



Department Of Library and Information Science

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

Academic Year 2017-18

I. Library Staff:

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

Name of the Record Asst.: Ch. Rathnamma

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
10. Number Of Journals/ Magazines Subscribe:	31 (Need Renual)
11. 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(Need Renual)

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. User Education Programme:** To Educate the Students on Library OPAC, we gave a lecture using PPTs on Soul Library Software. (List Enclosed)**
- 2. Counselling for Competitive Exams:** Library gives 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

VI. Department work done Highlights for Academic Year 2017-18:

- 1. Participated Our College Campaign Programme at various villages and Colleges**
- 2. Organised Swachha Bharat, Janambhumi-2018, ODF, LED Bulbs survey, etc., Programme in our college.**
- 3. Monitoring the College Face book & send E-mails to Press Etc.,**

VII. Dept. Purchasing Details :

- 1. Library Books Purchased in State budget under SC/ ST Book Bank Schema worth, 78000/- (630 Books)**

Librarian
