SRI VASAVI INSTITUTE OF ENGINEERING & TECHNOLOGY

NANDAMURU, PEDANA MANDAL, KRISHNA DIST

LIBRARY HANDOUT

2019-20

... Empowering Minds

Prepared by

P.Venkateswara Rao

Librarian

Verified by

K.P.R.Ratna Raju

Coordinator

CENTRAL LIBRARY & INFORMATION CENTER

INDEX

S.No	Particular	Page No's
1	Library advisory committee	3
2	Functions of library	5
3	Library staff	5
4	Amount spent on books & journals	6
6	List of available books, printed journals, e-journals, digital library facilities	6
7	Library facilities	7
8	Library timings	12
9	Membership procedure	13
10	Circulation rules	13
11	Loose damage of book and barcode labels	13
12	General rules	14
13	Branch wise distribution of books and journals	14
14	List of Printed Magazines, Journals and Technical Journals	15
15	List of open access journals, e-books etc.	18
16	Infrastructure facilities	20
17	Library computerization	20
18	Bar code based circulation system	21
19	Collection development / stock verification policy	21
20	Timetables	22

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	Mr K.P.R.Ratna Raju (Asso.Prof. of ECE)	Coordinator
2	Mr P.Venkateswara Rao (Librarian)	Member
3	Mr Sk.Hidayatullah, Asst.Prof of S & H	Member
4	Mr P.Bharghava Kumar, Asst.Prof of Mech	Member
5	Miss G.D.Vijaya Lakshmi, Asst.Prof of CSE	Member
6	Mr K.Rama Krishna, Asst.Prof of ECE	Member
7	Mr P.Srikanth, Asst.Prof of EEE	Member
8	Mrs A.Parvathi Devi, Asst.Prof of Civil	Member
9	Bonthu. Girish. II. Civil	Student Member
10	Mallarapu. Lokesh II. Civil	Student Member
11	Jogi Manikyam III. Civil	Student Member
12	Pere Mounika III. Civil	Student Member
13	Pamu Sandeep Paul IV. Civil	Student Member
14	Bethala Aswini IV. Civil	Student Member
15	Qhamarjahan II.EEE	Student Member
16	J.P.V.H.S.S.Lingesh II.EEE	Student Member
17	Mylavarapu. Lohitha III.EEE	Student Member
18	Mukku.Venkanna Babu III.EEE	Student Member
19	Jannu. Guna Sekhar IV.EEE	Student Member
20	Gudiseva. Mounika Sai. IV.EEE	Student Member
21	O.V.Ram Prasad, II.Mec	Student Member
22	Y.Jyothik, II.Mec	Student Member
23	J.Sai Kumar, III.Mec	Student Member
24	V.Satish, III.Mec	Student Member
25	A.Bhaskar Kali, IV.Mec	Student Member
26	K.Prem Kumar, IV.Mec	Student Member
27	V.Prasanthi, IV.ECE	Student Member
28	YT.Subramanyeswara Rao, IV.ECE	Student Member
29	Ch.Vijaya Kusuma, IV.ECE	Student Member

S.No	Name of the Member	Designation
30	D.Divya Madhuri, IV.ECE	Student Member
31	K.Kavya, III.ECE	Student Member
32	K.Sri Ram, III.ECE	Student Member
33	K.Arun, III.ECE	Student Member
34	K.Manoj, III.ECE	Student Member
35	S.Sumanth, II.ECE	Student Member
36	A.Sai Tarun, II.ECE	Student Member
37	R.Ramu, II.ECE	Student Member
38	M.V.V.E.Rishitha, II.ECE	Student Member
39	G.Jagadish, IV.CSE	Student Member
40	V.Uma Devi, IV.CSE	Student Member
41	M.Durga Srilatha, IV.CSE	Student Member
42	Sainadh Reddy, IV.CSE	Student Member
43	T.Tejeswani Reddy, III.CSE	Student Member
44	Ch.Vijay Babu, III.CSE	Student Member
45	D.Karthikeyan, III.CSE	Student Member
46	S.Swaroopa, III.CSE	Student Member
47	Uzma, II.CSE	Student Member
48	G.Chandra Gupta, II.CSE	Student Member
49	J.Prathyusha, II.CSE	Student Member
50	K.Harsha Vamsi, II.CSE	Student Member
51	T.V.N.V.S.Naidu, I.Civil	Student Member
52	G.V.Jagannadh, I.EEE	Student Member
53	T.Sai Ramya, I.ECE-A	Student Member
54	V.N.V.S.Pavan Kumar, I.ECE-A	Student Member
55	M.J.N.V.Deepika, I.ECE-B	Student Member
56	T.Siva Ramakrishna, I.ECE-B	Student Member
57	K.Sravya, I.CSE-A	Student Member
58	P.H.V.Kanaka Sai, I.CSE-A	Student Member
59	A.Mounika, I.CSE-B	Student Member
60	M.Tarun Narasimha, I.CSE-B	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.Venkateswara Rao	Librarian	M.A, M.L.I.Sc, PGD,LAN,(M.Phil)	20 +	4
2	S.V.V.Naga Malleswari	Asst. Librarian	M.L.I.Sc	8 +	--
4	B.Lakshmi Tirupathamma	Library Asst.	B.L.I.Sc	1 Yr	
4	A.Vakalayya	Attainder	ITI	10 +	

