

SRI VASAVI INSTITUTE OF ENGINEERING & TECHNOLOGY

NANDAMURU, PEDANA MANDAL, KRISHNA DIST

LIBRARY HANDOUT

2024-25



... Empowering Minds

Prepared by

Mr.P.VenkateswaraRao

Librarian

Verified by

Mrs.M.Prasanthi

Coordinator

CENTRAL LIBRARY& INFORMATION CENTER

June - 2025

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LIBRARY ADVISORY COMMITTEE

Library advisory committee The Library has an advisory committee involving representatives from all academic departments. The Committee members meet twice in the year.

S.No	Name of the Member	Designation
1	MrsM.Prasanthi(Asst.Prof. of CSE)	Coordinator
2	MrP.VenkateswaraRao (Librarian)	Member
3	Ms.B.Mounika, Asst.Prof of S & H	Member
4	Mrs.K.LakshmiPriya, Asst.Prof of Mech	Member
5	Mrs,J.S.DeepikaAsst.Prof of ECE	Member
6	Mr.N.Vinay Kumar, Asst.Prof of Civil	Member

S.No	Name of the Student	Rool No.	Designation
1	Borra Mary	24MQ1A0102	Student Member
2	K.LeelaKumari	24MQ1A0106	Student Member
3	ParasaVenkatesh	24MQ1A0301	Student Member
4	B.Tulasi Ram	24MQ1A0405	Student Member
5	ChakkaRaajitha	24MQ1A0411	Student Member
6	Guraja Baby Saroja	24MQ1A0476	Student Member
7	V.Jyothi Kumar	24MQ1A04B1	Student Member
8	Munshi Sara Bai	24MQ1A0540	Student Member
9	P. Lakshmi Sri Durga	24MQ1A0597	Student Member
10	PenneruDhanush	24MQ1A05A0	Student Member
11	P.Bhagyasri	24MQ1A05E7	Student Member
12	V.Y.LakshmiPrasanna	24MQ1A05G7	Student Member
13	ChannamRakeshBabu	24MQ1A05I1	Student Member
14	Pamu Nishi	24MQ1A05K7	Student Member
15	Ede Devi Pujitha	24MQ1A4213	Student Member
16	P.Pavan Kumar	24MQ1A4239	Student Member
17	Kate Sudeepthi	24MQ5A0108	Student Member
18	Mohammad Rasheed	24MQ5A0112	Student Member
19	AmbatiUmesh	23MQ1A0303	Student Member
20	BonuYoginaidu	24MQ5A0307	Student Member
21	Lingampalli Naga Divya	23MQ1A0426	Student Member

S.No	Name of the Student	Rool No.	Designation
22	PuttaCharanSree	23MQ1A0443	Student Member
23	KesanaGiridhar	23MQ1A0483	Student Member
24	MucherlaBhavya	23MQ1A0491	Student Member
25	C.L.S.Prasanna	23MQ1A0511	Student Member
26	K.Prasanna Kumar	23MQ1A0524	Student Member
27	K.Nuthana	23MQ1A0584	Student Member
28	K.Syamkumar	24MQ5A0508	Student Member
29	C.Vamsi Krishna	23MQ1A05E0	Student Member
30	PamrthiSamrajyam	23MQ1A05H6	Student Member
31	SomarouthuTejasri	23MQ1A05O1	Student Member
32	M.Ganesh	23MQ1A05M5	Student Member
33	AlapatiChanukya	23MQ1A4204	Student Member
34	Kona Sathvika	23MQ1A4228	Student Member
35	MaddalaKeerthana	23MQ5A0101	Student Member
36	PurillaSai Kumar	23MQ5A0106	Student Member
37	ChandanaKiranBabu	23MQ5A0302	Student Member
38	Matta Ravi Bhargav	23MQ5A0305	Student Member
39	Somiseti Naga Navya Sri	22MQ1A0441	Student Member
40	DasariNarendraSai Kumar	23MQ5A0403	Student Member
41	K.S.NagaVenkataSukanya	23MQ5A0412	Student Member
42	NagisetiAakashBabu	22MQ1A0476	Student Member
43	K.Durga Lakshmi	22MQ1A0524	Student Member
44	G.SaiChandu	22MQ1A0513	Student Member
45	M.R.N.D. Sri Sai Kumar	22MQ1A0585	Student Member
46	Ch. RupasreeTejaswini	22MQ1A0597	Student Member
47	AndeLokesh	22MQ1A05C0	Student Member
48	J.N.LalithaPravallika	22MQ1A05D2	Student Member
49	ChinniBaladitya	22MQ1A4208	Student Member
50	R.L.V.N.Sailavanya	22MQ1A4244	Student Member
51	J.Mahesh	21MQ1A0102	Student Member
52	P.NagaPrathap	21MQ1A0104	Student Member
53	P.Sai Chandra	21MQ1A0301	Student Member
54	M.Gopi Chand	21MQ1A0303	Student Member
55	K.Hema Sri	21MQ1A4215	Student Member

