



MALLA REDDY INSTITUTE OF MEDICAL SCIENCE

(SPONSORED BY : CHANDRAMMA EDUCATIONAL SOCIETY)

Recognized by Medical Council of India /National Medical Commission, Ministry of Health & Family Welfare, Govt. of India
Affiliated to Kaloji Narayanarao University of Health Sciences, Warangal, Telangana.

MALLA REDDY INSTITUTION OF MEDICAL SCIENCES COLLEGE (Recognized by NMC)

SOP FOR LIBRARYMAINTENANCECOMMITTEE MRIMS /SOP/2018-2019/LM/04

Suraram 'x' Road, Qutbullapur Municipality, Jeedimetla, Hyderabad- 500 055.

Email: mrims.2012@gmail.com

Website: www.mrims.edu.in

Suraram 'X' Road, Jeedimetla, Hyderabad - 500 055.

Tel: 7842090952, 8688820127

Email : mrims.2012@gmail.com mallareddyhospital@gmail.com Website: www.mrims.edu



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LIBRARY MAINTENANCE COMMITTEE MEETINGS

2018-19

Suraram 'X' Road, Jeedimetla, Hyderabad - 500 055.

Tel: 7842090952, 8688820127

Email : mrims.2012@gmail.com mallareddyhospital@gmail.com Website: www.mrims.edu



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Functions of the Library Committee

- Maintenance of Library Books and Stock Verification:
- Ensuring that all library books are well-maintained.
- Conducting regular stock verification to account for all library materials.

Obtaining Necessary Clearances:

- Acquiring subscriptions and memberships for recognized journals, e-books, and e-journals.
- Managing necessary approvals and clearances for accessing various digital and physical resources.

Routine Checking of Resources:

Regularly monitoring textbooks, reference materials, magazines, and newspapers for availability and condition.

Appointment of Librarians:

Hiring well-trained and knowledgeable librarians to manage library operations efficiently.

Frequency of Meetings

- Meetings are held as and when required to address library-related issues and ensure smooth operations.
- Standard Operating Procedures for Library Maintenance
- Availing Library Facility

Membership Eligibility:

All bona fide students of the institute are eligible for library membership.

Membership Application:

Application forms are available at the Photostat Counter in the TB section.

Digital library cards will be issued upon submission of the application form and a photocopy of the fee receipt.

Library Rules

Entry Regulations:

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Users must enter their details in the library entry register and show their identity card upon entry.

Personal Belongings:

Personal items such as books, bags, mobile phones, and printed materials (other than library books) are not allowed inside the library and should be deposited at the Property Counter.

Condition Check:

Students must check the condition of books at the issue counter and report any damage.

Responsibility for damaged books lies with the student, who must replace them if necessary.

Digital Library Card and Property Token:

Both the digital library card and property token are non-transferable and should not be misplaced. Any losses must be reported to the librarian.

Return Policy:

All borrowed books or reading materials must be returned on or before the due date to avoid fines.

Library Fine Charges

Overdue Charges:

An overdue charge of Rs. 5 per day per book is levied on general section books and TBL books.

Property Counter:

A property counter is available outside the library for students to store their belongings safely. A property token is issued against deposited items.

Loss of Library Card or Property Token:

A duplicate library card can be issued with a penalty of Rs. 100.

If a property token is lost, a fine of Rs. 20 will be charged.



V. V. J. W. S. K.
Principal/Dean

MRIMS
Principal / Dean
Malla Reddy Institute of Medical Sciences

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21.06.2018

Ref: MRIMS/Circular/LCM/2018/02

This is to inform that a Library Maintenance committee meeting will be held on **22.06.2018**, request the Members of Library Maintenance Committee and all the Department staff in-charges to attend the meeting.

