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SANTHIRAM COLLEGE OF PHARMACY

Approved by AICTE & PCI, New Delhi - Affiliated to JNTUA, Anantapur
NH - 18, Nandyal, Kurnool District, Andhra Pradesh - 518501.

Library & Information Committee Minutes of Meetings (ACADEMIC YEAR 2017-22)

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Library & Information Committee Minutes of Meetings (ACADEMIC YEAR 2021-22)



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NH - 18, Nandyal, Kurnool District, Andhra Pradesh - 518501.

LIBRARY & INFORMATION COMMITTEE

Objectives:


1. To act as a channel of communication between the Institute Library and its users.
Provides the best information services to student, faculty and scholars.
2. The following are the rules framed to ensure that all the members may take the maximum utilization of the Library facilities maintaining decorum.

Rules and Responsibilities:

- ✓ Strict silence, decorum and discipline must be maintained in the library.
- ✓ Wearing ID card is mandatory.
- ✓ Books will not be issued to members on the ID card of others and book will be issued through ID card with proper authentications.
- ✓ Academic decorum should be maintained in the library premises.
- ✓ Non-academic discussions, meetings should not be conducted in the library premises.
- ✓ Use of cell-phones in library is strictly prohibited.
- ✓ Any kind of marking, underlining, clipping of books is absolutely forbidden.
- ✓ Newspapers, magazines and journals must be read only in the library on specific tables and should not be taken to any other reading areas.
- ✓ Readers shall be held responsible for any damage done to the library books belonging and they shall be required to replace such books or pay the value thereof.
- ✓ No library material can be taken out of the library without permission. Unauthorized removal of anything belonging to the library will be treated as theft and dealt accordingly.
- ✓ Anyone who violates the rules and regulations of the library would be liable to lose the privilege of library membership and may be debarred from using the library facilities.

web link to **library & information committee:**

<https://www.srcpnandyal.edu.in/Committees.php?Committee=LIBRARY%20&%20INFORMATION%20COMMITTEE>


Principal
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NH - 18, Nandyal, Kurnool District, Andhra Pradesh - 518501.

Library & Information Committee Organization: 2021 – 22

S.No	Name of the member	Designation	Signature
1	Dr. S.V. Suresh Kumar Prof. of Dept. of Ph.Cognosy	Chairman	
2	Dr. R.E. Ugandar Prof. of Dept. of Ph.Practice	Member	
3	Dr. L. Siva Shankar Reddy, Prof. of Dept. Ph. Analysis	Member	
4	Mr.Madan Gopal Assoc.Prof	Coordinator	
5	Mr. Veera Kumar	Librarian	



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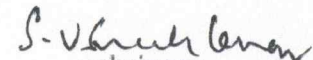
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NH - 18, Nandyal, Kurnool District, Andhra Pradesh - 518501.

01-03-2022

Meeting notice

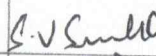


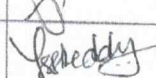

The meeting of the library and information committee will be held on 04-03-2022 at 3.00pm. All the members of the committee are requested to attend the meeting in principal chamber.



Co-ordinator

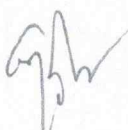

chairman

Agenda of the meeting:

1. Renewal of subscription
2. Ensure use of library automation system
3. Keep records of students and staff visiting the the library

S no	Name of the member	Designation	Signature
1	Dr.SV. Suresh Kumar	Chairman	
2	Mr. Madan gopal	Co-ordinator	
3	Dr. R.E. Ugandhar	member	
4	Dr. L. Siva Sankar Reddy	Member	
5	Mr. Veera kumar	Librarian	


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Proceedings of the meeting

Minutes of the meeting of the library and information committee (2021-2022) held on 04-03-2022, 3.00pm in principal cabin.

Members present: 5

Members absent: 0

Agenda:


1. Renewal of subscription
2. Ensure use of library automation system
3. Keep records of students and staff visiting the the library


Resolutions passed:

1. Decided to renew the subscription for journals & resources
2. Instructed the librarian for effective use of library automation system
3. Instructed the librarian to effectively follow the records of students & staff

Meeting ended with thanks to chair.

