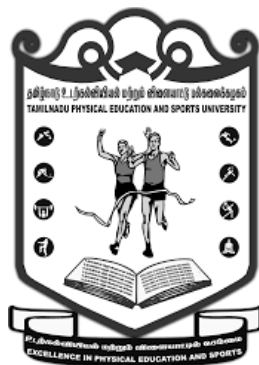


University Library
Tamil Nadu Physical Education and Sports University

Annual Report
July 2008 – June 2009



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



S.No	Content	Page no
	About Us	1
1	Procurement	2-4
1.1	Procurement of Books	2
1.2	Book Processing	2
1.3	Journal Subscription	3-4
1.4	Magazines Subscription	4-5
1.4	Thesis Addition	5
2	Maintenance of Books, Journals & Reports	6
2.1	Shelf Order Maintenance	6
3	Delivery of Services	7-14
3.1	Membership	7
3.2	Books Issued & Returned	8
3.3	Books & Referred	9
3.4	Theses Referred by Students	10
3.5	Visitor List Member & Non Member	11
3.6	No-Dues Faculties & Student	12
4	Assistance to University Departments	13-14
4.1	Journal Publications (JPESAD)	13
4.2	News paper Clippings	13-14
5	Others	14-17
5.1	Furniture and Equipment	14
5.2	Communication Sent	15
5.3	Bill Passed	16
5.4	Files Update	16

About Us

TNPESU University Library established during the year 2007. During the year 2008 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 2008-2009.

1 Procurement

Procurements of Books, & Budget

1.1 In this academic year **1667** Books are procured with the total amount of Rs. **3,45,841.00/-** In that books are donated by Ministry of Culture, Government of India.

Table 1

Procurement of Books 2008-2009

S. No	Year	No of Books	Accession Numbers	Book Purchased From Vendors	Amount Spent Rs.
1	08 August 2008	21	533-553	Government Publication Department	2128.00
2	08 August 2008	18	554-571	Sitaraman & co (Permanently trans from library)	2774.00
3	10 August 2008	45	572-616	Compliment Books	Nil
4	13 August 2008	135	617-751	Manimekalai Prasuram	3812.00
5	10 October 2008	135	752-884	Kaivalyadhama Ashram	12500.00
6	17 November 2008	5	885-889	Vanathi Pathipagam	160.00
7	17 November 2008	5	890-894	Tamil Nilayam	281.00
8	17 November 2008	10	895-904	SSS Publications	6443.00
9	31 December 2008	139	905-983 985-1044	TBH Library Book House	41411.00
10	31 December 2008	1	984	Compliment	Nil
11	09 January 2008	91	1045-1135	Bhagawati Publisher Distributors	33888.00
12	17 January 2009	107	1136-1242	Yoga Publisher Trust	9970.00
13	23 January 2009	236	1243-1478	TBH Library Book Suppliers	60497.00
14	23 January 2009	20	1479-1498	Queen Mary's College 2187-2197	991.00

15	20 March 2009	698	1499-2185 2187-2197	TBH Library Book Suppliers	170646.00
16	25 March 2009	1	2186	TBH Library Book Suppliers	340.00
Total		1667			3,45,841.00

1.2 Book Processing

During the Academic year July 2008 to June 2009, **1667** books were purchased and it was technically processed on 19th September 2008 to 28th December 2009. We have entered **1667** 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 Stack section.