Date : 22.06.2018
Time : 2:00 PM to 3:00 PM
Venue : Council Hall



Copy to:

The principal

All Department HOD's

Library Maintenance Committee Members

U. V. S. R. V. K.
PRINCIPAL/DEAN

MRIMS

Principal / Dean
Malla Reddy Institute of Medical Sciences

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[No.U.12012/127/2016-ME.I (FTS.3084749)]

22.06.2018

Ref: MRIMS/Circular/LCM/2018/01

Constitution of Library Maintenance Committee

This is to inform all the staff that the following staff members have been appointed as members of the Library Maintenance committee after due approval and consideration from the respected Principal & HOD's

S.No	Position	Names	Department	Signature
1	Chairperson	Dr.V.V.Sastry	Community Medicine	
2	Member Coordinator	Dr Syed S Rahman	Microbiology	
3	Member	Dr N. Himabindu	Surgery	
4	Member	Dr Rohit Singh	Pharmacology	
5	Member	Dr .Arun	Community Medicine	
6	Member	Dr .Naveen	Anatomy	
7	Member	Mr. Shyam Sunder	Librarian	
8	Member	P.G		
9	Member	U.G		

PRINCIPAL/DEAN

MRIMS

Principal / Dean
Malla Reddy Institute of Medical Sciences

Copy to:

The principal
All Department HOD's

Library Maintenance Committee Members

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[No.U.12012/127/2016-ME.I (FTS.3084749)]

ACTION TAKEN REPORT

Based on the meeting of the library committee which was held on 21-06-2019 at 2.00 PM in the Council Hall. The following are the Action Taken details based on the issues discussed in the meeting.

S.No	Particulars of decision	Action Taken
1	Books, Journals as well as newspapers were bought with the college fund	Proposal Expenditure on the Following: a) Books- 43 Lakhs b) Journals- 9.0 Lakh c) e-journals- 17 Lakhs

V.V.V. Rao
PRINCIPAL/DEAN
MRIMS

Copy:
Principal
Library Committee Members
IQAC

Principal / Dean
Malla Reddy Institute of Medical Sciences





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24.12.2018

Ref: MRIMS/Circular/LCM/2019/01

This is to inform that a Library Maintenance committee meeting will be held on **24.12.2018**, request the Members of Library Maintenance Committee and all the Department staff in-charges to attend the meeting.

Date : **24.12.2018**
Time : 2:00 PM to 3:00 PM
Venue : Council Hall



U. N. V. Rao

PRINCIPAL/DEAN

MRIMS

Copy to:

The principal

All Department HOD's

Library Maintenance Committee Members

Principal / Dean
Malla Reddy Institute of Medical Sciences

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[No.U.12012/127/2016-ME.1 (FTS.3084749)]

25.12.2018

MINUTES OF THE LIBRARY MAINTENANCE COMMITTEE MEETING

The meeting of the Library Maintenance Committee was held on 25.12.2018 at 2.00 PM in the council hall, MRIMS. The following members were present.

S.No	Position	Names	Department	Signature
1	Chairperson	Dr.V.V.Sastry	Community Medicine	
2	Member Coordinator	Dr Syed S Rahman	Microbiology	
3	Member	Dr N. Himabindu	Surgery	
4	Member	Dr Rohit Singh	Pharmacology	
5	Member	Dr .Arun	Community Medicine	
6	Member	Dr .Naveen	Anatomy	
7	Member	Mr. Shyam Sunder	Librarian	
8	Member	P.G		
9	Member	U.G		

The below mentioned points were discussed and the details shared with the management.

- Maintenance of Library Books and Stock Verification
- Obtaining necessary clearance Subscriptions, Memberships etc, for the recognized Journals, E-books, E-Journals etc.
- Routine checking of the Text Books, References, Magazines and Newspapers.



Copy to:

The principal
All Department HOD's

Library Maintenance Committee Members

PRINCIPAL/DEAN

MRIMS

Principal / Dean
Malla Reddy Institute of Medical Sciences

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LIBRARY MAINTENANCE COMMITTEE MEETINGS

2019-20

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20.06.2019

Ref: MRIMS/Circular/LCM/2019/01

This is to inform that a Library Maintenance committee meeting will be held on **21.06.2019**, request the Members of Library Maintenance Committee and all the Department staff in-charges to attend the meeting.

Date : **21.06.2019**
Time : 2:00 PM to 3:00 PM
Venue : Council Hall



U. N. V. S. R. M. S. K.
PRINCIPAL/DEAN

MRIMS

Principal / Dean
Malla Reddy Institute of Medical Sciences

Copy to:

The principal

All Department HOD's

Library Maintenance Committee Members

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23.12.2019

Ref: MRIMS/Circular/LCM/2020/01

This is to inform that a Library Maintenance committee meeting will be held on **23.12.2019**, request the Members of Library Maintenance Committee and all the Department staff in-charges to attend the meeting.