S No	Name of the member	Designation	Signature
1	Dr.SV. Suresh Kumar	Chairman	
2	Mr. Madan gopal	Co-ordinator	
3	Dr. R.E. Ugandhar	member	
4	Dr. L. Siva Sankar Reddy	Member	
5	Mr. Veera kumar	Librarian	


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15-09-2021

Meeting notice

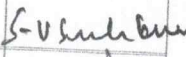


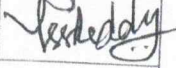

The meeting of the library and information committee will be held on 18-09-2021 by 3.00pm. All the members of the committee are requested to attend the meeting in principal chamber.



Co-ordinator



chairman

Agenda of the meeting:

1. Updation of accession of records
2. Keep records of students and staff visiting the library
3. Ensure use of library automation system for proper maintenance of library
4. Renewal of subscription
5. Updation of internet speed

S No	Name of the member	Designation	Signature
1	Dr. S. V. Suresh Kumar	Chairman	
2	Mr. Madan gopal	Co-ordinator	
3	Dr. R.E. Ugandhar	member	
4	Dr. L. Siva Sankar Reddy	Member	
5	Mr. Veera kumar	Librarian	


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Proceedings of the meeting

Minutes of the meeting of the library and information committee (2021-2022)
held on 18-09-2021, 3.00pm in principal cabin.

Members present: 5

Members absent: 0

Agenda:


1. Updation of accession of records
2. Keep records of students and staff visiting the library
3. Ensure use of library automation system for proper maintenance of library
4. Renewal of subscription
5. Updation of internet speed


Resolutions passed:

1. Discussed about effectiveness and updation of accession records
2. Instructed the librarian for the effective use of library automation
3. Instructed librarian to effectively follow the records of entry by staff and students
4. Decided to go for updation of internet speed to 100mbps
5. Decided to renew DELNET and journals

Meeting ended with thanks to chair.

S no	Name of the member	Designation	Signature
1	Dr.SV. Suresh Kumar	Chairman	
2	Mr. Madan gopal	Co-ordinator	
3	Dr. R.E. Ugandhar	member	
4	Dr. L. Siva Sankar Reddy	Member	
5	Mr. Veera kumar	Librarian	


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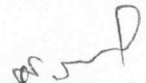
SANTHIRAM COLLEGE OF PHARMACY

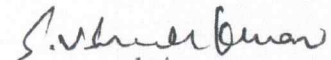
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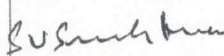
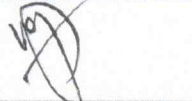
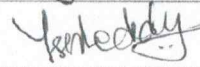

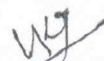
31-08-2021


Meeting notice


The following faculty members are here by informed to attend the meeting in principal chamber 1-09-2021 by 3.00pm to discuss regarding reconstitution of library and information committee


Co-ordinator


chairman

S No	Name of the member	Signature
1	Dr.SV. Suresh Kumar Prof. Dept. of ph. Cognosy	
2	Dr. R.E. Ugandhar Prof. Dept. of pharmacy practice	
3	Dr. L. Siva Sankar Reddy Prof. Dept. of Ph. Analysis	
4	Dr. Madan gopal Assoc. Prof. Dept. of Ph. Analysis	
5	Mr. Veera kumar	


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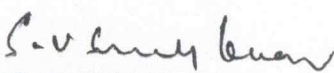
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Proceedings of the meeting


Proceedings of the meeting held on 01-09-2021 a meeting was conducted by the principal among the staff members to re constitute library and information committee.

