. Srinivas           | member   | CSE       |                    |
| 7.  | M.r. Dr. Chandra Prakash | Member   | ECE       | <i>[Signature]</i> |
| 8.  | M.r. Sugunakoti Mamidala | Member   | EEE       | <i>[Signature]</i> |
| 9.  | M.r. Sharat babu         | member   | M.E       | <i>[Signature]</i> |
| 10. | Dr Chennakeshavaiah      | member   | H&S       |                    |

### Agenda

1. Review of Previous minats of Meeting Committee  
 observation on subscription of Journals and  
 subscription of DELNET
2. Procurement of 2nd semester Textbooks  
 for B-Tech
3. Review of utilization of Digital Library  
 and Internet



## Review of the Previous minutes of the meeting

1. As Per the Recommendation of the Committee subscription of DELNET and Journals.
2. As Per the Recommendation of the committee Purchasing of 2nd sem Textbooks.

## Present Committee minutes

1. Present Committee Resolved to subscription of the Journals approximate total cost of Journals are - 2,20,000/- and DELNET Package Cost is - 13,570/-
2. The Committee is also Recommended to Purchase of barcode labels and ribbons
3. As there is no other Point to discuss the committee conducted its meeting

As Per the committee Recommendations approved Budget by management Academic Year 2019-2020

Minutes Recorded by

M. La theef  
Librarian

Dr. R.S. Jahagirdar  
Chairman, Principal

KG Reddy College of Engineering & Technology  
Chilkur (V), Moinabad (M),  
R/R Dist., Telangana.



## Library Committee Meeting

71

Meeting No : 1/2019  
Date : 22-05-2019  
Time : 2:00 p.m.

### Members Present:

- 1 Dr. R.S. Jahagirdar, Chairman, Principal
- 2 Mr. Latheef, Secretary, Library
- 3 Mr. Mahesh Reddy, Member, Mech
- 4 Mrs. Zareena Zameer, Member, H & S
- 5 Ms. Sama Sushma, Student Member III EEE

### Agenda:

Library Committee Meeting on 22<sup>nd</sup> May 2019

1. Review of the previous minutes of the meeting
2. Procurement of 1<sup>st</sup> Semester (2019-2020) text books for B.Tech and MBA courses
3. Career Advancement books procurement
4. Collecting books from Social Welfare department Government of Telangana for SC students.
5. Furniture requirement for Library
6. Review of utilization of Digital Library & Internet
7. Purchase of barcode labels and ribbons
8. Any other matters with the permission of the chair



### Review of the previous minutes of the meeting:

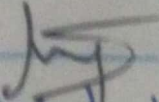
- 1 As per the recommendations of the committee, subscription of DELNET to train our students and faculty in accessing and utilizing the services.

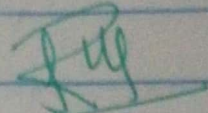
### Present Committee Minutes:

- 1 The committee resolved to procure the I Semester textbooks as per JNTUH syllabus 2019-2020 for B.Tech and MBA courses. Requisitions from the HOD's of the respective departments and the quotations received from M/s SIA Suppliers are attached for committee's review and recommendation. Approximate total cost of the books is Rs. 1,50,000/-. Total number of books proposed for procurement is 250. A copy of the requisitions and proposed purchase orders put up for the approval.
- 2 E-Journals packages to be subscribed for the year 2019 is proposed to subscribe and the invoices have been submitted for the approval.
- 3 The committee is also recommended the Indian Journals, point for the year 2019 as per the norms of the AICTE and JNTUH. Total number of the journals is 66 and the approximate cost of the journals is Rs 1,00,000/-
4. As there is no other point to discuss the committee concluded its meeting.



5. As for the Committee Recommendations Budget as approved by management  
Minutes recorded by

  
Mr. Mohd. Latheef  
Secretary, Library

  
Dr. R. S. Jahagirdhar  
Principal & Chairman  
Principal  
KG Reddy College of Engineering & Technology  
Chilkur (V), Moinabad (M).  
R.R. Dist., Telangana.



