

## LIBRARY COMMITTEE

### FUNCTIONS:

- To guide the Librarian in formulating general Library policies and regulations which govern the functions of the Library.
- Proposal for purchase of books recommended by the concerned Head's of the Department.
- To formulate policies and procedures for efficient use of Library resources.
- To provide for proper documentation services and updating the Library collection.
- To modernize and improve Library and documentation services.
- To review Library readership department 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.
- To Review budget proposals for books and furniture for the development of the Library.  
To take measures to increase the readers in the Library to acquire latest information.

**FREQUENCY OF MEETING: Twice in a Year.**

### COMPOSITION OF LIBRARY COMMITTEE

| Sno | Name                    | Designation             | Role                |
|-----|-------------------------|-------------------------|---------------------|
| 1   | Dr.Y.MadhaveeLatha      | Principal, MRECW        | Chair Person        |
| 2   | Dr.N.Sreekanth          | HOD,ECE                 | Member              |
| 3   | Dr.C.V.P.R.Prasad       | HOD,CSE                 | Member              |
| 4   | Dr.S.Vijaya Madhavi     | HOD,EEE                 | Member              |
| 5   | Dr.B.Subba Reddy        | HOD,IT                  | Member              |
| 6   | Dr.T.Kamakshi           | HOD,H&S                 | Member              |
| 7   | Dr.P.Suvarchala<br>Devi | HOD,MBA                 | Member              |
| 8   | Dr.Malliga              | AssociateProfessor,ECE  | Member              |
| 9   | V.Naresh                | Assistant Professor,EEE | Member              |
| 10  | Dr. Kirubakaran         | Associate Professor,CSE | Member              |
| 11  | Dr.SivaKumaran          | Associate Professor,IT  | Member              |
| 12  | Dr.A.Raghavendra<br>Rao | Associate Professor,H&S | Member              |
| 13  | Ms. Eden Priya          | Asst. Professor,MBA     | Member              |
| 14  | Dr.K.Dasaratha          | Librarian               | Member<br>Secretary |

*Y. Latha*  
**PRINCIPAL**  
Malla Reddy Engineering College for Women  
UGC AUTONOMOUS INSTITUTION  
Maisammaguda, Dhulapally (Post)  
(Via) Kompally, Secunderabad-500 100.

**Academic Year**  
**2022 – 2023**



# MALLAREDDY ENGINEERING COLLEGE FOR WOMEN

(Autonomous Institution-UGC, Govt. of India)

NIRF Indian Ranking, Accepted by MHRD, Govt. of India

Band Excellent National Ranking by ARIIA, MHRD, Govt. of India

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## Circular

Date: 12-10-2022

This is to hereby inform that the Library Committee Meeting is scheduled on 14-10-2022 at 11:30 a.m. in the Principal's Office under the Chairmanship of the Principal. All the Committee Members are requested to attend the meeting to support the smooth conduct of the Library activities.

### Agenda:

- Confirmation of minutes of the previous meeting.
- Presentation of Action Taken Report of the previous meeting.
- Scrutinizing the proposal for purchase of books for the upcoming semester.
- Proposal for New Subscription of Journals & Magazines.
- Renewal of Subscription of Journals & Magazines.
- Updating Data pertaining to Library in the college website.
- Annual Stock Verification.


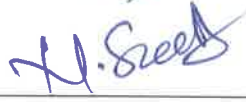












Any other discussion with the permission of the chair.

*J. R. Reddy*  
Principal

PRINCIPAL

Malla Reddy Engineering College for Women  
UGC AUTONOMOUS INSTITUTION  
Maisammaguda, Dhulapally (Post)  
(Via) Kompally, Secunderabad-500 100.