The following are the details of library and information committee

S No	Name of the member	Designation	Mobile no. & mail ID
1	Dr.SV. Suresh Kumar Prof. Dept. of ph. Cognosy	Chairman	9704057675 sureshsolleti@gmail.com
2	Mr. Madan gopal Assoc. prof.dept.of ph.analysis	Co-ordinator	99859606497 Madanbangs@gmail.com
3	Dr. R.E. Ugandhar Prof. Dept. of pharmacy practice	member	8618910930 ugandarsrcp@gmail.com
4	Dr. L. Siva Sankar Reddy Prof. Dept. of Ph. Analysis	Member	9885697242 Shiva-s-rl@yahoo.in
5	Mr. veera kumar Librarian	Librarian	9908142889 srcplibrary@gmail.com


Signature of the chairman


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Library & Information Committee Minutes of Meetings (ACADEMIC YEAR 2020-21)



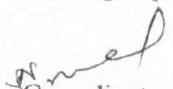
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08-04-2021

Meeting notice

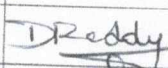
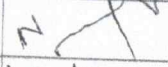
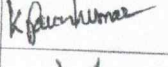
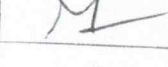

The meeting of the library and information committee will be held on 10-04-2021 at 3.00pm. All the members of the committee are requested to attend the meeting in principal chamber.



Co-ordinator


chairman

Agenda of the meeting:

1. Renewal of journal subscription
2. Keep record of students and staff visiting the library
3. Ensure effective use of library automation software
4. Effective utilization of e-library resources

S No	Name of the member	Designation	Signature
1	Dr. Y. Dasthagiri reddy	Chairman	
2	Mr. Madan gopal	Co-ordinator	
3	Mr. K. Pavan kumar	Member	
4	Dr. M Srinivasulu	Member	
5	Mr. Veera kumar	Librarian	


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Proceedings of the meeting

Minutes of the meeting of the library and information committee (2020-2021) held on 10-04-2021, 3.00pm in principal cabin.

Members present: 5

Members absent: 0

Agenda:


1. Renewal of journal subscription
2. Keep record of students and staff visiting the library
3. Ensure effective use of library automation software
4. Effective utilization of e-library resources


Resolutions passed:

1. Decided to renew the journal subscription
2. Decided to instruct the librarian for effective use of library automation system
3. Renewal of library automation system
4. Decided for effective utilization of e-library services by staff and students

Meeting ended with thanks to chair.

S No	Name of the member	Designation	Signature
1	Dr. Y. Dasthagiri reddy	Chairman	
2	Mr. Madan gopal	Co-ordinator	
3	Mr. K. Pavan kumar	Member	
4	Dr. M Srinivasulu	Member	
5	Mr. Veera kumar	Librarian	


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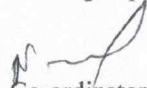
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17-08-2020

Meeting notice

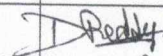
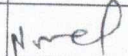
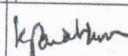


The meeting of the library and information committee will be held on 18-08-2020 at 3.00pm. All the members of the committee are requested to attend the meeting in principal chamber.


Co-ordinator



chairman

Agenda of the meeting:

1. Library accession record should be up to date
2. Keep record of students and staff visiting the library
3. Ensure use of library automation software for proper maintenance of library
4. Maintain internet facility for utilizing e-lib resources

S No	Name of the member	Designation	Signature
1	Dr.Y. Dasthagiri reddy	Chairman	
2	Mr. Madan gopal	Co-ordinator	
3	Mr. K. Pavan kumar	Member	
4	Dr. M Srinivasulu	Member	
5	Mr. Veera kumar	Librarian	


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Proceedings of the meeting

Minutes of the meeting of the library and information committee (2020-2021) held on 18-08-2020, 3.00pm in principal cabin.

Members present: 5

Members absent: 0

Agenda:


1. Library accession record should be up to date
2. Keep record of students and staff visiting the library
3. Ensure use of library automation software for proper maintenance of library
4. Internet facility for utilizing e-lib resources


Resolutions passed:

1. Discussed about effectiveness and updation of accession records
2. Instructed the librarian for effective uses of library automation system
3. Instructed the librarian for effectively follow the records of entry by staff and students
4. Decided to go for updation of internet speed from 20 to 100mbps

Meeting ended with thanks to chair.