## Library Committee Meeting 63

Meeting No : 3/2018  
Date : 27/12/2018  
Time : 2.00 PM.

### Members Present:

1. Dr. R.S. Jahagirdar, Chairman, Principal.
2. Mr. Latheef, member, Library.
3. Mr. Mahesh Reddy, member, mech.
4. Mrs. Zareena Zameer, member, H & E.
5. Mr. Brahmanapally Ramjith Kumar Stu. member IV-ME.
6. Ms. Tanya Pslams student member IV-ME.
7. Ms. Sama Sushma student member II-EEE.

### Agenda:

1. Review of previous minutes of the meeting.
2. Committee observations on subscription of journals and subscription of DELNET.
3. Purchase of barcode labels and ribbons.
4. Any other matter with the permission of the chair.

### Review of the previous minutes of the meeting:

1. As per the recommendations of the committee subscription of DELNET.
2. As per the recommendations of the committee

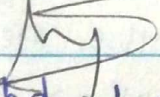


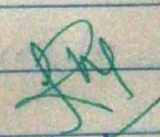
Subscription Journals. (hard copies).

Present Committee minutes:

1. The committee resolved to subscription of the journals approximate total cost of Journals are 107000/- and DELNET package cost is 13500/-.
2. The committee is also recommended to purchase of barcode labels and ribbons.
3. As there is no other point to discuss the committee concluded its meeting.

Minutes recorded by

  
Mohd Latheef  
Librarian

  
Principal  
Dr. R. S. Lakshmi  
R.G. Reddy College of Engineering  
Chikur (V), Moinabad (M)  
R.R. Dist., Telangana.  
Chairman & Principal

Copy to  
Director



# Library Committee Meeting

59

Meeting No. : 2/2018

Date : 23/7/2018

Time : 2.00 PM.

## Members Present:

1. Dr. R.S. Tabagirdar, chairman. Principal.
2. Dr. V. Lingaiah, Convener, Library.
3. Dr. Basavaraj Chunchure, Member CSE.
4. Mr. Latheef, Member Library.
5. Mr. Mahesh Reddy Member Mech.
6. Ms. Zareena Zameer Member H&S.
7. Mr. Brahmanapally Ranjith Kumar Student member IV-ME-A Rishi.
8. Ms. Tanya Pslams Student member IV-ME-Tanya.
9. Ms. Sama Sushma, Student Member, II-EEE Shama Reddy.

## Agenda:

Library New committee formed, Committee meeting held on 23rd July 2018.

1. Review of Previous minutes of the meeting.
2. Procurement of 1st Semester (2018-19) text books for B-Tech and MBA courses. Quotation is attached.
3. Review of utilization of digital library and Internet.
4. Purchase of barcode labels and ribbons.
5. Any other matter with the permission of the chair.

Review of the previous minutes of the meeting:

1. As per the recommendations of the committee,



Subscription of DELNET to train our students and Faculty in accessing and utilizing the services.

### Present Committee Minutes :

1. The committee resolved to procure the 1st semester text books as per JNTUH syllabus 2018-19 for B-Tech and MBA courses. Requisitions from the HODs of the respective departments and the quotations received from M/s The Book syndicate are attached for committee review and recommendation.

Approximate total cost of the Books is Rs. 115000/-.

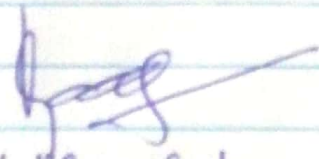
Total number of books proposed for procurement is 540. A copy of the requisitions and proposed purchase orders puts up for the approval.


2. The committee is also recommended to purchase of barcode labels and ribbons.



-As there is no other point to discuss -the committee concluded its meeting.

