



NARAYANA COLLEGE OF NURSING

Chinthareddypalem, Nellore - 524003. A.P.

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4.3.4-PROCEEDINGS OF LIBRARY COMMITTEE MEETING FOR ALLOCATION OF FUND AND UTILIZATION OF FUND FOR PURCHASE OF BOOKS AND JOURNALS

INDEX

S.NO	YEAR
1	2024-2023
2	2023-2022
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4	2021-2020
5	2020-2019

Dr. B. Srinivas
Principal

NARAYANA COLLEGE OF NURSING
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Ref No: NCON/2023-2024/LC/03

28-03-2024

CIRCULAR

All the Library Committee Staff Members are here by informed to attend the meeting convened on 01/04/2024 at 11.00 AM in the Library to discuss about Library requirement for the academic year 2023-2024.

To:

All the members of the Library Committee

Copy to:

1. Chairman
2. Principal Office
3. Library Committee file

Dr. B. Balaji
Principal

Principal
NARAYANA COLLEGE OF NURSING
Chinthareddypalem,
NELLORE - 524 003

Dr. B. Balaji
Principal

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LIBRARY COMMITTEE MEETING

The Library Committee meeting was held on 01-04-2024 in the library at 11.00 am. The meeting was started with a welcome address by the Library Co-chairman Dr.B. Vanaja kumara. She had taken the following agenda for discussion and accordingly resolutions were made.

Agenda: To discuss library requirements for the academic year 2023-2024

Minutes of the meeting:

- ✓ Confirmation of the minutes of last meeting held on 04/12/2023
- ✓ Update on Library software (MyLOFT) and renewal
- ✓ Library orientation programme for students (UG & PG)
- ✓ It was decided to have meetings once in year or as and when required.

Attendees:

1. Dr.B. Vanajakumari *B. Vanaja*
2. Ms. N. Polamma *Polamma*
3. Dr. V. Kumari *V. Kumari*
4. Dr. Latha. A *Latha*
5. Mrs. Shanmuga Vadivu. P *Shanmuga*
6. Mrs. T. Lalitha Kumari *Lalitha*
7. Mrs. G. Pavithra *G. Pavithra*
8. Ms. T. Chinnapapa *Chinnapapa*
9. Mr. V. Jeevan Gupta *Jeevan*
10. Ms. Aleena Anna Jogy *Aleena*
11. Ms. Aleena Baby *Aleena*
12. Ms. G.Sushma *Sushma*
13. Ms. Kambella Nadiya *Nadiya*
14. Ms. Aleena Joseph *Aleena*
15. Ms. Aleena Joseph *Aleena*

Dr. B. Vanaja
Principal

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Action taken for the meeting dates 01-04-2024

Key Meeting Points:			
S.No	Issue Discusses	Action to be taken	Remarks
1	Discussion done on renewal of NTRMEDNET (MyLOFT) and subscription of journals for the year 2024-2025. The approximate budget for the renewal is as follows: Total Amount: 1,22,250.80	To be discussed with Head and proposal of guidelines for renewal of journals and e-consortium to be sent to head office.	-----
2	As per the requirement received from the UG and PG departments 116 and 85 books have been finalized by the library committee with the approximated budget of Rs. 78,045.00	Put up the proposal to the higher authority.	---
3	Discussion done on subscription of DELNET and plan Library User Program for 2024-2025 batch students.	Prepare the circular and submit the plan of library user program	----
4	Discussion held on increasing usage of e-resources and open access system by students and faculty	Prepare strategies to enhance user experience.	----
5	Discussion held on binding of books.	Asked librarian to list out number of books to be sent for binding and prepare its budget.	-----

Dr. B. Anny
Principal

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Ref No: NCON/2023-2024/LC/02

01-12-2023

CIRCULAR

All the Library Committee Staff Members are here by informed to attend the meeting convened on 04/12/2023 at 04:00 PM in the Library to discuss about Library requirement for the academic year 2023-2024.

To:

All the members of the Library Committee

Copy to:

1. Chairman
2. Principal Office
3. Library Committee file

Dr. B. B. B. B.
Principal

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Dr. B. B. B. B.
Principal

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LIBRARY COMMITTEE MEETING

The Library Committee meeting was held on 04-12-2023 in the library at 04:00 pm. The meeting was started with a welcome address by the Library Co-chairman Dr.B. Vanaja kumara. She had taken the following agenda for discussion and accordingly resolutions were made.

Agenda: To discuss library requirements for the academic year 2023-2024

Minutes of the meeting:

- ✓ Confirmation of the minutes of last meeting held on 05/07/2023
- ✓ Discussion on Journals subscription renewal
- ✓ Books purchasing UG and PG of the year 2023
- ✓ Any other agenda

Attendees:

1. Dr.B. Vanajakumari *B. Vanaja*
2. Ms. N. Polamma *Polamma*
3. Dr. V. Kumari *V. Kumari*
4. Dr. Latha. A *Latha*
5. Mrs. Shanmuga Vadivu. P *Shanmuga*
6. Mrs. T. Lalitha Kumari *Lalitha*
7. Mrs. G. Pavithra *Pavithra*
8. Ms. T. Chinnapapa *Chinnapapa*
9. Mr. V. Jeevan Gupta *Jeevan*
10. Ms. Aleena Anna Jogy *Aleena Anna Jogy*
11. Ms. Aleena Baby *Aleena Baby*
12. Ms. G.Sushma *Sushma*
13. Ms. Kambella Nadiya *Kambella*
14. Ms. Aleena Joseph *Aleena Joseph*
15. Ms. Aleena Joseph *Aleena Joseph*