Table 2
Book Processing

S.No	Date of Accessing the Register	Number of book Technically Processed in the year 2008-2009	Date of Technical Processing	Number book Technical Process (Data entry, Cataloguing, Barcode Generation)
1	08 August 2008	21	533-553	21
2	08 August 2008	18	554-571	18
3	10 August 2008	45	572-616	45
4	13 August 2008	135	617-751	135
5	10 October 2008	135	752-884	135
6	17 November 2008	5	885-889	5
7	17 November 2008	5	890-894	5
8	17 November 2008	10	895-904	10
9	31 December 2008	139	905-983 985-1044	139
10	31 December 2008	1	984	1
11	09 January	91	1045-1135	91

	2008			
12	17 January 2009	107	1136-1242	107
13	23 January 2009	236	1243-1478	236
14	23 January 2009	20	1479-1498	20
15	20 March 2009	698	1499-2185 2187-2197	698
16	25 March 2009	1	2186	1

Sl. No	Name of the Journals	Amount in Rs Ps	Cheque / Demand Draft Drawn in Favour of
1	Journal of Sports Rehabilitation	17,517.50	IBH Subscription Agency (Chennai), (Cheque)

Total	1667
--------------	-------------

1.2 Journal Subscription

This University Library Subscribed **21** National Journals during this academic year 2008-2009 at a cost of Rs. **84247.3/-** The Journals are subscribed directly from the Publishers. Subscription letters has been sent to the publishers along with the subscription amount in demand draft form dated on 2008-2009. The journals received from the publishers were indexed in Periodical Index Register.

Table 3
IBH Subscription Agency (Chennai), (Cheque)

2	Research Quarterly for Exercise & Sport	14,660.80	
3	Journal of Sports Management	22,907.50	
	Total	55085.80	

Journals subscribed directly for the year 2008-2009

Sl. No	Name of the Journals	Amount in		Cheque / Demand Draft Drawn in Favour of
		Rs	Ps	
1	Yoga Sudha	2000.00		Monthly
2	Indian Journal for Research in Physical Education and Sports Sciences	150.00		Dr.Sivanthi Aditanar College of Physical Education, Payable at Tiruchendur (D.D)
3	International journal of Fitness (Subscription for three years-six issues)	2200.00		Society Press, Payable at Gwalior (D.D)
4	Research Bi-annual for Movement	300.00		Hon.General Secretary H.V.P Mandal, Payable Amravati, Single (D.D)
5	Vyayam-Vidnyan	400.00		

6	Anweshika-Indian Journal of Teacher Education	150.00	Member Secretary, NCTE, Payable at New Delhi (D.D)
7	Frontline	260.00	Kasturi & Sons Ltd, Payable at Chennai, Single Cheque for Rs.468
8	Sports Star	208.00	
9	Asana-Yoga & Naturopathy	360.00	Asana Publications, payable at Chennai (D.D)
10	Maruthuva Ariviyal Malar	100.00	Maruthuva Ariviyal Malar (D.D)
11	Kumudam Health Special	450.00	Kumudam Publications Pvt Ltd Payable at Chennai, (Cheque)
12	Vilayattu Ulagam	200.00	Vilayattu Ulagam, Payable at Chennai(D.D)
13	Academy of Management Journal	9527.50	-
14	International Journal of Sport Management	10506.00	-
15	ICFAI Journal of Organizational Behavior	625.00	-
16	ICFAI Journal of Marketing Management	625.00	-
17	“Yoga” (English)	1000.00	-
18	“Yoga” (Tamil)	100.00	-
	Total	29161.50	

1.4 Magazines Subscription

This University Library Subscribed **5** Magazines during this academic year 2008-2009 at a cost of Rs. **3109/-** The Magazines are subscribed directly from the Publishers. Subscription letters has been sent to the publishers along with the subscription amount in demand draft form dated on 2008-2009. The Magazines received from the publishers were indexed in Periodical Index Register.

Table 4
Procurement of Magazines

Sl. No	Name of the Magazine	Frequency	Annual Subscripti on Cost
1	University News	Weekly	800.00
2	India Today	Weekly	1100.00
3	Business India	-	290.00
4	Business Today	-	520.00
5	Business World	-	399.00
		Total	3109.00

1.5 Thesis Addition

During 2008-2009 COE section supplied **151** Project & Theses reports to University Library. We have added **151** 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 6
Thesis Addition

S. No	Department	No. of Theses
1	M.Phil Physical Education	79
2	M.P.Ed	86
3	M.Sc Exercise Physiology	2
4	Ph.D Physical Education	12
TOTAL		151

2 Maintenance of Books, Journals & Reports

2.1 Shelf Order Maintenance

Re-arrangement of shelves in stack section work was did from 08th July 2008 to 12th July 2009.

