

To

Date: 28<sup>th</sup> April 2022

The Principal  
AITS, Rajampet

Sir,


Sub: Monthly Report - Library Committee - April 2022 - Reg.

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- 1) IEEE- ASPP and e-Shodh Sindh/N-List e-Journals are subscribed for renewal.
- 2) Request submitted to the principal for 97 Print Journals (National and International) for approvals, regarding new and renewal Subscription.
- 3) Request Submitted to the Principal for 13 new Computer Systems, based on that 10 new HP Systems are sanctioned and received from CCF for Library and Digital Library Operations.
- 4) Library details are submitted to upload the AICTE Application for renewal purpose.
- 5) Regular Transactions are being carried on as usually.

Thanking you sir

Yours faithfully

  
Chenna Reddy S.  
Co - Ordinator  
Library Committee.

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To

Date: 3<sup>rd</sup> June 2022

The Principal  
AITS, Rajampet

Sir,

Sub: Monthly Report – Library Committee – May 2022 – Reg.

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- 1) 97 Print Journals have been subscribed for renewals.
- 2) 1<sup>st</sup> year Students data is uploaded into the Software.
- 3) 60 Books have been received from the Shah Book house Pvt.Ltd., Hyderabad; and entered in the stock register, including Call Numbers and Bar Code Labels.
- 4) Membership of National Digital Library under process.
- 5) Regular Transactions are being carried on as usually.

Thanking you sir

Yours faithfully

*Chenna Reddy S.*  
Chenna Reddy S.  
Co – Ordinator  
Library Committee.

**To**

**Date: 28<sup>th</sup> June 2022**

**The Principal  
AITS, Rajampet**

**Sir,**


**Sub: Monthly Report - Library Committee - June 2022 - Reg.**

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- 1) A Circular was released to the students of IV- B.Tech,II-Sem are required handover the library books along with Library Cards regarding No-Dues Certificate.**
- 2) Regular Transactions are being carried on as usually.**

**Thanking you sir**

**Yours faithfully**

  
**Chenna Reddy S.**  
**Co - Ordinator**  
**Library Committee.**

To

Date: 30<sup>th</sup> July 2022

The Principal  
AITS, Rajampet

Sir,

Sub: Monthly Report - Library Committee - July 2022 - Reg.

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- 1) The Library details are submitted to the JNTUA Fact Finding Committee *members*
- 2) A Circular was released to the Students and Staff members to utilize the Digital Library services like e-Journals, e-books, NPTEL video lectures etc...
- 3) Regular Transactions are being carried on as usually.

Thanking you sir

Yours faithfully

*Chenna Reddy S. 30/07/2022*  
Chenna Reddy S.  
Co - Ordinator  
Library Committee.

To

Date: 29<sup>th</sup> August 2022

The Principal  
AITS, Rajampet

Sir,

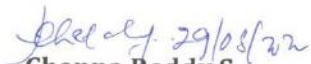
Sub: Monthly Report - Library Committee - August 2022 - Reg.

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- 1) A Circular was released to the Students and Staff members to utilize the Library services like Print Books, Print Journals, Magazines, Hand Books, Gate Books, TTD Publications, Project Reports, News Papers, Encyclopedia of Science and Technology etc...
- 2) A Circular was released to all the library advisory committee members to attend a meeting to discuss about the library needs.
- 3) Minutes of the meeting has been conducted by the library advisory committee in the Central Library regarding distribution of library budget allocation.
- 4) A Circular was released to the SC & ST Scholarship holders to utilize the Book Bank Services regularly.
- 5) A Circular was released to the All Faculty members to furnish the names of latest Text Books, Reference books, Hand Books and List of Scopus indexed journals for placing orders.
- 6) Regular Transactions are being carried on as usually.

Thanking you sir

Yours faithfully

  
Chenna Reddy S.  
Co - Ordinator  
Library Committee.

To

Date: 30<sup>th</sup> September 2022

The Principal  
AITS, Rajampet

Sir,

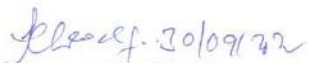
Sub: Monthly Report - Library Committee - September 2022 - Reg.

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- 1) The Library details are submitted to the AFRC for their requested format.
- 2) Regular Transactions are being carried on as usually.

Thanking you sir

Yours faithfully

  
Chenna Reddy S.  
Co - Ordinator  
Library Committee.

To

Date: 9<sup>th</sup> November 2022

The Principal  
AITS, Rajampet

Sir,

Sub: Monthly Report – Library Committee –October 2022 – Reg.

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- 1) Library detailed information is forwarded to the TargetOrate, Hyderabad for Library Website updation purpose.
- 2) Filled Indent forms are received from the Departments of AI&DS and EEE for placing orders.
- 3) Indent put up to the Principal for approval of Library Readers Tickets for placing orders.
- 4) Regular Transactions are being carried on as usually.

