

# ADITYA COLLEGE OF ENGINEERING

Approved by AICTE & Affiliated to JNTUK, Kakinada

Ph: (0884) 2326224, 99631 76662, Email: office@acoe.edu.in, Website: www.acoe.edu.in

Ref: ACOE/Library/2018-19/Constitution of Committee

Dt: 05-06-2018

## CONSTITUTION OF LIBRARY COMMITTEE

Proceedings of the Principal, Aditya College Of Engineering, Surampalem

Sub: ACOE, Surampalem / Constitution of Library Committee for the academic year 2018-19 – Orders – Issued – Reg.

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The Library Committee is formed with the following members to look into the matters relating to library such as procurement of new titles, volumes, learning resources such as e-journals, e-learning materials for college for the academic year 2018-19.

S. No	Name of the faculty	Designation	Role in the Committee
1	Dr. T. RAMA KRISHNA RAO	Principal	Chairman
2.	Mr. K. VENKATA RAMANA	Librarian	Coordinator
3.	Mr. R. PRASAD	Asst Prof, ECE	Member
4.	Mrs. N. MADHURI	Asst Prof, CSE	Member
5.	Mr. I. MANOJ KRISHNA	Asst Prof, ME	Member
6.	Mr. P. BALA KRISHNA	Asst Prof, EEE	Member
7.	Ms. J. CHANDINI DEVI	Asst Prof, CE	Member
8.	Ms. V. SUPRIYA	Asst Prof, PT	Member
9.	Dr. P. HEMA LATHA	Asst Prof, H&BS	Member
10.	Mr. N. VINAY KIRAN	IV ECE	Student Member
11.	MS. KOTHURI SRI ROJA	IV CSE	Student Member
12.	Mr. P. RAGHAVENDRA SAI	IV EEE	Student Member
13.	Ms. GONTHI REDDY RAMYA	IV CE	Student Member
14.	Mr. P. SATYA LOVA PRAKASH	IV ME	Student Member
15.	Ms. MAMIDALA RAJESWARI	Alumni	Student Member



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## Roles and Responsibilities:

- To monitor the usage of internet facility in digital library and sufficient bandwidth.
- To frame a procedure for recommending the books for purchase.
- To monitor the arrangement of racks and cleanliness of library space.
- To review subscription of journals and magazines periodically
- To finalize the requirements for e-learning such as video lectures, on-line journals i.e. IEEE, ASME, GATE, DEL, SET, NET etc..



A handwritten signature in green ink, consisting of a stylized 'A' followed by a horizontal line and a small flourish.

PRINCIPAL

PRINCIPAL

Aditya College of Engineering  
SURAMPALEM-533 437

Copy to: (1) All HODs

(2) Librarian

(3) Administrative Officer

(4) Accounts Officer

(5) Training & Placement Cell

(6) Physical Director

(7) In-charge of Examination Section

(8) Faculty through e-mail.

(9) IQAC Coordinator.



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ACOE/Library/2018-19/CIR/01

Date: 09-06-2018

## CIRCULAR

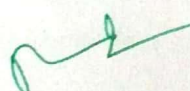
### LIBRARY CIRCULAR

All the members of the Library committee are hereby informed that the meeting of the Library committee will be held on 11<sup>th</sup> June 2018 at 3.00 PM at Central Library. In this connection all the members of the committee are requested to attend the meeting without fail.

#### Agenda:

1. To confirm the minutes of the last meeting of the Library Committee.
2. To report the action taken on the minutes of the last meeting of the Library Committee.
3. To purchase new headsets required for digital library.
4. Conducting Library orientation programme.
5. To purchase books for the odd semester as per the curriculum.



  
Chairman – Library Committee

PRINCIPAL  
Aditya College of Engineering  
SURAMPALEM-533 437

Cc to:

Members of the Library Committee



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Ref: ACOE/Library/2018-19/Minutes

11-06-2018

## LIBRARY COMMITTEE

### Minutes of Meeting

A.Y. 2018-19

Date Of meeting	11-6-2018	Duration	3:00 P.M to 4:00 P.M
Venue	Central Library, Ramanujan Bhavan		
Reference	ACOE /Library/2018-19/Minutes		

A meeting of the library committee was held on 11<sup>th</sup> June, 2018 at 3:00 P.M. in the Central Library Dr. T.K.RAMA KRISHNA RAO, Chairman of Library Committee has presided over the meeting.