S no	Name of the member	Designation	Signature
1	Dr. Y. Dasthagiri reddy	Chairman	
2	Mr. Madan gopal	Co-ordinator	
3	Mr. K. Pavan kumar	Member	
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Library & Information Committee Minutes of Meetings (ACADEMIC YEAR 2019-20)



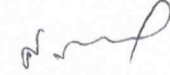
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15-12-2019

Meeting notice

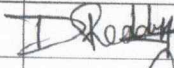
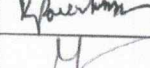
The meeting of the library and information committee will be held on 17-12-2019 at 3.00pm. All the members of the committee are requested to attend the meeting in principal cabin.



Co-ordinator

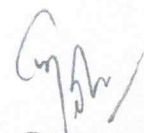

chairman

Agenda of the meeting:

1. To enrich the library with national and international journals
2. To use the library automation system completely
3. To facilitate the use of databases and online journals
4. To continue DELNET subscription

S No	Name of the member	Designation	Signature
1	Dr.Y.Dasthagiri reddy	Chairman	
2	Mr. Madan gopal	Co-ordinator	
3	Mr. K. Pavan kumar	member	
4	Dr. M Srinivasulu	Member	
5	Mr. Veera kumar	Librarian	


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Proceedings of the meeting

Minutes of the meeting of the library and information committee (2019-2020)
held on 17-12-2019, 3.00pm in principal cabin.

Members present: 5

Members absent: 0

Agenda:


1. To enrich the library with national and international journals
2. To use the library automation system completely
3. To facilitate the use of databases and online journals
4. To continue DELNET subscription


Resolutions passed:

1. Committee decided to renew the subscription for journals
2. Instructed the librarian for the effective use of library automation system
3. Decided to encourage the staff, students for effective use of databases online
4. Decided to renew DELNET services

Meeting ended with thanks to chair.

S No	Name of the member	Designation	Signature
1	Dr.Y.Dasthagiri reddy	Chairman	
2	Mr. Madan gopal	Co-ordinator	
3	Mr. K. Pavan kumar	member	
4	Dr. M Srinivasulu	Member	
5	Mr. Veera kumar	Librarian	


Principal
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NH-40, NANDYAL


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NH-40, NANDYAL



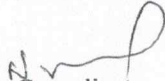
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NH - 18, Nandyal, Kurnool District, Andhra Pradesh - 518501.

15-07-2019

Meeting notice

The meeting of the library and information committee will be held on 17-07-2019 at 3.00pm. All the members of the committee are requested to attend the meeting in principal cabin.


Co-ordinator

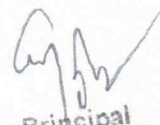

chairman

Agenda of the meeting:

1. Providing photocopy facility in library
2. Effective use of library automation systems
3. To facilitate use of data bases and online journals
4. Strengthening of books with respect to new titles

S No	Name of the member	Designation	Signature
1	Dr.Y.Dasthagiri reddy	Chairman	
2	Mr. Madan gopal	Co-ordinator	
3	Mr. K. Pavan kumar	member	
4	Dr. M Srinivasul	Member	
5	Mr. Veera kumar	Librarian	


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NH - 18, Nandyal, Kurnool District, Andhra Pradesh - 518501.

Proceedings of the meeting

Minutes of the meeting of the library and information committee (2019-2020)
held on 17-07-2019, 3.00 pm in principal cabin.

Members present: 5

Members absent: 0

Agenda:

1. Providing photocopy facility in library
2. Effective use of library automation systems
3. To facilitate use of data bases and online journals
4. Strengthening of books with respect to new titles

Resolutions passed/decisions taken:

1. Decided to provide photocopy facility in library on payment basis by discussing with principal
2. Committee instructed the librarian for the effective use of library automation system
3. Decided to encourage the uses of data base & online journals
4. Decided to strengthen the library by purchasing books as per R19 regulation for B.pharm

Meeting ended with thanks to chair.

S No	Name of the member	Designation	Signature
1	Dr. Y. Dasthagiri reddy	Chairman	
2	Mr. Madan gopal	Co-ordinator	
3	Mr. K. Pavan kumar	member	
4	Dr. M Srinivasulu	Member	
5	Mr. Veera kumar	Librarian	

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Library & Information Committee Minutes of Meetings (ACADEMIC YEAR 2018-19)



SANTHIRAM COLLEGE OF PHARMACY

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NH - 18, Nandyal, Kurnool District, Andhra Pradesh - 518501.

