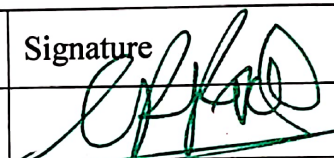

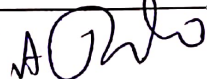
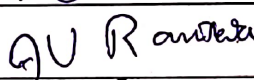

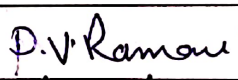



**Library Advisory committee**

Proceeding of the principal, Chalapathi institute of technology, Mothadaka, Guntur.  
Sub: CIT, MOTHADAKA Library Committee for the academic year 2021-22-orders Issued-Reg.

The undersigned is pleased to constitute Departmental Association committee with the following members for the academic year 2021-22

Sl. No.	Name	Designation	Designation in Committee	Signature
1.	Dr.V.RangaRao	PRINICIPAL	Chairman	
2.	D.Sankara Rao	BS&H	Coordinator	
3.	A.V.V.Rajesh Babu	LIBRARIAN	Member	
4.	A.V.Rama Teja	CSE	Member	
5.	A.Raja	ECE	Member	
6.	P.Venkata Ramana	EEE	Member	
7.	A.Surendra	Mech	Member	

**Minutes of meeting of central Library**

**Venue: Central library**

**Time :12.30PM**

**DATE:9-2-2022**


D.Sankara Rao coordinator, professor, invited all the faculty members cordially to the meeting. The minutes of previous meeting were presented and ratified.

**Agenda:**

1. To interact with faculty committee members and student committee members about 2021-22-year planning.

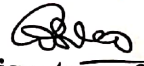
**Resolutions:**

Agenda No.	Resolutions	Faculty responsibility	Target Date	Remarks
1.	To discuss year planning 2021-22	-do-	27-03-2022	
2.	To discuss e-journals, print journals	-do-	27-03-2022	
3.	To discuss NDL-N list	-do-	10-3-2022	



**Librarian**

**Librarian**  
Department of Library  
Chalapathi Institute of Technology  
Abburu High School Nagar,  
Mothadaka, Guntur-522016



**Signature of  
coordinator**

Minutes of meeting of central Library

Venue: Central library

Time :12.30PM

DATE:9-2-2022


D.Sankara Rao coordinator, professor, invited all the faculty members cordially to the meeting. The minutes of previous meeting were presented and ratified.

**Agenda:**

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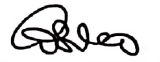
**Resolutions:**

Agenda No.	Resolutions	Faculty responsibility	Target Date	Remarks
1.	To discuss year planning 2021-22	-do-	27-03-2022	
2.	To discuss e-journals, print journals	-do-	27-03-2022	
3.	To discuss NDL-N list	-do-	10-3-2022	



Librarian

Librarian  
Department of Library  
Chalapathi Institute of Technology  
Abburi Raghaviah Nagar,  
Mothadaka, Guntur-522016



Signature of  
coordinator

Minutes of meeting of central Library

Venue: Central library

Time :12.30PM

DATE:9-2-2022

D.Sankara Rao coordinator, professor, invited all the faculty members cordially to the meeting. The minutes of previous meeting were presented and ratified.

**Agenda:**

1. To interact with faculty committee members and student committee members about 2021-22-year planning.

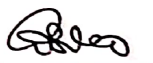
**Resolutions:**

Agenda No.	Resolutions	Faculty responsibility	Target Date	Remarks
1.	To discuss year planning 2021-22	-do-	27-03-2022	
2.	To discuss e-journals, print journals	-do-	27-03-2022	
3.	To discuss NDL-N list	-do-	10-3-2022	



Librarian

Librarian  
Department of Library  
Chalapathi Institute of Technology  
Abburi High School Nagar,  
Mothadaka, Guntur-522016






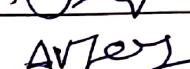
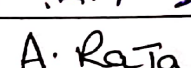
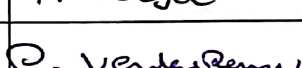
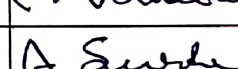
Signature of  
coordinator



**Library Advisory committee**

Proceeding of the principal, Chalapathi institute of technology, Mothadaka, Guntur.  
Sub: CIT, MOTHADAKA Library Committee for the academic year 2021-22-orders Issued-Reg.

