



# GOUTHAMI INSTITUTE OF TECHNOLOGY & MANAGEMENT FOR WOMEN

(Approved by AICTE, New Delhi & Affiliated to JNTUA, Anantapuramu)  
Peddasettypalli, Proddatur, YSR Dist., A.P

## OFFICE ORDER

Date: 01-07-2024

Sub:- GITAMW -Constitution of Library Committee -Nomination of the members-Reg.

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With reference to the subject cited above, the following staffs are hereby nominated for Library Committee for the A.Y 2024-25.

Goutami institute of Technology and Management for women				
LIBRARY COMMITTEE FOR THE ACADEMIC YEAR 2024-2025				
S. NO.	NAME	DESIGNATION	DESIGNATION IN THE COMMITTEE	SIGNATURE
1	Dr. M. RAMA SUBBAMMA	Principal	Chairman	
2	Mr. K. RAMBABU	Librarian	Convener	
3	Mr.MK. BRAMHAM	Asst. Prof, Dept. of H&S	Member	
4	Mrs.G.MANASA	Book KEEPER	Member	
5	Mrs. N. LAKSHMI PRASANNA	Asst. Prof, Dept. of H&S	Member	
6	Miss. D. SHOBHA RANI	Asst. Prof, Dept. of ECE	Member	

The main objective of this committee is to ensure that all the resources are provided by the Library and all the students are well informed about the resources available.

### RESPONSIBILITIES:

- To assist the Librarian in formulating a Library policy.
- Procuring books, Technical Journals, Technical Magazines, applying for access to E-Journals, Providing good reference books and adequate reading spaces
- To recommend / justify / sanction / approve - withdrawal and weeding out of outdated material to the competent authority for final decision in the matter.
- To look after general maintenance of the library in terms of reading material and infrastructure.
- To effectively involve in fostering the reading habit of staff and students. Circulation to above staff /HODs/Admin/others

Circulation to above staff /HODs/Admin/others

(Dr. M. RAMA SUBBAMMA)  
Gouthami Institute of Technology  
and Management for Women  
Principal  
Peddasettypalli (V),  
Proddatur-516360, Kadapa (Dt.)



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Date: 08-07.2024

### CIRCULAR

This is to inform to all the members of the Library Committee are requested to attend the meeting in the Principals Chamber on 09-07-2024 at 4.00 p.m to discuss the future course of action for the academic year 2024-2025.

Copy to

- 1) The Principal- for kind information
- 2) All the Members of Committee

**CONVENER  
LIBRARIAN**

**GOUTHAMI INSTITUTE OF TECHNOLOGY  
AND MANAGEMENT FOR WOMEN  
PEDDASETTYPALI (V)  
PRODDATUR-516360, Kadapa (D.A.)**





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### Constitution of Library Committee

### Minutes of the Meeting (A.Y 2024-25)

The Constitution of Library Committee meeting was held on 09-07.2024 in the Principal Chamber.

The following members has attended the meeting.

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The following points were discussed:

- To facilitate the acquisition and management of library resources, including books, journals, digital media, and other learning materials.
- To promote the effective use of library resources by students, faculty, and staff.
- To ensure that the library infrastructure is conducive to learning and research.
- To organize programs and events that enhance library services and user engagement.