01-12-2018

Meeting notice

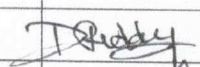
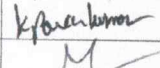
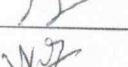
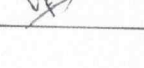
The meeting of the library and information committee will be held on 04-12-2018 at 3.00pm. All the members of the committee are requested to attend the meeting in principal cabin.



Co-ordinator

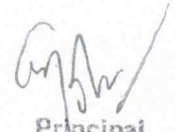

Chairman

Agenda of the meeting:

1. Procurement of books & journals
2. Procurement and use of library automation systems
3. To facilitate use of data bases and online journals
4. Maintenance of digital library
5. Continuous of DELNET subscriptions

S No	Name of the member	Designation	Signature
1	Dr.Y.Dasthagiri reddy	Chairman	
2	Mr. Madan gopal	Co-ordinator	
3	Mr. K. Pavan kumar	member	
4	Dr. M Srinivasulu	Member	
5	Mr. Veera kumar	Librarian	


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Proceedings of the meeting

Minutes of the meeting of the library and information committee (2018-2019) held on 04-12-2018, 3.00pm in principal cabin.

Members present: 5

Members absent: 0

Agenda:

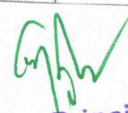
1. Procurement of books and journals
2. Procurement of library automation system
3. To facilitate the use of databases and online journals
4. Maintenance of digital library
5. Continuation of DELNET

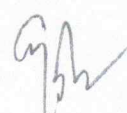
Resolutions passed/decisions taken:

1. Decided to procure books and journals
2. Decided to procure and start library automation system
3. Decided to encourage the uses of online data base
4. Directed the librarian to strengthen the digital library
5. Decided to renew subscription for DELNET

Meeting ended with thanks to chair.

S No	Name of the member	Designation	Signature
1	Dr. Y. Dasthagiri reddy	Chairman	
2	Mr. Madan gopal	Co-ordinator	
3	Mr. K. Pavan kumar	member	
4	Dr. M Srinivasulu	Member	
5	Mr. Veera kumar	Librarian	


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Library & Information Committee Minutes of Meetings (ACADEMIC YEAR 2017-18)




SANTHIRAM COLLEGE OF PHARMACY

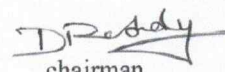
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01-07-2018

Meeting notice

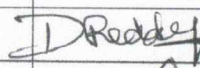
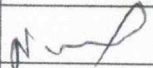
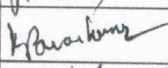


The meeting of the library and information committee will be held on 05-07-2018 at 3.00pm. All the members of the committee are requested to attend the meeting in principal cabin.



Co-ordinator

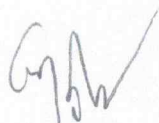

chairman

Agenda of the meeting:

1. To enrich the library by procuring national and international journals
2. To properly maintain student and staff entry registers
3. To plan for procurement and use of automation systems
4. To facilitate the use of databases and online journals

S No	Name of the member	Designation	Signature
1	Dr.Y.Dasthagiri reddy	Chairman	
2	Mr. Madan gopal	Co-ordinator	
3	Mr. K. Pavan kumar	member	
4	Dr. M Srinivasulu	Member	
5	Mr. Veera kumar	Librarian	


Principal
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NH - 18, Nandyal, Kurnool District, Andhra Pradesh - 518501.

Proceedings of the meeting

Minutes of the meeting of the library and information committee (2017-2018) held on 05-07-2018, 3.00pm in principal cabin.