The undersigned is pleased to constitute Departmental Association committee with the following members for the academic year 2021-22

Sl. No.	Name	Designation	Designation in Committee	Signature
1.	Dr.V.RangaRao	PRINICPAL	Chairman	
2.	D.Sankara Rao	BS&H	Coordinator	
3.	A.V.V.Rajesh Babu	LIBRARIAN	Member	
4.	A.V.Rama Teja	CSE	Member	
5.	A.Raja	ECE	Member	
6.	P.Venkata Ramana	EEE	Member	
7.	A.Surendra	Mech	Member	

**Minutes of meeting of central Library**

**Venue: central library**

**Time :12.00PM**

**DATE:9-1-2022**

D.Sankara Rao coordinator, professor, invited all the faculty members cordially to the meeting. The minutes of previous meeting were presented and ratified.

**Agenda:**

1. To interact with faculty committee members and student committee members about 2021-22-year planning.

**Resolutions:**

Agenda No.	Resolutions	Faculty responsibility	Target Date	Remarks
2.	To discuss year planning 2021-22	-do-	27-01-2022	
3.	To discuss e-journals, print journals	-do-	27-01-2022	



**Librarian**  
**Librarian**  
Department of Library  
**Chalapathi Institute of Technology**  
Alluri Raghaviah Nagar,  
Mothadaka, Guntur-522016



**Signature of**  
**coordinator**

Minutes of meeting of central Library

Venue: central library

Time :12.00PM

DATE:28-12-2021


coordinator, professor, invited all the faculty members cordially to the meeting. The minutes of previous meeting were presented and ratified.

**Agenda:**

To identify important journals, e-journals required in consultation with the departments and submit proposals to the management for sanction of funds

D.Sankara Rao	BS&H	Coordinator
A.V.V.Rajesh Babu	LIBRARIAN	Member
A.V.Rama Teja	CSE	Member
A.Raja	ECE	Member
P.Venkata Ramana	EEE	Member
A.Surendra	Mech	Member
V.Chandrika	Civil	Member

  
Librarian

  
Signature of coordinator

Librarian  
Department of Library  
Chalapathi Institute of Technology  
A. Raghunath Nagar,  
Mothadaka, Guntur-522016



Ref: CIT/L.A.C./CIR-1/2020

Date: 21/11/2021

**Office Order**

**Sub: - Constitution of Library Advisory Committee - Reg.**

**Overview:**

The function of the Library Advisory Committee (L.A.C.) is to support the functioning of the library, so that it can facilitate the library collection development plans by advocating the library development activities with the management. The L.A.C. will usually meet new academic regulations semester starting.

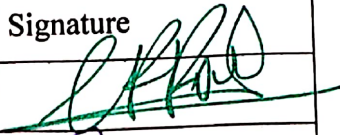
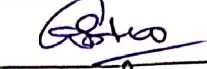
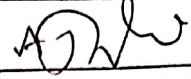
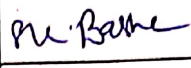
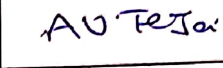
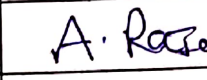
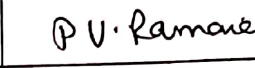
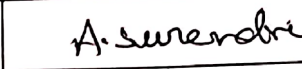
**Aims and Objectives:**

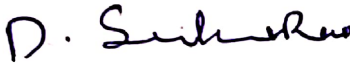
- To strengthen the efforts of the librarian in planning library activities.
- To frame action plan for the development of library infrastructure, facilities and services.
- To purchase the list of books, e-books required by each department in the order of priority and submit the proposals to the management for sanction of funds.
- To identify important journals, e-journals required in consultation with the departments and submit proposals to the management for sanction of funds.
- To ensure that stock verification is done once in a year.
- Assessment of the library services provided by the library, if necessary suggesting improvements in library services.
- Evaluate the suggestions made by the library users.
- To frame rules and regulation for the use of the library.
- To monitor proper functioning of the college library.
- To facilitate all members of the college in scholarly activities.


Internal Quality Assessment Committee (I.Q.A.C.) has conducted a meeting under the chairmanship of Dr. V RANGA RAO, Principal and I.Q.A.C. Convener on 21/11/2020 in the Principal's chamber at 10 A.M. with all the head of the departments (H.O.D's) of the college. In this meeting the principal has asked the H.O.D's to express their opinions and ideas to formulate different committees and clubs of the college. After a brief discussion principal has announced the committees of the college.

