

SKR GOVT DEGREE COLLGE

Gudur,SPSR Nellore



LIBRARY CHARGE HANDOVER RECORD

SKR GOVT DEGREE COLLGE

Gudur,SPSR Nellore



CHARGE HAND OVER AND TAKE OVER AS PER

8.11.2021 RECORD

S.K.R GOVERNMENT DEGREE COLLEGE

Gudur::SPSR Nellore

Dept. Of Library & Information Science

CHARGE LIST

Submitted to the Principal, S.K.R Govt. Degree College, Gudur, SPSR Nellore Dt.

The stock of books as per the following Accession Registers, Other Registers, with Drawl Registers and Files have been physically handed over.

I. Library Collection:

Total Number of Books: 24278

Collection Details:

1. General Collection:	11702
2. UGC Collection:	7380
3. SC/ST/ Book Bank Collection:	3954
4. Text Book Library (TBL) Collection	1109
5. JKC Books :	81
6. Tourism and Management Collection:	52
7. Maps:	30
8. Number of Journals/ Magazines Subscribe:	03
9. Daily News Papers :	02

II. List of stock Registers :

- | | |
|------------------------|-------------------|
| 1. Accession Register | for General Books |
| 2. Accession Register | UGC Books |
| 3. Accession Register | Book Bank SC/ST |
| 4. Accession Register | Text Book Library |
| 5. Accession Register | Gift Books |
| 6. Accession Register | Maps & Charts |
| 7. With drawl Register | |

The Stock as per the following Stock Registers have been physically handed over

1. Library Furniture Register
2. Library automation Stock Register
3. Library Material Stock Register

Contents of Charge List :

1. List of Registers
2. List of Files

List of Registers:

- | | |
|--|------------------------|
| 1. Accession Register | for General Books |
| 2. Accession Register | UGC Books |
| 3. Accession Register | Book Bank SC/ST |
| 4. Accession Register | Book Bank UGC |
| 5. Accession Register | Text Book Library |
| 6. Accession Register | Gift Books |
| 7. Accession Register | Maps & Charts |
| 8. Accession Register | Withdraw Registers |
| 9. Accession Register | General Books (GJC) |
| 10. Accession Register | Book Bank SC/ST (GJC) |
| 11. Accession Register | Book Bank SC/ST (GJC) |
| 12. Accession Register | Vocational Books (GJC) |
| 13. Library Furniture Register | |
| 14. Library Automation Register | |
| 15. Library Material Stock Register | |
| 16. Journals Watch Register | |
| 17. Library Committee Register | |
| 18. Students Staff Defaulters Register | |
| 19. Special Fee Utilization Register | |
| 20. Issue Register to staff | |
| 21. Issue Register to Students current | |
| 22. Issue Registers to students old | |
| 23. Gate Registers | |
| 24. Book Bank Issue Registers for SC/ST students | |

Files

Books Purchasing Files under UGC funds

1. UGC IX plan (II Installment)	2002-03
2. UGC X Plan	2004-05
3. UGC XI Plan	2007-08
4. UGC XI Plan	2008-09
5. UGC XI Plan (remedial Coaching)	2008-09
6. UGC XI Plan	2009-10
7. UGC XI Plan (Additional Assistance)	2011-12
8. UGC XII Plan	2013-21

Books purchasing files Under General Budget

1. Budget file	2000-01
2. Budget file	2004-05
3. Budget file	2005-06
4. Budget file	2007-08
5. Budget file	2009-10

Books purchasing files under SC/ST Scheme

1. SC/ST Book Bank file	2002-03
2. SC/ST Book Bank file	2006-07
3. SC/ST Book Bank file	2013-21

Journal Purchasing File under special fee Funds

1. For the year 2006-07 at the time of NAAC
2. For the year 2007-08 Telugu Academic File
3. For the year 2014-15 at the time of NAAC

- 1) Automation File (Soul Software & Computers)