S.No	Name of the Student	Rool No.	Designation
56	R.Chaitanya	21MQ1A4251	Student Member
57	A.Pavani	21MQ1A0401	Student Member
58	J.Mahendra	21MQ1A0428	Student Member
59	K.Divya Sri	21MQ1A0450	Student Member
60	P.Nitish	21MQ1A0481	Student Member
61	M.Anjali	21MQ1A0514	Student Member
62	D.Jayanandh	21MQ1A0543	Student Member
63	P.Bhavana	21MQ1A0586	Student Member
64	C.Nagendra	21MQ1A0597	Student Member

FUNCTIONS OF LIBRARY

- F01.**By procuring comprehensive range of documents including books, manuscripts, journals, magazines, newspaper etc. on various subjects.
- F02.** Organizing huge collection of documents it keeps them in different sections on the basics of their categorization like text book section, reference section, journal section, project books section.
- F03.** The library interacts with different information networks to give easy access to e-sources/ data to more users so that they could access the desired information even from their workplace.
- F04.** It also provides entertainment and healthy leisure to user by providing different newspapers, magazines, short story books, internet facility etc.
- F05.** It provides reference service through reference section to establish a contact between the right reader and the right document in a personal way to attract more users.
- F06.**Providing of photocopy, printing facilities.
- F07.** Providing design codes and manuals for exams like steel tables, design data hand book etc.
- F08.**To maintain and operate an infrastructure that allows, among other things, suitable study, documentation, storage, preservation, presentation and research conditions.

LIBRARY STAFF

S.No .	Name	Designation	Qualification	Experience (in Years)	Workshop Attended
1	P.VenkateswaraRao	Librarian	M.A,M.L.I.Sc, PGD,LAN,(M.Phil)	24 +	
2	S.V.V.NagaMalleswari	Asst. Librarian	M.L.I.Sc	12	
4	A.Vakalayya	Attainder	ITI	13	

AMOUNT SPENT ON BOOKS & JOURNALS

Academic Year	Library Maintenance	Journals	Books	Total
2024-25	30,195.00	2,49,224.00	11,24,488.00	14,03,907.00

LIST OF AVAILABLE LIBRARY BOOKS, PRINT JOURNALS, E-JOURNALS, DIGITAL LIBRARY FACILITIES

1. Total volumes	22,370
2. Issue Section Books	19385
3. Titles	2985
4. Print Journals(National & Internationals)	39
5. Print Magazines	12
6. Back volumes of journals	1167
7. Project Reports	826
8. Carpet area	450sqm
(Reading area-200sqm, Stack area-150sqm, Digital Library-80sqm, Others-20sqm)	
9. E-Information Resources	
• CD's /DVD's	1282
• E-Books	2140
• Databases	NPTEL24,887Video courses
• Online journals	1727
• Open access journals (Through DELNET)	791
• NDL	1,86,102
10. Special collection	
• Competitive Examinations Books	182

LIBRARY FACILITIES

- **Digital Library:** Online access to the e-resource of the Digital Library portals of Noble Infotech. These e-resources are IP enabled, can be accessed inside the digital library.
 - **Internet Facility:** Library is having 20 PC's with internet facility at the speed of 2 Mbps/system.
 - **Local area network:** The Library has LAN facility.