Date : **23.12.2019**
Time : 2:00 PM to 3:00 PM
Venue : Council Hall



V. Narasimha Rao
PRINCIPAL/DEAN

Principal / Dean MRIMS
Malla Reddy Institute of Medical Sciences

Copy to:

The principal

All Department HOD's

Library Maintenance Committee Members

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[No.U.12012/127/2016-ME.I (FTS.3084749)]

21.06.2019

Ref: MRIMS/Circular/LCM/2019/01

Constitution of Library Maintenance Committee

This is to inform all the staff that the following staff members have been appointed as members of the Library Maintenance committee after due approval and consideration from the respected Principal & HOD's

S.No	Position	Names	Department	Signature
1	Chairperson	Dr.V.V.Sastry	Community Medicine	
2	Member Coordinator	Dr Syed S Rahman	Microbiology	
3	Member	Dr N. Himabindu	Surgery	
4	Member	Dr Rohit Singh	Pharmacology	
5	Member	Dr .Arun	Community Medicine	
6	Member	Dr .Naveen	Anatomy	
7	Member	Mr. Shyam Sunder	Librarian	
8	Member	P.G		
9	Member	U.G		

PRINCIPAL/DEAN

MRIMS

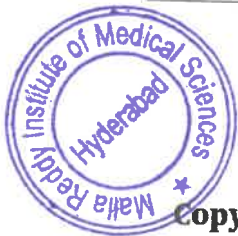
Principal / Dean
Malla Reddy Institute of Medical Science.

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[No.U.12012/127/2016-ME.I (FTS.3084749)]

ACTION TAKEN REPORT

Based on the meeting of the library committee which was held on 22-06-2018 at 2.00 PM in the Council Hall. The following are the Action Taken details based on the issues discussed in the meeting.

S.No	Particulars of decision	Action Taken
1	Books, Journals as well as newspapers were bought with the college fund	Proposal Expenditure on the Following: a) Books- 01 Lakhs b) Journals- 39.0 Lakh c) e-journals- 1.5 Lakhs

V. V. Rao

PRINCIPAL/DEAN

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Library Committee Members

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[No.U.12012/127/2016-ME.I (FTS.3084749)]

24.12.2019

MINUTES OF THE LIBRARY MAINTENANCE COMMITTEE MEETING

The meeting of the Library Maintenance Committee was held on 24.12.2019 at 2.00 PM in the council hall, MRIMS. The following members were present

S.No	Position	Names	Department	Signature
1	Chairperson	Dr.V.V.Sastry	Community Medicine	
2	Member Coordinator	Dr Syed S Rahman	Microbiology	
3	Member	Dr N. Himabindu	Surgery	
4	Member	Dr Rohit Singh	Pharmacology	
5	Member	Dr .Arun	Community Medicine	
6	Member	Dr .Naveen	Anatomy	
7	Member	Mr. Shyam Sunder	Librarian	
8	Member	P.G		
9	Member	U.G		

The below mentioned points were discussed and the details shared with the management.

- Maintenance of Library Books and Stock Verification
- Obtaining necessary clearance Subscriptions, Memberships etc, for the recognized Journals, E-books, E-Journals etc.
- Routine checking of the Text Books, References, Magazines and Newspapers.



Copy to:

The principal
All Department HOD's
Library Maintenance Committee Members

PRINCIPAL/DEAN

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22.06.2020

Ref: MRIMS/Circular/LCM/2022/02

This is to inform that a Library Maintenance committee meeting will be held on **23.06.2020**, request the Members of Library Maintenance Committee and all the Department staff in-charges to attend the meeting.

Date : **23.06.2020**
Time : 2:00 PM to 3:00 PM
Venue : Council Hall



V. V. Rao
PRINCIPAL/DEAN

Principal / Dean MRIMS
Malla Reddy Institute of Medical Sciences

Copy to:

The principal

All Department HOD's

Library Maintenance Committee Members

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25.12.2020

Ref: MRIMS/Circular/LCM/2021/01

This is to inform that a Library Maintenance committee meeting will be held on **26.12.2020**, request the Members of Library Maintenance Committee and all the Department staff in-charges to attend the meeting.

