

# USHARA MA

COLLEGE OF ENGINEERING AND TECHNOLOGY  
APPROVED BY AICTE NEW DELHI; PERMANENTLY AFFILIATED WITH JNTU KAKINADA  
NH 16 TELAPROLU 521 109 NEAR GANNAVARAM KRISHNA DISTRICT AP INDIA  
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AUTONOMOUS

Date: 01<sup>st</sup> July, 2021

## LIBRARY COMMITTEE FOR AY 2021-22

Library Committee of the college for the academic year 2021-22 has been constituted with the following objectives and responsibilities to the members of staff given in the table with immediate effect.

- Performance of all jobs related to library technical services, including acquiring new books, Journals, Audio, Video materials and classification, classifying library materials and maintaining an accurate, up-to-date database of library holdings and physically processing items being added to and withdrawn from the collection.
- Supervising and assisting in entering library materials into the database in accordance with the MARC standard using library management software.
- Supervision of the operations of the library circulation and technical services staff.
- Operation and maintenance of library facilities like digital library, Internet PCs, servers, reprography, computers and other IT equipment.
- Providing training to students and staff using of digital library, e-resources like IEEE, ASCE, ASME, J-GATE, INFLIBNET, DELNET, NDL & IEI, and other open resources.
- Evaluate materials to determine outdated or unused items to be discarded.
- Documentation and feedback on work practices and procedures to ensure the continuous improvement of lending and document services of the library.
- Maintains library discipline and culture
- Prepares annual budget for library
- Identifies Book distributors for purchase of books

Sno	Name	Designation	Department	Status
1	Dr G V K S V Prasad	Principal	Civil	Chairman
2	Mr K Naresh	Assistant Professor	EEE	Convener
3	Mr M Narasimha Rao	Librarian	Library	Member Secretary
4	Mr M Sambasiva Rao	Asso. Professor	CSE	Member
5	Mr B Trivikrama Rao	Assistant Professor	IT	Member
6	Mr L Surendra	Assistant Professor	ECE	Member
7	Mr Md Nawab	Assistant Profesor	Mech	Member

  
(Dr. G V K S V Prasad)  
Principal

PRINCIPAL  
SHA RAMA COLLEGE OF ENGINEERING  
& TECHNOLOGY AUTONOMOUS  
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