- **OPAC (Online public access catalogue):** All the library transactions are computerized and On-Line Public Access Catalogue has been introduced. Users can search the books details via author wise search, title wise search, subject wise search, and how many copies are available in a particular title.

- **Computerized issue/return of books:** To facilitate faster issue and return of books and for easy tracing of the books issued, the college library books are being issued/returns through the ECAP software with bar coded technology.

Category of membership	No. of Books	Period of Loan
Students	6	15 days
Faculty Teaching	8-10	One Semester

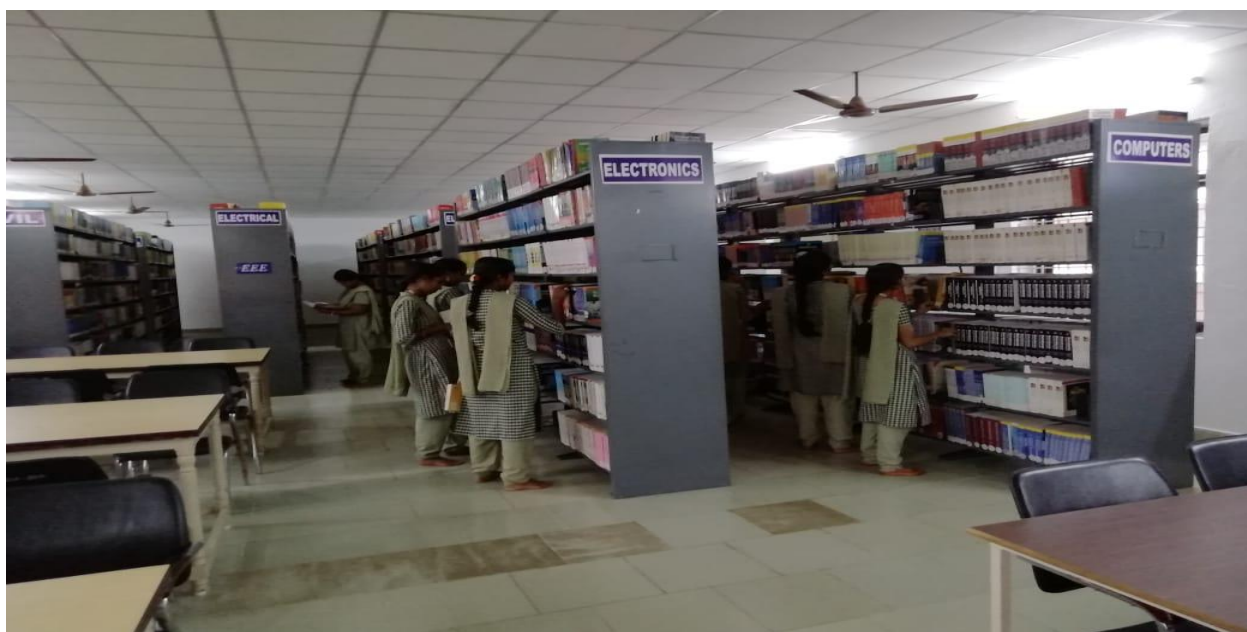
- **Book Bank:** Library is having about 1062 books in SC/ST book bank scheme. SC/ST students are entitles to borrow 6 books from book bank in a semester.