Action taken for the meeting dates 04-12-2023

Key Meeting Points:			
S.No	Issue Discusses	Action to be taken	Remarks
1	As per the requirement received from the UG & PG departments 78 and 23 books have been finalized by the library committee with the approximated budget of Rs: 38,467.23	Put up the proposal to the higher authority for further processing	-----

Dr. B. Vanaja
Principal

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2	As per the requirement received from the UG & PG departments 24 and 68 books have been finalized by the library committee with the approximated budget of Rs: 47,890.02	Put up the proposal to the higher authority.	---
3	As per the requirement received from the UG & PG departments 119 and 48 books have been finalized by the library committee with the approximated budget of Rs: 64,476.00	Put up the proposal to the higher authority.	----
4	As per the requirement received from the UG & PG departments 119 and 48 books have been finalized by the library committee with the approximated budget of Rs: 89,476.00	Put up the proposal to the higher authority.	----
5	Increase usage statistics.	Prepare circular to all the departments regarding increasing of user statistics.	-----
Total Books Purchased-217 Total amount Rs:1,76,049.04			

Dr. B. Chamy
Principal

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Ref No: NCON/2023-2024/LC/01

01-07-2023

CIRCULAR

All the Library Committee Staff Members are here by informed to attend the meeting convened on 05/07/2023 at 12:00 PM in the Library to discuss about Library requirement for the academic year 2023-2024.

To:

All the members of the Library Committee

Copy to:

1. Chairman
2. Principal Office
3. Library Committee file

Dr. B. Anuj
Principal

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Dr. B. Anuj
Principal

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LIBRARY COMMITTEE MEETING

The Library Committee meeting was held on 05-07-2023 in the library at 12:00 pm. The meeting was started with a welcome address by the Library Co-chairman Dr.B. Vanaja kumara. She had taken the following agenda for discussion and accordingly resolutions were made.

Agenda: To discuss library requirements for the academic year 2023-2024

Minutes of the meeting:

- ✓ Confirmation of the minutes of last meeting held on 02/03/2023
- ✓ Update on Library software
- ✓ Library orientation programme for the students (UG & PG)
- ✓ Discussion on fund allocation for purchase of books and journals
- ✓ Discussion on binding of Library books & journals

Attendees:

1. Dr.B. Vanajakumari *B. Vanaja*
2. Ms. N. Polamma *Polamma*
3. Dr. V. Kumari *V. Kumari*
4. Dr. Latha. A *Latha*
5. Mrs. Shanmuga Vadivu. P *Shanmuga*
6. Mrs. T. Lalitha Kumari *Lalitha*
7. Mrs. G. Pavithra *Pavithra*
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Key Meeting Points:			
S.No	Issue Discusses	Action to be taken	Remarks
1	Discussion held on organization of a book exhibition	Decided to proceed with organizing a book exhibition	
2	Allocation of funds	Asked to submit the proposal in next meeting	
3	Renewal of library software	Inform the IT department to update the software	---
4	Binding of library books and journals	Approve for binding of library books and journals	---
5	Utilization of library resources	Allow the students in their free time to use the library resources in given time	---
6	Increase subscription to remote access like SWAYAM and E-ShodhSindhu	Identify the sources to access e-resources	

Dr. B. Anny
Principal

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Ref No: NCON/2022-2023/LC/01

29-06-2022

CIRCULAR

All the Library Committee Staff Members are here by informed to attend the meeting convened on 02-07-2022 at 4.00 PM in the Library to discuss about Library requirement for the academic year 2022-2023.

Principal
Principal

NARAYANA COLLEGE OF NURSING
Chinthareddypalem,
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To:

All the members of the Library Committee

Copy to:

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Dr. B. Anny
Principal

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LIBRARY COMMITTEE MEETING PROCEEDINGS

Date: 02-07-2022

Time: 04:00 pm

Location: Library

The Library Committee convened on 02-07-2022 to discuss the allocation and utilization of funds for the purchase of books and journals. The meeting focused on ensuring that funds are effectively allocated to enhance the library's resources, especially for the upcoming academic year.

Agenda

- Allocation and utilization of funds for purchasing books and journals.

Minutes of the Meeting

1. Review of Previous Fund Utilization:

- The committee reviewed the previous year's fund utilization and assessed its effectiveness in meeting the library's needs.

2. Fund Allocation for 2022-2023:

- The committee discussed the allocation of funds required to expand the library's collection to support both undergraduate and postgraduate programs.

3. Prioritization of Resources:

- Priority was given to essential academic books and reputed journals in fields relevant to the current curriculum.
- The committee suggested a balanced approach to acquiring both physical books and e-resources.

4. Budget Proposal for New Purchases:

- A budget proposal was discussed, detailing estimated costs for books, journals, and digital resources.
- Departments were asked to submit specific requests to ensure targeted fund usage.

5. Review of Subscription Services:

Dr. B. Chintamani
Principal

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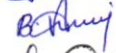





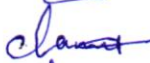




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- o The committee explored opportunities for subscription to online academic resources, including options like YSRMEDNET, DELNET, SWAYAM and E-ShodhSindhu, to enhance remote access for students and faculty.

