



# VIGNAN'S

INSTITUTE OF INFORMATION TECHNOLOGY  
(AUTONOMOUS)

(Approved by AICTE-New Delhi & Affiliated to JNTUGV, Vizianagaram)  
Beside VSEZ, Duvvada, Vadlapudi Post, Gajuwaka, Visakhapatnam - 530 049.

Ref: No. VIIT/ DLS/Notice/2022/12/15-01

Date: 15-12-2022

## NOTICE

It is here by informed that there will be a library Advisory Committee meeting on 16-12-2022 at 3.30 pm sharp in Central Library, (VIGNAN DHARA). All the members of the Department Library Advisory Committee (LAC) are hereby requested to attend with their student-members concerned.

Principal

PRINCIPAL  
VIGNAN'S INSTITUTE OF  
Information Technology (A)  
Beside: VSEZ, Duvvada, Visakhapatnam-45

To

All the Members of Library Advisory Committee

S.No	Name of the person	Designation	Status of the person
1.	Dr.B Arundhati	Principal	Chair Person
2.	Dr. A Naga Jyothi	Dean Academics	Member
3.	Dr. CH Hari Govinda Rao	Dean - IQAC	Member
4.	Dr. K Venkata Rao	Dean Infrastructure and Library	Member
5.	Mr .M. Padmakar	HoD CIVIL	Member
6.	Dr. P.Sekhar	HoD-EEE	Member
7.	Dr. R.Rambabu	HoD-ME	Member
8.	Dr. Murali Krishna	HoD-ECE	Member
9.	Mr. Dinesh Reddy	HoD-CSE	Member
10.	Dr. B.Prasad	HoD-IT & MCA	Member
11.	Dr.Umamaheswari	HoD-ECM	Member
12.	Dr. P Ramesh	HoD - MBA	Member
13.	Dr.Satya Guru	HoD- BSH	Member
14.	Mr.V Srinivasa Rao	Librarian	Member Secretary

Copy to

Rector office  
CEO Office  
Principal Office  
Concerned Library members  
Library Notice

**VIGNAN'S**INSTITUTE OF INFORMATION TECHNOLOGY  
(AUTONOMOUS)(Approved by AICTE-New Delhi & Affiliated to JNTUGV, Vizianagaram)  
Beside VSEZ, Duvvada, Vadlapudi Post, Gajuwaka, Visakhapatnam - 530 049.

Ref: No. VIIT/ DLS/MoM/2022/12/15-01

**THE 25<sup>th</sup> MEETING OF LIBRARY ADVISORY COMMITTEE**16<sup>th</sup> Dec 2022, Friday, at 3-30PM, Central Library (Vignan Dhara), VIIT

\*\*\*

The record notes of discussions in the 25<sup>th</sup> meeting of the Library Advisory Committee held on 16<sup>th</sup> Dec 2022, Friday at 3-30PM under the chairmanship of, Dr. B. Arundhati, the principal, VIIT.

Venue: Central Library (Vignan Dhara), VIIT

**AGENDA**

1. Review of E –resources for Digital Library.
2. Library Registration Process for 1<sup>st</sup> B.Tech. Students
3. Request Process for Branch Wise Journals
4. E- journals Quotations Request
5. Staff Utilization Department Wise
6. Library Website
7. Review & recommendation of library Budget

**Members present:**

S.No	Name of the person	Designation	Status of the person
1.	Dr. B Arundhati	Principal	Chair Person
2.	Dr. A Naga Jyothi	Dean Academics	Member
3.	Dr. CH Hari Govinda Rao	Dean - IQAC	Member
4.	Dr. K Venkata Rao	Dean Infrastructure and Library	Member
5.	Mr. M. Padmakar	HoD CIVIL	Member
6.	Dr. P.Sekhar	HoD-EEE	Member
7.	Dr.R.Rambabu	HoD-ME	Member
8.	Dr.Murali Krishna	HoD-ECE	Member
9.	Mr. Dinesh Reddy	HoD-CSE	Member
10.	Dr. P Ramesh	HoD - MBA	Member
11.	Dr .Satya Guru	HoD- BSH	Member
12.	Mr. V Srinivasa Rao	Librarian	Member Secretary