Members present: 5

Members absent: 0

Agenda:


1. Enrichment of the library by procuring national and international journals
2. Maintenance of students and staff entry registers
3. To plan for procurement and use of automation system
4. To facilitate the use of data bases

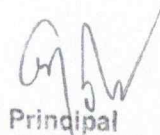
Resolutions passed/decisions taken:

1. Decided to procure journals for B pharm, M pharm, pharm D
2. Decided to properly maintain the registers for staff and students
3. Decided to procure and start library automation systems by next semester
4. Decided to encourage the uses of online data base by students & staff

Meeting ended with thanks to chair.

S no	Name of the member	Designation	Signature
1	Dr.Y.Dasthagiri reddy	Chairman	
2	Mr. Madan gopal	Co-ordinator	
3	Mr. K. Pavan kumar	member	
4	Dr. M Srinivasulu	Member	
5	Mr. Veera kumar	Librarian	


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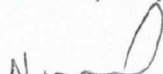
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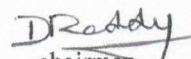
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28-10-2017

Meeting notice

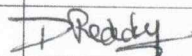
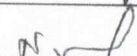
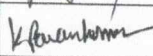


The meeting of the library and information committee will be held on 01-11-2017 at 3.00pm. All the members of the committee are requested to attend the same in principal cabin.



Co-ordinator



chairman

Agenda of the meeting:

1. Discussion on budget for books
2. Discussion providing correct accession number
3. Maintenance of records issues
4. Establishment of digital library
5. Continuation of DELNET subscription

S No	Name of the member	Designation	Signature
1	Dr.Y.Dasthagiri reddy	Chairman	
2	Mr. Madan gopal	Co-ordinator	
3	Mr. K. Pavan kumar	member	
4	Dr. M Srinivasulu	Member	
5	Mr. Veera kumar	Librarian	


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NH - 18, Nandyal, Kurnool District, Andhra Pradesh - 518501.

Proceedings of the meeting

Minutes of the meeting of the library and information committee (2017-2018)
held on 01-11-2017, 3.00 pm in principal cabin.

Members present: 5

Members absent: 0


Agenda:


1. Discussion on budget for books
2. Discussion providing correct accession number
3. Maintenance of records issues
4. Establishment of digital library
5. Continuation of DELNET subscription

Resolutions passed/decisions taken:

1. Committee decided to procure books as needed by each dept. B Pharm, M.Pharm and Pharm. D
2. Decided to procure books in adequate quantities
3. Instructed the librarian to give correct accession numbers
4. Decided to maintain records of books issued to students & staff
5. Resolutions passed to prepare the bound volumes of journals
6. Decided to establish digital library

S No	Name of the member	Designation	Signature
1	Dr.Y.Dasthagiri reddy	Chairman	
2	Mr. Madan gopal	Co-ordinator	
3	Mr. K. Pavan kumar	member	
4	Dr. M Srinivasulu	Member	
5	Mr. Veera kumar	Librarian	


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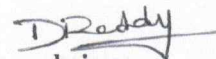
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03-07-2017

Meeting notice

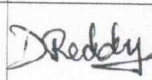
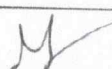
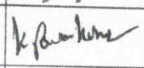
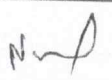

The meeting of the library and information committee will be held on 05-07-2017 at 3.00pm. All the members of the committee are requested to attend the meeting in principal cabin.



Co-ordinator



chairman

Agenda of the meeting:

1. Discussion in budget for books needed by each department
2. Discussion in procurement of books in adequate numbers
3. Discussion providing correct accession number
4. Maintenance of records issues
5. Preparation of bound volumes of journals
6. Establishment of digital library

S no	Name of the member	Designation	Signature
1	Dr.Y. Dasthagiri reddy Prof. Dept. of Pharmaceutics	Chairman	
2	Dr.M Srinivasulu Pro. Dept.of Chemistry	Co-ordinator	
3	Mr. K. Pavan kumar Ast. Prof. Dept.of ceutics	member	
4	Mr. Madan gopal Assoc. Prof. Dept.of Ph. Analysis	Member	
5	Mr. Veera kumar Librarian	Librarian	


Principal
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Proceedings of the meeting held on 05-07-2017

Minutes of the meeting of the library and information committee (2017-2018)
held on 05-07-2017, 3.00pm in principal cabin.