- **Reference Desk:** Readers may approach the Reference Desk for information or any assistance in the use of the Library Collections and Services

- **Periodical Section:** Contains both Technical and Non-Technical Journals of National and International origin are displayed and kept available for the reference of students and faculty members.
- **Reference Section:** The library consists of about 2911 reference books on all Engineering branches, Science, Humanities, English and Encyclopedia, Directories, Biography, Atlases & Dictionaries. The library also has a collection of rare books.
 - **Reference/referral services:** Library provides books to refer inside the library. One copy of all the titles has kept for reference. Apart from that we have good collection of reference books like Encyclopedia, Britannica, dictionaries, Biography, Atlases thesaurus, some standard technical titles.
 - **Question paper service:** Previous years Question papers are available year and branch wise in print/soft copies and will be provided to users to take photocopies.
 - **Project report service:** One copy of Students projects of all previous years is maintained in library and providing for reference.
 - **Curriculum Book Service:** UniversityCurriculum books of all branches are available for reference.





- **Reading Halls:** The Reading Hall consists of comfortable tables & chairs with a seating capacity for 60 users.



- **Photocopy and printing services:**

The Central Library offers photocopying and printing service to all its members.



LIBRARY TIMINGS

Working days : 8:00 AM to 8:00 PM

Circulation Hours : 9:00 AM to 6:00 PM

Xerox Timings : 9:00 AM to 6:00 PM

Internet Timings : 10:00 AM to 6:00 PM

MEMBERSHIP PROCEDURE

Give details in membership form available at Library circulation counter.

- Hand over at circulation counter.
- Keep 2 stamp size photographs ready.
- Borrower's Books (Pass Book) will be issued to issue/return the library books

CIRCULATION RULES

- Books are issued and renewed at the circulation counter. Users are responsible for all the entries made in the borrower register. Borrowers should be present his/her identity card while borrowers/renewals.
- For renewal books must be brought to the circulation counter in the person. To avoid overdue charges (Re.1/- per day) books should be return before the due date mentioned on the date slip
- The reader should check the book thoroughly for missing pages, chapters, pictures etc, while borrowing the books.
- No book in the damage condition will be accepted from the reader mutilated or spoiled books will have to be replaced by the borrower.
- Once books issued can't be returned back on the same day.

LOSS OF DAMAGE OF BOOKS AND BARCODE LABELS

- Damage or loss of books must be reported immediately, for the rules for replacement of loss book kindly contact the circulation section.
- If any book damage or loss the concerned shall be liable to submit the latest edition of book
- Any tampering or removal of the barcode label will result in s fine of Rs.10/-

GENERAL RULES

- Users must keep their belongings in specified space provided at the entrance however a note book/calculator may be allowed inside.
- Identity card should be shown at the checkpoint on demand.
- Sign in the register kept at the checkpoint, while entering the Library.
- Visitors should obtained prior permission from the authorities before utilizing the resources.
- Decency and Decorum Should be maintained in the Library.
- Members are free to browse through the books. Books taken out of the shelves.
- Readers shouldn't mark, underline, write tear pages or damages the books
- Show the documents, which are being taken out of the Library, to the staff at the checkpoint.
- Books lost by the Borrowers have to be reported immediately in writing to the Librarian, failing which fines will keep on accumulating. Replace the book within the time permitted.
- Each borrower is responsible for the book issued on that card, Hence borrowers are requested not to exchange the books with others.
- No due certificate will be issued at the end of course completed
- Change of Department, Status, and Address etc., to be informed immediately.
- Use the dustbins provided in the reading area and help us to maintain library clean & tidy
- Anyone who violates of the rules and regulations of the library would be liable to loss the privilege of the membership.