GENERAL FILES

1. Books write off files
2. Best User Award file
3. Best User Award File
4. Helpline File
5. Post NAAC File

9. Circulars file
10. Right to information Act File
11. Student & Staff dues correspondence file
12. NAAC Files
13. Details of books available in the Library file
14. Stock Verification file
15. Model Question Papers Sets (New & Old)
16. N-List Correspondence
17. Feedback from Students and staff
18. G.K File
19. Charge list of handing over and taking over of smt B.Sarah Carlone P.T.Library in Charge and Sri K. Sai Baba, Librarian
20. Charge list of handing over and taking over of Sri K.Saibaba, Librarian and Sri S.Subba Reddy, Lecturer In Library Science
21. Charge list of handing over and taking over of Sri S.Subbareddy and Sri Dr.K.V.Satyanarayana, Lecturer In Telugu
22. Charge list of handling over and taking over of Sri Dr.K.V.Satyanarayana, Lecturer In Telugu and Sri M.V.Satyanarayana, Lecturer In Hindi
23. Charge list of handing over and taking over of Sri M.V.Satyanarana, Lecturer In Hindi and sri E.Kiran Kumar, Lecturer In Library Science
24. Charge list of handing over and taking over of E.Kiran Kumar, Lecturer In Library Science and P.Vijay Mahesh Kumar , Lecturer In Library Science.

Hand over
8/11/21
(E.KIRAN KUMAR)

Taken over
8/11/2021
(P.VIJAY MAHESH K)
LIBRARIAN

P. Venkatesh
PRINCIPAL
S.K.R. Govt. Degree College
08/11/21

S.K.R. Govt. Degree College, Gudur:: SPSR Nellore

DEPARTMENT OF LIBRARY & INFORMATION SCIENCE
Number Of Subject Wise Books

No	Class. No.	Subject	Text Books	Subject Books	Total	No.of Titles
1	5	Computer Science		250	250	100
2	20	Library Science		15	15	15
3	301	Sociology		100	100	50
4	320	Political Science	1200	1125	2650	200
5	330	Economics	1100	1225	2700	220
6	380	Commerce	1250	700	2425	250
7	510	Mathematics	1200	650	2275	150
8	530	Physics	1100	800	2200	210
9	540	Chemistry	1425	800	2225	220
10	576.8	Microbiology	50	220	270	50
11	581	Botany	1102	700	1800	120
12	590	Zoology	1040	650	1875	160
13	790	Sports & games		20	20	20
14	894.827	Hindi		450	500	200
15	894.827	Telugu	500	1650	2500	220
16	820	English	500	1550	2230	170
17	900	History	1100	750	1925	200
18		Reference Books		2700	3000	750
	Total		11567	14355	25922	3205

S.K.R. Govt. Degree College, Gudur :: SPSR Nellore (Dt.)

DEPARTMENT OF LIBRARY SCIENCE

NUMBER OF SUBJECT WISE BOOKS

S.No	Class No	Subject	Text Books	Subject Books	Total
1	005	Computer Science	-	204	204
2	020	Library Science	-	12	12
3	301	Sociology	-	100	100
4	320	Political Science	1500	1100	2600
5	330	Economics	1400	1200	2600
6	380	Commerce	1600	750	2350
7	510	Mathematics	1450	750	2200
8	530	Physics	1320	780	2100
9	540	Chemistry	1340	760	2100
10	576.8	Microbiology	-	200	200
11	581	Botany	1100	700	1800
12	590	Zoology	1220	600	1820
13	790	Sports & Games	-	8	8
14	891.43	Hindi	-	200	200
15	894.827	Telugu	-	17850	1750
16	820	English	-	1740	1740
17	900	History	1150	750	1900
18	Reference books				1050
	Total				24734

CHARGE LIST

Submitted to the Principal, S.K.R. Govt. Degree College, Gudur, SPSR Nellore

Department of Library

The stock of books as per the following Accession Registers have been physically handed over except in the missing and entered in the relevant With Drawl Registers.

