



Ref: VIIT/DLS/Notice/2021/12/02-01

Date: 02-12-2021

NOTICE

It is here by informed that there will be a library Advisory Committee meeting on 04-12-2021 at 2.30 pm in Central Library (VIGNAN DHARA). All the department library advisory committee (LAC) Members are hereby requested to attend with their concerned student members.

Principal

PRINCIPAL

VIGNAN'S INSTITUTE OF
Information Technology (A)

Beside: VSEZ, Duvvada, Visakhapatnam - 530 049

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 |

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

Ref: VIIT/DLS/MoM/ 2021/12/04-01

Date: 04-12-2021

THE 23rd MEETING OF LIBRARY ADVISORY COMMITTEE
04th Aug. 2021, Tuesday, at 2-30PM, Central Library (Vignan Dhara), VIIT

The record notes of discussions in the 23rd meeting of the Library Advisory Committee held on 04th Dec. 2021, Tuesday, at 2-30PM under the chairmanship of Dr. B Arundhati Principal Chairperson-Library advisory Committee, VIIT.

Venue: Central Library (Vignan Dhara), VIIT**AGENDA**

1. Review of E –resources for Digital Library
2. Review on Library Budget.
3. Review of Department Library Books
4. Importance of Remote Access usage of e- library facilities
5. 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. B.Prasad | HoD-IT & MCA | Member |
| 11. | Dr. Umamaheswari | HoD-ECM | Member |
| 12. | Mr .V Srinivasa Rao | Librarian | Member Secretary |



Members absent:

| | | | |
|----|----------------|-----------|--------|
| 1. | Dr. P Ramesh | HoD - MBA | Member |
| 2. | Dr .Satya Guru | HoD- BSH | Member |

Proceedings:

The record notes of discussions in the 23rd Meeting of the Library advisory Committee held on 04th Dec. 2021, Tuesday at 2-30PM under the chairmanship of Dr. B Arundhati, principal. All the above constituent members were present in the meeting and discussed the following action points

Agenda 01: Review on the 22nd Library advisory committee held on 15-12-2020. The committee proposed to get subscription for e-journals. The committee discussed, and reviewed some e-journal packages and submitted a proposal to the principal for getting subscription to EBSCO e-books.

Agenda 02: The committee discussed the library budget and based on the budget, the committee drew conclusions about department wise current books status.

Agenda 03 The committee resolved to collect the lists of suggested books by HoD's and faculty members from all the departments.

Agenda 04: Discussion on remote access usage of e-library, Library advisory committee chairperson explained affective utilization of e-library resources at their own convenience, without being bound by traditional library operating hours. Remote access provides flexibility for students and faculty to use library e-recourses based on availability of time from any place.

The committee approved the list of books, remote access learning facility and requested the librarian to send the prepared list to the vendors for quotation to initiate Purchase Order (PO) from hereafter as a matter of policy decision.

Agenda 05: The library in charge presented budget proposal for purchase books, Journals and periodicals etc. for the year 2022-2023.

- **BOOKS :** It is proposed to purchase text books worth of Rs. 18,00,000 for UG & PG.
- **E- JOURNALS:** Librarian proposed to procure IEEE, ASME and J-Gate journals. Approximate budget worth of 9,00,000.



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- New Papers and Periodicals: Librarian proposed budget for purchase of New papers and Periodicals worth of Rs.2,00,000.
- E-BOOKS: It is proposed to renewal of EBSCO, the approximate budget of Rs. 1,00,000.
- E-BOOKS & E- JOURNAL: It is proposed to renewal of DELNET, the approximate budget of Rs.20,000.
- REMOTE ACCESS: Librarian proposed the renewal of remote access library online platform worth of Rs 1,20,000.
- COMPUTER FOR E-LIBRARY: It is proposed to procure 30 computers for e-library approximately worth of Rs 15,00,000.
- FURNITURE: Librarian proposed to add more shelves and procure 50 chairs and 10 tables. The approximate budget is Rs. 1,50,000

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

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

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 15-12-2020

| Agenda No. | Resolution | Action Taken |
|------------|--|--|
| 1 | <i>Agenda 01:</i> It is instructed by the Chairman of LAC to all the Department Library coordinators that they should maintain the previous semester question papers in their departmental Library.. | Point noted and the Chairperson instructed all Department library coordinators to collect all previous year Question papers to maintain in the Department library. |
| 2 | <i>Agenda 02:</i> The details of the books in department library should be recorded as per the instruction of the LAC. | The Chairperson suggested the Librarian to maintain LAC |
| 3 | <i>Agenda 03:</i> It is instructed by the Chairman of LAC that feedback on library facilities is to be taken from the students and staff and improvements to the library must be made according to the feedback. | The Chairperson suggested all the HoDs to Collect the feedback |
| 4 | <i>Agenda 04:</i> All the departmental coordinators were expected to send the semester books indent to the librarian before the commencement of the semester-end exams | Point noted and the Chairperson instructed all the departmental coordinators to |
| 5 | <i>Agenda 05:</i> Every departmental coordinator should maintain the books issue registers in their students /staff registers. | Give instructions to the departmental coordinator to maintain the books issue registers. |
| 6 | <i>Agenda 06:</i> Every department should have back volumes of journals in their departmental library | Instructed to the department library coordinators |
| 7 | <i>Agenda 07:</i> Budget Proposal for the year 2021-22 | Prepared budget proposal for procurement of Books, Journals, Periodicals, and Furniture etc. submitted to Principal office for further approval. |