New books purchased for University Library Shelved in the stack section according to the DDC Scheme of classification during 23th December 2008 to 27th December 2009

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 06th January 2008 to 10th January 2009.

In thesis Section, the reports & thesis was arranged according to the Accession Numbers. This work was done during the month of March 2008.

Table 7
Shelf Order Maintenance

S. No	Date of Rectification	Nature of Work
1	08/07/2008 to 12/07/2009	Re-arrangement of shelves in stack section.
2	23/12/2008 to 27/12/2009	New Arrivals Book Shelving
3	06/01/2008 to 10/01/2009	Arrangements of New Arrivals and Stack Section Books according to DDC Scheme of Classification
4	03/03/2008 to 07/03/2009	Thesis was arranged according to the Accession Numbers

2.2 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 eleven such bills received and passed for payment.

Table 8
Newspaper Bills Passed for the Payment

S. No.	Month	Per day No of Newspapers
1	July	4
2	August	4
3	September	4
4	October	4
5	November	4
6	December	4
7	January	4
8	February	4
9	March	4
10	April	4
11	May	4
12	June	4
Total		48

3 Delivery of Services

3.1 Membership

121 students have been enrolled as members in University Library during the Academic Year 2008-2009. We have prepared barcode membership ID card laminated in University Library and issued to all the students.

Table 9
Total Number of Students Enrolled as Members during the Academic Year 2008-2009.

S.No.	Month	No. Of Students
1	June	-
2	July	-
3	August	-
4	September	16
5	October	88
6	November	1
7	December	-
8	January	2
9	March	-
10	May	16
11	June	11
Total		134

The Course wise students enrolled as members is given below:

Table 10
The Course wise Students Enrolled as Members

S. No.	Department Name	Total Number of Students
1	M.PHIL SPS	1
2	M.SC. SPS	1
3	M.PHIL PED	86
4	M.SC. EX. PHY.	8
5	M.PHIL EX. PHY.	2
6	MBA SP. MGMT	16
7	M.SC YOGA	16
8	M.PHIL YOGA	1
9	M.SC BIOMECH	2
10	Diploma in Sports Coaching	1
TOTAL		134

3.2 Books Issued & Returned to Students

In Circulation section books circulated to all members and works such as Issue and Return are carried out. In 2008-2009 Academic year a total of 648 books have been issued to Students, M.Phil/Ph.D Scholars and Staff. In turn 605 books have been returned by the students and staffs to University Library.

Table 11
Books Issued & Returned

S. No.	Month	Issue	Return
1	July	4	3
2	August	27	17
3	September	50	33
4	October	84	58
5	November	96	100
6	December	17	22
7	January	70	53
8	February	109	99
9	March	86	83
10	April	69	81
11	May	16	37
12	June	20	19
Total		648	605

3.3 Theses Referred by students

A total of **1506** times Theses referred by M.Phil/Ph.D Scholars and PG Students in the Theses Section.

Table 12
Theses Referred by students 2008-2009

S. No.	Month	No. of Theses Referred
1	July	-
2	August	-
3	September	-
4	October	-
5	November	423
6	December	130
7	January	288
8	February	326
9	March	168
10	April	85
11	May	73
12	June	13
TOTAL		1506

3.5 Visitors List Member

The University Library everyday walk-in is calculated. The visitors list is generated using Gate Entry Register. A total of **3028** no. of Visitors entered into the University Library during the academic year 2008-2009 and utilized resources and services of Library.