By the directions of the principal Library Advisory Committee (L.A.C.) has been constituted and this committee will work under the convener ship of A.V.V. Rajesh babu members of the committee are as follows:



Sl. No.	Name	Designation	Designation in Committee	Signature
1.	Dr.V.RangaRao	PRINICIPAL	Chairman	
2.	D.Sankara Rao	BS&H	Coordinator	
3.	A.V.V.Rajesh Babu	LIBRARIAN	Member	
4.	Sk.Jani Basha	BS&H	Member	
5.	A.V.Rama Teja	CSE	Member	
6.	A.Raja	ECE	Member	
7.	P.Venkata Ramana	EEE	Member	
8.	A.Surendra	Mech	Member	

  
CONVENER

  
PRINCIPAL

 **chalapathi**  
Institute of Technology  
Approved by AICTE (MOTHÁDARA)  
LIBRARY COMMITTEE  
CIRCULAR

DATE:4-9-2021

All the members of the library committee are hereby requested to attend the meeting held at library on 4-9-2021 at 4.00pm

following is the agenda in the meeting

\*To interact with faculty committee members and student committee members about library files and allocation of individual files.

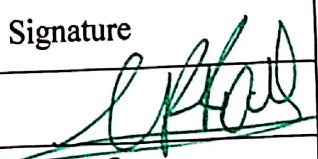
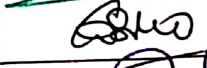

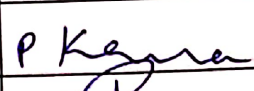
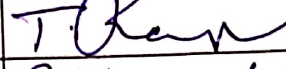
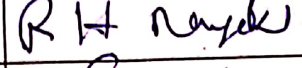
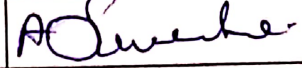
s.no	Name of the member	mobile number	Branch/designation	Position	Signature of members
3.	A.V.V.Rajesh Babu	9298056352	LIBRARIAN	Member	A.V.V.Rajesh Babu
4.	Sk.Jani Basha		BS&H	Member	Sk.Jani Basha
5.	A.V.Rama Teja	9703552428	CSE	Member	A.V.Rama Teja
6.	A.Raja	7780515958	ECE	Member	A.Raja
7.	P.Venkata Ramana	6303830328	EEE	Member	P.V.Venkata Ramana
8.	A.Surendra	9966766941	Mech	Member	A.Surendra
9.	Nazeema	7013295969	Civil	Member	Nazeema

  
Coordinator

**Library Advisory committee**

Proceeding of the principal, Chalapathi institute of technology, Mothadaka, Guntur.  
Sub: CIT, MOTHADAKA Library Committee for the academic year 2021-22-orders Issued-Reg.

The undersigned is pleased to constitute Departmental Association committee with the following members for the academic year 2021-22

Sl. No.	Name	Designation	Designation in Committee	Signature
1.	Dr.V.RangaRao	PRINICPAL	Chairman	
2.	D.Sankara Rao	BS&H	Coordinator	
3.	A.V.V.Rajesh Babu	LIBRARIAN	Member	
4.	P Kusuma	CSE	Member	
5.	T.Raju	ECE	Member	
6.	R H Nayik	EEE	Member	
7.	A.Surendra	Mech	Member	

Minutes of meeting of central Library

Venue: Central library

Time :3.30PM

DATE:19-9-2020

coordinator, professor, invited all the faculty members cordially to the meeting. The minutes of previous meeting were presented and ratified.

**Agenda:**

2. To interact with faculty committee members and student committee members about 2020-21-year planning.

**Resolutions:**

Agenda No.	Resolutions	Faculty responsibility	Target Date	Remarks
1.	To discuss year planning 2020-21	-do-	27-09-2020	
2.	To discuss Library orientation programme	-do-	10-9-2020	



Librarian



Signature of  
coordinator

LIBRARIAN  
CHALAPATHI INSTITUTE OF TECHNOLOGY  
Chalapathi Nagar, Mothadaka,  
Guntur - 522 016 '6



**Minutes of meeting of central Library**

Venue: Central library

Time :3.30PM

DATE:19-3-2021

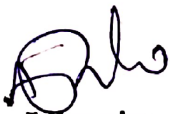
D.Sankara Rao coordinator, professor, invited all the faculty members cordially to the meeting. The minutes of previous meeting were presented and ratified.

