

University Library
Tamil Nadu Physical Education and Sports University

Annual Report
July 2016 – June 2017



UNIVERSITY LIBRARY
TAMIL NADU PHYSICAL EDUCATION AND SPORTS UNIVERSITY
Melakottaiyur Post, Vandalur,
Chennai – 127.



T N P E S U U L A R 2 0 1 6 1 7 0 1 0

S.No.	Content	Page no
	About Us	1
1	Procurement	2-4
1.1	Procurements of Books	2
1.2	Book Processing	3
1.3	Thesis Addition	3
1.4	Establishment of e-Library	4
2	Maintenance of Books, Journals & Reports	5-7
2.1	Shelf Order Maintenance	5
2.2	Long due book Reminder	6
2.3	News Paper received	7
3	Delivery of Services	8-16
3.1	Membership	8
3.2	Duplicate Membership Card Issued to Students	10
3.3	Books Issued & Returned	11
3.4	Reprographic Services	12
3.5	Books & Thesis Referred	13-14
3.6	Visitor List Member & Non Member	15
3.7	No-Dues Faculties & Student	16
4	Assistance to University Departments	17-18
4.1	Journal Publication	17
4.2	News paper Clippings	17-18
5	ICT Services	19
5.1	Internet Access	19
6	Book Exhibition	20
7	Others	21-25
7.1	Furniture and Equipment	21-22
7.2	Communication Sent	23
7.3	Maintenance of University Library	24
7.4	Revenue Generated	24
7.5	Bill Passed	25
7.6	Files Update	25

About Us

TNPESU University Library established during the year 2007. During the year 2016 the University Library housed in a Hall at Academic Block Ground Floor with total carpet area of 1800 Sq. Ft in the University campus. This area is divided into following sections: Circulation, Technical Processing, Reading Hall, Internet access, Periodical, Stack and Thesis sections. The University Central Library occupies an indispensable Place in the Tamil Nadu Physical Education and Sports University, which enhances Teaching, Research & Development activities. It is a most lively placed department in the campus providing resources in a user friendly environment to enable learning and advancement of knowledge and whereby discovering new insights in all the academic programmers offered in this University.

Mission

The mission of this University Central Library is to facilitate creation of new knowledge through acquisition, organization, and dissemination of knowledge resources and providing for value added services to the University clients.

Vision

“To provide quality published literatures and library services in time”.

To achieve this vision and Mission this University has Organized, Managed and rendered services during the year 2016-2017.

1. Procurement

Procurements of Books, & Budget

Budget

During the year 2016-2017 Rs. 10 Lakhs was allotted for Procurement of Books. Book Procurement process was carried out and 402 books procured during this academic year.

1.1 Books

Table 1
Procurement of Books

S. No	Year	No of Books	Accession Numbers	Book Purchased From Vendors	Amount Spent Rs.
1	2016-17	69	3041-3109, 3405,3406	Shanthi books	205621.00
2		142	3110-3251	Motilal Banarsidass	40451.00
3		34	3252-3285	Tamil Nadu Book House	107087.00
4		93	3286-3377,3443	TBH Lib Books	136760.00
5		27	3378-3404	Sri Ram Agencies	53653.00
6		37	3407-3442,3444	Ane Books Pvt Ltd	94676.00
Total Books		402	Total Books Purchased Amount in Rs.		638248.00

1.2 Book Processing

During the Academic year July 2016 to June 2017, 402 books were purchased and it was technically processed on 06th July 2016 to 08th July 2016. We have entered 402 books in University Library Accession Register, Database and Barcode numbers generated and the same was pasted in the spine of the Books and shelved in the New Arrivals Section.

Table 2
Book Processing

S. No	Date of Accessing the Register	Number of Book Technically processed in the Year 2016-2017	Date of Technical Processing	Number book Technical Process (Data entry, Cataloguing, Barcode Generation)
1	06-07-2016	365	08-08-2016 to 28-09-2016 3041-3405	365
2	02-08-2016	37	3406-3444 29-09-2016 to 30-09-2016	37
Total				402

1.3 Thesis Addition

During 2016 COE section supplied 377 Project & Theses reports to University Library. We have added 377 reports/Theses in University Library Theses database and barcode numbers generated and the same was pasted in the spine, the reports divided into PG report & Ph.D thesis and shelved in the theses section.