AMOUNT SPENT ON BOOKS & JOURNALS

Academic Year	Library Maintenance	Journals	Books	Total
2019-20	28,510.00	2,60,180.00	4,36,983.00	**7,25,733.00**

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

1. Total volumes 22,143
2. Issue Section Books 19009
3. Titles 2965
4. Print Journals(National & Internationals) 38
5. Print Magazines 12

6. Back volumes of journals 1167
7. Project Reports 579

8. Carpet area 450 sqm

(Reading area-200sqm, Stack area-150sqm, Digital Library-80sqm, Others-20sqm)

9. E-Information Resources
   - CD's /DVD's 1317
   - E-Books 1589
   - Databases NPTEL24,887Video courses
   - Online journals 1254
   - Open access journals (Through DELNET) 526
   - NDL 1,86,102
   - E-Shodh Sindhu 38,891

10. Special collection
    - Competitive Examinations Books 50

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.

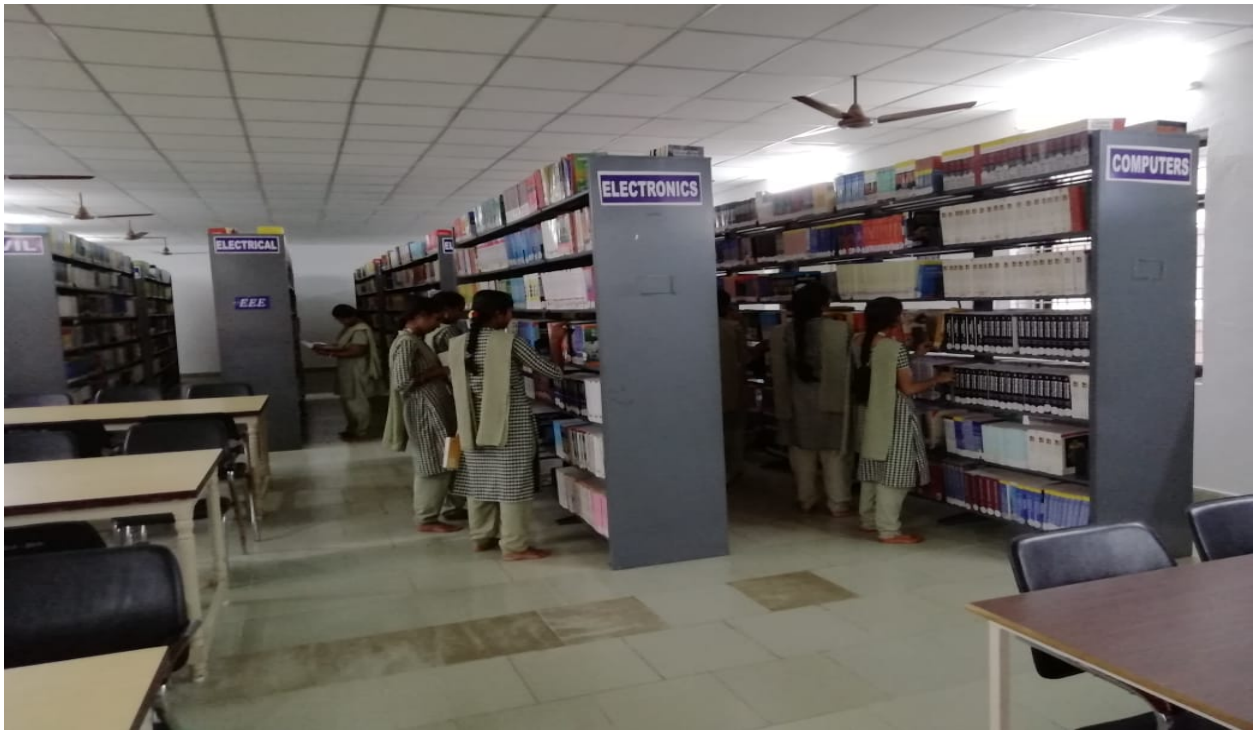
Category of membership	**No. of Books**	**Period of Loan**
Students	6	15 days
Faculty Teaching	8-10	One Semester

