



LIBRARY COMMITTEE

A.Y – 2025-2026

Dt. 17-07-2025

A Library Advisory Committee is important for engineering college libraries to make sure the library meets the needs of students, teachers, and staff. This committee usually includes members from different academic departments, library staff, and students. They help improve library resources and services by sharing different viewpoints. The committee members serve for three academic years (2025- 2028) and meet four times each year.

The committee helps decide which new books, journals, and digital materials the library should buy. This keeps the library's collection current and useful for engineering and technology studies. They also find gaps in the collection and suggest new materials that match the changing curriculum and research needs. This teamwork helps keep the library active and important for learning.

The committee also connects the library staff with users, improving communication about library rules and services. They address any problems users have, making the library easier and better to use. By including different people in decisions, the committee encourages everyone to feel involved and helps the library work more effectively.

The following are the roles and responsibilities: For Engineering College Central Libraries as follows:

1. Collection Development

- Select, acquire, and organize books, journals, e-resources, and reference materials.
- Regularly update materials based on curriculum, research trends, and Faculty/students' needs.
- Maintain subject-wise collections for all engineering branches.

2. Cataloging & Classification

- Classify books using systems like DDC (Dewey decimal classification) for easy access.
- Maintain a well-organized OPAC (Online Public Access Catalog) for users to search resources.

3. User Services

- Help students, faculty, and researchers find information.
- Provide reference services, book lending, and inter-library loans.
- Guide users in accessing digital resources, databases, and journals.

4. Support for Teaching & Research

- Supply textbooks and reference books as per academic syllabi.
- Provide access to scholarly e-journals, standards and databases.
- Help researchers with citation tools, plagiarism check support, and project resources.



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5. Digital Library & E-Resources

- Maintain subscriptions to e-journals, e-books, and open access platforms like NDLI, Knimbus, NPTEL, etc.
- Set up institutional repositories for project reports. Thesis and faculty publications.

6. Library Automation & Technology

- Use Library Management Software (LMS) to automate all library functions.
- Provide barcode-based issue-return systems for accuracy and speed.
- Offer WI-Fi, computer systems, and digital access points.

7. Circulation Services

- Handle book issues, renewals, and returns as per circulation policies.
- Maintain penalty records, book reservations, and clearance certificates.

8. Documentation & Reporting

- Keep track of book stock, accession records, and membership details.
- Prepare regular reports like book issue stats, budget reports, audit files, etc.

9. Orientation & User Education

- Conduct library orientation programs for freshers.
- Train users on how to access e-resources.

10. Membership & Access Control

- Register and manage students, faculty, and external members.
- Maintain E-Gate register with in-time/out-time logs.

11. Library Maintenance

- Ensure books and systems are kept in good condition.
- Organize regular weeding out of old/damaged/unused books.



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Library Committee Members

S.No	Name of the Member	Membership	Designation
1	Dr .S. SARAVANA KUMAR	Chairman	Principal
2	Mr. P. Prasad	Convener	Librarian
3	Dr. B Manaswini	Member	Asst. Prof.
4	Mr . A Chandra Mouli	Member	Asst. Prof.
5	Ms. E Padma Latha	Member	Asst. Prof.
6	Mr. K Suresh	Member	Assoc. Prof.
7	Ms. P Sushma	Member	Asst. Prof.
8	Ms. M Nikhitha Krishna	Member	Assoc. Prof.
9	Dr. V Jaya Prakash	Member	Assoc. Prof.
10	Ms. D Vijaya Lakshmi	Member	Assoc. Prof.
11	Ms S Varalakshmi	Member	Asst. Prof.
12	Ms. Bhavana	Member	Asst. Prof.
13	Ms. Sireesha	Member	Asst. Prof.
14	Ms. N Aadilakshmi	Member	Asst. Prof.
15	Mr. B Murali Mohan	Member	Asst. Prof.
16	Ms. G Anuradha	Member	Asst. Prof.
17	Ms. B Tulasi	Student Member	EEE
18	Mr. J Srikanth	Student Member	ECE
19	Mr. Ch Naga Raju	Student Member	CSE
20	Ms. Y Renuka	Student Member	CSE
21	Ms. G Ramana	Student Member	CSD
22	Ms. A Rakshambica	Student Member	AIML
23	Ms. N Jyothirmai	Student Member	CIC
24	Mr. BOGADI PAVAN KUMAR	Student Member	MBA
25	Mr. A N CHANDRA SEKHAR	Student Member	MCA


Librarian


Chairman



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A.Y – 2025-2026

18-07-2025

CIRCULAR

All The Library Committee Members are hereby informed that a meeting of the Library Committee has been scheduled to be held on 19.07.2025 (Thursday) at 03:00 PM in the Central Library. Your valuable insights and active participation are essential for the smooth functioning and continued development of our Central Library. Hence, your presence at the meeting is kindly requested.

Agenda of the Meeting:

Confirmation of the minutes of the previous meeting

Discussion on library book requirements for the upcoming Odd Semester

Introduction of new library policies and procedures

Planning of a Library Orientation Program for newly admitted students to familiarize them with the Central Library facilities

Review of pending books from the previous semester

Any other matters raised by committee members

Your contribution will play a vital role in ensuring the success of this meeting and in further enhancing the services of our Central Library.


Librarian

CC to:

Secretary/correspondent for information

Principal for information

Vice Principal for information

All HODs

All the committee members for circulation



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AY-2025-2026

Vijayawada
Date: 19.07.2025

Minutes of the meeting PSCMRCET Central Library advisory committee 2025-2026 held on 19.07.2025 Wednesday at 03:00 PM in Central Library.

AGENDA:

- ❖ Mr. P. Prasad, Librarian and Member Secretary of the Central Library, extended a welcome to all the members. The meeting was chaired by Dr. S Saravana Kumar, Chairman, in attendance along with all committee members.
- ❖ Approval of minutes from the previous meeting.
- ❖ Discussion on the requirement of library books for the upcoming Odd Semester.
- ❖ Introduction of new library policies and procedures.
- ❖ Planning and organizing a Library Orientation Program for newly admitted students to familiarize them with the Central Library facilities.
- ❖ Review and discussion of pending books from the previous semester.
- ❖ Consideration of any other matters raised by the committee members.

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Resolutions:

- ❖ It was resolved to procure the required books for the upcoming Odd Semester.
- ❖ The Committee Chairman briefed the newly inducted members on their roles and responsibilities.
- ❖ It was resolved to conduct a Library Orientation Program for all first-year students, highlighting the available facilities and resources, including both online and print materials.
- ❖ The Chair advised the Librarian to ensure procurement of the pending books from the previous purchase orders.

Action Taken Report:

- All tasks discussed in the previous meeting minutes have been completed.
- The Librarian presented the current status of the library.
- The Librarian reported that during the academic year 2024-2025, the budget utilization was as follows, Books: Rs. 3, 64, 415/-, Journals, Magazines, and Newspapers: Rs. 5.15,167/-
- The proposed Central Library budget for the academic year 2025-2026 is Rs. 15, 75,000/- for Books, Journals, and Magazines.
- E-resources have been subscribed for the academic year 2025-2026.
- A total of 78 print journals and 24 magazines have been subscribed for the academic year 2025-2026.
- Procurement of new titles and volumes as per the Autonomous Syllabus for the Odd Semester is in process.
- The pending journals for the academic year 2024-2025 have been successfully received.


Librarian


Chairman