

To  
The Principal  
AITS, Rajampet

Date: 24<sup>th</sup> July 2021


Sir,

Sub: Monthly Report - Library Committee - May to July 2021 - Reg.

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- 1) Regular transactions are being carried on as usually.
- 2) Devotional books have been received from T.T.D and entered in the stock register.
- 3) Civil Engineering Book Indent forms was submitted for approval.

Yours faithfully

  
Chenna Reddy S.  
Co - Ordinator  
Library Committee &  
SC & ST Book Bank Cell

To

Date: 28<sup>th</sup> September 2021

The Principal  
AITS, Rajampet

Sir,

Sub: Monthly Report – Library Committee – August and September 2021 – Reg.

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- 1) Regular transactions are being carried on as usually.
- 2) Submitted NBA Data and relevant documents to the IQAC .
- 3) A Circular was released to all the staff members to submit the Book inden forms for placing orders to the Book Suppliers.

Thanking you sir

Yours faithfully

*Chenna Reddy S.* 28/9/2021

Chenna Reddy S.

Co - Ordinator

Library Committee.

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

To

Date: 26<sup>th</sup> November 2021

The Principal  
AITS, Rajampet

Sir,

Sub: Monthly Report - Library Committee - October and November 2021 - Reg.

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- 1) Regular transactions are being carried on as usually.
- 2) Post Autonomous data is submitted to the IQAC (4 years data).
- 3) Filled Book indent forms received from the departments.

Thanking you sir

Yours faithfully

*Chenna Reddy S.*  
Chenna Reddy S.

Co - Ordinator

Library Committee.

LIBRARIAN  
A. I. T. S. RAJAMPET.

To

Date: 28<sup>th</sup> December 2021

The Principal  
AITS, Rajampet

Sir,

Sub: Monthly Report - Library Committee - December 2021 - Reg.

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- 1) Regular transactions are being carried on as usually.
- 2) Book indent forms approved from The Principal and the Management and Placed orders to the Bookionics, the Book Shop. Hyderabad.
- 3) Submitted Expression of interest for the year 2022 to JNTUA consortia of e- resources.
- 4) Complete Library data is submitted to the IQAC for applying University.
- 5) Indent form submitted to the Principal for approval of Library Readers Ticket.

Thanking you sir

Yours faithfully

*Chenna Reddy S.*  
Chenna Reddy S.

Co - Ordinator

Library Committee.

LIBRARIAN

A. I. T. S., RAJAMPET.

To

Date: 14<sup>th</sup> February 2022

The Principal  
AITS, Rajampet

Sir,

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

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- 1) Regular transactions are being carried on as usually.
- 2) Books are received from the Shah Book House PVT. Ltd. Hyderabad.
- 3) Quotations are received from the suppliers of Library Readers Ticket and Comparative Statement was prepared for placing orders.

Thanking you sir

Yours faithfully

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

To

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

The Principal  
AITS, Rajampet

Sir,

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

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- 1) Regular transactions are being carried on as usually.
- 2) 226 Books have been received from Shah Book House, Hyderabad and entered in the stock register with call numbers and along with Bar Code.
- 3) 4000 Library Readers Tickets are placed order and received the same from Sri Gowri Sankar Printers, Rajampet.
- 4) 15 Magazines are placed for the renewals to the benefit of students and staff members.
- 5) Placed order books to the Department of MCA.
- 6) Library Readers Tickets are issued to the Lateral Entry and I B.Tech students for books borrow from the Library.
- 7) E-journals - DELNET: Developing Library Network have been subscribed for renewals for the period from February 2022 to January 2023.
- 8) Library details are submitted to the IQAC for applying ISO Certification purpose their requested format.

Thanking you sir

Yours faithfully

*Chenna Reddy S.* 28/02/2022

Chenna Reddy S.  
Co - Ordinator  
Library Committee.

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

To

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

The Principal  
AITS, Rajampet

Sir,

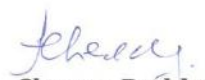
Sub: Monthly Report - Library Committee - March 2022 - Reg.

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- 1) Library Readers Tickets are issued to the 1<sup>st</sup> M.B.A, M.C.A. and M.Tech Students for books barrow from the Library.
- 2) 18 Books have been received from Shah Book House, Hyderabad and entered in the stock register with Call Numbers and Barcode facility.
- 3) Request submitted to the principal for library budget (proposed) for smooth functioning of library operations.
- 4) Note file submitted to the Principal for approval of IEEE-ASPP and e-Shodh Sindh /N-List Journals for renewal subscriptions.
- 5) Regular Transactions are being carried on as usually.

Thanking you sir

Yours faithfully

  
Chenna Reddy S.  
Co - Ordinator  
Library Committee.