**LIBRARY COMMITTEE MEETING HELD ON 14.10.2022**

| Sno | Name                 | Designation             | Role             | Signature   |
|-----|----------------------|-------------------------|------------------|---|
| 1   | Dr.Y.MadhavLatha     | Principal, MRECW        | Chair Person     |    |
| 2   | Dr.N.Sreekanth       | HOD,ECE                 | Member           |    |
| 3   | Dr.C.V.P.R.Prasad    | HOD,CSE                 | Member           |    |
| 4   | Dr.S.Vijaya Madhavi  | HOD,EEE                 | Member           |    |
| 5   | Dr.B.Subba Reddy     | HOD,IT                  | Member           |    |
| 6   | Dr.T.Kamakshi        | HOD,H&S                 | Member           |    |
| 7   | Dr.P.Suvarchala Devi | HOD,MBA                 | Member           |   |
| 8   | Dr.Malliga           | AssociateProfessor,ECE  | Member           |  |
| 9   | V.Naresh             | Assistant Professor,EEE | Member           |  |
| 10  | Dr. Kirubakaran      | Associate Professor,CSE | Member           |  |
| 11  | Dr.SivaKumaran       | Associate Professor,IT  | Member           |  |
| 12  | Dr.A.Raghavendra Rao | Associate Professor,H&S | Member           |  |
| 13  | Ms. Eden Priya       | Asst. Professor,MBA     | Member           |  |
| 14  | Dr.K.Dasaratha       | Librarian               | Member Secretary |  |

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## Minutes of the Meeting

Date: 14.10.2022

The Library Committee Meeting was held on 14.10.2022 at 11:30 am. under the chairmanship of the Principal Dr.Y.Madhavee Latha with the Committee Members.















The following are the discussions held and decisions taken during the meeting.

- The minutes of the previous meeting were confirmed by the committee members.
- The Report of the Action Taken after the previous meeting was presented to the committee.
- The Committee discussed and decided to procure books recommended by the faculty well in advance i.e. even before the semester begins so as to enable the faculty to borrow and prepare for the classes.
- The Committee discussed and advised for the purchase of New Journals and Magazines and Renewal of old Journals and the Librarian was advised to get the Journal Catalogues from vendors for subscribing for the academic year 2022-2023.
- The library Committee advised the library coordinators to provide the latest Information regarding Library to update in the College website.
- The library Committee Planned for the Annual stock Verification of Books/CD's to be conducted at the end of every semester.

Cc to all Library Committee Members.

Principal  
Malla Reddy Engineering College for Women  
UGC AUTONOMOUS INSTITUTION  
Maisammaguda, Dhulapally (Post)  
(Via) Kompally, Secunderabad-500 100.

## LIBRARY COMMITTEE MEETING MEMBERS

| Sno | Name                 | Designation             | Role             | Signature   |
|-----|----------------------|-------------------------|------------------|---|
| 1   | Dr.Y.MadhavLatha     | Principal, MRECW        | Chair Person     |    |
| 2   | Dr.N.Sreekanth       | HOD,ECE                 | Member           |    |
| 3   | Dr.C.V.P.R.Prasad    | HOD,CSE                 | Member           |    |
| 4   | Dr.S.Vijaya Madhavi  | HOD,EEE                 | Member           |    |
| 5   | Dr.B.Subba Reddy     | HOD,IT                  | Member           |    |
| 6   | Dr.T.Kamakshi        | HOD,H&S                 | Member           |    |
| 7   | Dr.P.Suvarchala Devi | HOD,MBA                 | Member           |   |
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| 12  | Dr.A.Raghavendra Rao | Associate Professor,H&S | Member           |  |
| 13  | Ms. Eden Priya       | Asst. Professor,MBA     | Member           |  |
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## Action Taken Report

14.10.2022

The Library Committee Meeting was organized on 07-06-2022. The following is the Report of Actions taken after the meeting.

- New Books have been purchased as per the allocation of budget proposed for the Academic Year 2021 – 2022.
- More than 2000 volumes and 500 titles of new books have been added so far during the current academic year.
- New Reference Books added and arranged in Book Cases as per Title wise accordingly.
- On-line Journals Workshop was conducted successfully by J-Gate Plus which was helpful to the Faculty to improve in publishing papers.
- Awareness sessions were organized to train students on accessing digital resources.
- Online workshops were conducted for faculty to provide awareness on accessing IEEE resources for supporting Research publications and knowledge upgradation.
- New arrivals Book list is kept in all the Notice Boards before displaying in the library and providing the facility for all the users to reserve the books from New Arrivals.

Cc to all Library Committee Members.

