



IDEAL INSTITUTE OF TECHNOLOGY

(Approved by AICTE, New Delhi & Affiliated to JNTUK, Kakinada)

Vidyut Nagar, KAKINADA - 533 003. (A.P.)

DEPARTMENT OF LIBRARY AND INFORMATION SCIENCE

LIBRARY ADVISORY COMMITTEE

INTRODUCTION:

Libraries function as an essential integral component in higher education system. Without a proper information and knowledge infrastructure no education system can sustain and achieve it's laid down goals and objectives.

The Libraries being the nerve centers of the Higher Education and learning play a vital role in support of all the activities such as teaching, research and publication.

The main object of the Library is to cater the right information to the right user at the right time to faculty, scholars and students of this college.

VISION:

The Library aims at an excellent storehouse of knowledge by providing an easy access to information resources for technical learning and research community. It is also committed to user focus services, fairness, and innovation, professional integrity and social responsibility.

MISSION:

The primary mission of the library is to support the educational and research programmes of the institution by providing physical and intellectual access to information.

In accordance with the objectives of the institution, the Library aims to develop a comprehensive collection of documents, useful for the users.



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Date: 08.08.2022.

TO,

THE PRINCIPAL,
IDEAL INSTITUTE OF TECHNOLOGY,
VIDYUTNAGAR,
KAKINADA.

SIR,

SUB: Formation of Library Advisory Committee –Regarding.

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I wish to bring this matter to your kind perusal that the department of library and information science requires Library Advisory Committee. Hence I request you to kindly form the Library Advisory committee.

Thanking you sir,

Yours sincerely,

ASSISTANT PROFESSOR
DEPARTMENT OF LIBRARY SCIENCE
IDEAL INSTITUTE OF TECHNOLOGY
VIDYUTNAGAR, KAKINADA



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Dr. T. Srikanth, B.E., M.Tech., Ph.D.

Principal

Proceedings of the Principal, Ideal Institute of Technology, vidyutnagar, Kakinada

Date: 08.08.2022.

OFFICE ORDER

Sub: Ideal Institute of Technology, Vidyutnagar, Kakinada –Library Advisory
Committee for the academic year 2022-2023 –Orders –Issued – Reg.

The following members are pleased to constitute the Library Advisory Committee which works under the following goals and objectives. The cell looks after the library policies for instruction, resources, services and facilities. Advice regarding library services, especially innovation, for the campus community. Discuss budgetary issues for books, journals, databases, media etc. Fosters communication with and keeps faculty and other constituency groups informed of major library issues.

The following are the members of the Library Advisory Committee:

1. CHAIRMAN : DR.T.SRIKANTH, PRINCIPAL
2. CONVENOR : SRI K.SAIBABU, LIBRARIAN
3. MEMBER : SRI G.V.K.VARMA, ADMN. OFFICER
4. MEMBER : DR.CH.V.V.S.N.MURTHY, CONT.EXAMS
5. MEMBER : SRI A.SRINIVAS, HOD CIVIL
6. MEMBER : SRI A. RAMESH, HOD EEE
7. MEMBER : SRI K.L.N.MURTHY, HOD MECHANICAL
8. MEMBER : SRI N. RAJESH BABU, HOD ECE
9. MEMBER : SRI M.S.R.S.PRASAD, HOD CSE
10. MEMBER : DR. K.SRIHARI VARMA, H& B S
11. STUDENT MEMBER : P.NIKHITHA (216K1A4243) CSM
12. STUDENT MEMBER : V. DURGA MANIKANTA (216K1A0459) ECE


PRINCIPAL.

Principal
IDEAL INSTITUTE OF TECHNOLOGY
VIDYUTNAGAR, KAKINADA

Sponsored by

GOVERNING BODY OF IDEAL COLLEGE OF ARTS AND SCIENCES, KAKINADA.

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ROLES AND RESPONSIBILITIES OF LIBRARY ADVISORY COMMITTEE

1. The Committee monitors allocation of funds for the books, journals, e-resources, equipment and miscellaneous etc.,
2. Guides all Libraries Acquisitions.
3. Monitors the student's use of the library facilities and suggests necessary Measures to make the library services more user-friendly and easily accessible.
4. Ensure proper maintenance of all library facilities.
5. Discuss and places its views on any library related matter as required by the college management.
6. The committee shall take into consideration all the procurement criteria and rules and regulations of the library management including cataloguing and access administration.


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Standard Operating Procedure (SOP) FOR LIBRARY

LIBRARY

The library provides access to wide range of information resources like books, E-books, newspapers, e-newspapers, and access to extensive range of resources to improve the knowledge by the process of academic fraternity and students.

OBJECTIVE

The main object of the Library is to cater the right Information to the right user at the right time for the faculty scholars and students.

LIBRARY RULES AND REGULATIONS

THE LIBRARY WILL BE OPENED FROM **9.00 A.M TO 6.00 P.M.** ON ALL WORKING DAYS AND PROVIDES **OPEN ACCESS FACILITY.**

MEMBERS SHOULD CARRY THE IDENTITY CARDS AND SHOW IT WHEN ASKED.

PRINTED MATERIAL AND OTHER PERSONAL BELONGINGS SHOULD BE LEFT AT THE COUNTER.

EVER USER MUST SIGN IN THE **GATE REGISTER.**

STRICT, SILENCE DECORUM AND DISCIPLINE MUST BE MAINTAINED IN THE LIBRARY.

CELL PHONES SHOULD BE SWITCHED OFF.

MAXIMUM OF 3 BOOKS ISSUED AT A TIME FOR A STUDENT FOR 14 DAYS.

MAXIMUM OF 5 BOOKS ISSUED AT A TIME FOR THE FACULTY FOR 90 DAYS.

FINE OF RS.1/=(RUPPE ONE) PER DAY WILL BE LEVIED IF THE BOOK IS NOT RETURNED ON OR BEFORE THE DUE DATE.

MEMBERS SHOULD CHECK THE BOOK BEFORE TAKING FOR ISSUE.THE LAST BORROWER WILL BE RESPONSIBLE FOR THE DEFECTS AND DAMAGES.

LOSS OF BOOK SHOULD BE REPORTED IMMEDIATELY IN WRITING. THE BOOK THUS REPORTED HOULD BE REPLEACED WITH THE NEW COPY OR TRIPLE THE COST OF THE BOOK PLUS PROCESSING CHARGES TOGETHER WITH OVER DUE FINES IF ANY.

THE LIBRARIAN RESERVES THE RIGHT TO RECALL ANY BOOK FROM ANY MEMBER AT ANY TIME.

PEN DRIVES, CD DRIVES, EXTERNAL HARD DISKS ETC. ARE NOT ALLOWED.

MEMBERS SHOULD PASS ON THEIR BOOKS, FILES FOR CHECKING AT THE **EXIT GATE** WHILE LEAVING LIBRARY.



T.SRIKANTH
principal
IITK, KAKINADA

Principal
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VIDYUTHAGAR, KAKINADA