Attendees

1. Smitha P M 
2. B. Vanaja Kumari 
3. A Latha 
4. P shanmuavadivu 
5. Dr. elizabeth Jasmin 
6. Mrs. Madhavi Latha 
7. R T Girija Rani 
8. T Chandana 
9. Ushakiran T 
10. Ms. Polamma 
11. Ms. Padmaja 
12. Ms. Sruthi L 

Key Decisions and Actions


S.No	Issue Discussed	Action to be Taken	Remarks
1	Fund allocation for new books	Departments to submit lists of essential books	For academic year 2022-2023
2	Subscription to journals	Assess requirements for both physical and digital journals	Priority on current curriculum needs
3	Budget approval for e-resources	Submit final budget proposal for approval in next meeting	Includes SWAYAM & E-ShodhSindhu
4	Tracking fund utilization	Implement a quarterly review to track fund usage	Ensures efficient fund utilization



Principal

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Ref No: NCON/2022-2023/LC/02

27-10-2022

CIRCULAR

All the Library Committee Staff Members are here by informed to attend the meeting convened on 01-11-2022 at 2.00 PM in the Library to discuss about Library requirement for the academic year 2022-2023.

Principal

To:

All the members of the Library Committee

NARAYANA COLLEGE OF NURSING
Chinthareddypalem,
NELLORE - 524 003

Copy to:

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3. Library Committee file

Dr. B. Anny
Principal

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LIBRARY COMMITTEE MEETING PROCEEDINGS

Date: 01-11-2022

Time: 02:00 pm

Location: Library

The Library Committee convened on 01-11-2022 to discuss the allocation of a proposed budget of ₹5-6 lakhs for enhancing library resources. The meeting focused on prioritizing essential materials, digital resources, and resource management upgrades.





Agenda


- Budget allocation for new resources (₹5-6 lakhs).
- Upgrades to library software.
- Planning orientation sessions for new students.

Minutes of the Meeting

- 1. Approval of Previous Meeting Minutes:**
 - The minutes from the last meeting held on 01-07-2022 were confirmed.
- 2. Budget Allocation:**
 - The committee discussed allocating around ₹5-6 lakhs for resource enhancement, prioritizing academic books, journals, and e-resources essential for both UG and PG courses.
- 3. Library Software Update:**
 - Agreed on the need to update the library management software, with a portion of the budget reserved for this purpose.
- 4. Orientation Program for New Students:**
 - Planned an orientation session to introduce library resources and guidelines to new students.
- 5. Subscription to Digital Resources:**
 - The committee proposed investing in digital libraries and resources such as SWAYAM and E-ShodhSindhu for expanded remote access.

Attendees

1. Smitha P M 
2. B. Vanaja Kumari 
3. A Latha 
4. P shanmuavadivu 


Principal
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5. Dr. elizabeth Jasmin

Elizabeth

6. Mrs. Madhavi Latha

Madhavi Latha

7. R T Girija Rani

Girija Rani

8. T Chandana

Chandana

9. Ushakiran T

Ushakiran

10. Ms. Polamma

Polamma

11. Ms. Padmaja

Padmaja

12. Ms. Sruthi L

Sruthi

Budget Allocation Summary

S.No	Item	Budget Allocation	Remarks
1	Purchase of academic books	₹2,00,000 - ₹2,50,000	Priority on UG & PG core subjects
2	Subscription to journals	₹1,00,000 - ₹1,50,000	Focus on reputed journals
3	Digital resources (YSRMEDNET and others)	₹1,00,000	Provides remote access for students
4	Library maintenance	₹50,000	For efficient resource management
5	Book binding and maintenance	₹50,000	Ensures durability of resources
6	Orientation program materials	₹25,000	Informational guides for new students

A. J. Reddy

Principal

Principal

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Dr. B. Ramesh
Principal

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Ref No: NCON/2022-2023/LC/03

27-02-2023

CIRCULAR

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To:

All the members of the Library Committee

Copy to:

1. Chairman
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A. S. Reddy

Principal

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Dr. B. Chamy

Principal

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LIBRARY COMMITTEE MEETING PROCEEDINGS

Date: 02-03-2023

Time: 04:00 pm

Location: Library

Agenda:

- ✓ New books requirements for the academic year 2023-2024
- ✓ Rebinding of old books
- ✓ Suggestions regarding journals
- ✓ Binding of original research articles according to topics
- ✓ Utilization of books-Review
- ✓ Policy regarding UGSRs projects

Attendees

1. Smitha P M *Smitha*
2. B. Vanaja Kumari *B Vanaja*
3. A Latha *Latha*
4. P shanmuavadivu *Shanmu*
5. Dr. elizabeth Jasmin *elizabeth*
6. Mrs. Madhavi Latha *Madhavi*
7. R T Girija Rani *Girija*
8. T Chandana *Chandana*
9. Ushakiran T *Ushakiran*
10. Ms. Polamma *Polamma*
11. Ms. Padmaja *Padmaja*
12. Ms. Sruthi L *Sruthi*

Dr. B. Vanaja
Principal

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website: https://www.narayanannursingcollege.com



Key Meeting Points:

S.No	Issue Discusses	Action to be taken	Remarks
1	Discussion done on renewal of YSRMEDNET (MyLOFT) and subscription of journals for the year 2023-2024. The approximate budget for the renewal is as follows: Total Amount: 22,250.80	To be discussed with Head and proposal of guidelines for renewal of journals and e-consortium to be sent to head office.	----
2	As per the requirement received from the UG and PG departments 170 and 46 books have been finalized by the library committee with the approximated budget of Rs. 96,045.00	Put up the proposal to the higher authority.	---
3	Discussion done on subscription of journals and plan Library User Program for 2023-2024 batch students.	Prepare the circular and submit the plan of library user program	----
4	Discussion held on increasing usage of e-resources and open access system by students and faculty	Prepare strategies to enhance user experience.	----
5	Discussion held on binding of books.	Asked librarian to list out number of books to be sent for binding and prepare its budget.	-----

A. S. Reddy

Principal

Principal

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Affiliated to NTR University of Health Sciences, A.P. Vijayawada.

