



SANSKRITHI SCHOOL OF ENGINEERING, PUTTAPARTHI

14.12.2017

Circular-01

Ref:Library/01/SSE/14.12.2017

As per direction from management and group director, the following members are advised to audit the library books and others, etc., and suggest the betterment of the library system. Submit the report to the principal office on or before 16.12.2017

LIBRARY COMMITTEE (LC) MEMBERS

S.No.	Faculty Name	Department	Designation	Signature
1.	Dr.A.Senthil Kumar	-	Principal-Convener	
2.	Mr.Venkatrami Reddy		Librarian	
3.	Mr.S.Gunasekar	ECE & EEE	Coordinator	
4.	Mr.Ranjith Balakrishnan	CSE	Member	
5.	Mr. Sridhar	Physics	Member	
6.	Mr.B.A.Chandrashekar	Mech	Member	
7.	Ms. Thanuja	Civil	Member	

Committee members are advised to check the following procedure for audit is given below.

1. Check all the purchase bills and same entered in the stock register to verify
2. Check the newspaper is regularly is coming
3. Books are properly arranged with department wise
4. Distribution of library books, kindly check the procedure is, return date of the book is specified or not. If exceeds the date means, what action taken by the library
5. Suggest the management for library token or card procedure, and a separate rack of each department
6. Suggest the management for separate rack or book stand for higher studies (GATE,GRE,TOFEL,etc.,)
7. As per AICTE norms for purchase of books is 1:8. Kindly check as per norms.
- 8 NPTEL Video Course content list available in the library are not. Coordinators make the arrangement for the purchase of NPTEL material and CDs -Digital Library
9. Check the books are maintaining neat manner, how frequently cleaning the taken place in the library.
10. Library Notice board updates are regularly maintaining and check the file system.
11. Check properly maintaining stickers pasted in the library ie, maintain silence, shoes or chapel will be kept in outside, etc.,



Principal

Sanskriti School of Engineering
Beedupalli Road, Prasanthingram,
PUTTAPARTHI - 515 134.
Anantapuramu (Dt) A.P.



SANSKRITHI SCHOOL OF ENGINEERING
PRASANTHIGRAM, PUTTAPARTHI-515134, SRI SATHYA SAI DIST

Reference no: SSE/LIB /16.12.2017

Date: 16.12.2017

Notice of Library Advisory Committee Meeting

A meeting of the Library Advisory Committee has been organised on Friday 16/12/ 2017 at 10.30 am in the principal's cabin of the college. The following members of the Library Advisory Committee attended the meeting.

S. No.	Faculty Name	Department	Designation	Signature
1.	Dr. A. Senthil Kumar	-	Principal-Convener	
2.	Mr.A.Vankatrami Reddy	-	Librarian	
3.	Mr.S.Gunasekar	ECE	Coordinator	
4.	Mr.Rangit Balakrishnan	CSE	Member	
5.	Ms. Sridhar	Physics	Member	
6.	Mr.B.A.Chandra shekar	Mech	Member	
7.	Ms.Thanuja	Civil	Member	

Subjects of the meeting:

1. Check all the purchase bills and same entered in the stock register to verify
2. Check the newspaper is regularly is coming & discussed the sale of junk newspapers
3. Books are properly arranged with department wise
4. Distribution of library books, kindly check the procedure is, return date of the book is specified or not. If exceeds the date means, what action taken by the library
5. Suggest the management for library token or card procedure, and a separate rack of each department
6. Suggest the management for separate rack or book stand for higher studies (GATE, GRE, TOFEL, etc.,)
7. As per AICTE norms for purchase of books is 1:8. Kindly check as per norms.
8. NPTEL Video Course content list available in the library are not. Coordinators make the arrangement for the purchase of NPTEL material and CDs -Digital Library
9. Check the books are maintaining neat manner, how frequently cleaning the taken place in the library.
10. Library Notice board updates are regularly maintaining and check the file system.
11. Check properly maintaining stickers pasted in the library ie, maintain silence, shoes or chapel will be kept in outside, etc.,