The Chairman welcomed all the members and stated that library is a source of information for all academicians and appreciated the members who participated in this meeting. He showed his concern and wished that all the members should ensure to attend the meetings, as library is the heart and soul of the academic community, he appealed every faculty to motivate the students to make the best use of the library.

The following points as per the agenda are discussed.

**Agenda 1:** To confirm the minutes of the last meeting of the Library Committee.

- The copies of the library committee meeting held on 15-6-2017 were circulated to the members for their comments. As there were no comments it was declared that the minutes were confirmed.

**Agenda 2:** To report the action taken on the minutes of the last meeting of the library Committee.

- The librarian presented the action taken report on the previous meeting which held on 15-06-2017.

**Agenda 3:** To purchase the new headsets for digital library.



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- The librarian apprised the committee about purchasing new headsets for the digital library as most of the old headsets is not working properly. Hence, it is resolved to purchase 20 new headsets and the librarian is instructed to forward a proposal to the Principal for the above mentioned things.

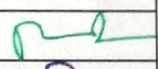
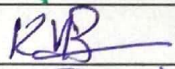
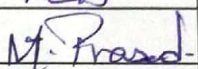
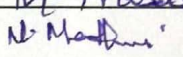
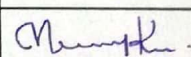
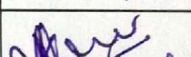
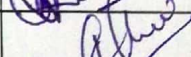
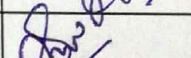

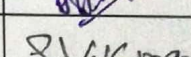
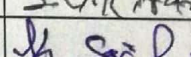
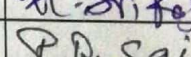
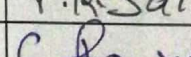
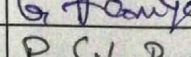
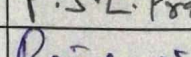
#### Agenda 4: Conducting Library orientation programme.

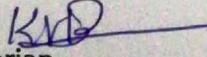
- The librarian requested the committee to permit to conduct a library orientation Programme for the first year and lateral entry students in the beginning of semester.

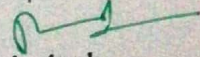
#### Agenda 5: To purchase books for the odd semester as per the curriculum

- Librarian requested the HODs to prescribe new titles and journals for the coming semester keeping in view of the existing titles and volumes in the library.

The Meeting is concluded with vote of thanks to the chair. The following members were present in the meeting:

S.No	Name	Designation	Signature
1	Dr. T.K.RAMA KRISHNA RAO	Principal	
2	Mr. K.VENKATA RAMANA	Librarian	
3	Mr. P. PRASAD	Asst Prof, ECE	
4	Mrs. N. MADHURI	Asst Prof, CSE	
5	Mr. I. MANOJ KRISHNA	Asst Prof, ME	
6	Mr. P.BALA KRISHNA	Asst Prof, EEE	
7	Ms. J. CHANDINI DEVI	Asst Prof, CE	
8	Ms. V. SUPRIYA	Asst Prof, PT	
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11	Mr. K. KOTTHURI SRI ROJA	IV CSE	
12	Mr. P. RAGHAVENDRA SAI	IV EEE	
13	Ms. GONTHI REDDY RAMYA	IV CE	
14	Mr. P. SATYA LOVA PRAKASH	IV ME	
15	Ms. MAMIDALA RAJESWARI	Alumni	

  
Librarian

  
Principal



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SURAMPALAM-533 437



Ref: ACOE/Library/2018-19/SOP

Dt. 15-06-2018

## STANDARD OPERATING PROCEDURE (SOP) FOR LIBRARY AND INFORMATION RESOURCE CENTRE (LIRC)

(ACADEMIC YEAR 2018-19)

### LIBRARY

The library provides access to an extensive range of informative resources like books, e-books, journals, e-journals, Magazines, e-Magazines, newspapers, e-Newspapers and access to wide range of resources to improve the knowledge and thought process of the academic fraternity and students.

### OBJECTIVE:

To lay down procedures for the procurement of the resources need for the library, their circulation accounting and disposal.

