A.M. REDDY MEMORIAL COLLEGE OF ENGINEERING AND TECHNOLOGY
(Autonomous)
Approved by AICTE New Delhi, Permanently Affiliated to JNTU - Kakinada, Accredited by NAAC
Recognized by UGC 2(f), An ISO Certified 9001:2015
Vinukonda Road, Petlurivaripalem, Narasaraopet, Palnadu District, Andhra Pradesh - 522 601.

Estd : 2007

LIBRARY COMMITTEE-2024-25

Purpose

To oversee the effective functioning of the college library, ensure optimal utilization of resources, promote a culture of reading and research, and act as a liaison between the student body, faculty, and the library administration.

Functions

- Recommend books, journals, and digital resources for procurement.
- Monitor the availability and adequacy of library resources.
- Address grievances and suggestions from students and staff regarding library services.
- Promote library services and resources through various initiatives.
- Organize events like book fairs, reading challenges, and author talks.
- Ensure the maintenance of a conducive environment for study and research.
- Collaborate with the library staff to implement new technologies and systems.
- Review and suggest improvements to library rules and timings.

Objectives

- **Enhanced Resource Accessibility**

  Ensure all students and faculty have easy access to required learning materials.

- **Promote Research & Reading**

  Foster a strong reading culture and support academic research.

- **Stakeholder Engagement**

  Actively seek and incorporate feedback from library users.

- **Modernization & Digitization**

  Support the integration of technology for efficient library management.

- **Optimal Utilization**

  Maximize the use of available library resources and spaces.

- **Continuous Improvement**

  Regularly evaluate and improve library services and infrastructure.

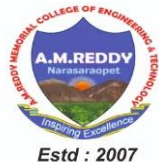**A.M. REDDY MEMORIAL COLLEGE OF ENGINEERING AND TECHNOLOGY**
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Committee Composition

S. No.	Name	Designation	Role in Committee
1	Dr. Ch. Mallikarjun	Principal	Chairman
2	Mrs. P.V. Padmavathi	Administrative Officer	Member
3	Mr. P S K Ganesh Kumar	HOD -- ECE	Member
4	Mr. M. Anand Kumar	HOD -- CSE	Member
5	Dr.K.Krishna Reddy	HOD -- EEE	Member
6	Mr. Vijay Kumar	HOD -- MECH	Member
7	Dr.M.E.Prasad	HOD -- CYBER	Member
8	Dr. G. Bhaskar Reddy	HOD -- H&S	Member
9	Mr. Ch. Chinna Babu	HOD -- AG	Member
10	Mrs. P.Sailaja	Librarian	Coordinator
11	Ms. B. Sravani	Student -- Final Year CSE	Student Representative
12	Mr. M. Sandeep	Student -- Final Year MECH	Student Representative

Meeting Frequency

> ➢ **Biannual Meetings:** One at the start of each semester.
> ➢ **Special Meetings:** Convened as needed for urgent procurement or event planning.

Reporting & Documentation

> ➢ **Minutes of Meeting (MoM):** Recorded for every meeting.
> ➢ **Resource Audit Reports:** Documentation of stock, usage statistics, and new acquisitions.
> ➢ **Feedback & Grievance Logs:** Records of user suggestions and actions taken.

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- ➤ **Event Reports:** Documentation of workshops, book fairs, and other activities.
- ➤ **Annual Library Report:** Comprehensive report submitted to the principal.