Table 3
Thesis Addition

S. No	Department	No. of Theses
1	M.Sc YG	255
2	M.Sc EPN	3
3	M.P.E.D	48
4	M.Phil SPS	2
5	M.Phil EPN	3
6	M.Phil YG	36
7	M.Phil PE	17
8	M.BA	6
9	PH.D	7
	TOTAL	377

1.4 Establishment of e-Library

This University has submitted a proposal for establishment of e-Library during the year 2015-16 to the State Planning Commission under TANII Scheme. The Government of Tamil Nadu has sanctioned the project and released the G.O for a sum amount Rs. 2.51 crore. The G.O (Ms No.35 Youth Welfare and Sports Development [YW2] Dept. Dated 22/09/2016). This University has received the G.O with a cheque for sum amount Rupees 96.5 Lakhs as first installment during the month of November 2016. The cheque has been deposited in to Schemes Account.

The Registrar – TNPESU has intimated the Assistant Librarian about the receipt of G.O and payment. Also the Registrar requested the University Library to utilize the sanctioned amount for the establishment of e-Library.

The Assistant Librarian on 25/01/2017 submitted request letter Lr.No.33 in which a detailed items requirements to the Registrar for the establishment of e-Library.

2 Maintenance of Books, Journals & Reports

2.1 Shelf Order Maintenance

Re-arrangement of shelves in stack section work was did from 10th July 2016 to 14th July 2016.

New books purchased for University Library Shelved in the stack section according to the DDC Scheme of classification during 13th November 2016 to 22nd November 2016.

DDC Scheme of classification was adopted to classify the subject wise Books. Hence the row wise Books arranged in the racks according to DDC Scheme was prepared and displayed in front of each row of racks in the stack section. This will facilitate the users to locate the books quickly. This work was did during 18th December 2016 to 29th December 2016.

In thesis Section, the reports & thesis was arranged according to the Accession Numbers. This work was did during the month of January 2017.

Table 4
Shelf Order Maintenance

S. No	Date of Rectification	Nature of Work
1	10/07/2016 to 14/07/2016	Re-arrangement of shelves in stack section.
2	13/11/2016 to 22/11/2016	New Arrivals Book Shelving
3	18/12/2016 to 29/12/2016	Arrangements of New Arrivals and Stack Section Books according to DDC Scheme of Classification
4	15/01/2017 to 22/01/2017	Thesis was arranged according to the Accession Numbers

2.2 Long Due Book Reminder

58 books borrowed by Staff & Students listed below and University Library remained them to return the books. Based on this intimation few books have been returned by the Students.

Table 5
Long Due Book Reminder

S.NO.	Department	No of Students
1	B.P.ED	03
2	B.SC EX. PHY	03
3	B.SC. SP. CO.	04
4	M.P.ED	04
5	M.SC. EX. PHY.	01
6	M.SC. SP. PSY.	01
7	MBA SP. MGMT	01
8	M.PHIL YG	01
9	FACULTIES	27
10	STAFF	13
	Total	58

2.3 Newspaper Received

During the working days this University Library receives daily newspapers from a vendor. The supplied dailies entered in a separate register on day to day basis. After completion of a particular month the supplier will submit a bill for payment. During this academic year twelve such bills received and passed for payment. A sum amount Rs. 13,082.00 has been spent for the purchase of daily newspapers during this academic year.

Table 6

July 2016-June 2017 Newspaper Bills Passed for Payment

S. No.	Month	Per day No of Newspapers	Amount
1	July	7	1100.00
2	August	7	1041.50
3	September	7	1047.00
4	October	7	1098.50
5	November	7	1045.00
6	December	7	1057.50
7	January	7	1088.00
8	February	7	1007.00
9	March	7	1160.00
10	April	7	1153.00
11	May	7	1157.50
12	June	7	1127.00
	Total		13,082.00

3 Delivery of Services

3.1 Membership

258 students & 6 Guest Lectures have been enrolled as members in University Library during the Academic Year 2016-17. We have prepared barcode membership ID card laminated in University Library and issued to 264 members.

