

***University Library***  
***Tamil Nadu Physical Education and Sports University***

**Annual Report**  
**July 2009 – June 2010**



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



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## **About Us**

TNPESU University Library established during the year 2007. During the year 2009 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 2009-2010.**

## 1. Procurement

Procurements of Books, & Budget

### 1.1 Books

In the year 2009-2010 Rs. **1,35,428** Lakhs was allotted for Procurement of Books. Book Procurement was carried out and 427 books procured during this academic year and 60 books received as donated books. Hence **487** books accessioned during this year.

#### A) Books Purchased:

427 books purchased directly/through the vendors from the below mentioned vendors during this academic year

**Table 1**  
**Procurement of Books**

<b>S. No</b>	<b>Year</b>	<b>No of Books</b>	<b>Accession Numbers</b>	<b>Book Purchased From Vendors</b>	<b>Amount Spent Rs.</b>
1	12 October 2009	20	2250-2269	Yoga Publications Trust	7350.00
2	10 December 2009	15	2276-2285,2310,2311	Ane Books	31731
3	10 December 2009	16	2286-2295,2296	TBH library Books Suppliers	10503
4	10 December 2009	6	2297-2302	TBH library Books Suppliers	22446
5	24 December 2009	7	2303-2309	Ane Books	23897
6	11 February 2010	20	2313-2332	DBAC Sports Envisions	1350
7	31 March 2010	6	2340-2344,2795	Ane Books	5642
8	5 May 2010	22	2450-2471	Asana Andiappan	7204
9	7 May 2010	21	2472-2492	Yoga Publishing House	1755
10	11 June 2010	294	2493-2786	Divine Life Society	23550
<b>Total</b>		<b>427</b>			<b>1,35,428</b>

**( B ) Donated Books:**

**Table 2  
Donated Books**

<b>Sl. No</b>	<b>Year</b>	<b>No of Books</b>	<b>Accession Numbers</b>	<b>Book Purchased From Vendors</b>	<b>Amount Spent Rs.</b>
1	20 August 2009	50	22198-2247	Donated Book from Sethumadhava	-
2	12 October 2009	2	2248-2249	Anna University Donated Book	-
3	12 October 2009	6	2270-2275	Donated Books	-
4	11 June 2010	2	2787-2788	Asana Andiappan	-
<b>Total</b>		<b>60</b>			

**1.2 Book Processing**

During the Academic year July 2009 to June 2010, 487 books were purchased and it was technically processed on August to 2009 June 2010. We have entered 487 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.

<b>S. No</b>	<b>Date of Accessing the Register</b>	<b>Number of Book Technically processed in the Year 2010-2011</b>	<b>Date of Technical Processing</b>	<b>Number book Technical Process ( Data entry, Cataloguing, Barcode Generation )</b>
1	20 August 2009	50	22198-2247	50
2	12 October 2009	2	2248-2249	2
3	12 October 2009	20	2250-2269	20
4	12 October 2009	6	2270-2275	6

5	10 December 2009	15	2276-2285,2310,2311	15
6	10 December 2009	16	2286-2295,2296	16
7	10 December 2009	6	2297-2302	6
8	24 December 2009	7	2303-2309	7
9	11 February 2010	20	2313-2332	20
10	31 March 2010	6	2340-2344,2795	6
11	5 May 2010	22	2450-2471	22
12	7 May 2010	21	2472-2492	21
13	11 June 2010	294	2493-2786	294
14	11 June 2010	2	2787-2788	2
<b>Total</b>				<b>487</b>

### 1.3 Journal Subscription

This University Library Subscribed a total of 5 journals during this academic year 2009-10 at a cost of Rs.**73,880.00**/- The Journals are subscribed through subscription agent M/s. India Book House Subscription Agency. The subscription amount was paid to the agency by way of cheque in advance. The journals received from the agency periodically were indexed in Periodical Index Register.

**Table-3**  
**Journals Subscribed during the year 2009-10**

<b>Sl. no</b>	<b>Journal Name</b>	<b>Periodicity</b>	<b>Publication</b>	<b>Amount in rupees</b>	<b>Subscribed from</b>
1	Journal of sport Management	Bi-Monthly	International	21340.00	M/S. India Book House Subscription Agency
2	Journal of sport Rehabilitation	Quarterly		16247.50	
3	Research Quarterly for Exercise and Sport	Quarterly		14,661.00	
4	Academy Of Management Journal	Bi-Monthly		9651.50	
5	International Journal of Sport Management	Quarterly		11,979.50	
			Total	<b>73,880.00</b>	

#### 1.4 Thesis Addition

During 2009-10 COE section supplied **157** Project & Theses reports to University Library. We have added 157 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-4**

#### **Thesis Addition**

<b>S. No</b>	<b>Department</b>	<b>No. of Theses</b>
1	M.Sc Varma	-
2	M.Sc Yoga	7
3	M.Sc EPN	1
4	M.Sc Acc	-
5	M.Sc BM	-
6	M.Sc MDPN	-
7	M.P.Ed	57
8	B.Sc MDPN	-
9	B.Sc YG	-
10	M.Phil (Pe)	-
11	MBA	-
12	Ph.D	3
13	M.Sc. PN	-
14	M.Phil(Yoga)	89
15	M.Tech	-
16	M.Phil EPN	-
17	M.Phil SSP	-
	<b>TOTAL</b>	<b>157</b>



## 2 Maintenance of Books, Journals & Reports

### 2.1 Shelf Order Maintenance

Re-arrangement of shelves in stack section work was did from 10<sup>th</sup> July 2009 to 14<sup>th</sup> July 2010

New books purchased for University Library Shelved in the stack section according to the DDC Scheme of classification during 13<sup>th</sup> November 2009 to 22<sup>nd</sup> November 2010.