*Srinatha*  
Principal

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## Circular

Date: 05-06-2022.

This is to hereby inform that the Library Committee Meeting is scheduled on 07-06-2022 at 11:00 a.m. in the Principal's Office under the Chairmanship of Principal. All the Committee Members are requested to attend the meeting to support the smooth conduct of the Library activities.










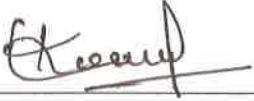




### Agenda:

- Confirmation of minutes of the previous meeting.
- Presentation of Action Taken Report of the previous meeting.
- Scrutinizing the department proposals for purchase of books for the upcoming semester.
- Proposal for New Subscription of Journals & Magazines.
- Quotations and purchase orders.
- Renewal of Subscription of Journals & Magazines.
- Updating Data pertaining to Library in the college website.
- Annual Stock Verification.

Any other discussion with the permission of the chair.

  
Principal  
Malla Reddy Engineering College for Women  
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**LIBRARY COMMITTEE MEETING HELD ON 07.06.2022**

| Sno | Name                 | Designation             | Role             | Signature   |
|-----|----------------------|-------------------------|------------------|---|
| 1   | Dr.Y.MadhaveeLatha   | Principal, MRECW        | Chair Person     |    |
| 2   | Dr.N.Sreekanth       | HOD,ECE                 | Member           |    |
| 3   | Dr.C.V.P.R.Prasad    | HOD,CSE                 | Member           |    |
| 4   | Dr.S.Vijaya Madhavi  | HOD,EEE                 | Member           |    |
| 5   | Dr.B.Subba Reddy     | HOD,IT                  | Member           |    |
| 6   | Dr.T.Kamakshi        | HOD,H&S                 | Member           |   |
| 7   | Dr.P.Suvarchala Devi | HOD,MBA                 | Member           |  |
| 8   | Dr.Malliga           | AssociateProfessor,ECE  | Member           |  |
| 9   | V.Naresh             | Assistant Professor,EEE | Member           |  |
| 10  | Dr. Kirubakaran      | Associate Professor,CSE | Member           |  |
| 11  | Dr.SivaKumaran       | Associate Professor,IT  | Member           |  |
| 12  | Dr.A.Raghavendra Rao | Associate Professor,H&S | Member           |  |
| 13  | Ms. Eden Priya       | Asst. Professor,MBA     | Member           |  |
| 14  | Dr.K.Dasaratha       | Librarian               | Member Secretary |  |

  
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## Minutes of the Meeting

Date: 07.06.2022.

The Library Committee Meeting was held on 07.06.2021 at 11.00 am. under the chairmanship of the Principal Dr.Y.Madhavee Latha with the Committee Members.


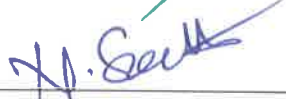












The following are the discussions held and decisions taken during the meeting.

- The minutes of the previous meeting were confirmed by the committee members.
- The Report of the Action Taken after the previous meeting was presented to the committee.
- The committee discussed the departmental proposals for books requisition and prepared final proposal of books.
- The Committee discussed and decided to procure books recommended by the faculty well in advance i.e. even before the semester begins so as to enable the faculty to borrow and prepare for the classes.
- The committee discussed and finalized about the procurement of online journals and magazines and renewal of the subscriptions.
- The Principal advised for the purchase of New Journals and Magazines and Renewal of old Journals and the Librarian was advised to get the Journal Catalogues from vendors for subscribing for the academic year 2022-2023.
- The Principal instructed the library coordinators to provide the latest Information regarding Library to update in the College website.
- The library Committee Planned for the Annual stock Verification of Books/CD's to be conducted at the end of the semester.

Cc to all Library Committee Members.

