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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.

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



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LIBRARY MAINTENANCECOMMITTEE MEETINGS

2018-19

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

Tel: 7842090952, 8688820127



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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 ejournals.
- 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:

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

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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.



Principal/Dean

MRIMS Principal / Dean Malla Reddy Institute of Medical Sales

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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



PRINCIPAL/DEAN

MRIMS

Principal / Dean

Malla Reddy Institute of Medical Sciences

Copy to:

The principal

All Department HOD's

Library Maintenance Committee Members

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

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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

Position	Names	Department	Signature
Chairperson	Dr.V.V.Sastry	Community Medicine	U.WAW-COMIN
Member Coordinator	Dr Syed S Rahman	Microbiology	SIL
Member	Dr N. Himabindu	Surgery	Vin
Member	Dr Rohit Singh	Pharmacology	There
Member	Dr .Arun	Community Medicine	An
Member	Dr .Naveen	Anatomy	Jano
Member	Mr. Shyam Sunder	Librarian	(000:
Member	P.G		Al Ib-
Member	U.G		Mari
	Chairperson Member Coordinator Member Member Member Member Member Member Member	Chairperson Dr.V.V.Sastry Member Coordinator Dr Syed S Rahman Member Dr N. Himabindu Member Dr Rohit Singh Member Dr .Arun Member Dr .Naveen Member Mr. Shyam Sunder Member P.G	Chairperson Dr.V.V.Sastry Community Medicine Member Coordinator Dr Syed S Rahman Microbiology Member Dr N. Himabindu Surgery Member Dr Rohit Singh Pharmacology Member Dr .Arun Community Medicine Member Dr .Naveen Anatomy Member Mr. Shyam Sunder Librarian Member P.G

V .V: Aug comis C PRINCIPAL/DEAN

MRIMS

Copy to:
The principal
All Department HOD's

Principal / Dean

Malla Reddy Institute of Medical Sciences

Library Maintenance Committee Members



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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	
	v	Proposal Expenditure on the Following:	
1	Books, Journals as well as newspapers were bought	a) Books- 43 Lakhs	
	with the college fund	b) Journals- 9.0 Lakh	
		c) e-journals- 17 Lakhs	

V.V.V. V win L. PRINCIPAL/DEAN **MRIMS**

Copy: Principal Library Committee Members **IQAC**







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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



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PRINCIPAL/DEAN

MRIMS

Copy to:

The principal

Principal / Dean

Malla Reddy Institute of Medical Science

All Department HOD's

Library Maintenance Committee Members

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[No.U.12012/127/2016-ME.I (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	V.Vviv comit
2	Member Coordinator	Dr Syed S Rahman	Microbiology	34
3	Member	Dr N. Himabindu	Surgery	Wille
4	Member	Dr Rohit Singh	Pharmacology	Things
5	Member	Dr .Arun	Community Medicine	A A
6	Member	Dr .Naveen	Anatomy	Jama
7	Member	Mr. Shyam Sunder	Librarian	(00C-
8	Member	P.G		Bol alton
9	Member	U.G		1 le

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.

PRINCIPAL/DEAN

MRIMS

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Principal / Dean

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* copy to:

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All Department HOD's

Library Maintenance Committee Members



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LIBRARY MAINTENANCECOMMITTEE MEETINGS

2019-20

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

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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



PRINCIPAL/DEAN

Principal / Dean

Malla Reddy Institute of Medical Sciences

MRIMS

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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



PRINCIPAL/DEAN

Principal / Dean MRIMS

Malla Reddy Institute of Medical Sciences

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All Department HOD's

Library Maintenance Committee Members

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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