Accredited by "International Accreditation Organization (IAO)"

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Ref No: NCON/2021-2022/LC/03

29-07-2022

CIRCULAR

All the Library Committee Staff Members are here by informed to attend the meeting convened on 02-08-2022 at 12.00 PM in the Library to discuss about Library requirement for the academic year 2021-2022.

To:

All the members of the Library Committee

Copy to:

1. Chairman
2. Principal Office
3. Library Committee file

Principal
Principal

NARAYANA COLLEGE OF NURSING
Chinthareddypalem,
NELLORE - 524 003

Dr. B. S. S. S.
Principal

NARAYANA COLLEGE OF NURSING
Chinthareddypalem,
NELLORE - 524 003



Chinthareddypalem, Nellore - 524003. A.P.

Ph No: 0861-2317969 | Fax: 0861-2311968.

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website: www.narayanannursingcollege.com || e-mail: narayana_nursing@yahoo.co.in

LIBRARY COMMITTEE MEETING PROCEEDINGS

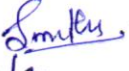
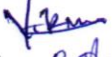

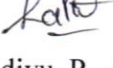


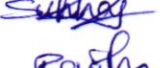
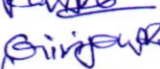
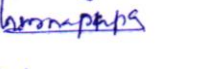
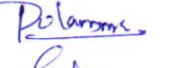
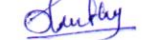

The Library Committee meeting was held on 05-07-2023 in the library at 12:00 pm. The meeting was started with a welcome address by the Library Co-chairman Dr. B. Vanaja Kumara. She had taken the following agenda for discussion and accordingly resolutions were made.

Agenda: To discuss library requirements for the academic year 2021-2022

Minutes of the meeting:

- ✓ Confirmation of the minutes of last meeting
- ✓ Update on Library software
- ✓ Library orientation programme for the students (UG & PG)
- ✓ Discussion on fund allocation for purchase of books and journals
- ✓ Discussion on binding of Library books & journals

Attendees:

1. Smitha M 
2. Dr. V. Kumari 
3. B. Vanaja Kumari 
4. Dr. Latha. A 
5. Mrs. Shanmuga Vadivu. P 
6. Mrs. T. Lalitha Kumari 
7. Mrs. N. Subhashini 
8. Mrs. G. Pavithra 
9. R T Girija Rani 
10. Ms. T. Chinnapapa 
11. Ms. N. Polamma 
12. Ms. Sruthy 

Dr. B. Vanaja
Principal

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Key Meeting Points:

S.No	Issue Discusses	Action to be taken	Remarks
1	Discussion held on organization of a book exhibition	Decided to proceed with organizing a book exhibition	
2	Allocation of funds	Asked to submit the proposal in next meeting	
3	Binding of library books and journals	Approve for binding of library books and journals	---
4	Utilization of library resources	Allow the students in their free time to use the library resources in given time	---
5	Increase subscription to remote access like LMS and other e resources	Identify the sources to access e-resources	

A. Indu

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NELLORE - 524 003

Dr. Babu
Principal
NARAYANA COLLEGE OF NURSING
Chinthareddypalem,
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Ref No: NCON/2021-2022/LC/02

29-10-2022

CIRCULAR

All the Library Committee Staff Members are here by informed to attend the meeting convened on 01-11-2022 at 12.00 PM in the Library to discuss about Library requirement for the academic year 2021-2022.

Principal

Principal

NARAYANA COLLEGE OF NURSING
Chinthareddypalem,
NELLORE - 524 003

To:

All the members of the Library Committee

Copy to:

- 1. Chairman**
- 2. Principal Office**
- 3. Library Committee file**

Principal

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Chinthareddypalem,
NELLORE - 524 003.



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LIBRARY COMMITTEE MEETING PROCEEDINGS







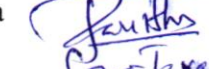





The Library Committee meeting was held on 01-11-2022 in the library at 12:00 pm. The meeting was started with a welcome address by the Library Co-chairman Smitha M. She had taken the following agenda for discussion and accordingly resolutions were made.

Agenda: To discuss library requirements for the academic year 2021-2022

Minutes of the meeting:

- ✓ Confirmation of the minutes of last meeting
- ✓ Rebinding of old books
- ✓ Budget proposal for purchasing of new books from department wise
- ✓ Increase the utilization of LMS-OPAC

Attendees:

1. Smitha M 
2. Dr. V. Kumari 
3. B. Vanaja Kumari 
4. Dr. Latha. A 
5. Mrs. Shanmuga Vadivu. P 
6. Mrs. T. Lalitha Kumari 
7. Mrs. N. Subhashini 
8. Mrs. G. Pavithra 
9. R T Girija Rani 
10. Ms. T. Chinnapapa 
11. Ms. N. Polamma 
12. Ms. Sruthy 


Principal

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Key Meeting points:

S.No	Issue Discussed	Action to be Taken	Remarks
1	Organization of a Book Exhibition	Approval granted to proceed with organizing a book exhibition	-
2	Fund Allocation	Proposal submission requested for review in the next meeting	-
3	Binding of Library Books and Journals	Approved for binding and maintenance of library books and journals	-
4	Student Access to Library Resources	Students permitted to utilize library resources during free hours	-
5	Expansion of E-Resource Subscriptions	Identify and subscribe to LMS and additional e-resources	-
6	Library Software Update	Recommended update of library software to improve management	IT department to handle upgrade
7	Orientation Program for New Students	Plan a library orientation session for new UG & PG students	Scheduled for start of term
8	Digital Library Training for Faculty	Organize a workshop to train faculty on using digital library resources	Aimed at enhancing e-resource usage
9	Inventory Check and Resource Maintenance	Conduct an inventory check and regular maintenance of library materials	Scheduled quarterly
10	Collaboration with Other Libraries	Explore collaborative programs with other local institutions	To expand resource-sharing capabilities

Principal

Principal

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Chinthareddypalem,
NELLORE - 524 003

Dr. B. Srinivas
Principal

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Chinthareddypalem,
NELLORE - 524 003



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Ref No: NCON/2021-2022/LC/01

29-07-2022

CIRCULAR

All the Library Committee Staff Members are here by informed to attend the meeting convened on 02-08-2022 at 2.00 PM in the Library to discuss about Library requirement for the academic year 2021-2022.

Principal

To:

All the members of the Library Committee

Principal
NARAYANA COLLEGE OF NURSING
Chinthareddypalem,
NELLORE - 524 003

Copy to:

1. Chairman
2. Principal Office
3. Library Committee file

Principal
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Chinthareddypalem,
NELLORE - 524 003



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LIBRARY COMMITTEE MEETING PROCEEDINGS

The Library Committee meeting was held on 02-08-2022 in the library at 2:00 pm. The meeting was started with a welcome address by the Library Co-chairman Smitha M. She had taken the following agenda for discussion and accordingly resolutions were made.

Agenda: To discuss library requirements for the academic year 2021-2022

Minutes of the meeting:

- ✓ Confirmation of the minutes of last meeting
- ✓ Increase the utilization of LMS-OPAC
- ✓ Budget proposal for the academic year 2021-2022

Attendees:

1. Smitha M *Smitha*
2. Dr. V. Kumari *V. Kumari*
3. B. Vanaja Kumari *Vanaja*
4. Dr. Latha. A *Latha*
5. Mrs. Shanmuga Vadivu. P *Shanmuga*
6. Mrs. T. Lalitha Kumari *Lalitha*
7. Mrs. N. Subhashini *Subhashini*
8. Mrs. G. Pavithra *Pavithra*
9. R T Girija Rani *Girija*
10. Ms. T. Chinnapapa *Chinnapapa*
11. Ms. N. Polamma *Polamma*
12. Ms. Sruthy *Sruthy*

Dr. B. B. B. B.
Principal
NARAYANA COLLEGE OF NURSING
Chinthareddypalem,
NELLORE - 524 003



Chinthareddypalem, Nellore - 524003. A.P.

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Key Meeting Points

S.No	Issue Discussed	Action to be Taken	Remarks
1	Budget Allocation for Books and Journals	Approved ₹1,20,000 budget for the acquisition of essential books and journals	Prioritize academic and reference materials
2	Binding and Maintenance of Library Materials	Approved binding and maintenance budget to extend resource lifespan	Regular binding to start next month
3	Increasing Student Access to Resources	Allow students to utilize library during designated free hours	Enhances learning support
4	Expanding Digital Subscriptions	Identify key e-resources like LMS, SWAYAM, and E-ShodhSindhu for subscription	Supports remote access for students
5	Upgrading Library Software	Update library management software for improved efficiency	IT department assigned for implementation
6	Conducting Library Orientation for New Students	Organize an orientation session to familiarize new UG & PG students with library resources	Planned for start of academic year
7	Improving Library Resource Tracking	Introduce a tracking system for frequently used books and materials	Enhances organization and availability

Principal

Principal

NARAYANA COLLEGE OF NURSING
Chinthareddypalem,
NELLORE - 524 003

Dr. B. B. B. B.
Principal

NARAYANA COLLEGE OF NURSING
Chinthareddypalem,
NELLORE - 524 003



NARAYANA COLLEGE OF NURSING

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2317966 Extn. 2464
Fax : 0861-2311968

Ref No: NCON/2020-2021/LC/01

05-10-2020

CIRCULAR

All the Library Committee Staff Members are here by informed to attend the meeting convened on 10-10-2020 at 04.00 PM in the Library to discuss about Library requirement for the academic year 2020-2021.

Principal
Principal

NARAYANA COLLEGE OF NURSING
Chinthareddypalem,
NELLORE - 524 003

To:

All the members of the Library Committee

Copy to:

1. Chairman
2. Principal Office
3. Library Committee file

DR. B. G. Prasad
Principal
NARAYANA COLLEGE OF NURSING
Chinthareddypalem,
NELLORE - 524 003



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LIBRARY COMMITTEE MEETING PROCEEDINGS












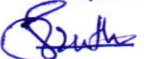
The Library Committee meeting was held on 10-10-2020 in the library at 4:00 pm. The meeting was started with a welcome address by the Library Co-chairman Smitha M. She had taken the following agenda for discussion and accordingly resolutions were made.