- **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

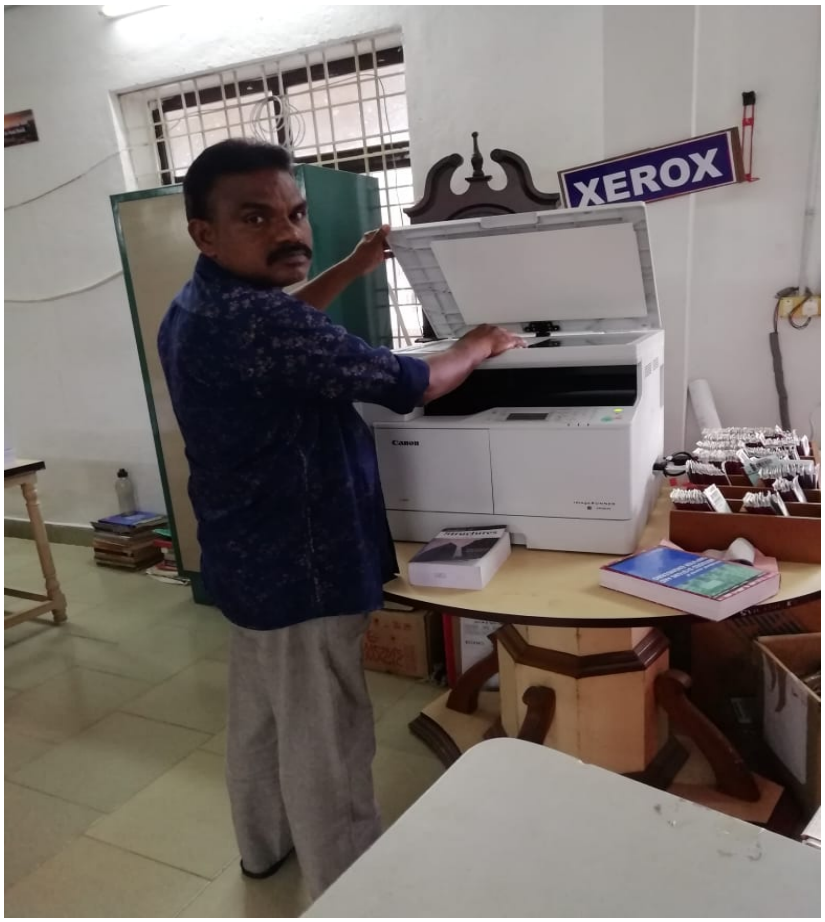
- **Periodical Section:** Contains both Technical and Non-Technical Journals of National and International origin are displayed and kept available for the reference of students and faculty members.

- **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:** University Curriculum books of all branches are available for reference.


ELECTRONICS
COMPUTERS
ELECTRICAL
EEE

- **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 the 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	3189	3	2	2
2	EEE	331	2299	6	1	1
3	MECH	436	3074	6	3	0
4	ECE	515	3752	3	2	1
5	CSE	738	5092	3	2	2
6	BS&H	567	4737	1	6	6
TOTAL		**2965**	**22143**	**22**	**16**	**12**

LIST OF PRINTED MAGAZINES, JOURNALS, TECHINCAL JOURNALS

PRINT MAGAZINES		
SL. NO.	**TITLE**	**FREQUENCY**
1	India Today	Weekly
2	Employment News	Weekly
3	Corporate Citizen	Forth Nightly
4	CSIR-News	Forth Nightly
5	Down to Earth	Forth 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	Telugu Vidhardht	Monthly
12	Infrastructure Today	Bi-Monthly
PRINTED JOURNALS (NATIONAL)		
1	Indian concrete journal	Monthly
2	Journal of structural engineering	Bi-monthly
3	Journal of electrical engineering	Quarterly
4	Indian journal of engineering and material science	Bi-monthly
5	Indian foundry journal	Monthly
6	IEEMA Journal	Monthly
7	Journal on electronics engineering	Quarterly
8	Journal on software engineering	Quarterly
9	SADHANA (engineering science)	Monthly
10	PRAMANA (journal of physics)	Monthly
11	Resonance (journal of science education)	Monthly
12	Proceedings – mathematical science	Quarterly
13	Current science	Fort-nightly
14	The IUP Journal of Telecommunications	Quarterly
15	Power engineering journal	Bi-annual
16	Bulletion of Materials Science	Bi-monthly

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,science nano 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 multi valued operations and applications	Half-yearly

NEWS PAPERS:

1. The Hindu [English]
2. Deccan Chronicle [English]
3. The Times of India (English)
4. Indian Express (English)
5. Eenadu (Telugu)
6. Sakshi (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/
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

INFRASTRUCTURE FACILITIES

Furniture

Chairs	120 (2 chairs damaged)
Computer chairs	24
Other chairs	03
Reading Tables	12+2=14
Issue counter	01
Books Racks	12
Magazine Racks	03
Glass Almarah	03
Notice boards	02
Statistical Board	01
Fire extinguisher	06
Sand Buckets	04 with Stand
Ventilation	Excellent
Fans	23
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".