Position	Names	Department	Signature
Chairperson	Dr.V.V.Sastry	Community Medicine	4. Usho cominte
Member Coordinator	Dr Syed S Rahman	Microbiology	el_
Member	Dr N. Himabindu	Surgery	41:0
Member	Dr Rohit Singh	Pharmacology	Dlough
Member	Dr .Arun	Community Medicine	druge.
Member	Dr .Naveen	Anatomy	Jama
Member	Mr. Shyam Sunder	Librarian	NA CONTRACTOR OF THE PARTY OF T
Member	P.G		a H
Member	U.G		Dhallin
	Chairperson Member Coordinator Member Member Member Member Member Member Member	Chairperson Dr.V.V.Sastry Member Coordinator Dr Syed S Rahman Member Dr N. Himabindu Member Dr Rohit Singh Member Dr .Arun Member Dr .Naveen Member Mr. Shyam Sunder Member P.G	Chairperson Dr.V.V.Sastry Community Medicine Member Coordinator Dr Syed S Rahman Microbiology Member Dr N. Himabindu Surgery Member Dr Rohit Singh Pharmacology Member Dr .Arun Community Medicine Member Dr .Naveen Anatomy Member Mr. Shyam Sunder Librarian Member P.G

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Library Maintenance Committee Members



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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
		Proposal Expenditure on the Following:
1	Books, Journals as well as newspapers were bought	a) Books- 01 Lakhs
	with the college fund	b) Journals- 39.0 Lakh
		c) e-journals- 1.5 Lakhs

V. Vyco-waise LC PRINCIPAL/DEAN

MRIMS

Copy: Principal Library Committee Members **IQAC**

Principal / Dean Malla Reddy Institute of Medical Sciences



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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	U.VNO WELL
3	Member	Dr N. Himabindu	Surgery	41:0
4	Member	Dr Rohit Singh	Pharmacology	Music
5	Member	Dr .Arun	Community Medicine	The state of the s
6	Member	Dr .Naveen	Anatomy	Jama
7	Member	Mr. Shyam Sunder	Librarian	Nami
3	Member	P.G		BI H
9	Member	U.G		Ohallons

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.

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All Department HOD's

Library Maintenance Committee Members

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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



PRINCIPAL/DEAN

Principal / Dean MRIMS

Malla Reddy Institute of Medical Sciences

Copy to:

The principal

All Department HOD's

Library Maintenance Committee Members

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

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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



PRINCIPAL/DEAN

MRIMS

Principal / Dean

Malla Reddy Institute of Medical Sciences

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The principal

All Department HOD's

Library Maintenance Committee Members

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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	V. Vrew course.
3	Member	Dr N. Himabindu	Surgery	11"
4	Member	Dr Rohit Singh	Pharmacology	Mund
5	Member	Dr .Arun	Community Medicine	Mule
6	Member	Dr .Naveen	Anatomy	an
7	Member	Mr. Shyam Sunder	Librarian	Wand
3	Member	P.G		Love
)	Member	U.G		Dhatter_
				AR

U.V./www.comiol 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 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
		Proposal Expenditure on the Following:
1	Books, Journals as well as newspapers were bought	a) Books- 01 Lakhs
	with the college fund	b) Journals- 42 Lakh
		c) e-journals- 1.5 Lakhs

PRINCIPAL/DEAN
MRIMS

Copy:
Principal

Library Committee Members IQAC



Malla Reddy Institute of Medical Sciences

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LIBRARY MAINTENANCECOMMITTEE 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



PRINCIPAL/DEAN

MRIMS
Principal / Dean
Malla Reddy Institute of Medical Science

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All Department HOD's

Library Maintenance Committee Members

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LIBRARY MAINTENANCECOMMITTEE MEETINGS

2020-21

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

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25.06.2021

Ref: MRIMS/Circular/LCM/2021/01

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	V.V.W win
2	Member Coordinator	Dr Syed S Rahman	Microbiology	Sf
3	Member	Dr N. Himabindu	Surgery	Jen
4	Member	Dr Rohit Singh	Pharmacology	Shugh
5	Member	Dr Butta Ramesh	Community Medicine	15 acount
6	Member	Dr .Ravi babu	Community Medicine	Dhash
7	Member	Mr. Shyam Sunder	Librarian	11.08
8	Member	P.G		\$ halt-
9	Member	U.G		W.

