



VIGNAN'S

**INSTITUTE OF INFORMATION TECHNOLOGY
(AUTONOMOUS)**

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

Ref: VIIT/DLS/ Notice/2020/12/14-01

Date: 14-12-2020

NOTICE

It is here by informed that there will be a library Advisory Committee meeting on 15-12-2020 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-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

Copy to:-

Rector office

CEO Office

Principal Office

Concerned Library members

Library Notice Board



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Ref: VIIT/DLS/ MoM/2020/12/15-01

Date: 15-12-2020

THE 22nd MEETING OF LIBRARY ADVISORY COMMITTEE

15th Dec 2020, Tuesday, at 3-30PM, Central Library (Vignan Dhara), VIIT

The record notes of discussions in the 22nd Meeting of the Library Advisory Committee held on 15th Dec 2020, Tuesday, at 2-20PM under the chairmanship of Dr.B Arundhati Principal, VIIT.

Venue: Central Library (Vignan Dhara), VIIT

AGENDA

1. Department Wise Previous Question Papers
2. Review of Departmental Library Books
3. Utilization of Books by Departmental Staff
4. Department Wise Books Order
5. Feedback on library facilities
6. Back Volumes of Journals
7. E- journals Quotations Request
8. 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. Satya Guru	HoD- BSH	Member
11.	Mr .V Srinivasa Rao	Librarian	Member Secretary



Members absent:

1.	Dr. B.Prasad	HoD-IT & MCA	Member
2.	Dr. Umamaheswari	HoD-ECM	Member
3.	Dr .P Ramesh	HoD - MBA	Member

Proceedings:

The record notes of discussions in the 22nd Meeting of the Library advisory Committee held on 15th Dec 2020, Tuesday, at 2-00PM 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: 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.

Agenda 02: The details of the books in department library should be recorded as per the instruction of the LAC.

Agenda 03: 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.

Agenda 04: All the departmental coordinators were expected to send the semester books indent to the librarian before the commencement of the semester-end exams.

Agenda 05: Every departmental coordinator should maintain the books issue registers in their students /staff registers.

Agenda 06: Every department should have back volumes of journals in their departmental library

Agenda 07: It is the responsibility of the department coordinators to inform all the students about e- journals.

Agenda 08: The library in charge presented budget proposal for purchase books, Journals and periodicals etc, for the year 2021-2022.

- BOOKS: It is proposed to purchase text books worth of Rs. 12,00,000 for UG & PG.
- E- JOURNALS: Librarian proposed to procure ASCE, IEEE, ASME and ELSEVIER journals. Approximate budget worth of 10,00,000.
- New Papers and Periodicals: Librarian proposed budget for purchase of New papers and Periodicals worth of Rs. 1,20,000.



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- E-BOOKS: It is proposed to renewal of EBSCO, the approximate budget of Rs. 1,30,000.
- REMOTE ACCESS: Librarian proposed the renewal of remote access library online platform worth of Rs 1,20,00.
- FURNITURE: Librarian proposed the procurement of 6 Book Racks. The approximate budget is Rs. 80,000

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
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Beside: VSEZ, Duvvada, Visakhapatnam-49



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ACTION TAKEN REPORT

AGAINST THE LIBRARY MEETING HELD ON 16-11-2019

Agenda No.	Resolution	Action Taken
1	Agenda 01: Review on the 20 th Library Advisory Committee held on 19-06-2019 on the advice of the library committee, invited the quotations for journals/magazines from different publishers and placed an order.	Point noted and the Chairperson instructed all Department library coordinators to collect data relating to Journals and E-books.
2	Agenda 02: Based on the advice rendered by of library committee, the librarian placed an order for racks for departmental books.	The chairperson suggested the Librarian to raise an indent form for the procurement of racks.
3	Agenda 03: Infrastructure Requirements Librarian informed members about the request from the department with regard to departmental library racks and maintenance of the existing furniture in the central library.	Point noted and the librarian instructed all the HoDs to submit the proposal for the required furniture for the department library. He also instructed Dean IPD Dr. K. Rao to prepare a plan of action for the above.
4	Agenda 04: Disposal of outdated/ damaged Books/Journals The librarian informed the members about the outdated/damaged Books, Journals, etc. The committee decided to dispose all the outdated and damaged books and journals.	He instructed to submit a proposal to Dean Admin for the repair/rebinding the books which are repairable and reusable. He also instructed to dispose all the Newspapers to the re-cycling agency Ms. Green waves Ltd.
5	Agenda 05: Budget Proposal for the year 2020-2021	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

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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-530049

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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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
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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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Chairman
Library advisory committee

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