### FIVE LAWS OF LIBRARY:

1. Books are for use
2. Every reader his/her book
3. Every book its reader
4. Save the time of the reader
5. Library is a growing organism

### MEMBERSHIP OF LIBRARY

- For becoming the members of the Library, the faculty and students have to fill the library form with their details and get it approved by the HOD and Principal and then submit the same to the librarian
- After becoming the members of the Library, library cards are issued to the students and staff.



## LIBRARY COMMITTEE

- The Library Committee provides a forum for open discussion of matters relating to the library and its services.
- It's membership is made up of the Chairman, Coordinator, faculty members as library representatives from all departments plus student representatives from all the concerned departments and an alumni member.
- The Committee will look into the matters relating to library such as procurement or adding up of titles, volumes, learning resources such as e-journals, e-learning material for the college for the academic year.

## DUTIES AND FUNCTIONS OF LIBRARY COMMITTEE:

- To frame general rules for the management of the library.
- To prepare annual budget estimated of the library for submission to the academic Committee.
- To allocate funds, from the sanctioned annual budget of the library, to the Department and Centre of Studies for the purchase of books, journals, and periodicals.
- It invites the requirements from all the departments based on revisions in curriculum as well as students through a requirement register available in the Central Library and in the form of feedback.

## PROCEDURE OF PROCURING BOOKS:

- All the Heads of the Departments are intimated to send their requisitions for books based on the curriculum on periodical basis.
- Depending on the requisition made, quotations are called from 3 different vendors which are compared and evaluated for the best price.
- Comparative statement is prepared and sent for the approval of Principal. Once the Principal approves the list, the books are procured and entry is done in the accession register.
- After the stock entry, the books are placed in the respective departmental racks and then circulated through circulation desks.



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- Information of new titles of the books will be displayed on Library OPAC.
- Students are not allowed to carry any eatables and drinks to the library.
- Sleeping is strictly prohibited in the Library.
- The Library may accept donation of manuscripts, books, periodicals, etc., from the donors. Such donations once accepted will become the absolute property of the College.
- The books should be returned in or before the due date. Else fine will be incurred for day of delay. At present the overdue charge is one rupee per day.
- In case of loss or damage, student has to pay double the cost of the book or has to submit the latest edition of the book lost.

Note: The above rules are intended to regulate the use of library resources and will be reviewed time to time.

## DIGITAL LIBRARY RULES:

- Digital Library is to be used for academic purpose only.
- Personal chatting through social websites in the Library is not allowed.
- Internet browsing in social network sites is strictly prohibited. Disciplinary action will be taken against the defaulters.
- Stake holder can access the e-resources from remote places using user ID and Password provided by the College.



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- Based on the requisition letters from HODs books are transferred from the Central Library to the departmental library with accession numbers.

## WORKING HOURS:

- The Library serves the college community keeping open throughout the year except on National Holidays to facilitate the students.

Library Timings: 8.00 AM to 8.00 PM on all working days.

10.00 AM to 5.00 P.M. ON Sundays/Holidays.

## RULES AND REGULATIONS OF THE LIBRARY:

- ID card should be scanned in the computerized attendance system at the entrance of the Library during Entry and Exit.
- Strict and absolute silence shall be observed in the Library.
- Mobile phones are strictly prohibited in the Library.
- Students are not allowed to carry bags, wear hats inside the Library.
- Users are requested to keep their belongings in the space provided at the entrance of the Library.
- ID card is mandatory to issue books in the Library. Identity Cards are not transferable.
- If any book is lost or damaged beyond repair, the person responsible shall replace it with a new copy or pay double the cost of the recent price and handling charges or as may be decided by the Librarian.
- Folding the pages, marking, underlining, in the book issued from the Library is purely forbidden.
- Librarian has the right under some special circumstances, may refuse the issue of books or recall the books already issued from any user without assigning any reason thereof.
- Respect Library rules and regulations.



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## DEALING WITH LOSSES:

- Loss of five volumes per one thousand volumes of books issued/consulted in a year may be taken as reasonable provided such losses are not attributable to dishonesty or negligence and may be written off.
- Loss of a book of value exceeding Rs. 1000/- (Rupees One thousand only) and
- In case of loss or damage, students pay double the cost of the book or have to submit latest edition of the book lost.
- Staff, in case of loss or damage of the book the student should bear the cost of the book.