Agenda: To discuss library requirements for the academic year 2020-2021

Minutes of the meeting:

- ✓ Confirmation of the minutes of last meeting
- ✓ Library orientation programme for students (UG & PG)
- ✓ It was decided to have meetings once in year or as and when required.
- ✓ Update of books and journals list in LMS

Attendees:

1. Smitha M 
2. Dr. V. Kumari 
3. B. Vanaja Kumari 
4. Dr. Latha. A 
5. Mrs. Shanmuga Vadivu. P 
6. Mrs. T. Lalitha Kumari 
7. Mrs. N. Subhashini 
8. Mrs. G. Pavithra 
9. R T Girija Rani 
10. Ms. T. Chinnapapa 
11. Ms. N. Polamma 
12. Ms. Sruthy 


Principal

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Chinthareddypalem,
NELLORE - 524 003



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Fax : 0861-2311968

Action taken for the meeting dates 10-10-2020

Key Meeting Points:			
S.No	Issue Discusses	Action to be taken	Remarks
1	Discussion done on renewal of NTRMEDNET and subscription of journals for the year 2021-2022. The approximate budget for the renewal is as follows: Total Amount: Rs. 85,670.04/-	To be discussed with Head and proposal of guidelines for renewal of journals and e-consortium to be sent to head office.	-----
2	As per the requirement received from the UG and PG departments 270 and 24 books have been finalized by the library committee with the approximated budget of Rs. 1, 29,125.00	Put up the proposal to the higher authority.	---
3	Discussion done on subscription of journals and plan Library User Program for 2020-2021 batch students.	Prepare the circular and submit the plan of library user program	----
4	Discussion held on increasing usage of e-resources and open access system by students and faculty	Prepare strategies to enhance user experience.	----
5	Discussion held on binding of books.	Asked librarian to list out number of books to be sent for binding and prepare its budget.	-----

Principal

Principal
NARAYANA COLLEGE OF NURSING
Chinthareddypalem,
NELLORE - 524 003.

Dr. B. B. B. B.
Principal

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NELLORE - 524 003



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Ref No: NCON/2020-2021/LC/02

03-1-2021

CIRCULAR

All the Library Committee Staff Members are here by informed to attend the meeting convened on 05-01-2021 at 02.00 PM in the Library to discuss about Library requirement for the academic year 2020-2021.

Principal

Principal

NARAYANA COLLEGE OF NURSING
Chinthareddypalem,
NELLORE - 524 003

To:

All the members of the Library Committee

Copy to:

1. Chairman
2. Principal Office
3. Library Committee file

Dr. B. Anny
Principal

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Chinthareddypalem,
NELLORE - 524 003



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LIBRARY COMMITTEE MEETING PROCEEDINGS













The Library Committee meeting was held on 05-01-2021 in the library at 2:00 pm. The meeting was started with a welcome address by the Library Co-chairman Smitha M. She had taken the following agenda for discussion and accordingly resolutions were made.

Agenda: To discuss library requirements for the academic year 2020-2021

Minutes of the meeting:

- ✓ Confirmation of the minutes of last meeting
- ✓ Digital cataloguing of new acquisitions
- ✓ Utilization of LMS-OPAC
- ✓ Library orientation programme for students (UG & PG)

Attendees:

1. Smitha M 
2. Dr. V. Kumari 
3. B. Vanaja Kumari 
4. Dr. Latha. A 
5. Mrs. Shanmuga Vadivu. P 
6. Mrs. T. Lalitha Kumari 
7. Mrs. N. Subhashini 
8. Mrs. G. Pavithra 
9. R T Girija Rani 
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11. Ms. N. Polamma 
12. Ms. Sruthy 



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Action taken for the meeting dates 05-01-2021

S.No	Issue Discussed	Action to be Taken	Remarks
1	Confirmation of Minutes of Last Meeting	Confirmed minutes of the previous meeting	Approved and recorded
2	Library Orientation Program for New Students	Plan an orientation for UG & PG students to introduce library resources	Scheduled for the start of the term
3	Frequency of Committee Meetings	Decided to hold meetings annually or as needed based on requirements	Ensures timely updates and decision-making
4	Updating LMS with Books and Journals	Regularly update the Learning Management System with current books and journals	Provides students easy access to resources
5	Digital Cataloging of New Acquisitions	Catalog new acquisitions digitally for streamlined access	Enhances user experience
6	Review of Library Usage Reports	Review monthly usage reports to assess library resource utilization	Aids in making data-driven improvements
7	Introduction of a Feedback System for Library Services	Implement a feedback system for students and faculty to suggest improvements	To be reviewed each semester
8	Scheduling Maintenance and Upkeep of Library Facilities	Plan quarterly maintenance for library spaces and equipment	Ensures a well-maintained library environment

Principal

Principal

NARAYANA COLLEGE OF NURSING
Chinthareddypalem,
NELLORE - 524 003

Dr. B. S. Srinivas
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NARAYANA COLLEGE OF NURSING
Chinthareddypalem,
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Ref No: NCON/2020-2021/LC/03

01-5-2021

CIRCULAR

All the Library Committee Staff Members are here by informed to attend the meeting convened on 03-05-2021 at 04.00 PM in the Library to discuss about Library requirement for the academic year 2020-2021.

Principal

Principal

NARAYANA COLLEGE OF NURSING
Chinthareddypalem,
NELLORE - 524 003

To:

All the members of the Library Committee

Copy to:

1. Chairman
2. Principal Office
3. Library Committee file

Principal

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LIBRARY COMMITTEE MEETING PROCEEDINGS

The Library Committee meeting was held on 03-05-2021 in the library at 04:00 pm. The meeting was started with a welcome address by the Library Co-chairman Smitha M. She had taken the following agenda for discussion and accordingly resolutions were made.