  
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**LIBRARY COMMITTEE MEETING MEMBERS**

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| 3   | Dr.C.V.P.R.Prasad    | HOD,CSE                 | Member           |    |
| 4   | Dr.S.Vijaya Madhavi  | HOD,EEE                 | Member           |    |
| 5   | Dr.B.Subba Reddy     | HOD,IT                  | Member           |    |
| 6   | Dr.T.Kamakshi        | HOD,H&S                 | Member           |    |
| 7   | Dr.P.Suvarchala Devi | HOD,MBA                 | Member           |   |
| 8   | Dr.Malliga           | AssociateProfessor,ECE  | Member           |  |
| 9   | V.Naresh             | Assistant Professor,EEE | Member           |  |
| 10  | Dr. Kirubakaran      | Associate Professor,CSE | Member           |  |
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| 12  | Dr.A.Raghavendra Rao | Associate Professor,H&S | Member           |  |
| 13  | Ms. Eden Priya       | Asst. Professor,MBA     | Member           |  |
| 14  | Dr.K.Dasaratha       | Librarian               | Member Secretary |  |

  
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## Action Taken Report

Date: 07.06. 2022.

The previous Library Committee Meeting was organized on 09-11-2021. The following is the Report of Actions taken after the meeting.

- New Books, e-books and journals have been purchased as per the allocation of budget proposed for the Academic Year 2022 – 2023.
- More than 2700 volumes and 480 titles of new books have been added so far during the academic year 2021 – 2022.
- Many printed National/International journals, E-Journals of IEEE, J-Gate, DELNET, N-List(Inflibnet), E-Books of Ebsco are made available in huge number.
- New Reference Books added and arranged in Book Cases Title wise accordingly.
- Subscriptions have been renewed.
- Awareness sessions were organized to train students on accessing digital resources.
- Online workshops were conducted for faculty to provide awareness on accessing IEEE resources for supporting Research publications.
- New arrivals Book list is placed in all the Notice Boards before displaying in the library, providing the facility for all the users to reserve the books from New Arrivals.

Cc to all Library Committee Members.

  
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**Academic Year**

**2021 – 2022**





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AAAA+ Rated by Digital Learning Magazine, AAA+ Rated by Careers 360 Magazine

2<sup>nd</sup> Rank CSR, Platinum Rated by AICTE-CII Survey, 141 National Ranking by India Today Magazine

National Ranking-Top 100 Rank band by Outlook Magazine, National Ranking-Top 100 Rank band by Times News Magazine

## Circular

Date: 08-11-2021

This is to hereby inform that the Library Committee Meeting is scheduled on 09-11-2021 at 11:30 a.m. in the Principal's Office under the Chairmanship of Principal. All the Committee Members are requested to attend the meeting to support the smooth conduct of the Library activities.

### Agenda:

- Confirmation of minutes of the previous meeting.
- Presentation of Action Taken Report of the previous meeting.
- Scrutinizing the proposal for purchase of books for the upcoming semester.
- Proposal for New Subscription of Journals & Magazines.
- Renewal of Subscription of Journals & Magazines.
- Updating Data pertaining to Library in the college website.
- Annual Stock Verification.










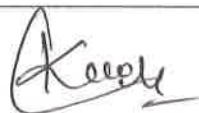

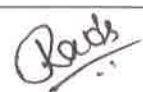

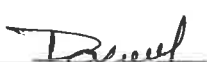
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Principal

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**LIBRARY COMMITTEE MEETING HELD ON 09.11.2021**

| Sno | Name                 | Designation             | Role             | Signature   |
|-----|----------------------|-------------------------|------------------|---|
| 1   | Dr.Y.MadhaveeLatha   | Principal, MRECW        | Chair Person     |    |
| 2   | Dr.N.Sreekanth       | HOD,ECE                 | Member           |    |
| 3   | Dr.C.V.P.R.Prasad    | HOD,CSE                 | Member           |    |
| 4   | Dr.Vengadachalam     | Director , EEE          | Member           |    |
| 5   | Dr.A.Jaya Rajan      | HOD,IT                  | Member           |    |
| 6   | Dr.S.Sunita ratnam   | HOD,H&S                 | Member           |   |
| 7   | Dr.P.Suvarchala Davi | HOD,MBA                 | Member           |  |
| 8   | Dr.Malliga           | AssociateProfessor,ECE  | Member           |  |
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| 12  | Dr.A.Raghavendra Rao | Associate Professor,H&S | Member           |  |
| 13  | K. Shailaja          | Asst Professor,MBA      | Member           |  |
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National Ranking-Top 100 Rank band by Outlook Magazine, National Ranking-Top 100 Rank band by Times News Magazine