Date : **26.12.2020**
Time : **2:00 PM to 3:00 PM**
Venue : **Council Hall**



U. V. N. Srinivasulu Reddy
PRINCIPAL/DEAN

Principal / Dean MRIMS
Malla Reddy Institute of Medical Sciences

Copy to:

The principal

All Department HOD's

Library Maintenance Committee Members

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[No.U.12012/127/2016-ME.I (FTS.3084749)]

23.6.2020

Ref: MRIMS/Circular/LCM/2020/01

Constitution of Library Maintenance Committee

This is to inform all the staff that the following staff members have been appointed as members of the Library Maintenance committee after due approval and consideration from the respected Principal & HOD's

S.No	Position	Names	Department	Signature
1	Chairperson	Dr.V.V.Sastry	Community Medicine	
2	Member Coordinator	Dr Syed S Rahman	Microbiology	
3	Member	Dr N. Himabindu	Surgery	
4	Member	Dr Rohit Singh	Pharmacology	
5	Member	Dr .Arun	Community Medicine	
6	Member	Dr .Naveen	Anatomy	
7	Member	Mr. Shyam Sunder	Librarian	
8	Member	P.G		
9	Member	U.G		

PRINCIPAL/DEAN

MRIMS

Principal / Dean

Malla Reddy Institute of Medical Sciences

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ACTION TAKEN REPORT

Based on the meeting of the library committee which was held on 23-06-2020 at 2.00 PM in the Council Hall. The following are the Action Taken details based on the issues discussed in the meeting.

S.No	Particulars of decision	Action Taken
1	Books, Journals as well as newspapers were bought with the college fund	Proposal Expenditure on the Following: a) Books- 01 Lakhs b) Journals- 42 Lakh c) e-journals- 1.5 Lakhs


PRINCIPAL/DEAN
MRIMS

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Principal
Library Committee Members
IQAC

Principal / Dean
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LIBRARY MAINTENANCE COMMITTEE MEETINGS 2021-22

Suraram 'X' Road, Jeedimetla, Hyderabad - 500 055.

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27.12.2021

Ref: MRIMS/Circular/LCM/2022/01

This is to inform that a Library Maintenance committee meeting will be held on **28.12.2021**, request the Members of Library Maintenance Committee and all the Department staff in-charges to attend the meeting.

Date : **28.12.2021**
Time : 2:00 PM to 3:00 PM
Venue : Council Hall



V. V. W. ...
PRINCIPAL/DEAN

MRIMS
Principal / Dean
Malla Reddy Institute of Medical Sciences

Copy to:

The principal

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LIBRARY MAINTENANCE COMMITTEE MEETINGS

2020-21

Suraram 'X' Road, Jeedimetla, Hyderabad - 500 055.

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25.06.2021

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Constitution of Library Maintenance Committee

This is to inform all the staff that the following staff members have been appointed as members of the Library Maintenance committee after due approval and consideration from the respected Principal & HOD's

S.No	Position	Names	Department	Signature
1	Chairperson	Dr.V.V.Sastry	Community Medicine	
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3	Member	Dr N. Himabindu	Surgery	
4	Member	Dr Rohit Singh	Pharmacology	
5	Member	Dr Butta Ramesh	Community Medicine	
6	Member	Dr .Ravi babu	Community Medicine	
7	Member	Mr. Shyam Sunder	Librarian	
8	Member	P.G		
9	Member	U.G		



Copy to:

The principal
All Department HOD's
Library Maintenance Committee Members

PRINCIPAL/DEAN

MRIMS
Principal / Dean
Malla Reddy Institute of Medical Sciences

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ACTION TAKEN REPORT

Based on the meeting of the library committee which was held on 25.06.2021 at 2.00 PM in the Council Hall. The following are the Action Taken details based on the issues discussed in the meeting.

S.No	Particulars of decision	Action Taken
1	Books, Journals as well as newspapers were bought with the college fund	Proposal Expenditure on the Following: a) Books- 01 Lakhs b) Journals- 43 Lakh c) e-journals- 12 Lakhs


PRINCIPAL/DEAN
MRIMS

Copy:
Principal
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Suraram 'X' Road, Jeedimetla, Hyderabad - 500 055.

Tel: 7842090952, 8688820127

Email : mrims.2012@gmail.com mallareddyhospital@gmail.com Website: www.mrims.edu.in



MALLA REDDY INSTITUTE OF MEDICAL SCIENCES

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Recognized by Medical Council of India /National Medical Commission, Ministry of Health & Family Welfare, Govt. of India
Affiliated to Kaloji Narayanarao University of Health Sciences, Warangal, Telangana.