Table 7

Total Number of Students/ Guest Lecturer's Enrolled as Members during the Year 2016-2017

S.No.	Month	No. Of Students	Guest Lecturers	Total
1	July	191		191
2	August	44	2	46
3	September	14	3	17
4	October	2	1	3
5	November	5		5
6	December			
7	January	1		1
8	February			
9	March	1		1
10	April			
11	May			
12	June			
	Total	258	6	264

The Course wise students & Guest Lectures enrolled as members are given below:

Table 8

The Course wise Students & Guest Lectures Enrolled as Members

S. No.	Department Name	Total Number of Students/Guest Lecturer's
1	B.P.ED	94
2	M.P.ED	11
3	M.PHIL PE	14
4	PHD PE	8
5	B.SC. EX. PHY	10
6	M.SC. EX. PHY.	12
7	M.PHIL EX. PHY.	2
8	B.SC. SP. CO.	42
9	M.SC. SP. PSY.	5
10	M.PHIL SP. PSY.	4
11	MBA SP. MGMT	16
12	M.PHIL SP. MGMT	1
13	M.SC YOGA	7
14	M.PHIL YOGA	14
15	M.TECH	8
16	M.SC BIOMECH	10
17	GUEST LECTURER'S	6
	TOTAL	264

3.2 Duplicate Membership Card Issued to Students

Few students have lost their membership ID Cards which was brought to the knowledge of this University Library. One student have requested duplicate ID card and paid the fine a sum amount Rs.30/- in University account through Challan.

For final year students the membership ID cards should be surrender to University Library. Few students have lost their ID cards. As per the University Library rules they have to pay Rs.30 as fine towards the lost of membership ID card. 6 students have lost their card and paid a sum amount Rs.180 (6X30=180) in the University Account through Indian Bank challan. The challan proof copy was submitted to the Finance section.

Table 9

Duplicate Membership Card Issued to Students

S.No.	Month	Duplicate ID cards issued	Fine Amount	Lost Membership card	Fine Amount
1	July				
2	August				
3	September				
4	October			4	120
5	November				
6	December				
7	January				
8	February				
9	March				
10	April	1	30	2	60
11	May				
12	June				
TOTAL		1	30	6	180
210					

3.3 Books Issued & Returned to Students & Staff

In Circulation section books circulated to all members and works such as Issue and Return are carried out. In 2016-2017 Academic year a total of 829 books have been issued to Students, M.Phil/Ph.D Scholars and Staff. In turn 771 books have been returned by the students and staffs to University Library.

Table 10

Books Issued & Returned

S. No.	Month	Issue	Return
1	July	52	13
2	August	68	66
3	September	105	84
4	October	118	83
5	November	146	167
6	December	32	44
7	January	64	55
8	February	52	39
9	March	102	109
10	April	71	85
11	May	7	16
12	June	12	10
	Total	829	771

3.4 Reprographic Services

Reprographic service is provided in University Library. A total of 7183 copies generated and issued to students and staffs. A sum amount Rs.8453 collected from members and Non-members. The sum amount collected as reprographic charges has been deposited in University account and every month statement, Bank Challan submitted to the concerned officer. So for twelve such statements submitted. 3828 copies have been reproduced for official purpose. A total of 7183 copies generated and issued to students and staffs. Therefore 11011 copies have been generated in Reprographic section during this academic year.

July 2016 to December 2016 Reprographic Service has stopped due to problem in Reprographic (Xerox) Machine.

Table 11

**Reprographic Services Provided to Members & Non Members July 2016
– June 2017**

S. No.	Month	No. of Copies	Official Copies	Total Photo Copies	Amount Collected and remitted into Uni. Acc.
1	July	--	--	--	--
2	August	--	--	--	--
3	September	--	--	--	--
4	October	--	--	--	--
5	November	--	--	--	--
6	December	--	--	--	--
7	January	422	248	670	503
8	February	1871	314	2185	2475
9	March	1361	1807	3168	1563
10	April	3064	1049	4113	3391
11	May	291	-	291	291
1 2	June	174	410	584	230
	TOTAL	7183	3828	11011	8453

3.5 Books & Theses Referred

3.5.1 Books Referred by Students

Students Visiting University Library referred Books for their Study, Research purpose. A total of 432 Books have been referred from Books Stack Section during this academic year 2016-2017.

Table 12
Books Referred by Students

S. No.	Month	No. of Books Referred
1	July	86
2	August	55
3	September	36
4	October	36
5	November	42
6	December	15
7	January	26
8	February	24
9	March	54
10	April	48
11	May	10
12	June	-
	TOTAL	432

3.5.2 Theses Referred by Students

A total of 897 times Theses referred by M.Phil/Ph.D Scholars and PG Students in the Theses Section.