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SANSKRITHI SCHOOL OF ENGINEERING
PRASANTHIGRAM, PUTTAPARTHI-515134, SRI SATHYA SAI DIST

Circular-02

Ref:Library/02/SSE/26.06.2020

As per direction from management and group director, the following members are advised to audit books and others, etc., and suggest the betterment of the library system. Submit the report to the principal office on or before 03.07.2020

LIBRARY COMMITTEE (LC) MEMBERS

S. No.	Faculty Name	Department	Designation	Signature
1.	Dr. A. Senthil Kumar	-	Principal-Convener	
2.	Mr.A.Vankatarama Reddy	-	Librarian	
3.	Dr. N. S. Manian	H&S	Coordinator	
4.	Mr. Noor mohammed	CSE	Member	
5.	Ms. S. Sumalatha	EEE	Member	
6.	Dr. Venkata sundar rao	Mech	Member	
7.	Mr. A. Parthiban	Civil	Member	

Committee members are advised to check the following procedure for audit as given below.

1. Check all the purchase bills and same entered in the stock register to verify
2. Check the newspaper is regularly is coming
3. Books are properly arranged with department wise
4. Distribution of library books, kindly check the procedure is, return date of the book is specified or not. If exceeds the date means, what action taken by the library
5. Suggest the management for library token or card procedure, and a separate rack of each department
6. Suggest the management for separate rack or book stand for higher studies (GATE, GRE, TOFEL, etc.,)
7. As per AICTE norms for purchase of books is 1:8. Kindly check as per norms.
- 8 NPTEL Video Course content list available in the library are not. Coordinators make the arrangement for the purchase of NPTEL material and CDs –Digital Library
9. Check the books are maintaining neat manner, how frequently cleaning the taken place in the library.
10. Library Notice board updates are regularly maintaining and check the file system.
11. Check properly maintaining stickers pasted in the library ie, maintain silence, shoes or chapel will be kept in outside, etc.,



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PRASANTHIGRAM, PUTTAPARTHI-515134, SRI SATHYA SAI DIST

Reference no: SSE/LIB /03.07.2020

Date: 03.07.2020

Notice of Library Advisory Committee Meeting

A meeting of the Library Advisory Committee has been organised on Friday 3/07/ 2020 at 11.30 am in the principal's cabin of the college. The following members of the Library Advisory Committee attended the meeting.

S. No.	Faculty Name	Department	Designation	Signature
1.	Dr. A. Senthil Kumar	-	Principal-Convener	
2.	Mr.A.Vankatarama Reddy	-	Librarian	
3.	Dr. N. S. Manian	H&S	Coordinator	
4.	Mr. Noor mohammed	CSE	Member	
5.	Ms. S. Sumalatha	EEE	Member	
6.	Dr. Venkata sundar rao	Mech	Member	
7.	Mr. A. Parthiban	Civil	Member	

Points discussed:

1. Check all the purchase bills and same entered in the stock register to verify
2. Check the newspaper is regularly coming & discussed the sale of junk newspapers
3. Books are properly arranged with department wise
4. Distribution of library books, kindly check the procedure is, return date of the book is specified or not. If exceeds the date means, what action taken by the library
5. Suggest the management for library token or card procedure, and a separate rack of each department
6. Suggest the management for separate rack or book stand for higher studies (GATE, GRE, TOFEL, etc..)
7. As per AICTE norms for purchase of books is 1:8. Kindly check as per norms.
- 8 NPTEL Video Course content list available in the library are not. Coordinators make the arrangement for the purchase of NPTEL material and CDs -Digital Library
9. Check the books are maintaining neat manner, how frequently cleaning the taken place in the library.
10. Library Notice board updates are regularly maintaining and check the file system.
11. Check properly maintaining stickers pasted in the library ie, maintain silence, shoes or chapel will be kept in outside, etc.,



