



# St. Martin's Engineering College

UGC Autonomous  
NBA & NAAC A+ Accredited  
Dhulapally, Secunderabad-500100



Ref: SMEC/LIB/2023-24/001

Date 11-07-2023.

## CONVENING ORDER LIBRARY COMMITTEE 2023-24

A well-equipped Library is an icon of quality education in its supreme form. This Philosophy truly reflects in St. Martin's Engineering College (SMEC). The library of SMEC is hybrid with equal emphasis to print & electronic resources. Library consists of a technical section, Reference section, Circulation section, Periodical section, Reprography, Book bank, Digital library, Silent reading hall, Study rooms. The library has automated all its major functions to serve effectively with wide range of information resources. The library is also providing remote access facility to access the electronic resources.

The academic administration of the college is decentralized and transparency is maintained by constituting various committees with senior faculty members. Library committee (faculty and staff) is constituted with the following staff.

S.No	Name	Designation	Department	Position
1	Mr. K. Vijay Kumar	Librarian	Library	Convener
2	Dr. B. LaxmiKantha	Associate. Prof	IT	Member
3	Mr. N. Balaraman	Assistant. Prof	CSE	Member
4	Dr. M. Thirupahi	Assistant. Prof	ECE	Member
5	Ms. S. Sunanda	Assistant. Prof	EEE	Member
6	Ms. S. Veeresh Kumar	Assistant. Prof	IT	Member
7	Ms. K. Hemalatha	Assistant. Prof	MECH	Member
8	Ms. S. Priyanka	Assistant. Prof	CIVIL	Member
9	Ms. S. Anitha	Assistant. Prof	FME	Member

Frequency of Meeting: Once in a year, as and when required

### Functions and Responsibilities:

1. To review the list of books as per the requirement of various departments.
2. To review the subscriptions of E-journals and print journals.
3. To monitoring the library Registers (Accession, Periodical and Gate Register).
4. Digital library awareness programs conducting to students, how to access e-resources. (IEEE,DELNET,N-LIST and NPTEL Videos).
5. Monitoring the library budget
6. Suggestion to best utilization of library resources and services.
7. Guidance to preparing the library annual reports preparation.
8. To review and recommend the library requirements like Books, E-resources, furniture and stationery etc.

**PRINCIPAL**

Dr. M. Sreenivasa Rao  
PRINCIPAL  
St. MARTIN'S ENGINEERING COLLEGE  
UGC - AUTONOMOUS  
Survey No 98 & 100 Dhulapally (V)  
Atal-Gandimaisamma (M), Medchal Malkajiri (D)  
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