28.12.2021

MINUTES OF THE LIBRARY MAINTENANCE COMMITTEE MEETING

The meeting of the Library Maintenance Committee was held on 28.12.2021 at 2.00 PM in the council hall, MRIMS. The following members were present

S.No	Position	Names	Department	Signature
1	Chairperson	Dr.V.V.Sastry	Community Medicine	
2	Member Coordinator	Dr Syed S Rahman	Microbiology	
3	Member	Dr N. Himabindu	Surgery	
4	Member	Dr Rohit Singh	Pharmacology	
5	Member	Dr Butta Ramesh	Community Medicine	
6	Member	Dr .Ravi babu	Community Medicine	
7	Member	Mr. Shyam Sunder	Librarian	
8	Member	P.G		
9	Member	U.G		

The below mentioned points were discussed and the details shared with the management.

- Maintenance of Library Bookstand Stock Verification
- Obtaining necessary clearance Subscriptions, Memberships etc, fortherecognized Journals, E-books, E-Journals etc.
- Routine checking of the TextBooks, References, Magazines and Newspapers.

PRINCIPAL/DEAN

MRIMS

Principal / Dean
Malla Reddy Institute of Medical Sciences

Copy to:

The principal
All Department HOD's
Library Maintenance Committee Members

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LIBRARY MAINTENANCE COMMITTEE MEETINGS 2022-23

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25.06.2022

Ref: MRIMS/Circular/LCM/2022/02

This is to inform that a Library Maintenance committee meeting will be held on **27.06.2022**, request the Members of Library Maintenance Committee and all the Department staff in-charges to attend the meeting.

Date : **27.06.2022**
Time : 2:00 PM to 3:00 PM
Venue : Council Hall



U. Venkatesh
PRINCIPAL/DEAN
Principal / Dean
Malla Reddy Institute of Medical Sciences

MRIMS

Copy to:

The principal

All Department HOD's

Library Maintenance Committee Members

Suraram 'X' Road, Jeedimetla, Hyderabad - 500 055.

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27.06.2022

Ref: MRIMS/Circular/LCM/2022/01

Constitution of Library Maintenance Committee

This is to inform all the staff that the following staff members have been appointed as members of the Library Maintenance committee after due approval and consideration from the respected Principal & HOD's

S.No	Position	Names	Department	Signature
1	Chairperson	Dr. V. V. Sastry	Community Medicine	
2	Member Coordinator	Dr Syed S Rahman	Microbiology	
3	Member	Dr N. Himabindu	Surgery	
4	Member	Dr Rohit Singh	Pharmacology	
5	Member	Dr Butta Ramesh	Community Medicine	
6	Member	Dr .Ravi babu	Community Medicine	
7	Member	Mr. Shyam Sunder	Librarian	
8	Member	P.G		
9	Member	U.G		



PRINCIPAL/DEAN
MRIMS

Principal / Dean
Malla Reddy Institute of Medical Sciences

Copy to:

The principal
All Department HOD's

Library Maintenance Committee Members

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ACTION TAKEN REPORT

Based on the meeting of the library committee which was held on 27.06.2022 at 2.00 PM in the Council Hall. The following are the Action Taken details based on the issues discussed in the meeting.

S.No	Particulars of decision	Action Taken
1	Books, Journals as well as newspapers were bought with the college fund	Proposal Expenditure on the Following: a) Books- 31 Lakhs b) Journals- 110 Lakh c) e-journals- 16 Lakhs

V. V. Lakshmi

PRINCIPAL/DEAN
MRIMS

Copy:
Principal
Library Committee Members
IQAC

Principal / Dean
Malla Reddy Institute of Medical Sciences



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20.12.2022

MINUTES OF THE LIBRARY MAINTENANCE COMMITTEE MEETING

The meeting of the Library Maintenance Committee was held on 20.12.2022 at 2.00 PM in the council hall, MRIMS. The following members were present

S.No	Position	Names	Department	Signature
1	Chairperson	Dr.V.V.Sastry	Community Medicine	
2	Member Coordinator	Dr Syed S Rahman	Microbiology	
3	Member	Dr N. Himabindu	Surgery	
4	Member	Dr Rohit Singh	Pharmacology	
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