



# MALLA REDDY INSTITUTE OF TECHNOLOGY & SCIENCE

(SPONSORED BY MALLA REDDY EDUCATIONAL SOCIETY)

Permanently Affiliated to JNTUH & Approved by AICTE, New Delhi  
NAAC&NBA Accredited, ISO 9001:2015 Certified, Approved by UK Accreditation Centre  
Granted Status of 2(f) & 12(b) under UGC Act, 1956, Govt. of India.



Ref: MRITS/OO/LPSC/2021-22/01

Date:23.08.2021

## OFFICE ORDER

A **Library and Professional Societies Committee** has been constituted with the following members. The function of committee is listed below.

Sno	Name	Designation	Position in Committee
1	Dr. K Ravindra	Principal	Chairman
2	Dr. P R Suresh Kumar	Librarian	Convener
3	Dr. Anand Govindaraju	HOD, CE	Member
4	Dr. R Prabhakar	HOD, ECE	Member
5	Dr. A Viswanathan	HOD, CSE	Member
6	Dr. J Vignesh	HOD, IT	Member
7	Dr. A Nagaraju	Assoc.Prof., H&S	Member
8	Mr. B. Mohan Kumar	Assoc.Prof., ECE	Member
9	Mr. Sai Jaswant Korupolu (18S11A0538)	Student	Student Member
10	Mr. Kaushik Dontulla (18S11A0481)	Student	Student Member
11	Ms. Manisha Therupalli (18S11A1222)	Student	Student Member
12	Ms. Architha Eeru (19S15A0110)	Student	Student Member

- To prepare a budget for books needed by each Department and forward it to Finance Committee.
- To procure adequate No. of textbooks well in advance before the commencement of semester, in consultation with Heads of Academic Departments.
- To add more titles every year in consultation with respective departments.
- To enrich the library by procuring leading national/international journals
- To procure quality audio and video library literature
- To have a tie-up with IIT libraries, and reputed libraries in the State
- To provide book-bank facility to students
- To conduct review meetings with students on the library facilities and utilization

The above committee will come into force with immediate effect and will continue till further orders.

  
PRINCIPAL

Copy to:

1. All Committee Members
2. All HoD's for information
3. IQAC Coordinator
4. AAA Coordinator
5. Exam Branch
6. Admin Office
7. Notice Board
8. PA to Principal for filing
9. JNTUH

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Date: 04-01-2022

**LIBRARY & INFORMATION CENTER**

**CIRCULAR**

As per the directions and guidelines given by the principal and chairman of library committee, 20<sup>th</sup> meeting will be held in the office of the librarian for the members of the library advisory committee on 10/01/2022 from 3.00 P.M to discuss the following issues:

**Agenda:**

1. Review of 19<sup>th</sup> meeting minutes/resolutions.
2. As per guidelines of the book purchase recommendations for the upcoming semester for the existing courses from the Departments for the academic year 2022-23.
3. Preparation for NAAC and NBA
4. Subscription Journals, E- journals for the Year 2022-23
5. As per guidelines of Government of India , Telangana and JNTUH, Precautionary measurements of COVID-19
6. Cleaning and maintenance of the Library.

All the members of the Library Committee are requested to attend.

  
(P .R. Suresh Kumar)  
Librarian

Convener, Library Advisory Committee

**Copy to:**

1. Dr. K . Ravindra – Principal, Chairman, Library Advisory Committee
2. Dr. Viswanathan- HOD,CSE Department- Member, Library Advisory Committee
3. Dr. R. Prabhakar- HOD, ECE Department- Member, Library Advisory Committee
4. Dr. J.Vignesh - HOD,IT Department- Member, Library Advisory Committee
5. Dr. G. Anaand- HOD,CE Department- Member, Library Advisory Committee
6. Dr. A. Nagaraju -Assoc. Prof, H&S- Member, Library Advisory Committee
7. Mr. B. Mohan Kumar – Assoc. Prof, ECE - Member , Library Advisory Committee
8. Mr. K Sai Jaswanth - 18S11A0538, Student Member , Library Advisory Committee
9. Mr. D Kaushik -18S11A0481, Student Member , Library Advisory Committee
10. Miss. T.Manisha -18S15A1222, Student Member , Library Advisory Committee
11. Miss. Architha Eeru(19S15A0110),Student Member, Library Advisory Committee



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**LIBRARY & INFORMATION CENTER**

20<sup>th</sup> meeting of the Library Advisory Committee was held on 10<sup>th</sup> January 2022 at 3.00 P.M through online in order to discuss the strategies to improve the functioning of the library.

The meeting began with a welcome note by Dr .P R Suresh Kumar. Thereafter, the agenda was taken up item wise and the following points were discussed and resolved.

The Following members have attended the meeting:

- |                                     |                  |
|-------------------------------------|------------------|
| 1. Dr. K.Ravindra                   | - Chairman       |
| 2. Dr. P.R. Suresh Kumar, Librarian | - Convener       |
| 3. Dr. Viswanathan                  | - Member         |
| 4. Dr. R. Prabhakar                 | - Member         |
| 5. Dr. J. Vignesh                   | - Member         |
| 6. Dr. G Anand                      | - Member         |
| 7. Dr. A. Nagaraju                  | - Member         |
| 8. Mr. B. Mohan Kumar               | - Member         |
| 9. Mr. K Sai Jaswanth (18S11A0538)  | - Student Member |
| 10. Mr. D Kaushik(18S11A0481)       | - Student Member |
| 11. Miss. T Manisha(18S11A1222)     | - Student Member |

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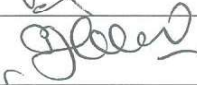





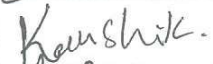
## Resolutions

1. The Committee has expressed satisfaction over the implementation of the resolutions of 19<sup>th</sup> meeting.
2. The Committee Secretary informed the members about the expenditure during 2021-22 for books Rs 2,34,457.02.00, for Print Periodicals 3,31,387.00 and for e-resources 6,32,680.00, for News Papers 10090.00, For stationary 16,240.00.
3. Convener explained the preparation for NAAC and NBA related work.
4. Convener Proposed for Print Journals and E- resources subscription for Academic Year 2022-2023.
5. As suggested in the 19<sup>th</sup> meeting the Committee Secretary sent the procurement status to the HODs and informed the members about the Library activities.
6. Librarian has informed the working functions of Library in COVID-19 Precautions

The meeting is concluded as there are no other points for further discussion

  
Dr. P.R. Suresh Kumar  
LIBARIAN

  
Dr. K. Ravindra  
Principal

S.No	Name	Designation	Designation in Committee	Signature
1	Dr. Viswanathan	HOD, CSE Department	Member	
2	Dr. R. Prabhakar	HOD ECE Department	Member	
3	Dr. J. Vignesh	HOD, IT Department	Member	
4	Dr. G Anand	HOD, Civil Department	Member	
5	Dr. A. Nagaraju	Assoc. Prof H&S	Member	
6	Mr. B. Mohan Kumar	Assoc Prof ECE	Member	
7	Mr. K Sai Jaswanth (18S11A0538)	Student	Student Member	
8	Mr. D Kaushik(18S11A0481)	Student	Student Member	
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