



**POTTI SRIRAMULU CHALAVADI MALLIKARJUNA RAO
COLLEGE OF ENGINEERING & TECHNOLOGY**

SPONSORED BY SKPVV HINDU HIGH SCHOOLS COMMITTEE, Estd : 1906

APPROVED BY AICTE, NEW DELHI, AFFILIATED TO JNTU KAKINADA

ACCREDITED BY NAAC, NBA for B.TECH PROGRAMS in CSE, ECE & EEE, ISO 9001:2015 CERTIFIED

7-3-6/1, RAGHAVA REDDY STREET, ONE TOWN, VIJAYAWADA - 520001

CONTACT : +91 -866 - 2423442 / E-MAIL : principal@pscmr.ac.in / info@pscmr.ac.in

COLLEGE CODE : **PSCV** [EAMCET, ECET, ICET, POLYCET]



CENTRAL LIBRARY & INFORMATION CENTRE

LIBRARY COMMITTEE – 2020-2021

S.No	Name	Designation&Dept	Position
1	Dr. K. Sri Rama Krishna	Principal	Chairman
2	Dr. N. Siva Surendra	Prof. MBA	Convener
3	P. Prasad	Sr. Librarian	Coordinator
4	K. Prudhvi	Assistant Prof. CE	Member
5	V. Brahmeswara Rao	AssistantProf. EEE	Member
6	A.V.R. Durga Rao	Assistant Prof. ME	Member
7	R. Durga Bhavani	Assistant Prof. ECE	Member
8	S.B.R. Prasad	Assistant Prof. CSE	Member
9	Sk. Khasimsha	Assistant Prof. MBA	Member
10	A. Bindu Madhavi	Associate Prof. S&H	Member
11	G. Anuradha	Assistant Prof. S&H	Member
12	JAV. Ravindra Babu	Associate Prof. S&H	Member
13	Munira Begum	Assistant Prof. S&H	Member
14	SK.Karishma	2 nd Civil, Student	Member
15	M. Narasimha Rao	2 nd Civil, Student	Member
16	M. Aparna	2 nd EEE, Student	Member
17	Ch. Srinivasa Rao	2 nd EEE, Student	Member
18	M. Yamuna	2 nd Mech, Student	Member
19	M. Aswini, II MECH	2 nd Mech,Student	Member
20	B. Sirisha, III ECE	3 rd ECE,Student	Member
21	M. Pavithra, II ECE	2 nd ECE, Student	Member
22	N. Susmitha, II CSE	2 nd CSE, Student	Member
23	Y.V. Mahalakshmi, III CSE	3 rd CSE, Student	Member
24	K.T.Mahendra, II MBA	2 nd MBA, Student	Member
25	Khushbu Kunwar, II MBA	2 nd MBA, Student	Member



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Roles & Responsibilities of Committee Members

Role of the Coordinator

1. Along with the Principal and Librarian finalizing the committee members.
2. Coordinate with student and faculty for conduction of Committee Meeting.
3. Helping the librarian in finalizing the annual budget.
4. Making of Library Policies depending on the suggestions from library committee.
5. To perform any other related duty assigned by Director/ Principal of the institution.

Role of the Librarian:

1. Responsible for developing, cataloguing and classifying library resources.
2. Responsible for Managing Annual budget.
3. To ensure the purchase and maintenance all available resources.
4. Management of Library Staff.
5. Developing e-resources/IT Facilities in the Library.
6. Promoting the Library resources to users.
7. Answering user's queries.
8. Implementation of Policies resolved in the committee meetings.

Role of the Faculty Member

1. Report all the related activities to the coordinator of the committee.
2. Motivating students for effective utilization of Library resources.
3. Identify the students who have leadership quality and propose their name to the coordinator as student representative.
4. Communicate with respective Head of the Department regarding the activities of the cell.
5. Coordinate with students and faculty for suggestions and improvement of Library facilities.

Role of the Student Member

1. To collect the requirements of the student and informing the concerned faculty.
2. To follow up and implement the instructions given by Co-ordinator and Faculty members of the committee.



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LIBRARY ADVISORY COMMITTEE – 2020-2021

Minutes of the meeting of the Library Advisory committee held on 23rd March, 2020 at 12:00

P.M. in the Central Library:

A meeting of the library Advisory committee was held on 23rd March, 2020 at 11:00 A.M. in the Central Library. Dr. N.S. Surendra, Convener has presided over the meeting.

The following members were present in the meeting:

S.No	Name	Designation&Dept	Position	Signature
1	Dr. K. Sri Rama Krishna	Principal	Chairman	
2	Dr. N. Siva Surendra	Prof. MBA	Convener	
3	P. Prasad	Sr. Librarian	Coordinator	
4	K. Prudhvi	Assistant Prof. CE	Member	
5	V. Brahmeswara Rao	Assistant Prof. EEE	Member	
6	A.V.R. Durga Rao	Assistant Prof. ME	Member	
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Agenda:

1. Review the resolutions of previous meeting held on 10.08.2019.
2. Library Orientation to the fresher students.
3. Propose to purchase Barcode labels.
4. Any other points to be discussed with the permission of the chairman.

Resolutions:

1. The Convener presented the action taken report on the previous meeting.
 - Call number labels are being placed on spine of the books
 - Library tickets are being issued to the 1st year students

Agenda No.	Resolutions	Faculty Responsibility	Target Date	Remarks
2	Resolved to conduct Library Orientation for the fresher students in their library hours	Librarian	28.08.2020	
3	Resolved to purchase Barcode labels	Chairman and Librarian	21.08.2020	

The Meeting is concluded as there are no other points for discussion.

Coordinator

Lib. Adv. committee

Convener