## PROCESSING OF THE BOOKS/ CDs/DVDs

- The books are stamped with library stamp for identification as library property.
- The books are placed in the appropriate departmental shelves in the Library and the CDs/DVDs are placed in the technical section.
- The e-resources received from the supplier are uploaded on the Website and ensured that they are accessible to the users.

## PROCEDURE FOR BORROWING BOOKS:

- Books will be issued for a period of Thirty days (30) days at a time to the students and faculty. Technical and Admin Staff will be issued books for a period of fifteen (15) days.
- Re-issue books will be done in the set of Twenty Eight(28) days each for a maximum for two times, or as long as no other library Barcode card holder requires the book and keeps the request to reserve the same . The moment the book so issued is reserved by another card holder, the same shall not be further issued for an extended period to the current holder of the book.
- Faculty members can hold 6 books in his/her account, whereas technical and admin staff or students can hold only three(3) books in his/her account at any point of time.



## REFERENCE SERVICE:

Reference service is the supreme and ultimate function of the library. This is in fact the hub of all library activities. Reference service is sometimes referred to as 'reference and information services' or 'reader services'. This service provides books to refer inside the library, one copy of all the titles has kept for reference. A part from that we have good collection of reference books like Encyclopedia Britannica, dictionaries, project reports, back volumes career guidance/competitive/general books some standard titles.

S.R. Ranganathan offered a definition of reference service in a precise manner: "Reference service is the process of establishing contact between a reader and his documents in a personal way."

## OLD QUESTION PAPERS BANK:

Aditya College of Engineering-Library has Question Papers Bank having old question papers (Soft & Hard copy) of B.Tech, M.Tech, & MBA courses for the reference. These papers can also be accessed through our Internet server.

## REPROGRAPHY SERVICE:

Xerox facility is available in technical section. Users can avail the photocopying facility for making copies of reading material in Central Library. Charges apply (per page Rs.1/-).

## RULES ON OVER DUE MATERIALS:

Students have to return the books on or before the due date. A fine of Rs.1 per book per day will be levied, if the books are not returned within the due date.

## LOSS/DAMAGE OF LIBRARY MATERIALS:

Library resources are costly and are often rare. Handle Library books and other materials with care and respect. If the books are lost, then the borrower shall replace the books of same edition or latest edition or pay double cost of the book after getting permission from the Librarian.



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- The books to be issued shall be scanned for its Barcode. Books will be issued only after the library card is produced and scanned on the library computer.
- Toppers of each department are given the complete set of textbooks from the regular issue of six books.
- To get re-issue after the last date for return of the book has to be physically brought to the library circulation counter and due fine has to be paid before getting it re-issued as a fresh issue.
- Students who want to withdraw their admission or relieve from Aditya College of Engineering is required to take "No Due Certificate" from the library.

## ANNUAL STOCK VERIFICATION:

- Annual Stock Verification will be done on the orders of the Principal in the last week of April every year.
- Total physical checking of books will be done at the beginning of the academic year i.e., in the month of June, due to huge amount of books in the central library. This process of checking repeats every year. Books added every year will be taken into account.

## OPAC:

- Online Public Access Catalogue facility available in the Central Library for users. The library's catalogue of books and other reading material can be accessed through library Ez-Library software.
- The library catalogue is searched by Subject-wise "Title-wise "Author-wise "Publisher-wise, and keyword.

## STOCK AREA:

- Open Access System: Library is practicing Open access facility. You are free to choose any book.

## Search for books in the following order :

- Subject-wise "Title-wise "Author-wise
- Go to the stock area and select your required books
- Books are arranged Subject-wise
- After selection of books you may get books issued from the Circulation Counter.



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## DIGITAL LIBRARY:

A digital library having 20 systems with internet facility with speed of 100MBPS,  
The digital Library exclusively used for the online access of e-Journals, e-books, conference proceedings, articles, educational videos and e-resources.

## USERS:

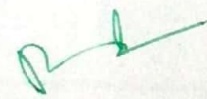
Approximately 300+ users (including Faculty, Staff and Students) per day visit the Central Library.

