



Department Of Library and Information Science

Work Done Report For Dept. Of Library & Inf. Science

Academic Year 2021-22

I. Library Staff:

Name of the Librarian: P. Vijay Mahesh Kumar M.L.I.Sc., NET

Name of the Record Asst.: Sateesh

II. Library Collection:

Total Number of Books: 16183

1. General Collection:	7149
2. UGC Collection:	4913
3. SC/ST Book Bank Collection:	1735
4. JKC Books :	81
5. Tourism And Management Collection:	52
6. Vocational (Degree & Jr. College):	925
7. Gift Books:	1328
8. Maps:	10
Daily News Papers :	02

III. Library Regular Activities:-

Books Entered in the Accession Registers: Nil

No. Of Journals entered regularly in Watch register and Monitoring : Nil

No. Of Books Issued to Students : 250

No. Of books Returned from students: 150

No. Of Books issued to Staff: 50

No. Of Books Returned from staff: 25

No. Of Journals Issued to students and Staff: Nil

No. Of Journals Returned: Nil

IV. Library services:

1. Regular Services like charging and Discharging (Books, Journals)
2. Reference services : Quick/Long range Services
3. Current Awareness Services : Daily News Highlights , Latest Current Affairs provide to students for competitive examination Purpose,

5. Old question papers Services: Question papers issued to students for preparation annual examinations from last 10 years question papers available.
6. Reprographic Services : users get Photostat copy from any Important Topic or Information form books and Journal (Each Candidate 4 Pages per day)
7. Photography & Video Services: Library provides Photographic services to all Activities related to our College level.
8. PPTs Presentations Service: Library gives assistance to arrange Projector and PPTs presentations for all departments' activities.
9. Other college related Activities: we are participated each and every activity related to other departments, and also co-ordinator, member of the different college committees.

V. Students Development & Support Activities :

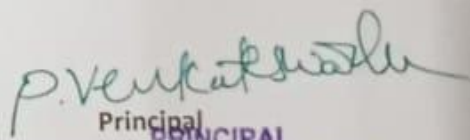
- a. User Education Programme: To Educate the Students on Library OPAC, we gave a lecture using PPTs on Soul Library Software. (List Enclosed)**
- b. Counselling for Competitive Exams: Library give a clear idea about the preparation of Competitive examinations, how to apply, and give reference to important our library Books for preparation. Motivated the students to prepare after Graduation job oriented studies
- c. Taking Classes in college / under UGC Programmes

VI. Department work done Highlights for Academic Year 2021-22:

1. Participated Our College Campaign Programme at various villages and Colleges
2. Removing Damaged books from library 9000 as per CCE GO RCNO: 01/Acad.Cell-Policies/A.C.-6/2022
3. Annual Stock Verification done



Librarian



Principal

PRINCIPAL
S.K.R. Govt. Degree College
GUDUR - 524 102,
Sri Potti Sreeramulu Nellore DL.