**Agenda:**

1. To interact with faculty committee members and student committee members about 2020-21-year planning.

**Resolutions:**

Agenda No.	Resolutions	Faculty responsibility	Target Date	Remarks
1.	To discuss year planning 2020-21	-do-	27-04-2021	
2.	To discuss e-journals, print journals	-do-	27-04-2021	
3.	To discuss Library orientation programme	-do-	10-4-2021	



Librarian

**Librarian**  
Department of Library  
**Chalanathi Institute of Technology**  
Library Building, Jaijiah Nagar,  
Mothadaka, Warangal - 522016



Signature of  
coordinator

MOTHADAKA,  
Date: 02/01/2021.

To,  
The Library Advisory Committee,

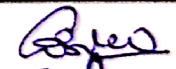

Respected Sir/Madam,

Sub: - Journals Subscription/Renewal for the calendar year 2021 – Reg.

\* \* \* \*

As per principal sir order, here I am proposed to subscribe/renewal also DELNET& J-GATE from each course offering in our college. These E-Journals subscription cost is ` 84,370.00/- . So, I am requesting the library advisory committee members approve these journals proposal list for sanction of funds to the management.

**Approval of Library Advisory Committee**

Sl. No.	Name	Designation	Designation in Committee	Signature
1.	D.Sankara Rao	BS&H	Coordinator	
2.	A.V.V.Rajesh Babu	LIBRARIAN	Member	
3.	A.V.Rama Teja	CSE	Member	Rama Teja
4.	A.Raja	ECE	Member	A. Raja
5.	P.Venkata Ramana	EEE	Member	P.V. Ramana
6.	A.Surendra	Mech	Member	A. Surendra
7.	V.Chandrika	Civil	Member	V. Chandrika



**chalapathi**  
Institute of Technology  
Approved by AICTE | MOTHADAKA

MOTHADAKA,  
Date: 02/01/2021.

To,  
The Library Advisory Committee,  
Respected Sir/Madam,

Sub: - Journals Subscription/Renewal for the calendar year 2021 – Reg.

\* \* \* \* \*

As per principal sir order, here I am proposed to subscribe/renewal National Journals from each course offering in our college.. These 83 Journals subscription cost is ` 1,78,500.00/- rupees. So, I am requesting the library advisory committee members approve these journals proposal list for sanction of funds to the management.

**Approval of Library Advisory Committee**

Sl. No.	Name	Designation	Designation in Committee	Signature
1.	D.Sankara Rao	BS&H	Coordinator	
2.	A.V.V.Rajesh Babu	LIBRARIAN	Member	
3.	A.V.Rama Teja	CSE	Member	A.V. Rama Teja
4.	A.Raja	ECE	Member	A. Raja
5.	P.Venkata Ramana	EEE	Member	P.V. Ramana
6.	A.Surendra	Mech	Member	A. Surendra
7.	V.Chandrika	Civil	Member	V. Chandrika




## Library Advisory committee: 2020-21


Library advisory committee the library has an advisory committee involving representatives from all academic departments.

s.no	Name of the member	Branch/Designation	Position
1.	Dr.V.RangaRao	PRINICIPAL	Chairman
2.	D.Sankara Rao	BS&H	Coordinator
3.	A.V.V.Rajesh Babu	LIBRARIAN	Member
4.	Sk.Jani Basha	BS&H	Member
5.	A.V.Rama Teja	CSE	Member
6.	A.Raja	ECE	Member
7.	P.Venkata Ramana	EEE	Member
8.	A.Surendra	Mech	Member
9.	V.Chandrika	Civil	Member
10.	a.umamaheswri	IVCSE-A	Student Member
11	Asmitha	IVCSE-B	Student Member
12.	D.pushapalatha	III CSE-A	Student Member
13.	SK.Fiazuddin	III CSE-B	Student Member
14.	I lakshman chari	I CSE-A	Student Member
15.	M.Lavanya	I CSE-B	Student Member
16.	a.adithya Reddy	I CSE-DS	Student Member
17.	P.Bhanu Latha	I CSE-CS	Student Member