## SECURITY & SAFETY:

The Central library is equipped with 23 CCTV cameras to ensure safety of the Library resources. The College Library is also equipped with Fire extinguishers.

  
Librarian



  
Principal  
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Aditya College of Engineering  
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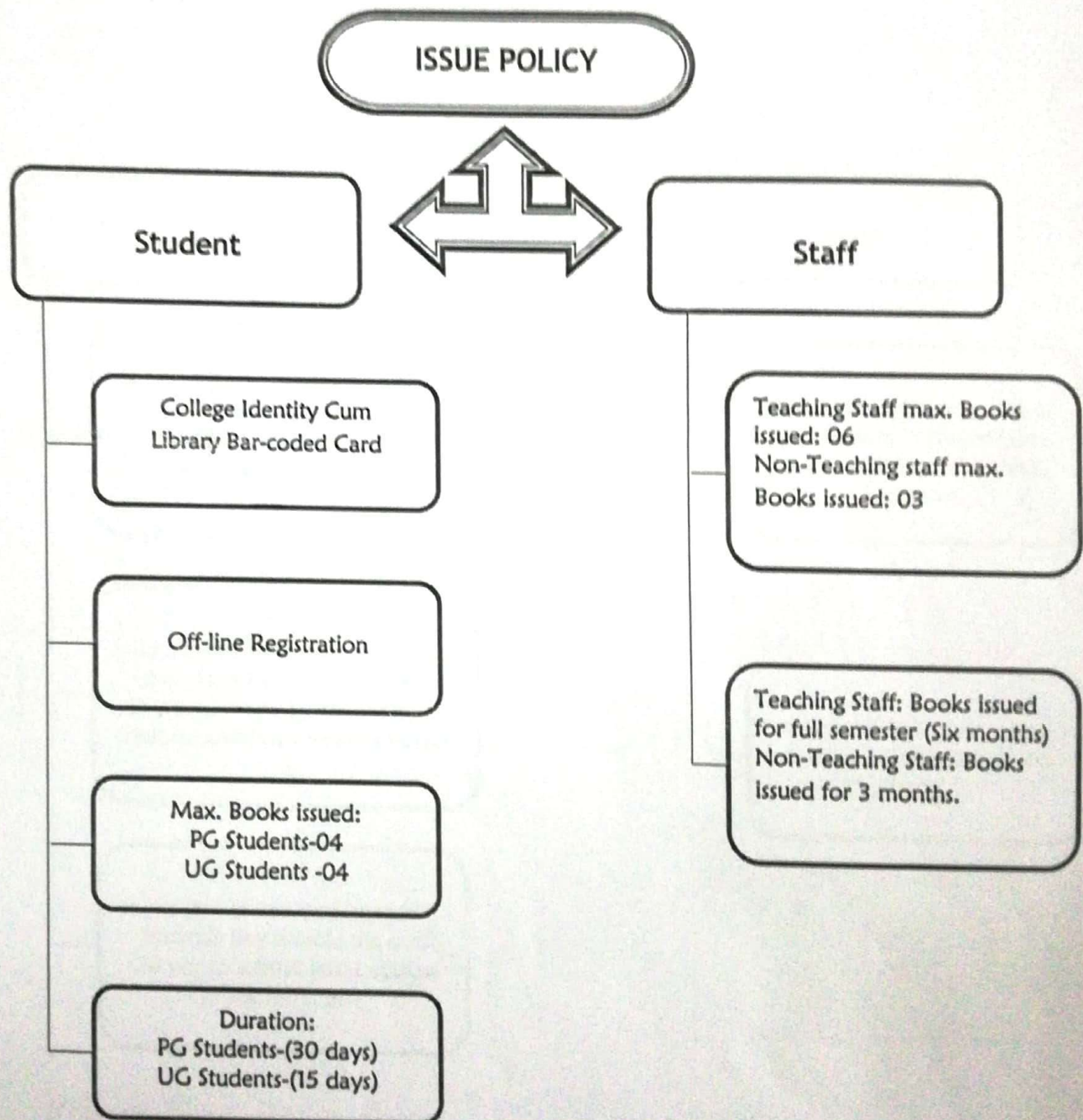
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## Circulation of Library Books