SRI VASAVI INSTITUTE OF ENGG&TECHNOLOGY

Central Library& Information Center

Time Table

AY/ Semester: 2019-20 / I

W.E.F- 10/06/2019

DAY/ PERIOD	I 9:15-10.05	II 10.05-10:55	III 11:10-12:00	IV 12:00-12:50	12:50-1:25	V 1:25-2:10	VI 2:10-2:55	VII 3:05-3:50	VIII 3:50-4:35
MON				I ECE-B	LUNCH BREAK		II ECE-A	II/III/IV EEE	I CSE-B
TUE				III ME				III ECE-A	
WED				IV ECE-B			IV CSE-A	III CSE-A	II/III/IV CIVIL
THU			IV ECE-A	II CSE-A			I CIVIL/ EEE	II ME	I ECE-A
FRI							III-ECE-B	I ME/ IV CSE-B	II CSE-B
SAT			IV ME				II ECE-B	III CSE-B	I CSE-A

FACULTY RESPONSIBLE:

DEPT.	YEAR-	Name of the Faculty	DEP	YEAR-SEC	Name of the Faculty
CIVIL	I		EEE	I	
	II	Mr.KVGM.SREERAM		II/III/IV	K.B.N.V SATISH KUMAR
	III	Mr.KNVK HANUMA			
	IV	Mr. BALAKRISHNA			
ECE	I-A B		CSE	I-(A&B)	
	II- A II- B	Mrs. J. JAYA LAKSHMI Mr.N.CHANDRASEKHAR REDDY		II- A II- B	Mr.JVN RAJU Ms K.SUNITHA
	III-A III-B	Mr.K.SAISUDHEER Ms.G.SITA ANNAPURNA		III-A III- B	Mr.K.VENKATESH Dr. B.R.S REDDY
	IV-A IV-B	Mr.D.V SRIDHAR Mr.K.SURENDRA		IV-A IV-B	Mr. S.RANGA SWAMY Mr.M.NAGAVAMSI
ME	I				
	II	Mr. V VIJAYABHASKAR			
	III	Mr.K.SUKUMAR			
	IV	Mr. V VIJAYABHASKAR			

Librarian

Time Table Coordinator

Principal

SRI VASAVI INSTITUTE OF ENGG&TECHNOLOGY

Central Library& Information Center

Time Table

AY/ Semester: 2019-20 / II **W.E.F- 18/11/2019** **CENTRAL LIBRARY**

DAY/ PERIOD	I 9:15-10.05	II 10.05-10:55	III 11:10-12:00	IV 12:00-12:50	12:50-1:25	V 1:25-2:10	VI 2:10-2:55	VII 3:05-3:50	VIII 3:50-4:35
MON				I CE/ME/ECE-B	LUNCH BREAK		IV ECE-A	IICSE-A	ICSE-B
TUE							ALL EEE	ALL CE	IV ECE-B
WED				II CSE-B			II ME	IV CSE-A	II ECE-B
THU				III CSE-B			III ME	IV CSE-B	IEEE/ECE-A
FRI							III ECE-B	IICSE-A	IV ME
SAT							II ECE-A	III ECE-A	I CSE-A

FACULTY RESPONSIBLE:

DEPT.	YEAR-	Name of the Faculty
CE	I	
	II	KNVK HANUMA
	III	A PARVATHI DEVI
	IV	Ms RESHMA SULTHANA
ECE	I-A	
	I-B	
	II-A	
	II-B	
	III-A	
	III-B	
	IV- A	
	IV- B	
ME	I	
	II	P BHARGHAVA KUMAR
	III	P.VIJAY KANTH
	IV	V VIJAYABHASKR

DEPT.	YEAR-	Name of the Faculty
EEE	I EEE	
	II EEE	P.SRIKANTH
	III EEE	P.SRIKANTH
	IV EEE	P.SRIKANTH
CSE	I-A	
	I-B	
	II- A	B.INDRA DEVI
	II- B	Ms.K.SUNITHA
	III-A	Y
	III-B	P S N RAJU
	IV-A	U GANESH NAIDU
	IV- B	A.PAVAN KUMAR

Librarian Time Table Coordinator Principal