Minutes recorded by

  
V. Lingaiah  
convenor, Library

  
Dr. R.S. Jahagirdar  
Chairman & Principal

copy to  
Director



# Library committee meeting

47

Meeting No : 2/2017

Date : 10-11-2017

Time : 2.00 PM.

## Members Present :

1. Mr. Saidu Reddy, Assoc. Prof. Dept. of CSE & Chairman Library Committee
2. Mr. Mohd. Latheef, Librarian
3. Mr. Sayed Khamaruddin Assoc. Prof. Dept. of EEE
4. Dr. Dilip Kumar Saha, Assoc. Prof. Dept. of Mech.
5. Mr. Nagaraj, Assoc. Prof. Dept. of ECE
6. Mr. Praveen, Asst Prof. Dept. of Civil
7. Mr. Raghavender, Asst Prof. MBA
8. Dr. Mallikarjun Reddy, Assoc. Prof. HES

## Agenda :

1. Review of previous minutes of the meeting
2. Procurement of 2nd Semester (2017-18) textbooks for B-Tech and MBA courses.
3. Career advancement books procurement
4. Furniture requirement for library
5. Review of utilization of digital library + internet ✓
6. Purchase of barcode labels and ribbons.
7. Any other matter with the permission of the chair.

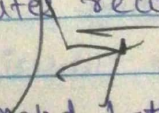
## Review of the previous minutes of the meeting

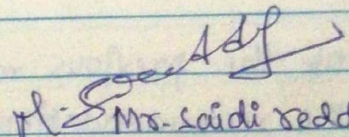
1. As per the recommendations of the committee, subscription IGate online Journals.
2. To train our students and faculty in accessing and utilizing the services of DELNET.



### Present committee Minutes:

1. The committee resolved to procure the 2nd semester textbooks as per JNTUH syllabus 2017-18 for B-Tech and MBA courses. Requisitions from the HODs of the respective Departments and the quotations received from M/s The book syndicate are attached for committee's review and recommendation. Approximate total cost of the books is Rs. 300000/- Total number of books proposed for procurement is 600. A copy of the requisitions and proposed purchase orders put up for the approval.
2. E-Journals packages to be subscribed for the year 2017 is proposed to subscribe and the invoices have been submitted for the approval.
3. The committee is also recommended the Indian Journals, print for the year 2017 as per the norms of the AICTE and JNTUH. Total number of the journals is 80 and the approximate cost of the journals is Rs. 120000/-
4. As there is no other point to discuss the committee concluded its meeting.

Minutes recorded by  
  
 Mr. Mohd Latheef  
 Librarian

  
 Mr. Saidi Reddy  
 Assoc. Prof. - CSE Dept.  
 Chairman - Library Committee



## Library Committee Meeting. 43

Meeting No. : 1/2017  
Date : 20-05-2017  
Time : 2:00 P.M.

### Members Present:

1. Mr. Saidi Reddy, Assoc. Prof. Dept of CSE & Chairman Library Committee.
2. Mr. Mohd. Latheef, Librarian
3. Mr. Sayed Kahamruddin, Assoc. Prof. Dept of EEE
4. Dr. Dilip Kumar Sahu Assoc. Prof. Dept. of Mech.
5. Mr. Nagaraju, Assoc. Prof. Dept. of ECE.
6. Mr. Praveen, Asst. Prof. Dept. of Civil
7. Mr. Raghavender, Asst. Prof. MBA.
8. Dr. Mallikarjun Reddy, Assoc. Prof. H&S

### Agenda:

Library Committee Meeting on 20th May 2017:

1. Review of previous minutes of the meeting.
2. Procurement of 1st Semester (2017-18) text books for B.Tech and MBA courses.
3. Career advancement books procurement.
4. Collecting books from social welfare department of government of Telangana for SC students.
5. Furniture requirement for Library.
6. Review of utilization of digital library & Internet.
7. Purchase of barcode labels and ribbons.
8. Any other matter with the permission of the chair.

### Review of the Previous Minutes of the meeting:

1. As per the recommendations of the committee, subscription