**Members absent:**

Dr. B.Prasad	HoD-IT & MCA	Member
Dr. Umamaheswari	HoD-ECM	Member

**Proceedings:**

The record notes of discussions in the 25<sup>th</sup> Meeting of the Library advisory Committee held on 16<sup>th</sup> Dec. 2022, Friday, at 3-30PM under the chairmanship of Dr.B Arundhati Principal All the above constituent members were present in the meeting and discussed the following action points:

**1. Review of E –resources for Digital Library.**

Review on the 24<sup>th</sup> Library advisory committee held on 06-05-2022. The committee reviewed the budget proposal presented by the In-charge librarian for purchase of new books and other resources. Based on the library budget, department wise book status was prescribed.

**2. Library Registration Process for 1<sup>st</sup> B.Tech. Students**

The committee looked into the status of students' registration and instructed library team to complete pending registration if any.

**3. Request Process for Branch Wise Journals**

The committee verified the status of utilization of journals and e-journals. It is decided to speed up the procurement of e- journals and other e-resources for effective utilization by the staff and students.

**4. E- journals Quotations Request**

The committee enquired about the status of utilization and verified the records. It is decided to enhance library utilization by both staff and students.

**5. Staff Utilization Department Wise**

The committee suggested that the department library in-charges should collect the books require from the staff and instructed the librarian in-charge to make a list of books for new purchase for departmental library if required.

**6. Library Website**

The member secretary informed all that there are many open access resources website links are included under the resources tab and every day Library page will be updated

**7. Review & recommendation of library Budget**

The library in charge presented budget proposal for purchase books, Journals and periodicals etc, for the year 2023-2024.

- **BOOKS :** It is proposed to purchase text books worth of Rs. 15,00,000 for UG & PG.
- **E- JOURNALS:** Librarian proposed to procure IEEE, ASME and J-Gate journals. Approximate budget worth of 12,00,000.



# VIGNAN'S

INSTITUTE OF INFORMATION TECHNOLOGY  
(AUTONOMOUS)

(Approved by AICTE-New Delhi & Affiliated to JNTUGV, Vizianagaram)  
Beside VSEZ, Duvvada, Vadlapudi Post, Gajuwaka, Visakhapatnam - 530 049.

- New Papers and Periodicals: Librarian proposed budget for purchase of New papers and Periodicals worth of Rs.2,00,000.
- E-BOOKS & E- JOURNAL: It is proposed to renewal of DELNET, the approximate budget of Rs.25,000.
- REMOTE ACCESS: Librarian proposed the renewal of remote access library online platform worth of Rs 1,20,00.
- COMPUTER FOR E-LIBRARY: It is proposed to procure 25 computers for e-library approximately worth of Rs 13,00,000.

The committee reviewed the budget proposals for the above all and recommend to submit budget proposal to Principal office for further approval

  
Member Secretary



Chairman  
**Library advisory committee**  
PRINCIPAL  
VIGNAN'S INSTITUTE OF  
Information Technology (A)  
Beside: VSEZ, Duvvada, Visakhapatnam-49



**ACTION TAKEN REPORT**

**AGAINST THE LIBRARY MEETING HELD ON 06-05-2022**

Agenda No.	Resolution	Action Taken
1	<b>Agenda 01:</b> The committee enquired about the status of the library books and advised the librarian in charge to make a list of books and send it to the vendors for procurement.	Point noted and the Chairperson instructed the purchasing department to procure the books based on the library budget.
2	<b>Agenda 02:</b> The committee verified the status of the utilization of journals and e-journals. It is decided to speed up the procurement of e-journals and other e-resources for effective utilization by the staff and students.	The Chairperson suggested to the Dean admin to speed up the procurement of e-journals.
3	<b>Agenda 03:</b> The committee looked into the status of students' registration. and instructed	Point noted and the Chairperson instructed the library team to complete pending registration if any.
4	<b>Agenda 04:</b> The committee enquired about the status of utilization and verified the records. It is decided to enhance library utilization by both staff and students.	Given instructions to the departmental coordinator to collect the utilization data.
5	<b>Agenda 05:</b> The committee suggested that the department library in charge should collect the books required from the staff.	Instructed the department library coordinators to make a list of books for new purchase for the departmental library if required.