Agenda: To discuss library requirements for the academic year 2020-2021

Minutes of the meeting:

- ✓ Confirmation of the minutes of last meeting
- ✓ Expand reference section
- ✓ Utilization of LMS-OPAC
- ✓ Enhance wi-fi facility
- ✓ Allocation and approval of budget

Attendees:

1. Smitha M *Smitha*
2. Dr. V. Kumari *V. Kumari*
3. B. Vanaja Kumari *B. Vanaja*
4. Dr. Latha. A *Latha*
5. Mrs. Shanmuga Vadivu. P *Shanmuga*
6. Mrs. T. Lalitha Kumari *Lalitha Kumari*
7. Mrs. N. Subhashini *Subhashini*
8. Mrs. G. Pavithra *Pavithra*
9. R T Girija Rani *Girija Rani*
10. Ms. T. Chinnapapa *Chinnapapa*
11. Ms. N. Polamma *Polamma*
12. Ms. Sruthy *Sruthy*

Dr. B. Vanaja
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Action taken for the meeting dates 03-05-2021

S.No	Issue Discussed	Action to be Taken	Remarks
1	Expanding Reference Section	Increase the reference section with new academic and research materials	Provides enhanced support for research
2	Accessibility for Differently-Abled Students	Implement special accessibility features, such as Braille books or audio resources	Promotes inclusive learning
3	Setting Up Study Pods for Group Discussions	Create designated study pods for small group discussions and teamwork	Encourages collaborative learning
4	Implementation of RFID System	Explore the implementation of RFID tags for better book tracking and anti-theft measures	Enhances security and organization
5	Displaying a "New Arrivals" Section	Set up a display area for new books, journals, and materials	Informs users of recent additions
6	Arranging Monthly Book Review Sessions	Host book review sessions led by faculty or students to discuss notable works	Fosters a culture of reading
7	Enhancing Wi-Fi and Study Stations	Improve Wi-Fi connectivity and add more study stations with power outlets	Supports digital and offline study needs
8	Establishing a Document Scanning Service	Provide a document scanning service for students and faculty	Facilitates easier access to materials
9	Allocate budget Rs. 1,54,234/- for purchasing of books and subscription of journals	Put up for approval to higher authority	-

A. S. Reddy

Principal

Principal

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Dy. Bejany
Principal
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Ref No: NCON/2019-2020/LC/01

01-7-2019

CIRCULAR

All the Library Committee Staff Members are here by informed to attend the meeting convened on 04-07-2019 at 02.00 PM in the Library to discuss about Library requirement for the academic year 2019-2020.

Principal

To:

All the members of the Library Committee

Principal
NARAYANA COLLEGE OF NURSING
Chinthareddypalem,
NELLORE - 524 003

Copy to:

- 1. Chairman**
- 2. Principal Office**
- 3. Library Committee file**

Dr. B. Shree
Principal

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LIBRARY COMMITTEE MEETING PROCEEDINGS


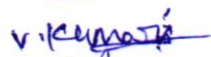




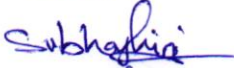
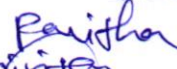




The Library Committee meeting was held on 04-07-2019 in the library at 02:00 pm. The meeting was started with a welcome address by the Library Co-chairman Smitha M. She had taken the following agenda for discussion and accordingly resolutions were made.


Agenda: To discuss library requirements for the academic year 2019-2020

Minutes of the meeting:

- ✓ Confirmation of the minutes of last meeting
- ✓ Increase utilization of Digital resource portal
- ✓ Allocation and approval of budget
- ✓ Up gradation of library signages
- ✓ Extension of library hours

Attendees:

1. Smitha M 
2. Dr. V. Kumari 
3. B. Vanaja Kumari 
4. Dr. Latha. A 
5. Mrs. Shanmuga Vadivu. P 
6. Mrs. T. Lalitha Kumari 
7. Mrs. N. Subhashini 
8. Mrs. G. Pavithra 
9. R T Girija Rani 
10. Ms. T. Chinnapapa 
11. Ms. N. Polamma 
12. Ms. Sruthy 


Principal
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Action taken for the meeting dates 04-07-2019

S.No	Issue Discussed	Action to be Taken	Remarks
1	Increase utilization of digital portal	Create an online portal for accessing digital resources and e-books	Enhances user accessibility
2	Introduction of a Library Ambassador Program	Establish a program where students promote library services and resources	Engages students and encourages usage
3	Collaboration with Faculty for Resource Selection	Work with faculty to identify essential texts and materials for their courses	Ensures relevant acquisitions
4	Creating a Suggestion Box for Library Improvements	Implement a suggestion box for students and faculty to provide feedback on library services	Encourages user input
5	Hosting Author Events and Lectures	Organize events featuring authors or experts to engage students in discussions	Enriches the academic environment
6	Establishing Partnerships with Local Bookstores	Collaborate with local bookstores for special discounts or events for library users	Promotes community involvement
7	Developing Online Tutorials for Research Skills	Create online tutorials that guide students on effective research strategies and database usage	Enhances research competency
8	Organizing Thematic Displays and Events	Plan thematic displays related to current events or significant dates to promote relevant resources	Increases awareness and interest
9	Upgrading Library Signage and Navigation	Improve signage within the library to facilitate easier navigation for users	Enhances user experience
10	Implementing Extended Library Hours	Consider extending library hours during exam periods to accommodate student needs	Provides additional study time

A. S. Reddy

Principal

Principal

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Dr. B. S. Reddy

Principal

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Ref No: NCON/2019-2020/LC/02

12-12-2019

CIRCULAR

All the Library Committee Staff Members are here by informed to attend the meeting convened on 15-12-2019 at 12.00 PM in the Library to discuss about Library requirement for the academic year 2019-2020.

