



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

Academic Year 2015-16

I. Library Staff:

Name of the Librarian: E. Kiran Kumar M.L.I.Sc., NET

Name of the Record Asst.: Ch. Dhanamma

II. Library Collection:

Total Number of Books: 28485

Collection Details:

1. General Collection:	15442
2. UGC Collection:	8183
3. SC/ST Book Bank Collection:	2075
4. JKC Books :	81
5. Tourism And Management Collection:	52
6. Vocational (Degree & Jr. College):	925
7. SC/ST Book Bank Jr/. College:	369
8. Gift Books:	1328
9. Maps:	30
Number Of Journals/ Magazines Subscribe:	31
Daily News Papers :	02

III. Library Regular Activities:-

Books Entered in the Accession Registers: 600

No. Of Journals entered regularly in Watch register and Monitoring : 31

No. Of Books Issued to Students : 500

No. Of books Returned from students: 350

No. Of Books issued to Staff: 150

No. Of Books Returned from staff:50

No. Of Journals Issued to students and Staff: 50

No. Of Journals Returned:45

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,
4. Paper clipping Services: selected topics like General awareness information on different subjects areas
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 :

1. Quiz Programmes: Library Arrange 2 Quiz programmes, one District level another one is college level in this Academic Year .
a. 04-07-2015, b. 23-09-2015, (Report submitted to Principal.. Enclosed)**
2. User Education Programme: To Educate the Students on Library OPAC, we gave a lecture using PPTs on Soul Library Software. (List Enclosed)**
3. 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
4. Taking Classes in college / under UGC Programmes

VI. Department work done Highlights for Academic Year 2014-15:

1. Participated Our College Campaign Programme at various villages and Colleges
2. Organised Swachha Bharat Programme in our college.
3. Monitoring the College Facebook & send E-mails to Press Etc.,

VII. Dept. Purchasing Details :

1. Library Books purchased Under UGC XIIth Plan PBG Budget, 35000/-
2. Library Books Purchased in State budget under ST Book Bank Schema worth, 4500/-

Librarian