Table 13
Theses Referred by Students

S. No.	Month	No. of Theses Referred
1	July	13
2	August	23
3	September	34
4	October	31
5	November	74
6	December	99
7	January	210
8	February	71
9	March	119
10	April	127
11	May	66
12	June	30
	TOTAL	897

3.6 Visitors List Member & Non Members

The University Library everyday walk-in is calculated. The visitors list is generated using Gate Entry Management System (GEMS) and Gate Entry Register. A total of 4835 no. of Visitors entered into the University Library during the academic year 2016-2017 and utilized resources and services of Library.

Table 14

No. of Visitors Member & Non Member Month -wise

S. No	Month	No of Member	No of Non-Member	Total
1	July	1095	--	1095
2	August	936	7	943
3	September	1006	--	1006
4	October	415	--	415
5	November	196	5	201
6	December	143	67	210
7	January	83	23	106
8	February	86	42	128
9	March	169	33	202
10	April	199	40	239
11	May	157	4	161
1 2	June	126	3	129
Total		4611	224	4835

3.7 No-Dues for Students

A Total of 132 Students has been issued no due certificate by this University Library during the year 2016-2017.

Table 15

No-Dues Faculties and Students

S. No.	Month	No due for Students
1	July	9
2	August	-
3	September	-
4	October	11
5	November	3
6	December	-
7	January	-
8	February	-
9	March	1
10	April	59
11	May	45
12	June	4
	TOTAL	132

4 Assistance to University Department

4.1 Journal Publications (JPESAD)

The editorial board received fourteen articles for publication in JPESAD. This University Library received the article and sent for experts review; experts submitted their comments for corrections. The same was intimated to the contributor. The contributors corrected their articles and the final copy submitted to the experts for inclusion in JPESAD. So far 14 articles have been reviewed, corrected and included for publication.

4.2 Newspaper Clippings

Daily Newspaper clippings pertaining to academic institute will be photocopied and sent to the University Authorities. A total of 54 such clippings have been sent to the authorities.

Table 16

Newspaper Clippings Submitted to Authorities

S. No.	Month	No. of Clippings
1	July	8
2	August	5
3	September	7
4	October	4
5	November	3
6	December	3
7	January	2
8	February	7
9	March	12
10	April	3
11	May	-
12	June	-
	TOTAL	54

Table 17

Paper wise Distribution of Newspaper Clippings

Paper Name	No. of NEWS
Dhinathanthi	16
Dhinakaran	-
Dhinamalar	6
Dhinamani	5
The Hindu	6
The Hindu Tamil	9
The New Indian Express	8
Malai Murasu	4
Total	54

5. ICT SERVICES

5.1 Internet Access:

2718 members availed Internet access services provided from University Library.

Table 18
Internet Access

S. No.	Month	No of Usage
1	July 2016	214
2	August 2016	294
3	September 2016	289
4	October 2016	189
5	November 2016	276
6	December 2016	085
7	January 2017	245
8	February 2017	243
9	March 2017	355
10	April 2017	348
11	May 2017	113
12	June 2017	067
	TOTAL	2718

6 BOOK EXHIBITION

This University Library conducted two days book exhibitions in the University campus and a Book Display in the Book supplier's premises with the approval of the authorities. This work was carried out to promote book reading habit among faculties and students, also to facilitate the purchase of books for University Library. A total of 1340 books displayed in the above mentioned task in which 223 books have been selected for University Library book purchase.

Table 19
Book Exhibition

S. No	Year	Events	Conducted	No Of Vendors	Total No Of Visitors	No of Books Displayed	Library No. Book Selected	Budget Allotted
1.	2016 To 2017	Book Exhibition	27/01/2016 & 28/01/2016	5	146	1340	223	10 Lakhs

7. OTHERS

7.1 Furniture and Electronic Equipments Added

This University has placed Purchase order for the supply of furniture's and other electronic equipments for the use of this University Library. During this academic year 2016-17, total 18 numbers of Furniture items namely wooden rolling wire chair, Steel book case with 4 Shelves, Periodical display cabinet, Steel rack 6 shelves with 5 compartment and Teak wood notice board have been received and stock entered in University Library Stock Register.

This University also upgraded latest version of library automation software Nirmals suite 2014. This University Library ordered Binding machine and Cutter machine for the books & thesis binding process. This University Library purchased 06 electronic equipments to provide photocopying service Sharp copier machine and Barcode machine with stand.