18.	N.Pavithra	I CSE-AI	Student Member
19.	K.Manoj Kumar	IV ECE-A	Student Member
20.	A.sai Sowjanya	IV ECE-B	Student Member
21.	Sk.Irfan Basha	III ECE-A	Student Member
22.	sivaRam	III ECE-A	Student Member
23.	B.Girija Rani	I ECE-A	Student Member
24.	V Narendra	I ECE-B	Student Member
25.	U.Koteswari	IV-CIVIL	Student Member
26.	S Koteswararao	III -CIVIL	Student Member
27.	SK Shahauddin	I-CIVIL	Student Member
28.	TEJA	IV-EEE	Student Member
29.	NIKIL	III-EEE	Student Member
30.	A NageswaraRao	IV-MECH	Student Member
31.	Murali	III-MECH	Student Member
32.	N.Venkatesh	I -MECH	Student Member

  
 Librarian  
 Department of Library  
 Chalapathi  
 Abbur:  
 Mothadalu

  
 Signature of coordinator

7-9-2021

Library advisory committee

Library advisory committee the library has an advisory committee involving representatives from all academic departments.

s.no	Name of the member	mobile number	Branch/ Designation	Position	Signature
1.	Dr.V.RangaRao	9440632236	PRINICIPAL	Chairman	
2.	D.Sankara Rao	9848040614	BS&H	Coordinator	
3.	A.V.V.Rajesh Babu	9298056352	LIBRARIAN	Member	
4.	Sk.Jani Basha		BS&H	Member	
5.	A.V.Rama Teja	9703552428	CSE	Member	
6.	A.Raja	7780515958	ECE	Member	
7.	P.Venkata Ramana	6303830398	EEE	Member	
8.	A.Surendra	9966766941	Mech	Member	
9.	V.Chandrika		Civil	Member	
10.	a.umamaheswri		IVCSE-A	Student Member	
11.	Asmitha		IVCSE-B	Student Member	
12.	D.pushapalatha		III CSE-A	Student Member	
13.	SK.Fiazuddin		III CSE-B	Student Member	
14.	I lakshman chari		I CSE-A	Student Member	
15.	M.Lavanya		I CSE-B	Student Member	
16.	a.adithya Reddy		I CSE-DS	Student Member	
17.	P.Bhanu Latha		I CSE-CS	Student Member	
18.	N.Pavithra		I CSE-AI	Student Member	
19.	K.Manoj Kumar		IV ECE-A	Student Member	
20.	A.sai Sowjanya		IV ECE-B	Student Member	
21.	Sk.Irfan Basha		III ECE-A	Student Member	
22.	sivaRam		III ECE-A	Student Member	
23.	B.Girija Rani		I ECE-A	Student Member	
24.	V Narendra		I ECE-B	Student Member	
25.	U.Koteswari		IV-CIVIL	Student Member	
26.	S Koteswararao		III -CIVIL	Student Member	
27.	SK Shahaiddin		I-CIVIL	Student Member	
28.	TEJA		IV-EEE	Student Member	
29.	NIKIL		III-EEE	Student Member	
30.	A NageswaraRao		IV-MECH	Student Member	
31.	Murali		III-MECH	Student Member	
32.	N.Venkatesh		I-MECH	Student Member	



Functions:

- By procuring comprehensive range of documents including books, manuscripts, journals, magazines, newspapers etc. on various subjects.
- Organizing huge collection of documents and keeps in different sections on the basis of thesis section.
- The library interacts with different information networks to give easy access to e-sources/data to more users so that they could access the desired information even from their workplace.
- Its also provide sent entrainment and healthy leisure to user by procuring different news paper, magazines, shorts story books, internet facility etc.
- Providing of photocopy, printing facilities.
- Providing design codes and manuals for exams.
- To maintain and operate an infrastructure that that allows, among other things, suitable study, documentation, storage, preservation, presentation and research conditions.

Signature of coordinator

Principal

\*\*\*\*\*  
DATE:7-9-2021

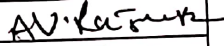
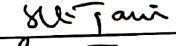
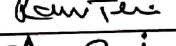
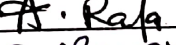
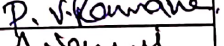
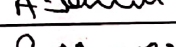
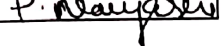
All the members of the library committee are here by requested to attend the meeting held at library  
On 7-9-2021 at 2.00pm

following is the agenda in the meeting

\*To interact with faculty committee members about library files and allocationg individual files,NPTEL,E-books.