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SANSKRITHI SCHOOL OF ENGINEERING, PUTTAPARTHI

19.06.2023

Circular-03

Ref:Library/03/SSE/19.06.2023

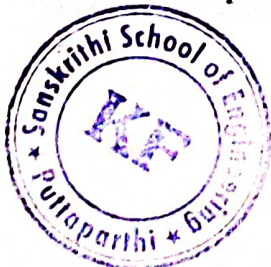
As per direction from management , the following members are advised to audit the library books and others, etc., and suggest the betterment of the library system. Submit the report to the principal office on or before 24.06.2023

LIBRARY COMMITTEE (LC) MEMBERS

S.No.	Faculty Name	Department	Designation	Signature
1.	Dr.A.Senthil Kumar	-	Principal-Convener	
2.	Mr.Vamsi		Librarian	K.Vamsi
3.	Dr.Nithya Mr..Rakesh yadav	HOD/HAS AP/ECE	Coordinator	
4.	Ms.Lakshmi Prasanna	AP/CSE	Member	
5.	Mr.Gangadhar	AP/EEE	Member	
6.	Dr.Venkat sundar Rao	AP/Mech	Member	
7.	Mr.Partiban .A	AP/Civil	Member	

Committee members are advised to check the following procedure for audit is given below.

1. Check all the purchase bills and same entered in the stock register to verify
2. Check the newspaper is regularly is coming
3. Books are properly arranged with department wise and year wise
4. Distribution of library books, kindly check the procedure is, return date of the book is specified or not. If exceeds the date means, what action taken by the library
5. Suggest the management for library token or card procedure, and a separate rack of each department
6. Suggest the management for separate rack or book stand for higher studies (GATE,GRE,TOFEL,etc.,)
7. As per AICTE norms for purchase of books is 1:8. Kindly check as per norms.
- 8 NPTEL Video Course content list available in the library are not. Coordinators make the arrangement for the purchase of NPTEL material and CDs -Digital Library
9. Check the books are maintaining neat manner, how frequently cleaning the taken place in the library.
10. Library Notice board updates are regularly maintaining and check the file system.
11. Check properly maintaining stickers pasted in the library ie, maintain silence, shoes or chapel will be kept in outside, etc.,
12. Journal purchase year wise- e journal and hardcopy stocks



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PRASANTHIGRAM, PUTTAPARTHI-515134, SRI SATHYA SAI DIST

Reference no: SSE/LIB /24.06.2023

Date: 24.06.2023

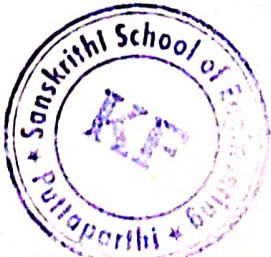
Notice of Library Advisory Committee Meeting

A meeting of the Library Advisory Committee has been organised on Friday 24/06/ 2023 at 9.30 am in the principal's cabin of the college. The following members of the Library Advisory Committee attended the meeting.

S. No.	Faculty Name	Department	Designation	Signature
1.	Dr. A. Senthil Kumar	-	Principal-Convener	
2.	Mr.Vamsi	-	Librarian	
3.	Dr. Nithya Mr.Rakesh Yadav	H&S	Coordinator	
4.	Ms.Lakshmi Prasanna	CSE	Member	
5.	Ms. gangadhar	EEE	Member	
6.	Dr.Venkata sundar rao	Mech	Member	
7.	Mr. A. Parthiban	Civil	Member	

Points discussed:

1. Check all the purchase bills and same entered in the stock register to verify
2. Check the newspaper is regularly coming & discussed the sale of junk newspapers
3. Books are properly arranged with department wise
4. Distribution of library books, kindly check the procedure is, return date of the book is specified or not. If exceeds the date means, what action taken by the library
5. Suggest the management for library token or card procedure, and a separate rack of each department
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