List of Stock Registers :

✓ 1. Accession Register	for General Books	4 volumes ✓
✓ 2. Accession Register	UGC Books	3 vol. ✓
✓ 3. Acc.Reg	Book bank SC/ST	3 vol. ✓
✓ 4. Acc.Reg.	Book Bank (UG)	1 vol. ✓
✓ 5. Acc.Reg.	Text Book Library TBL	1 Vol. ✓
✓ 6. Acc.Reg.	Gift Books	1 Vol. ✓
✓ 7. Acc.Reg.	Maps & Charts	1 Vol. ✓
✓ 8. With drawl Registers		3 Vol. ✓

Junior College Stock Registers

1. Accession Register	for General Books	1 vol. ✓
2. Acc.Reg.	Book Bank SC/ST	1 Vol. ✓
3. Accession Register		1 Vol. ✓
(Vocational Books Handed over to Junior College)		


Handed Over 11/12/13


Taken Over

The Stock as per the following Stock Registers have been physically handed

1. Library Furniture Register 1 Vol. ✓
2. Library Automation Stock Register 1 Vol. ✓

Contents of Charge List:

- 1 List of Registers
- 2 List of files

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Taken Over 11/12/13

List of Registers:

1	Accession Register	for General Books	4 volumes ✓
2	Accession Register	UGC Books	3 vol. ✓
3	Acc.Reg	Book bank SC/ST	3 vol. ✓
4	Acc.Reg. (GJC)	Book Bank	1 vol. ✓
5	Acc.Reg.	Text Book Library	1 Vol. ✓
6	Acc.Reg.	Gift Books	1 Vol. ✓
7	Acc.Reg.	Maps & Charts	1 Vol. ✓
8	Acc.Reg.	With drawal Registers	3 Vol. ✓
9	Acc.Reg.	General Books(GJC)	1 Vol. ✓
10	Acc.Reg.	Book Bank SC/ST(GJC)	1 Vol. ✓
11	Acc.Reg.	Vocational Books(GJC)	1 Vol. ✓
12	Library Furniture Register		1 Vol. ✓
13	Library Automation Register		1 Vol. ✓
14	Library Material Stock Register		1 Vol. ✓
15	Journals Watch Register		1 vol. ✓
16	Library Committee Register		1 vol. ✓
17	Students Staff Defaulters Register		1 vol. ✓
18	Spécial Fee Utilization Register		22/1 vol. ✓
19	College activities Register		1 vol. ✓
20	Issue Register to Staff		2 vol. ✓
21	Issue Register to Students current		3 vol. ✓
22	Issue Register to students old		22 vol. ✓
23	Gate Registers		3 vol. ✓
24	Book bank Issue Register for SC/ST students		1 vol. ✓
25	Suggestions register		1 vol. ✓
26	Quick reference Register		1 vol. ✓
27	Xerox maintance register		2 vol. ✓
28	Model papers issue Register		2 vol. ✓
29	Magazine Issue Register		1 vol. ✓

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Files

Books purchasing Files under UGC funds

✓ 1	UGC	IX plan(II installment)	2002-03
✓ 2	UGC	X plan	2004-05
✓ 3	UGC	XI plan	2007-08
✓ 4	UGC	XI plan	2008-09
✓ 5	UGC	XI plan(Remedial Coaching)	2008-09
✓ 6	UGC	XI plan	2009-10
✓ 7	UGC	XI plan(Additional Assistance)	2011-12

Books Purchasing files Under General Budget

✓ 1	Budget file	2000-01
✓ 2	Budget file	2004-05
✓ 3	Budget file	2005-06
✓ 4	Budget file	2006-07
✓ 5	Budget file	2007-08
✓ 6	Budget file	2009-10

Books purchasing Files under SC/ST Scheme

1.	SC/ST Book Bank file	2002-03
2.	SC/ST Book Bank File	2006-07

Journal Purchasing File under Special fee Funds

- ✓ 1. For the year 2006-07 at the time of NAAC
- ✓ 2. For the year 2007-08 Telugu Academic File

✓ I) Reprographic Machine(Photocopier) 2006-07 at the time of NAAC

✓ II) Automation File(Soul Software & Computers)

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