  
Coordinator

Signature of members :


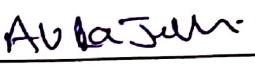
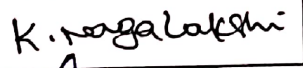
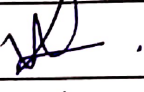
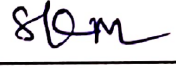
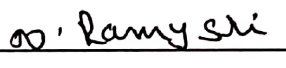
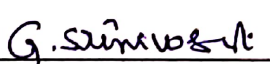
3.	A.V.V.Rajesh Babu	9298056352	LIBRARIAN	Member	
4.	Sk.Jani Basha		BS&H	Member	
5.	A.V.Rama Teja	9703552428	CSE	Member	
6.	A.Raja	7780515958	ECE	Member	
7.	P.Venkata Ramana	630380328	EEE	Member	
8.	A.Surendra	9966766941	Mech	Member	
9.	P.Navyasri	9490353670	Civil	Member	



### Library Advisory committee

Proceeding of the principal, Chalapathi institute of technology, Mothadaka, Guntur.  
Sub: CIT, MOTHADAKA Library Committee for the academic year 2020-21-orders Issued-Reg.

The undersigned is pleased to constitute Departmental Association committee with the following members for the academic year 2020-21

Sl. No.	Name	Designation	Designation in Committee	Signature
1.	Dr. C. Ravikanth	PRINICPAL	Chairman	
2.	Dr.V.Gopi Raju	CSE	Coordinator	
3.	A.V.V.Rajesh Babu	LIBRARIAN	Member	
4.	K.Nagalaxmi	BS&H	Member	
5.	V.Sai Srinivas	CSE	Member	
6.	Sk mastan basha	ECE	Member	
7.	N.Ramyasri	EEE	Member	
8.	G.Srinivasarao	Mech	Member	

Minutes of meeting of central Library

Venue: central library

Time :12.00PM

DATE:07-09-2021

coordinator, professor, invited all the faculty members cordially to the meeting. The minutes of previous meeting were presented and ratified.

Agenda:

1. To interact with faculty committee members and student committee members about library files and allocating individual files.
2. purchase new books & journals department wise

Resolutions:

Agenda No.	Resolutions	Faculty responsibility	Target Date	Remarks
1.	1. to interact with faculty committee members and student committee members about library files and allocating individual files	Faculty members of all Departments (CSE,ECE,EEE,ME,CIVIL,S&H)	22-12-2021	
2.	To discuss year planning 2021-22	-do-	22-12-2021	
3.	To discuss e-journals, print journals	-do-	22-12-2021	
4.	To discuss purchase new books department wise	-do-	22-12-2021	



Librarian



Signature of coordinator

**Minutes of meeting of central Library**

**Venue: Central library**

**Time :3.30PM**

**DATE:25-1-2020**

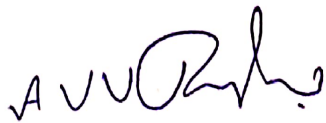
D.Sankara Rao coordinator, professor, invited all the faculty members cordially to the meeting. The minutes of previous meeting were presented and ratified.

**Agenda:**

1. To interact with faculty committee members and student committee members about 2019-20-year planning.

**Resolutions:**

Agenda No.	Resolutions	Faculty responsibility	Target Date	Remarks
1.	To discuss year planning 2019-20	-do-	27-04-2020	
2.	To discuss e-journals, print journals	-do-	27-04-2020	
3.	To discuss Library orientation programme	-do-	10-4-2020	



**Librarian**




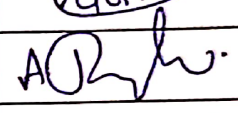
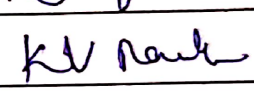
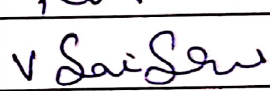
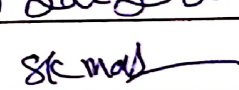
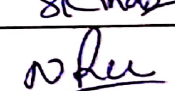
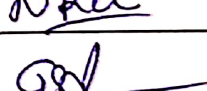
**Signature of coordinator**



**Library Advisory committee**

Proceeding of the principal, Chalapathi institute of technology, Mothadaka, Guntur.  
Sub: CIT, MOTHADAKA Library Committee for the academic year 2020-21-orders Issued-Reg.