BRANCH-WISE DISTRIBUTION OF BOOKS AND JOURNALS

S.No	Branch	Titles	Volumes	Interactional Journals	National Journals	Magazines
1	CIVIL	378	3104	03	02	02
2	EEE	331	2291	02	02	01
3	MECH	437	3166	04	03	00
4	ECE	515	3754	06	06	01
5	CSE	607	4435	06	04	02
6	CSE(AIML)	146	806	01	--	--
6	S&H	571	4814	--	--	06
TOTAL		2985	22370	22	17	12

LIST OF PRINTED MAGAZINES, JOURNALS, TECHINICAL JOURNALS

PRINT MAGAZINES		
SL. NO.	TITLE	FREQUENCY
1	India Today	Weekly
2	Employment News	Weekly
3	Electrical India	Monthly
4	Competition Success Review	Monthly
5	Down to Earth	Fort Nightly
6	Construction world	Monthly
7	Electronics For You	Monthly
8	Open Sources For You	Monthly
9	Science Reporter	Monthly
10	Sri Rama Krishna Prabha	Monthly
11	Data Quest	Monthly
12	Infrastructure Today	Bi-Monthly
13	PC Quest	Monthly
PRINTED JOURNALS (NATIONAL)		
1	Journal on Mechanical Engineering	Monthly
2	Journal of structural engineering	Bi-monthly
3	Journal on electrical engineering	Quarterly
4	Journal on Future Engineering & Technology	Quarterly
5	Indian foundry journal	Monthly
6	IEEMA Journal	Monthly
7	Journal on Embedded Systems	Quarterly
8	Journal on Cloud Computing	Quarterly
9	IETE Journal of Education	Quarterly
10	IETE Journal of Research	Quarterly
11	Journal on Pattern Recognition	Quarterly
12	Journal on Cloud Computing	Quarterly
13	Current science	Fort-nightly
14	Journal of Power Electronics & Power Systems	Quarterly
15	Journal of Image Processing & Pattern Recognition Progress	Quarterly
16	Indian Journal of Surveying & Structural Engineering	Bi-annual
17	Indian Journal of Mechanical Engineering and Research	Bi-annual

INTERNATIONAL PRINTED JOURNALS		
1	International journal of civil engineering and construction technology	Half-yearly
2	International journal of advances in civil engineering	Half-yearly
3	International journal of engineering under uncertainty : hazards, assessment and mitigation	Half-yearly
4	International journal of electrical and computer engineering	Half-yearly
5	International journal of innovations in electrical power systems	Half-yearly
6	International journal of advanced in thermal science and engineering	Half-yearly
7	International journal of materials, manufacturing and optimization	Half-yearly
8	International journal of nano,sciencenano engineering and nano technology	Half-yearly
9	International journal of production and quality engineering (ijpqe)	Half-yearly
10	International journal of electronics engineering	Half-yearly
11	International journal of network and mobile technologies (ijnmt)	Half-yearly
12	International journal of vlsi design	Half-yearly
13	International journal of microwave science and technology	Half-yearly
14	International journal of electronics and computers	Half-yearly
15	International journal of power electronics and technology	Half-yearly
16	International journal of embedded systems and computer engineering (ijesce)	Half-yearly
17	International journal of computer engineering and software technology	Half-yearly
18	International journal of multimedia, computer vision and machine learning (ijmcvml)	Half-yearly
19	International journal of computer engineering	Half-yearly
20	International journal of computer science and information technology	Half-yearly
21	International journal of data warehousing (ijdw)	Half-yearly
22	Fuzzy sets, rough sets and multivalued operations and applications	Half-yearly

NEWS PAPERS:

1. The Hindu [English]
2. Deccan Chronicle [English]
3. Employment News [English]
4. Eenadu (Telugu)
5. Andhra Jyothi (Telugu)
6. Sakshi (Telugu)
7. Andhra Prabha (Telugu)

**LIST OF OPEN ACCESS E-JOURNALS, E-BOOKS, DICTIONARIES,
ENCYCLOPAEDIAS, SCIENCE CITATION INDEX, OPEN COURSEWEARS,
PATENTS, DIGITAL
LIBRARY&NEWSPAPERS**