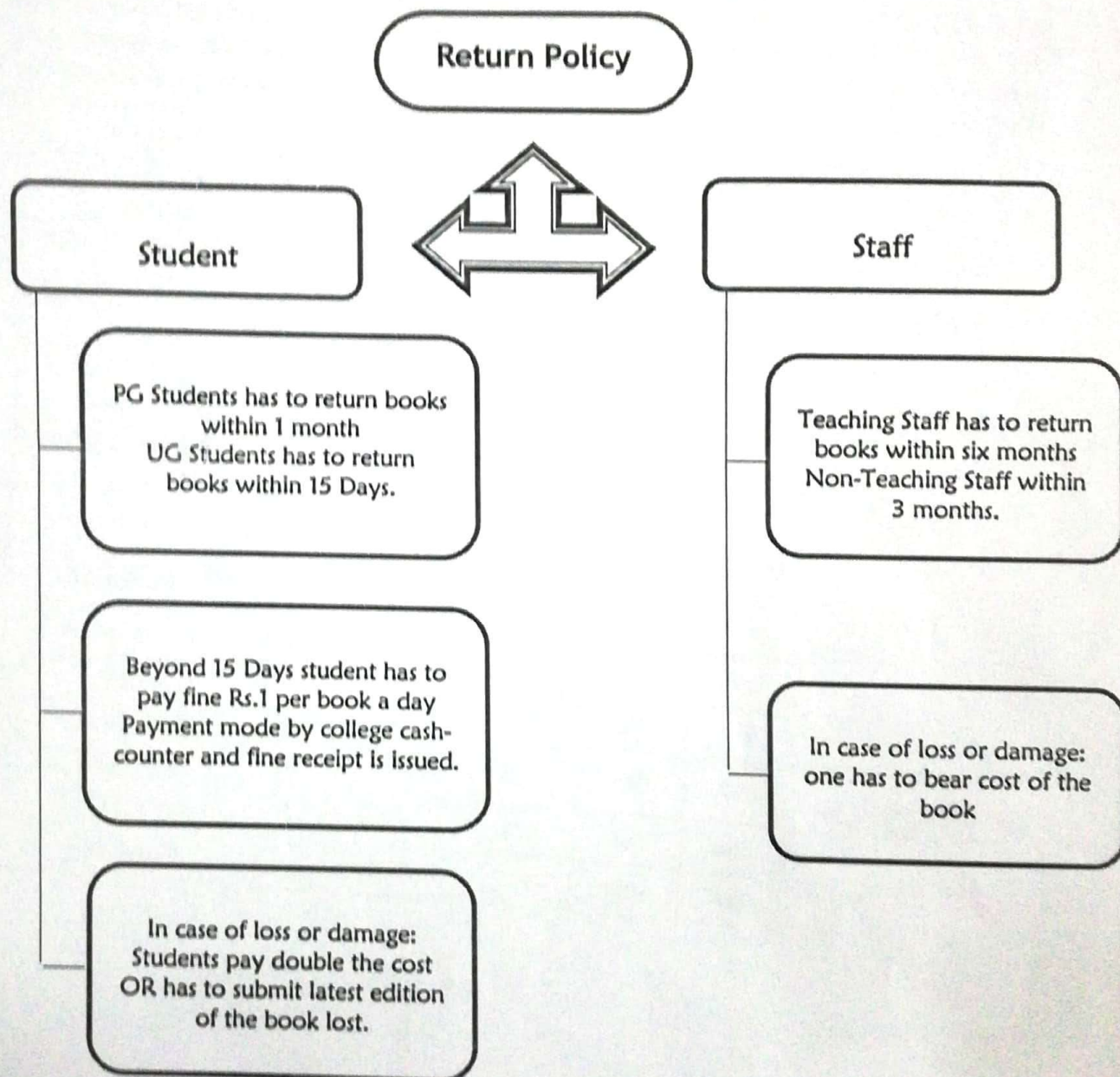
*Flowchart for the Issue Policy of Library Books*





## Circulation of Library Books

### Flowchart for the Return Policy of Library Books



*KVR*  
Librarian



*[Signature]*  
Principal

PRINCIPAL  
Aditya College of Engin  
SURAMPALAM-533 484