



**Bhoj Reddy Engineering College for Women**  
(Sponsored by Sangam Laxmibai Vidyapeet, approved by AICTE and affiliated to JNTUH)  
Vinaynagar, IS Sadan Crossroads, Saidabad, Hyderabad – 500 059, Telangana, www.brecw.ac.in

Dr J Madhavan  
Principal

Telephone: +91 40 2453 1719  
Mobile Phone: +91 94901 16667

1 December 2023

## Library Committee Academic Year – 2023-24

S No	Members of the Committee	Department	Designation
1	Ms G Vijayalaxmi Associate Professor	Physics	Coordinator
2	Ms A Sree Sree Librarian	Library	Member
3	N Sudha Laxmaiah Assistant Professor	CSE	Member
4	Ms Saba Sultana Associate Professor	ECE	Member
5	Ms B Dhanadeepika Assistant Professor	EEE	Member
6	Ms D Navaneetha Associate Professor	IT	Member
7	Ms Ahmedi Begum Assistant Professor	GE	Member

Department / Section representatives will submit indents for procurement of books, E-Journals, Magazines, News Paper Section and any other library related requirements from respective departments. Librarian will pass on any information received to the respective department representatives from time to time. Each member has to maintain the record of respective department library data. The above representatives are also in-charges of respective department libraries.

Functions and Responsibilities of the Committee:

To prepare the lists of books as per the requirement of various departments. To suggest improvements to run the library smoothly, orderly and satisfactorily. To prepare the journals: list subscribed and to be subscribed. To suggest the structure of fine for the late returning of books. Suggestions for revising remedial activities for violating the guidelines of the library.

Schedule to meet: **First Thursday** of every month at 15:45 hrs onwards, Principal's Office.

- 1) Agenda is to be prepared ahead of the meeting and sent to Principal and all members
- 2) Attendance to be obtained in the Committee Register.
- 3) Minutes of the Meeting to be noted and circulated to all members, HODs, HOFs and Principal.
- 4) Filing: Minutes copy to be pasted/filed in the committee register.
- 5) At the end of semester, report should be submitted to Principal

  
Principal

Copy to: Vice Principal/All HODs, HOFs, Head-A&E Section and concerned members for information and circulation.