## Minutes of the Meeting

Date: 09.11.2021

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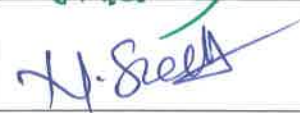

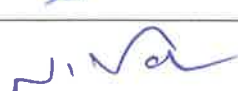
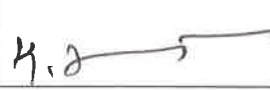







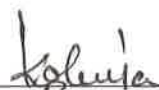

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Principal

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| 11  | Dr.SivaKumaran       | Associate Professor,IT  | Member           |  |
| 12  | Dr.A.Raghavendra Rao | Associate Professor,H&S | Member           |  |
| 13  | K. Shailaja          | Asst Professor,MBA      | Member           |  |
| 14  | Dr.K.Dasaratha       | Librarian               | Member Secretary |  |

**PRINCIPAL**  
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Band Excellent National Ranking by ARIIA, MHRD, Govt. of India

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AAAA+ Rated by Digital Learning Magazine, AAA+ Rated by Careers 360 Magazine

2<sup>nd</sup> Rank CSR, Platinum Rated by AICTE-CII Survey, 141 National Ranking by India Today Magazine

National Ranking-Top 100 Rank band by Outlook Magazine, National Ranking-Top 100 Rank band by Times News Magazine

## Action Taken Report

09.11.2021

The Library Committee Meeting was organized on 07-06-2021. The following is the Reports of Actions taken after the meeting.

- New Books have been purchased as per the allocation of budget proposed for the Academic Year 2021 – 2022.
- More than 2000 volumes and 500 titles of new books have been added so far during the current academic year.
- Many printed National/International journals, E-Journals of IEEE, J-Gate, DELNET, N-List(Inflibnet), E-Books of N-List(Inflibnet) and Ebsco are made available in huge number.
- New Reference Books added and arranged in Book Cases as per Title wise accordingly.
- On-line Journals Workshop was conducted successfully by J-Gate Plus which was helpful to the Faculty to improve in publishing papers.
- Awareness sessions were organized to train students on accessing digital resources.
- Online workshops were conducted for faculty to provide awareness on accessing IEEE resources for supporting Research publications and knowledge upgradation.
- Weeding out Books are placed in separate racks and provided the facility for reference.
- New arrivals Book list is kept in all the Notice Boards before displaying in the library and providing the facility for all the users to reserve the books from New Arrivals.

Cc to all Library Committee Members.

Principal

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## Circular

Date: 05-06-2021.

This is to hereby inform that the Library Committee Meeting is scheduled on 07-06-2021 at 11:00 a.m. in the Principal's Office under the Chairmanship of Principal. All the Committee Members are requested to attend the meeting to support the smooth conduct of the Library activities.

### Agenda:

- Confirmation of minutes of the previous meeting.
- Presentation of Action Taken Report of the previous meeting.
- Scrutinizing the department proposals for purchase of books for the upcoming semester.
- Proposal for New Subscription of Journals & Magazines.
- Quotations and purchase orders.
- Renewal of Subscription of Journals & Magazines.
- Updating Data pertaining to Library in the college website.
- Annual Stock Verification.

Any other discussion with the permission of the chair.

  
Principal

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**LIBRARY COMMITTEE MEETING HELD ON 07.06.2021**

| Sno | Name                   | Designation              | Role             | Signature |
|-----|------------------------|--------------------------|------------------|-----------|
| 1   | Dr. Y. Madhavee Latha  | Principal, MRECW         | Chair Person     |           |
| 2   | Dr. N. Sreekanth       | HOD, ECE                 | Member           |           |
| 3   | Dr. C. V. P. R. Prasad | HOD, CSE                 | Member           |           |
| 4   | Dr. Vengadachalam      | Director, EEE            | Member           |           |
| 5   | Dr. A. Jaya Rajan      | HOD, IT                  | Member           |           |
| 6   | Dr. S. Sunita ratnam   | HOD, H&S                 | Member           |           |
| 7   | Dr. P. Suvarchala Davi | HOD, MBA                 | Member           |           |
| 8   | Dr. Malliga            | Associate Professor, ECE | Member           |           |
| 9   | V. Naresh              | Assistant Professor, EEE | Member           |           |
| 10  | Dr. Kirubakaran        | Associate Professor, CSE | Member           |           |
| 11  | Dr. Siva Kumaran       | Associate Professor, IT  | Member           |           |
| 12  | Dr. A. Raghavendra Rao | Associate Professor, H&S | Member           |           |
| 13  | K. Shailaja            | Asst Professor, MBA      | Member           |           |
| 14  | Dr. K. Dasaratha       | Librarian                | Member Secretary |           |