The undersigned is pleased to constitute Departmental Association committee with the following members for the academic year 2020-21

Sl. No.	Name	Designation	Designation in Committee	Signature
1.	Dr. C. Ravikanth	PRINICIPAL	Chairman	
2.	Dr.V.Gopi Raju	CSE	Coordinator	
3.	A. V. V. Rajesh Babu	LIBRARIAN	Member	
4.	K.Nagalaxmi	BS&H	Member	
5.	V.Sai Srinivas	CSE	Member	
6.	Sk mastan basha	ECE	Member	
7.	N.Ramyasri	EEE	Member	
8.	G.Srinivasarao	Mech	Member	



Ref: CIT/L.A.C./CIR-1/2020

Date: 21/01/2020

**Office Order**

**Sub: - Constitution of Library Advisory Committee - Reg.**

**Overview:**

The function of the Library Advisory Committee (L.A.C.) is to support the functioning of the library, so that it can facilitate the library collection development plans by advocating the library development activities with the management. The L.A.C. will usually meet new academic regulations semester starting.

**Aims and Objectives:**

- To strengthen the efforts of the librarian in planning library activities.
- To frame action plan for the development of library infrastructure, facilities and services.
- To purchase the list of books, e-books required by each department in the order of priority and submit the proposals to the management for sanction of funds.
- To identify important journals, e-journals required in consultation with the departments and submit proposals to the management for sanction of funds.
- To ensure that stock verification is done once in a year.
- Assessment of the library services provided by the library, if necessary suggesting improvements in library services.
- Evaluate the suggestions made by the library users.
- To frame rules and regulation for the use of the library.
- To monitor proper functioning of the college library.
- To facilitate all members of the college in scholarly activities.

Internal Quality Assessment Committee (I.Q.A.C.) has conducted a meeting under the chairmanship of Dr. C. Ravikanth, Principal and I.Q.A.C. Convener on 21/01/2020 in the Principal's chamber at 11 A.M. with all the head of the departments (H.O.D's) of the college. In this meeting the principal has asked the H.O.D's to express their opinions and ideas to formulate different committees and clubs of the college. After a brief discussion principal has announced the committees of the college.

By the directions of the principal Library Advisory Committee (L.A.C.) has been constituted and this committee will work under the convener ship of A.V.V. Rajesh babu members of the committee are as follows:

Library Advisory Committee (L.A.C.)

Sl. No.	Name	Designation	Designation in Committee	Signature
1.	Dr. C. Ravikanth	PRINICIPAL	Chairman	<i>Ravikanth</i>
2.	Dr.V.Gopi Raju	CSE	Coordinator	<i>Gopi</i>
3.	A.V.V.Rajesh Babu	LIBRARIAN	Member	<i>A. Rajesh</i>
4.	K.Nagalaxmi	BS&H	Member	<i>K. Nagalaxmi</i>
5.	V.Sai Srinivas	CSE	Member	<i>V. Sai Srinivas</i>
6.	Sk mastan basha	ECE	Member	<i>SK Mastan Basha</i>
7.	N.Ramyasri	EEE	Member	<i>N. Ramyasri</i>
8.	G.Srinivasarao	Mech	Member	<i>G. Srinivasarao</i>

Ref: CIT/L.A.C./CIR-1/2019

Date: 21/08/2019

Office Order

**Sub: - Constitution of Library Advisory Committee - Reg.**

**Overview:**

The function of the Library Advisory Committee (L.A.C.) is to support the functioning of the library, so that it can facilitate the library collection development plans by advocating the library development activities with the management. The L.A.C. will usually meet new academic regulations semester starting.