Copy to

- Principal Office
- Admin office
- IQAC

Chairman  
Library advisory committee  
**PRINCIPAL**  
VIGNAN'S INSTITUTE OF  
Information Technology (A)  
Beside: VSEZ, Duvvada, Visakhapatnam-49



Ref: No. VIIT/ DLS/Notice/ 2023/05/11-01

Dates: 11-05-2023

## NOTICE

It is here by informed that there will be a library Advisory Committee Meeting on 12-05-2023 at 2.00 pm in Central Library, (Vignan Dhara) All the members of the Department Library Advisory Committee (LAC) are hereby requested to attend with their student-members concerned.

Principal

PRINCIPAL  
VIGNAN'S INSTITUTE OF  
Information Technology (A)  
Beside: VSEZ, Duvvada, Visakhapatnam-49

To

All the Members of Library Advisory Committee

S.No	Name of the person	Designation	Status of the person
1.	Dr. Sudhakar Jyothula	Principal	Chair Person
2.	Dr. A Naga Jyothi	Dean Academics	Member
3.	Dr. CH Hari Govinda Rao	Dean - IQAC	Member
4.	Mr. M.Padmakar	HoD CIVIL	Member
5.	Dr. P. Sekhar	HoD-EEE	Member
6.	Dr. R. Rambabu	HoD-ME	Member
7.	Dr. Murali Krishna	HoD-ECE	Member
8.	Mr. Dinesh Reddy	HoD-CSE	Member
9.	Dr. Prasad	HoD-IT & MCA	Member
10.	Dr. Uma Maheswari	HoD-ECM	Member
11.	Dr. Murali Kirshna	HoD - MBA	Member
12.	Dr .Satya Guru	HoD- BSH	Member
13.	Mr. V Srinivasa Rao	Librarian	Member Secretary

Copy to

Rector office  
CEO Office  
Principal Office  
Concerned Library members  
Library Notice Board



Ref: No. VIIT/ DLS/MoM/ 2023/05/11-01

**THE 26<sup>th</sup> MEETING OF LIBRARY ADVISORY COMMITTEE**  
12<sup>th</sup>May 2023, Friday, at 3-30PM, Central Library (Vignan Dhara), VIIT

\*\*\*

The record notes of discussions in the 26<sup>th</sup> meeting of the Library Advisory Committee held on 12<sup>th</sup>May 2023, Friday at 2-00PM under the chairmanship of Dr. Sudhakar Jyothula Principal, Chairperson-Library advisory Committee, VIIT.

Venue: Central Library (Vignan Dhara), VIIT

**AGENDA**

1. Review on Library Budget.
2. Review of Department Library Books
3. Review of E –resources for Digital Library.
4. Journals Request Process
5. Semester Books Order Discussion
6. E- journals Quotations Request
7. Utilization of Library Books by the Staff

**Members present:**

S.No.	Name of the person	Designation	Status of the person
1.	Dr. Sudhakar Jyothula	Principal	Chair Person
2.	Dr. A Naga Jyothi	Dean Academics	Member
3.	Dr. CH Hari Govinda Rao	Dean - IQAC	Member
4.	Mr. M. Padmakar	HoD CIVIL	Member
5.	Dr. P .Sekhar	HoD-EEE	Member
6.	Dr. R. Rambabu	HoD-ME	Member
7.	Dr. Murali Krishna	HoD-ECE	Member
8.	Mr. Dinesh Reddy	HoD-CSE	Member
9.	Dr .B. Prasad	HoD-IT & MCA	Member
10.	Dr .Satya Guru	HoD- BSH	Member
11.	Mr. V Srinivasa Rao	Librarian	Member Secretary



# VIGNAN'S

INSTITUTE OF INFORMATION TECHNOLOGY  
(AUTONOMOUS)

(Approved by AICTE-New Delhi & Affiliated to JNTUHV, Vizianagaram)  
Beside VSEZ, Duvvada, Vadapudi Post, Gajuwaka, Visakhapatnam - 530 049.