Principal

Principal

NARAYANA COLLEGE OF NURSING
Chinthareddypalem,
NELLORE - 524 003

To:

All the members of the Library Committee

Copy to:

1. Chairman
2. Principal Office
3. Library Committee file

Principal

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LIBRARY COMMITTEE MEETING PROCEEDINGS

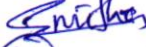



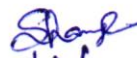


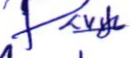

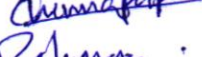
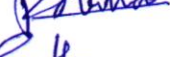

The Library Committee meeting was held on 15-12-2019 in the library at 12:00 pm. The meeting was started with a welcome address by the Library Co-chairman Smitha M. She had taken the following agenda for discussion and accordingly resolutions were made.

Agenda: To discuss library requirements for the academic year 2019-2020

Minutes of the meeting:

- ✓ Confirmation of the minutes of last meeting
- ✓ Conduct library user satisfaction survey
- ✓ Allocation and approval of budget

Attendees:

1. Smitha M 
2. Dr. V. Kumari 
3. B. Vanaja Kumari 
4. Dr. Latha. A 
5. Mrs. Shanmuga Vadivu. P 
6. Mrs. T. Lalitha Kumari 
7. Mrs. N. Subhashini 
8. Mrs. G. Pavithra 
9. R T Girija Rani 
10. Ms. T. Chinnapapa 
11. Ms. N. Polamma 
12. Ms. Sruthy 


Principal

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Action taken for the meeting dates 15-12-2019

S.No	Issue Discussed	Action to be Taken	Remarks
1	Launching a Library Blog	Create a blog to highlight new acquisitions, events, and library news	Increases engagement and information sharing
2	Implementing Reading Challenges	Organize reading challenges for students to encourage regular reading	Fosters a reading culture
3	Allocate budget for subscription of consortium and other journals Rs.1,12,234/-	Put up approval to higher authority	-
3	Establishing a Library Advisory Board	Form a board of faculty and student representatives to guide library policies	Ensures diverse perspectives in decision-making
4	Conducting User Satisfaction Surveys	Distribute surveys to assess user satisfaction with library services	Guides future improvements
5	Enhancing Digital Resource Training	Offer training sessions for students on using digital resources effectively	Maximizes resource utilization
6	Upgrading Technology in the Library	Invest in new computers and software to improve user access and experience	Keeps the library up-to-date with technology

Principal

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Dr. Bethany
Principal

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Ref No: NCON/2019-2020/LC/03

10-04-2020

CIRCULAR

All the Library Committee Staff Members are here by informed to attend the meeting convened on 13-04-2020 at 2.00 PM in the Library to discuss about Library requirement for the academic year 2019-2020.

To:

All the members of the Library Committee

Copy to:

1. Chairman
2. Principal Office
3. Library Committee file

Principal
Principal
NARAYANA COLLEGE OF NURSING
Chinthareddypalem,
NELLORE - 524 003

Dr. B. Anny
Principal
NARAYANA COLLEGE OF NURSING
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LIBRARY COMMITTEE MEETING PROCEEDINGS






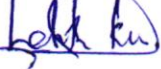






The Library Committee meeting was held on 13-04-2020 in the library at 2:00 pm. The meeting was started with a welcome address by the Library Co-chairman Smitha M. She had taken the following agenda for discussion and accordingly resolutions were made.

Agenda: To discuss library requirements for the academic year 2019-2020

Minutes of the meeting:

- ✓ Confirmation of the minutes of last meeting
- ✓ Rebinding of old books
- ✓ Suggestions regarding journals
- ✓ Binding of original research articles according to topics
- ✓ Utilization of books-Review

Attendees:

1. Smitha M 
2. Dr. V. Kumari 
3. B. Vanaja Kumari 
4. Dr. Latha. A 
5. Mrs. Shanmuga Vadivu. P 
6. Mrs. T. Lalitha Kumari 
7. Mrs. N. Subhashini 
8. Mrs. G. Pavithra 
9. R T Girija Rani 
10. Ms. T. Chinnapapa 
11. Ms. N. Polamma 
12. Ms. Sruthy 

Dr. Bahuj
Principal

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Action taken for the meeting dates 13-04-2020

S.No	Issue Discussed	Action to be Taken	Remarks
1	Review of NTRMEDNET Renewal and Journal Subscriptions for 2020-2021	Discuss the renewal with the Head and prepare a proposal outlining guidelines for journal and e-consortium renewals to be sent to the head office.	-----
2	Finalization of Book Purchases Based on UG and PG Department Requests	The library committee has identified 170 books for UG and 46 books for PG, totaling an estimated budget of ₹96,045. Prepare the proposal for higher authority approval.	---
3	Planning of Journal Subscriptions and Library User Program for 2019-2020 Students	Create and distribute a circular detailing the Library User Program and submit the plan for implementation.	----
4	Strategies to Enhance the Usage of E-Resources and Open Access Systems	Develop and implement strategies aimed at increasing user engagement with e-resources and open access materials for both students and faculty.	----
5	Discussion on Book Binding Requirements	Instruct the librarian to compile a list of books requiring binding and prepare a budget for this task.	-----

A. J. Indur

Principal

Principal

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D.V. B. Prasad

Principal

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