S.N.	NAME OF THE JOURNALS	WEBLINKS
JOURNALS		
1	Directory Of Open Access Journals -Provides Access To Over 1500 + Learned Journals Covering All Major Disciplines.	http://www.doaj.org/
2	Indian Academy Of Sciences (IAS) – 11 Free Indian Online Journals	http://www.ias.ac.in
3	Niscair Full Text Journals	http://nopr.niscair.res.in/
4	Bentham 175 Open Access Journals	http://www.bentham.org/open/a-z.htm
5	Institute Of Physics Electronic Journals(LOP) 60 E-Journals	http://iopscience.iop.org/journals
6	Down To Earth	http://www.downtoearth.org.in
7	Indian National Science Academy Journals (INSA)	http://www.insa.nic.in/
DICTIONARIES/ENCYCLOPEDIA		
1	One Look	http://www.onelook.com/
2	Dictionary	
3	Encyclopedia	http://www.encyclopedia.com
4	Encyclopedia Britannica	http://www.britannica.com
5	Merriam Webster Dictionary	http://www.merriam-webster.com
6	Engineering Dictionary	http://www.engineering-dictionary.org/
HIGHER EDUCATION IN INDIA		
1	Higher Education In India News	http://www.academics-india.com/
2	University Grants Commission (Ugc)	http://www.ugc.ac.in/
3	Ministry Of Human Resource Development	http://mhrd.gov.in/
4	AICTE	http://www.aicte-india.org/

FREE E-BOOKS

1	Project Gutenberg Offers Over 38,000 Free Ebooks	http://www.gutenberg.org/
2	Free Fiction Books	http://www.freefictionbooks.org/
3	Ebook4free	http://www.ebooks4free.net
4	Free-Ebooks	http://www.free-ebooks.net
5	Virtual Books	http://www.virtualbooks4u.blogspot.in/
6	Free E-Books	http://www.bookfordownload.com/
7	Free Tech Books	http://www.freetechbooks.com/

THE SCIENCE CITATION INDEX (SCI)

1	Science Citation Index	http://thomsonreuters.com/products_services/science/science_products/a-z/science_citation_index/
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GENERAL ENGINEERING

1	Greatest Engineering Achievements	http://www.greatachievements.org/
2	Vidyanidhi Enhances Access To Indian Theses And Enlarges The Reach And Audience For Indian Doctoral Research Works	http://www.vidyanidhi.org.in/

OPEN COURSEWARE

1	Massachusetts Institute Of Technology (Mit)	http://ocw.mit.edu/
2	Open Course Wears Consortium	http://www.ocwconsortium.org/en/courses/ocwsites
3	Berkeley's Open Courseware	http://webcast.berkeley.edu/
4	Open Yale Courses	http://oyc.yale.edu/

PATENTS

1	National Intellectual Property Organization	http://www.nipo.in/
2	India Patent Website	http://www.ipindia.nic.in/

NEWSPAPER DIRECTORY FOR THE WORLD

1	India News Papers Directory	http://www.e-paperview.com/bharat.html
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INFRASTRUCTURE FACILITIES

Furniture

Iren Almarah	01
Chairs	47 +39+22= 108
Staff chairs	02
Reading Tables	12
Round Tables	02
Other Tables	04
Office Table	01
Issue counter	01
Books Racks	12
Magazine Racks	03
GlassAlmarah	03
Notice boards	02
Statistical Board	01
Fire extinguisher	04
Sand Buckets	04 with Stand
Ventilation	Excellent
Fans	23+07=30
Dustbin	01

LIBRARY COMPUTERIZATION

The Library uses ECAP software package which is an integrated multi-user library management system that supports all in-house operations of the Library. The ECAP Software consists of modules on acquisition, cataloguing, circulation, serials, queries, Reports and OPAC. Retrospective conversion of bibliographic records has been completed and more than 21938 bibliographic records of books available in the Library can now be accessed through the OPAC. The database of books available in the Library is being updated on day to day

basis with details of recently acquired books. The editing and updating activities are in progress.

BAR -CODE BASED CIRCULATION SYSTEM

The ECAP Campus Soft package has been successfully implemented for the circulation activities, by using the barcode. All the books of library are bar-coded.