Table 13
No. of Visitors Member Month -wise

S. No	Month	No of Member
1	July	-
2	August	67
3	September	220
4	October	287
5	November	717
6	December	138
7	January	349
8	February	439
9	March	398
10	April	293
11	May	71
12	June	49
Total		3028

3.6 No-Dues Faculties & Students

A Total of **89** Students has been issued no due certificate by this University Library during the year 2008-2009.

Table 14
No-Dues Faculties and Students

S. No.	Month	No due for Students
1	July	-
2	August	2
3	September	-
4	October	-
5	November	-
6	December	-
7	January	-
8	February	-
9	March	-
10	April	-
11	May	39
12	June	48
	TOTAL	89

4 Assistance to University Department

4.1 Journal Publications (JPESAD)

The preliminary work for publication of Journal of Physical Education and Sports University was carried out. Letter sent to all the HOD's, Principals and Director of Physical Education request to contribute journals for the university journal. Based on the request few articles have been received from the contributors and the same was sent for review by the then Vice-Chancellor and the editor. The Assistant Librarian has been nominated as the Editorial Board Member in the said Journal.

4.2 Newspaper Clippings

Daily Newspaper clippings pertaining to academic institute will be photocopied and sent to the University Authorities. A total of 50 such clippings have been sent to the authorities.

Table 15
Newspaper Clippings Submitted to Authorities 2008-2009

S. No.	Month	No. of Clippings
1	July	1
2	August	12
3	September	4
4	October	12
5	November	1
6	December	4
7	January	4
8	February	1
9	March	6
10	April	1
11	May	-
12	June	4
TOTAL		50

Table 16
Paper wise Distribution of Newspaper Clippings

Paper Name	No. of NEWS
Dhinathanthi	23
Dhinakaran	1
Dhinamani	1
The Hindu	6
The New Indian Express	1
Times of India	2

5 Maintenance of University Library (in terms of Cleaning)

Under Mr.S.Karthik Office Assistant Supervision the Library was fully cleaned on daily basis. Dusting in all sections on July 15th 2008, September 10th, 2009.

Stack Section Shelves was cleaned on 5th May, 2008. Theses Section shelves was cleaned on 27th June, 2008.

5.1 Bill Passed

This University has issued Purchase Order to Various Products namely Books, International & National Journals, Magazines, Daily Newspapers, Electronic Equipments, etc. the invoice pertaining, to the above mentioned items have been passed for payment during this period. In Total 47 bills were passed for payment.

Table 17
Bills Passed 2008-2009

S.No	Resources	Bill Quantity	Amount
1.	Procurement of Book	14	3,45,841.00
2.	Procurement of National Journals	1	55085.8
3.	Procurement of International Journals	18	29161.5
4.	Procurement of Magazines	5	3109.00
5.	Daily Newspapers	-	-
6.	Electronic Equipments and Furniture	9	112808.00
Total		47	546005.3

5.2 Furniture and Electronic Equipments Added

Table 18
Furniture and Electronic Equipment 2008-2009

S. No.	Product	No's	Dated	Amount
1	Table : Steel Plain Table With Novapan Top of size	4	24-07-2008	7808.00
2	Table : Computer Table of size	1	24-07-2008	3200.00
3	Rack : Open Type Steel With 3 Compartments of Size	2	28-08-208	3200.00
4	Table : Executive Steel With 3 Drawers On One Side & Cabinet On The Other Side	1	31-10-2008	6400.00
5	Periodical Display Cabinet of Size	1	30-06-2009	22000.00
		9	Total	112808.00

5.3 Complimentary Magazines

This University Library has received **58** Complimentary Magazines during the academic year 2008-2009. The Complimentary Magazines are received from the publishers and agencies were indexed in Periodical Index Register.

Table 5
Complimentary Magazines

S.No	Month	Complimentary Copies Total
1	July	-
2	August	3
3	September	6
4	October	6
5	November	5
6	December	5
7	January	2
8	February	9
9	March	7
10	April	2
11	May	6
12	June	7
Total		58

5.4 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 are updating regularly in appropriate files.