Members present: 5

Members absent: 0

Agenda:


1. Discussion on budget for books
2. Procurement of books
3. Providing correct accession number
4. Maintenance of records for issues
5. Preparation of bound volumes of journals
6. Establishment of digital library


Resolutions passed/ decisions taken:

1. Committee decided to procure books as needed by each dept. B Pharm, M.Pharm and Pharm. D
2. Decided to procure books in adequate quantities
3. Instructed the librarian to give correct accession numbers
4. Decided to maintain records of books issued to students & staff
5. Resolutions passed to prepare the bound volumes of journals
6. Decided to establish digital library

Meeting ended with thanks to chair.

S no	Name of the member	Designation	Signature
1	Dr.Y.Dasthagiri reddy	Chairman	
2	Mr. Madan gopal	Co-ordinator	
3	Mr. K. Pavan kumar	member	
4	Dr. M Srinivasulu	Member	
5	Mr. Veera kumar	Librarian	


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01-07-2017

Meeting notice

The following faculty members are here by informed to attend the meeting in principal chamber by 3.00pm to discuss regarding library and information committee.

S.No	Name of the member	Signature
1	Dr.Y. Dasthagiri reddy Prof. Dept. of Pharmaceutics	
2	Dr.M Srinivasulu Pro. Dept.of Chemistry	
3	Mr. K. Pavan kumar Ast. Prof. Dept.of ceutics	
4	Mr. madan gopal Assoc. Prof. Dept.of Ph. Analysis	
5	Mr. Veera kumar Librarian	

PRINCIPAL
Principal

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Proceedings of the meeting held on 01-07-2017

A meeting was conducted by the principal among the staff members to constitute a library and information committee.

The following are the details of the library and information committee

S No	Name of the member	Designation	Mobile no. & mail ID
1	Dr. Y. Dasthagiri reddy Prof. Dept. of Pharmaceutics	Chairman	9703980570 Dasthu1984@gmail.com
2	Dr. M Srinivasulu Pro. Dept. of Chemistry	Co-ordinator	99859606497 Srinivasulu-munna@yahoo.com
3	Mr. K. Pavan kumar Ast. Prof. Dept. of ceutics	Member	8618910930 pavankumarmph@gmail.com
4	Mr. madan gopal Assoc. Prof. Dept. of Ph. Analysis	Member	8074675050 madanbangs@gmail.com
5	Mr. Veera kumar Librarian	Librarian	9908142889 srcplibrary@gmail.com

Objections of the committee

1. To act as a channel of communications between the institute library and its users provides best information services to students, faculty and scholars.
2. To conduct semesterwide library audits, issue book banks and maintain the library and discipline.

Functions of the committee:

The committee discussed the following functions of the library and maintenance committee.

1. To prepare a budget for books needed by each department and forward it to finance sections
2. To procure text books in adequate number well in advance before the start of semester in consultation with academic committee.
3. To give accession number to the books procured and enter in record books
4. To add more titles every year in consultation with respective departments.
5. To enrich the library by procuring national and international journals.
6. To maintain the records of issues and return of books.
7. To get the books bound as when their covers are from & workout.
8. To prepare bound volumes of journals every year.
9. To keep record of students & staff visiting the library and books referred by them.
10. To prepare the renewal dates of all the journals and get them renewed in time.
11. To provide photocopy facility in library on payment basis.
12. To provide and maintain the facility of reading room in library.

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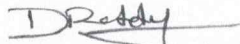


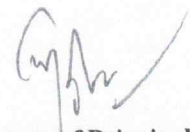
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13. To provide and maintain the internet facility in library.
14. To maintain digital library.
15. To use library automation software for proper maintenance of library.
16. Analysis of difficult problems and co-ordinations with principal for their solutions.
17. To identify and implement good practices in library.

Meetings: The committee shall meet once in a semester.


Signature of the Chairman


Signature of Principal
Principal
Santhiram College of Pharmacy
NH-40, NANDYAL


Principal
Santhiram College of Pharmacy
NH 40, NANDYAL