### Members absent:

Dr. Umamaheswari	HoD-ECM	Member
Dr. Murali krishna	HoD - MBA	Member

### Proceedings:

The record notes of discussions in the 26<sup>th</sup> Meeting of the Library advisory Committee held on 12<sup>th</sup> May 2023, Friday at 2-00PM under the chairmanship of Dr.Sudhakar Jyothula . All the above constituent members were present in the meeting and discussed the following action points:

*Agenda 01:* Review on the 26<sup>th</sup> Library advisory committee held on 16-12-2022. In-charge Librarian presented the library budget for the purchase of new books and e-resources

*Agenda 2:* The committee enquired the list of department wise books present in the library. Based on the library budget, it is decided to procure the books necessary for the current semester based on the current curriculum.

*Agenda 03:* The committee decided to speed up the procurement of e- journals for enhancing the research in all the departments.

*Agenda 04:* The committee advised the coordinators of the department library to collect books required for their branch for the current semester.

*Agenda 05:* The committee asked the member secretary to prepare budget for the departmental library for the next financial year.

*Agenda 06:* The committee enquired about the status of utilization and verified the records. It was decided to enhance library utilization by both staff and students.

The Member Secretary of the committee thanked all the members for attending the meeting. The Chairman concluded the meeting with closing remarks.

*V.Sirala Rao*  
Member Secretary

Chairman  
Library advisory committee  
PRINCIPAL  
VIGNAN'S INSTITUTE OF  
Information Technology (A)  
Beside: VSEZ, Duvvada, Visakhapatnam-49



### ACTION TAKEN REPORT

#### AGAINST THE LIBRARY MEETING HELD ON 16-12-2022

Agenda No.	Resolution	Action Taken
1.	<b>Review of E-resources for Digital Library.</b> Review on the 24 <sup>th</sup> Library Advisory Committee held on 06-05-2022. The committee reviewed the budget proposal presented by the In-charge librarian for the purchase of new books and other resources. Based on the library budget, department-wise book status was prescribed.	Point noted and the Chairperson instructed the Librarian to collect the proposals for the books based on the library budget.
2	<b>Library Registration Process for 1<sup>st</sup> B.Tech. Students</b> The committee looked into the status of students' registration .	The Chairperson suggested to the instructed library team to complete pending registration if any.
3	<b>Request Process for Branch Wise Journals</b> The committee verified the status of the utilization of journals and e-journals. It is decided to speed up the procurement of e- journals and other e-resources for effective utilization by the staff and students.	Point noted and the Chairperson instructed the library team to collect the status of utilization of journals and e-journals.
4	<b>Staff Utilization Department Wise</b> The committee suggested that the department library in charge should collect the books require from the staff and instructed the librarian in-charge to make a list of books for new purchase for departmental library if required	Given instructions to the departmental coordinator to collect the books require from the staff.
5	<b>Library Website</b> The member secretary informed everyone that there are many open-access resources website links are included under the resources tab and every day Library page will be updated	Instructed the department library coordinators check the open access resources.
6	<b>Budget Proposal for the year 2023-2024</b>	Prepared budget proposal for procurement of Books, Journals, Periodicals, and Furniture etc. submitted to Principal office for further approval

Copy to

- Principal Office
- Admin office
- IQAC

Chairman

Library advisory committee

PRINCIPAL  
**VIGNAN'S INSTITUTE OF**  
Information Technology (A)  
Beside: VSEZ, Duvvada, Visakhapatnam-49