Table 20
Furniture and Electronic Equipment

S. No.	Product	No's	Amount	Bill No.
				Dated
1	Wooden Rolling Wire Chair	03	21,939.00	006/TNPESU/REG R-S/TANSI Supply of Steel Furniture/Date 11-08-2016
2	Steel book case push in type 4 shelves of size 66" x 33" x 12"	10	84,040.00	006/TNPESU/REG R-S/TANSI Supply of Steel Furniture/Date 11-08-2016
3	Periodical Display Cabinet - Plywood with laminated finish pigeon hole rack of size 5'x1-1/4'x6'	01	41,302.00	006/TNPESU/REG R-S/TANSI Supply of Steel Furniture/Date 11-08-2016
4	Steel rack (OT) of size 75"x33"x18"with 6 shelves making 5 compartment and legs made out of 40x40x3mm angle	03	6,420.60	006/TNPESU/REG R-S/TANSI Supply of Steel Furniture/Date 11-08-2016
5	Teak wood Notice board with glass Door of Size	01	10,267.00	006/TNPESU/REG R-S/TANSI Supply

	4'X3'			of Steel Furniture/Date 11- 08-2016
6	Stationary Items	19	9,982.50	18/08/2016

S. No.	Product	No's	Amount	Bill No.
				Dated
7	Up gradation of Library Automation Software: Nirmal Suit 2014.	1	55,000.00	Date: 18/07/2016
8	Binding machine: Model no-bind THGBC THERMABINDT200230VE U-SG05588H	1	49990.00	Invoice no K1/1N/1617/0195 15/03/2017
9	Cutter machine: Model no-smartcard A445,4-IN-1#2101966-K1PLSC001	01	4600.00	Invoice no K1/1N/1617/0196 17/08/2016
10	Sharp copier machine (IP NO:192.168.100.254) Model:M465N Serial no:65004144 Year of purchase:2017	01	2,35,000.00	09/01/2017
11	Dell: Barcode machine(with stand) Keyboard:CN-OHVG5J-71616-649-OTJV Mouse:CN-005WCA-71616-64J-1I3A	02	950.00	Invoice no:1139 28/08/2016
12	Barcode machine(with stand)symbol Model no-LS2208-SR20007R-Y Serial no-ZOVN11 Stand model no-LS2208 Year of purchase-2016	01	6090.00	19/09/2016
Total			5,25,581.10	

7.2 Communication Send & Received

A total of 26 letters have been sent at various occasions to this University requesting the authorities to help them to upgrade the Library.

Table 21

Communication Send to the Registrar & Other Sections

S. No.	Month	No. of Letters
1	July	4
2	August	4
3	September	1
4	October	1
5	November	6
6	December	-
7	January	3
8	February	2
9	March	-
10	April	1
11	May	2
12	June	2
	TOTAL	26

7.3 Maintenance of University Library (in terms of Cleaning)

Under Mr. Elango & Mr. Karthik Office Assistants Supervision the Library was fully cleaned on the following Dates.

Dusting in all sections on October 07th 2016, December 27th, 2016 & 24th March 2017, Stack Section Shelves was cleaned on 5th April, 2017.

Theses Section shelves was cleaned on 07th May, 2017.

From January onwards University Library was cleaned daily and mopping was done in 3 days per week by the sweepers.

7.4 Revenue Generated

This University Library generated revenue for this University by collecting service charges and fine amount. A sum amount Rs.12,231/- has been collected from Members and Non Members towards Reprographic service and membership ID card fine. This is the Revenue generated by University Library and the same was submitted to Finance Section TNPESU periodically for account purpose during the academic year July 2016 to June 2017.

Table 22
Revenue Generated

S.No	Resources	Quantity	Amount
1	Duplicate ID cards issued	1	30.00
2	Lost Membership card	6	180.00
3	Reprographic Services Provided to	7183	8453.00
Total			8668.00

7.5 Bill Passed

This University has issued Purchase Order to Various Products namely Books, Daily Newspapers, Furniture, Electronic Equipments, etc. the invoice pertaining, to the above mentioned items have been passed for payment during this period. In Total 44 bills were passed for payment.

Table 23
Bills Passed

S. No	Resources	Bill Quantity	Amount
1	Book Procurement	06	6,38,248.00
2	Daily Newspapers	12	13,082.00
3	Furniture and Electronic Equipments	08	5,25,581.10
Total		26	11,76,911.10

7.6 Files Updated

This University Library communicates with the authorities at various intervals in an academic year. A copy of all the communications will be archived in the files maintained by University Library. Updating of all communications made within University is updated regularly in appropriate files.