COLLECTION DEVELOPMENT/STOCK VERIFICATION POLICY

Collection development:SVIET central library follows the following methods to develop library collection.

- a. Publishers Catalogues
- b. Faculty Recommendation.
- c. Book reviews (Having book review columns in Journals and magazines, newspapers).
- d. Online Vendors
- e. Syllabus of courses in the parent organization.
- f. Library Users' recommendations.

Our library follows **standing vendor method** to purchase books: **Bookionics-Vijayawada** is appointed as the authorized supplier to library with **25%** flat discount.

Stock Verification:A detailed stock verification is carried out once in a year to ascertain the list of books lost and /or damaged. The books that are damaged are reclaimed by binding.

Our library follows **Loose Sheets Listing Accession Numbers** method for stock verification

The General Finance Rules 2005, The Ministry of Finance, Government of India, No.194 (ii) (P.74) envisages that “**Loss of five volumes per one thousand volumes of books issued/consulted in a year** may be taken as reasonable provided such losses are not negligence. However loss of a book of a value exceeding Rs.1000/- (Rupees one thousand only) and rare books irrespective of value shall invariably be investigated and appropriate action taken”.

TIME-TABLE



SRI VASAVI
INSTITUTE OF ENGINEERING & TECHNOLOGY
Accredited by NAAC & NBA (CSE, ECE & ME)
Approved by AICTE, New Delhi & Affiliated to JNTUK, Kakinada
AUTONOMOUS



LIBRARY TIME-TABLE

A.Y:2024-25

SEM: I

W.E.F:: 01.07.2024

TIME → DAY ↓	9:00 AM to 09:50 AM	09:50 AM to 10:40 AM	10:50 AM to 11:40 AM	11:40 AM to 12:30 PM		1:20 PM to 2:10 PM	2:10 PM to 3:00 PM	3:00 PM to 3:50 PM	3:50 PM to 4:40 PM
	1	2	3	4		5	6	7	8
MON				II Mech	L U N C H B R E A K	II AIML	II CSE-A	III CSE-A	IV CSE-A
TUE			III ECE B			I CSE-A	II Civil	III CSE-B	IV CSE-B
WED		I ME/I ECE-A	II ECE-A				II CSE-B		III AIML
THU			II ECE-B			I CSE -C	II CSE-C	III ECE A	IV Mech
FRI				I CSE-B		I ECE-B/I CIVIL	III Civil	III CSE-C	IV ECE A
SAT			I AIML	IV AIML		IV Civil	I CSE - D	III CSE-D/III Mech	IV ECEB

Time-Table Coordinator

Principal

TIME-TABLE



SRI VASAVI
INSTITUTE OF ENGINEERING & TECHNOLOGY
Accredited by NAAC & NBA (CSE, ECE & ME)
Approved by AICTE, New Delhi & Affiliated to JNTUK, Kakinada
AUTONOMOUS



LIBRARY TIME-TABLE

A.Y:2024-25

SEM: II

W.E.F:: 01.12.2024

TIME → DAY ↓	9:00 AM to 09:50 AM	09:50 AM to 10:40 AM	10:50 AM to 11:40 AM	11:40 AM to 12:30 PM		1:20 PM to 2:10 PM	2:10 PM to 3:00 PM	3:00 PM to 3:50 PM	3:50 PM to 4:40 PM
	1	2	3	4		5	6	7	8
MON		I CSE C			L U N C H B R E A K	II Civil		II CSE-B	III CSE-C/II Mech
TUE				I CSE B		I ECE B/CE/ME	I ECE A	II AIML	III CSE-A
WED						III Civil		II CSE-D	III ECE B
THU							II ECE A	II CSE-A	III CSE-B/III Mech
FRI							II ECE B	III AIML	III ECE A
SAT		I CSE D	I AIML				I CSE A	II CSE-C	

Time-Table Coordinator

Principal