Thanking you sir

Yours faithfully

*Chenna Reddy S.* 09/11/22  
Chenna Reddy S.  
Co - Ordinator  
Library Committee.  
LIBRARIAN  
A. I. T. S., RAJAMPET,

To  
The Principal  
AITS, Rajampet

Date: 28<sup>th</sup> November 2022

Sir,

Sub: Monthly Report - Library Committee - November 2022 - Reg.

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- 1) Filled books indent forms have been received from the department of CSE for placing orders.
- 2) Quotations have been received from the various suppliers and Comparative Statement has been prepared for placing orders to the Library Readers Tickets.
- 3) A Request Letter is submitted to the Principal for placing orders of 15 magazines for the benefit of Students and Staff members.
- 4) Regular Transactions are being carried on as usually.

Thanking you sir

Yours faithfully

*Chenna Reddy S. 28/11/2022*  
Chenna Reddy S.  
Co - Ordinator  
Library Committee.  
- LIBRARIAN  
A. I. T. S, RAJAMPET.



To

Date: 6<sup>th</sup> January 2023

The Principal  
AITS, Rajampet

Sir,

Sub: Monthly Report - Library Committee -December 2022 - Reg.

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- 1) DELNET - (Developing Library Network) membership for e - journals and e- books has been Subscribed for renewals for one year period from January 2023 to December 2023.
- 2) Placed orders for books to the Departments of EEE,CSE and AI&DS.
- 3) 15 magazines are placed order for renewals to the benefit of Students and Staff members, for one year period from January 2023 to December 2023.
- 4) Library Reader's Tickets are issued to the Lateral Entry Students for borrow the books from the Library.
- 5) 4300 Library Reader's Tickets are placed order and the same was received from Sri Gowri sankar printers, Rajampet.
- 6) Regular Transactions are being carried on as usually.

Thanking you sir

Yours faithfully

*Chenna Reddy S.*  
Chenna Reddy S.  
Co - Ordinator  
Library Committee.

LIBRARIAN  
A. I. T. S., RAJAMPET.

To

Date: 4<sup>th</sup> February 2023

The Principal  
AITS, Rajampet

Sir,

Sub:- Monthly Report - Library Committee - January 2023 - Reg.

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- 1) 314 Books have been received from the Shah Book House Pvt.Ltd., Hyderabad, and entered in the stock register including call numbers.
- 2) Library Reader's Tickets are issued to the 1<sup>st</sup> B.Tech, MCA & MBA Students for books barrow from the Library.
- 3) Placed order for books to the Department of MCA.
- 4) Placed order for Bar Code Printer to Altech System Solutions, Hyderabad. For preparing Bar Code Lables.
- 5) Regular Transactions are being carried on as usually.

Thanking You Sir

Yours faithfully

*Chenna Reddy S.*

Chenna Reddy S.

Co - Ordinator

Library Committee.

LIBRARIAN

A.I.T.S, RAJAMPET.

To

Date: 1<sup>st</sup> March 2023

The Principal  
AITS, Rajampet

Sir,

Sub:- Monthly Report - Library Committee - February 2023 - Reg.

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- 1) 162 Books have been received from the Shah Book House Pvt. Ltd., Hyderabad, and entered in the stock register including call numbers and Barcode Lables.
- 2) Book Racks - Steel double faced Main Units (2 Nos.) placed order to Vinar Systems Pvt. Ltd., Hyderabad.
- 3) Placed order for books to the Department of Civil Engineering and General Books to Shah Book House Pvt. Ltd., Hyderabad.
- 4) Received Barcode Printer from Altech System Solutions, Hyderabad, installation work is completed and working condition is good.
- 5) Regular Transactions are being carried on as usually.
- 6) UPS repaired by Sri Ram Engineering and Controls, Hyderabad and working condition is good

Thanking You Sir

Yours faithfully

*Chenna Reddy S.*  
Chenna Reddy S.  
Co - Ordinator  
Library Committee.  
LIBRARIAN  
A.I.T.S, RAJAMPET.

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To

Date: 3<sup>rd</sup> April 2023

The Principal  
AITS, Rajampet

Sir,

Sub:- Monthly Report - Library Committee - March 2023 - Reg.

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- 1) 580 Books have been received from the Shah Book House Pvt. Ltd., Hyderabad, and entered in the stock register including call numbers and prepared Barcode labels.
- 2) Note file submitted for approval of IEEE- All Society Periodicals Package (ASPP) for renewal subscription.
- 3) Note file submitted for approval of N-List (e- Shodh Sindh) for renewal subscription.
- 4) Regular Transactions are being carried on as usually.

Thanking You Sir

Yours faithfully

*Chenna Reddy S.*  
Chenna Reddy S.  
Co - Ordinator  
Library Committee.

LIBRARIAN  
A.I.T.S, RAJAMPET.