**Aims and Objectives:**

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By the directions of the principal Library Advisory Committee (L.A.C.) has been constituted and this committee will work under the convener ship of A.V.V. Rajesh babu members of the committee are as follows:



Librarian

Department of Library

Chalapathi Institute of Technology

Abburu Raghavaiah Nagar,

Mothadaka, Guntur-522016





## CIRCULAR

SUB: library committee 2019-2020-Reg  
\*\*\*\*\*

Library committee is formed with the following members:

s.no	Name of the faculty	Designation	Department	Responsibility
1.	Dr. C. Ravi Kant	Principal	Me	Chairman
2.	Dr.V.Naga Gopl Raju	Associate professor	CSE	Convener
3.	A.V.V.Rajesh Babu	Librarian	S&H	Coordinator
4.	V.sai srinivas	Assistant professor	CSE	Member
5.	M.Narendra	Assistant professor	CE	Member
6.	SK.Mastan Basha	Assistant professor	ECE	Member
7.	N.Ramya sri	Assistant professor	EEE	Member
8.	G.srinivasarao	Assistant professor	ME	Member
9.	K.Naga Lakshmi	Assistant professor	S&H	Member
10.	Vasavi yasam	17HT1A0594	CSE	Student member
11.	Cherukuri naga haritha	18HT1A0519	CSE	Student member
12.	Mekapati subhash	17HT1A0131	CE	Student member
13.	Vadde Chakrapani	18HT1A0178	CE	Student member
14.	B.Dharani chowdary	18HT1A0405	ECE	Student member
15.	Kolagani charan Raj	17HT1A0442	ECE	Student member
16.	Ch.Raja Rajeswari	19HT5A0204	EEE	Student member
17.	Shaik Afridi	17HT1A0207	EEE	Student member
18.	Bejjam Chandra Sekhar	18HT5A0304	ME	Student member
19.	D Anka Nageswara Rao	18HT1A0302	ME	Student member
20.	Kuchipudi Nikhil	19HT1A0558	S&H	Student member
21.	B.Pavani	19HT1A0105	S&H	Student member

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### Function & Responsibilities of the Committee:

1. To provide for proper documentation services and updating the library collection.
2. To work towards modernization and improvement of library and documentation services.
3. To formulate policies and procedures for efficient use of library resources.
4. To prepare budget and proposals for development of the library.
5. To recommend to the authorities the fees and other charges for the use of the library.
6. To seek feedback on library functions from readers.
7. To submit the annual report on the functioning of the library.
8. To guide the librarian in formulating general library policies and regulations which govern the function of the library.
9. Keeping the library looking attractive and tidy.
10. To review library readership dept-wise.

  
PRINCIPAL



Library committee is formed with the following members:

s.no	Name of the faculty	Designation	Department	Responsibility	Signature
1.	Dr. C. Ravi Kant	Principal	Me	Chairman	<i>[Signature]</i>
2.	Dr.V.Naga Gopi Raju	Associate professor	CSE	Convener	<i>[Signature]</i>
3.	A.V.V.Rajesh Babu	Librarian	S&H	Coordinator	<i>[Signature]</i>
4.	V.sal srinivas	Assistant professor	CSE	Member	<i>[Signature]</i>
5.	M.Narendra	Assistant professor	CE	Member	<i>[Signature]</i>
6.	SK.Mastan Basha	Assistant professor	ECE	Member	<i>[Signature]</i>
7.	N.Ramya sri	Assistant professor	EEE	Member	<i>[Signature]</i>
8.	G.srinivasarao	Assistant professor	ME	Member	<i>[Signature]</i>
9.	K.Naga Lakshmi	Assistant professor	S&H	Member	<i>[Signature]</i>
10.	Vasavi yasam	17HT1A0594	CSE	Student member	<i>[Signature]</i>
11.	Cherukuri naga haritha	18HT1A0519	CSE	Student member	<i>[Signature]</i>
12.	Mekapati subhash	17HT1A0131	CE	Student member	<i>[Signature]</i>
13.	Vadde Chakrapani	18HT1A0178	CE	Student member	<i>[Signature]</i>
14.	B.Dharani chowdary	18HT1A0405	ECE	Student member	<i>[Signature]</i>
15.	Kolagani charan Raj	17HT1A0442	ECE	Student member	<i>[Signature]</i>
16.	Ch.Raja Rajeswari	19HT5A0204	EEE	Student member	<i>[Signature]</i>
17.	Shaik Afridi	17HT1A0207	EEE	Student member	<i>[Signature]</i>
18.	Bejjam Chandra Sekhar	18HT5A0304	ME	Student member	<i>[Signature]</i>
19.	D Anka Nageswara Rao	18HT1A0302	ME	Student member	<i>[Signature]</i>
20.	Kuchipudi Nikhil	19HT1A0558	S&H	Student member	<i>[Signature]</i>
21.	B.Pavani	19HT1A0105	S&H	Student member	<i>[Signature]</i>

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**PRINCIPAL**