MRIMS
Principal / Dean
Malta Reddy Institute of Medical Science

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 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
		Proposal Expenditure on the Following:
1	Books, Journals as well as newspapers were bought	a) Books- 01 Lakhs
	with the college fund	b) Journals- 43 Lakh
		c) e-journals- 12 Lakhs

PRINCIPAL/DEAN
MRIMS

Copy:
Principal
Library Committee Members
IQAC



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Tel: 7842090952, 8688820127



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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	St. Villa comio Le
3	Member	Dr N. Himabindu	Surgery	di'
4	Member	Dr Rohit Singh	Pharmacology	Thurst
5	Member	Dr Butta Ramesh	Community Medicine	IT Nocceed
6	Member	Dr .Ravi babu	Community Medicine	Dhasal
7	Member	Mr. Shyam Sunder	Librarian	I cold
В	Member	P.G		Cell' Bhatter
9	Member	U.G		Dhallo

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, fortherecognizedJournals, E-books, E-Journals etc.

Routine checking of the TextBooks, References, Magazines and Newspapers.

V. Une come La PRINCIPAL/DEAN

MRIMS

Principal / Dean Malla Reddy Institute of Medical Sciences

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LIBRARYMAINTENANCECOMMITTE E MEETINGS 2022-23

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

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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



PRINCIPAL/DEAN
Principal / Dean

Malla Reddy Institute of Medical Sciences

MRIMS

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All Department HOD's

Library Maintenance Committee Members

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19.12.2022

Ref: MRIMS/Circular/LCM/2023/02

This is to inform that a Library Maintenance committee meeting will be held on **20.12.2022**, request the Members of Library Maintenance Committee and all the Department staff in-charges to attend the meeting.

Date

20.12.2022

Time

2:00 PM to 3:00 PM

Venue

Council Hall



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PRINCIPAL/DEAN

Principal / Dean MRIMS
Malla Reddy Institute of Medical Sciences

Copy to:

The principal

All Department HOD's

Library Maintenance Committee Members

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

Tel: 7842090952, 8688820127



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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	1
2	Member Coordinator	Dr Syed S Rahman	Microbiology	V.V. w wish
3	Member	Dr N. Himabindu	Surgery	Ni.
4	Member	Dr Rohit Singh	Pharmacology	Dhugh
5	Member	Dr Butta Ramesh	Community Medicine	NIL A DOBELL
5	Member	Dr .Ravi babu	Community Medicine	15 day
7	Member	Mr. Shyam Sunder	Librarian	2 Kan Bh
3	Member	P.G		Ell Bhelton
)	Member	U.G		Chalter

PRINCIPAL/DEAN
MRIMS

Principal / Dean

Maila Reddy institute of Medical Sciences

sopy to:

The principal

All Department HOD's

Library Maintenance Committee Members

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

Tel: 7842090952, 8688820127



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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	

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PRINCIPAL/DEAN
MRIMS

Copy: Principal Library Committee Members IQAC

Principal / Dean

Malla Reddy Institute of Medical Sciences



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

Tel: 7842090952, 8688820127



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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	U.V. No comis K
2	Member Coordinator	Dr Syed S Rahman	Microbiology	SK
3	Member	Dr N. Himabindu	Surgery	Stimo
4	Member	Dr Rohit Singh	Pharmacology	Thursh
5	Member	Dr Butta Ramesh	Community Medicine	Rameh
6	Member	Dr .Ravi babu	Community Medicine	D Readsule
7	Member	Mr. Shyam Sunder	Librarian	cell
8	Member	P.G		Malta
9	Member	U.G		LIKE

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

MaintenanceofLibraryBooksand Stock Verification

ObtainingnecessaryclearanceSubscriptions,Membershipsetc,fortherecognizedJour

hals, E-books, E-Journals etc.

Routinecheckingofthe TextBooks, References, Magazines and Newspapers.

PRINCIPAL/DEAN
MRIMS

Copy to:

380U8K

The principal

All Department HOD's

Library Maintenance Committee Members

Principal / Dean

Malla Reddy Institute of Medical Science

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

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