



Department Of Library and Information Science

Work Done Report For Dept. Of Library & Information Science

Academic Year::2019-20

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: 25922

Collection Details:

1. General Collection:	9174
2. UGC Collection:	5880
3. SC/ST/UGC Book Bank Collection:	9626
4. Text Book Library (TBL) Collection	1109
5. JKC Books :	81
6. Tourism and Management Collection:	52
7. Maps:	30
10. Number of Journals/ Magazines Subscribe:	03
11. Daily News Papers :	02

III. Library Regular Activities:-

Books Entered in the Accession Registers: 100

No. Of Books Issued to Students:650

No. Of books Returned from students:250

No. Of Books issued to Staff: 150

No. Of Books Returned from staff: 50

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
3. **Guest Lecturers:** Conducted guest lecturer on “Transformation” , this type of Lectures very help for students to change their attitudes in the positive manner.
4. **Conducted institutional level workshops** on Open educational resources ,National Digital Library, Swayam Registration.

VI. Department work done Highlights for Academic Year 2019-20:

1. **Participated Our College Campaign Programme** at various villages and Colleges
2. **Organised and participated Swachha Bharat** and different extracurricular activities in our college.
3. **Monitoring the College Face book& send E-mails to Press Etc.,**



Librarian