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**National Ranking-Top 100 Rank band by Outlook Magazine, National Ranking-Top 100 Rank band by Times News Magazine**

## **Minutes of the Meeting**

**Date: 07.06.2021.**

The Library Committee Meeting was held on 07.06.2021 at 11.00 am. under the chairmanship of the Principal Dr.Y.Madhavee Latha with the Committee Members.

The following are the discussions held and decisions taken during the meeting.

- The minutes of the previous meeting were confirmed by the committee members.
- The Report of the Action Taken after the previous meeting was presented to the committee.
- The committee discussed the departmental proposals for books requisition and prepared final proposal of books.
- The Committee discussed and decided to procure books recommended by the faculty well in advance i.e. even before the semester begins so as to enable the faculty to borrow and prepare for the classes.
- The committee discussed and finalized about the procurement of online journals and magazines and renewal of the subscriptions.
- The Principal advised for the purchase of New Journals and Magazines and Renewal of old Journals and the Librarian was advised to get the Journal Catalogues from vendors for subscribing for the academic year 2021-2022.















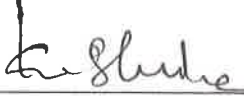

- The Principal instructed the library coordinators to provide the latest Information regarding Library to update in the College website.
- The library Committee Planned for the Annual stock Verification of Books/CD's to be conducted at the end of the semester.

Cc to all Library Committee Members.

  
Principal

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## LIBRARY COMMITTEE MEETING MEMBERS

| Sno | Name                 | Designation             | Role             | Signature   |
|-----|----------------------|-------------------------|------------------|---|
| 1   | Dr.Y.MadhaveeLatha   | Principal, MRECW        | Chair Person     |    |
| 2   | Dr.N.Sreekanth       | HOD,ECE                 | Member           |    |
| 3   | Dr.C.V.P.R.Prasad    | HOD,CSE                 | Member           |    |
| 4   | Dr.Vengadachalam     | Director , EEE          | Member           |    |
| 5   | Dr.A.Jaya Rajan      | HOD,IT                  | Member           |    |
| 6   | Dr.S.Sunita ratnam   | HOD,H&S                 | Member           |  |
| 7   | Dr.P.Suvarchala Davi | HOD,MBA                 | Member           |  |
| 8   | Dr.Malliga           | AssociateProfessor,ECE  | Member           |  |
| 9   | V.Naresh             | Assistant Professor,EEE | Member           |  |
| 10  | Dr. Kirubakaran      | Associate Professor,CSE | Member           |  |
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## Action Taken Report

Date: 07.06.2021

The previous Library Committee Meeting was organized on 12-11-2020. The following is the Reports of Actions taken after the meeting.

- New Books, e-books and journals have been purchased as per the allocation of budget proposed for the Academic Year 2020 – 2021.
- More than 2700 volumes and 480 titles of new books have been added so far during the academic year 2020 – 2021.
- Many printed National/International journals, E-Journals of IEEE, J-Gate, DELNET, N-List(Inflibnet), E-Books of Ebsco are made available in huge number.
- New Reference Books added and arranged in Book Cases Title wise accordingly.
- Subscriptions have been renewed.
- Awareness sessions were organized to train students on accessing digital resources.
- Online workshops were conducted for faculty to provide awareness on accessing IEEE resources for supporting Research publications.
- New arrivals Book list is placed in all the Notice Boards before displaying in the library, providing the facility for all the users to reserve the books from New Arrivals.

Cc to all Library Committee Members.

  
Principal

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