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- Principal Office
- Admin office
- IQAC

Chairman
Library advisory committee

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Ref: VIIT/DLS/ Notice./2022/05/05-01

Date: 05-05-2022

NOTICE

It is here by informed that there will be a library Advisory Committee meeting on 06-05-2022 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, Duwada, Visakhapatnam-49

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 |
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| 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 |

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Ref: VIIT/DLS/ MoM./2022/05/06-01

THE 24th MEETING OF LIBRARY ADVISORY COMMITTEE

On 06th May 2022, Friday at 3-30PM, Central Library (Vignan Dhara), VIIT

The record notes of discussions in the 24th meeting of the Library Advisory Committee held on 06th May 2022, Friday, at 3-30PM under the chairmanship of Dr. B Arundhati Principal Chairperson-Library advisory Committee, VIIT..

Venue: Central Library (Vignan Dhara), VIIT

AGENDA

1. Review on Library Budget.
2. Review of Departmental Library Books
3. Review of E-resources for Digital Library.
4. Library Registration Process for 1st B.Tech. Students
5. Staff Utilization Department Wise
6. Request Process for Branch Wise Journals
7. Status of purchase of Remote access facility.
8. Increasing of Digital library capacity.

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. | Dr. Murali Krishna | HoD-ECE | Member |
| 6. | Mr .Dinesh Reddy | HoD-CSE | Member |
| 7. | Dr .B.Prasad | HoD-IT & MCA | Member |
| 8. | Dr . Umamaheswari | HoD-ECM | Member |
| 9. | Dr. P Ramesh | HoD - MBA | 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 JNTUK, Kakinada)
Beside VSEZ, Duwada, Vadlapudi Post, Gajuwaka, Visakhapatnam - 530 049.**Members absent:**

| | | | |
|----|-----------------|-----------|--------|
| 1. | Mr. M. Padmakar | HoD CIVIL | Member |
| 2. | Dr .P Sekhar | HoD-EEE | Member |
| 3. | Dr. R. Rambabu | HoD-ME | Member |

Proceedings:

The record notes of discussions in the 24th Meeting of the Library advisory Committee held on 06thMay 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:

Agenda 01: Review on the 23rd Library advisory committee held on 04-08-2021. 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.

Agenda 02: 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.

Agenda 03: 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.

Agenda 04: The committee looked into the status of students' registration and instructed library team to complete pending registration if any.

Agenda 05: The committee enquired about the status of utilization and verified the records. It is decided to enhance library utilization by both staff and students.

Agenda 06: 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.

Agenda 07: Librarian explained the status of remote access facility purchase, Knimbus e- library finalised and process is completed, student and faculty data is preparing in given formats to use remote access.



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Agenda 08: Librarian explained present capacity of e-Library (30 Computers). Library chair person instructed to librarian to raise an indent for 30 computers and required furniture to increase the digital library capacity 60 members.

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

A handwritten signature in blue ink, appearing to read "U.Srinivasa Rao".

Member Secretary

A handwritten signature in green ink, appearing to read "J. Sundararao".

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 04-12-2021

| Agenda No. | Resolution | Action Taken |
|-------------------|--|--|
| 1 | <i>Agenda 01:</i> Review on the 22 nd Library advisory committee held on 15-12-2020. The committee proposed to get subscription for e-journals. | The committee reviewed some e-journal packages and submitted a proposal to the principal for getting a subscription to EBSCO e-books. |
| 2 | <i>Agenda 02:</i> The committee discussed the library budget and based on the budget, the committee drew conclusions about department wise current books status. | The Chairperson suggested the department Library coordinators to prepare budget. |
| 3 | <i>Agenda 03</i> The committee proposed to collect the lists of suggested books by all departments. . | The Chairperson suggested all the HoD's and faculty members from all the departments. |
| 4 | <i>Agenda 04:</i> Discussion on remote access usage of e-library. | Library advisory committee chairperson explained effective utilization of e-library resources at their own convenience, without being bound by traditional library operating hours. Remote access provides flexibility for students and faculty to use library e-resources based on availability of time from any place. |
| 5 | <i>Agenda 05:</i> Budget proposal for the year 2022-2023 | Prepared budget proposal for procurement of Books, Journals, Periodicals, and Furniture etc. submitted to Principal office for further approval |

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Chairman

Library advisory committee

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