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 18<sup>th</sup> December 2009 to 29<sup>th</sup> December 2010.

In thesis Section, the reports & thesis was arranged according to the Accession Numbers. This work was carried out during the month of January 2009.

**Table 5**  
**Shelf Order Maintenance**

<b>S. No</b>	<b>Date of Rectification</b>	<b>Nature of Work</b>
1	09.07.2009 to 14.07.2010	Re-arrangement of shelves in stack section.
2	13/11/2009 to 22/11/2010	New Arrivals Book Shelving
3	18/12/2009 to 29/12/2010	Arrangements of New Arrivals and Stack Section Books according to DDC Scheme of Classification
4	15/01/2009 to 22/01/2010	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. A sum amount **Rs. 13082.00** has been spent for the purchase of daily newspapers during this academic year.

**Table 6**  
**July 2009-June 2010 Newspaper Bills Passed for**  
**Payment**

<b>S. No.</b>	<b>Month</b>	<b>Per day No of Newspapers</b>	<b>Amount</b>
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
	<b>Total</b>		<b>13082.00</b>

### 3 Delivery of Services

#### 3.1 Membership

**151** students have been enrolled as members in University Library during the Academic Year 2009-2010. We have prepared barcode membership ID card laminated in University Library and issued to **151**.

**Table 7**  
**Total Number of Students/ Guest Lecturer's Enrolled**  
**as Members during the Year 2009-2010.**

<b>Month</b>	<b>No. Of Students</b>	<b>Total</b>
June	03	03
July	22	22
August	41	41
September	33	33
October	29	29
November	05	05
December	02	02
January	02	02
February	-	-
March	02	02
April	10	10
May	-	-
June	02	02
<b>Total</b>	<b>151</b>	<b>151</b>

The Course wise students enrolled as members is given below:

**Table 8**  
**The Course wise Students Enrolled as Members**

<b>S. No.</b>	<b>Department Name</b>	<b>Total Number of Students/Guest Lecturer's</b>
1	B.P.ED	-
2	M.P.ED	-
3	M.PHIL PE	79
4	PHD PE	09
5	B.SC. EX. PHY	09
6	M.SC. EX. PHY.	13
7	M.PHIL.EX. PHY.	05
8	B.SC. SP. CO.	-
9	M.PHIL. SP. PSY.	02
10	PHD. SP. CO.	-
11	MBA SP. MGMT	04
12	M.PHIL SP. MGMT	-
13	M.SC YOGA	01
14	M.SC .SP.PSY	05
15	M.PHIL YOGA	08
16	PH.D YOGA	01
17	M.TECH	05
18	B.SC BIOMECH	-
19	M.SC BIOMECH	7
20	P.G DIPLOMA.SP.CO	1
21	PH.D SP PSY	-
22	2018 B.SC EXERCISE PHYSIOLOGY	-
23	2018 B.P.ED PHYSICAL EDUCATION	-
24	2018 B.SC SPORTS COACHING	-
25	2018 M.SC EXERCISE PHYSIOLOGY	-
26	2018 M.P.ED	-
27	GUEST LECTURER'S	-
28	M.Phil Yoga(ssp)	-
29	M.Sc SP Coaching	-
	<b>TOTAL</b>	<b>151</b>

### 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 2009-2010 Academic year a total of **580** books have been issued to Students, M.Phil/Ph.D Scholars and Staff. In turn **521** books have been returned by the students and staffs to University Library.

**Table 9**  
**Books Issued & Returned**

<b>S. No.</b>	<b>Month</b>	<b>Issue</b>	<b>Return</b>
1	July	51	3
2	August	54	28
3	September	45	40
4	October	70	52
5	November	73	66
6	December	34	59
7	January	40	38
8	February	62	41
9	March	49	38
10	April	66	65
11	May	20	41
12	June	16	16
	<b>Total</b>	<b>580</b>	<b>521</b>

### 3.3 Books & Referred

#### A. Books Referred by Students

Students Visiting University Library referred Books for their Study, Research purpose. A total of 92 Books have been referred from Books Stack Section during this academic year 2009-2010.

**Table 10**  
**Books Referred by Students**

<b>S. No.</b>	<b>Month</b>	<b>No. of Books Referred</b>
1	July	--
2	August	5
3	September	9
4	October	6
5	November	15
6	December	19
7	January	4
8	February	13
9	March	11
10	April	10
11	May	--
12	June	--
	<b>TOTAL</b>	<b>92</b>

## **B. Theses Referred by students**

A total of **1593** times Theses referred by M.Phil/Ph.D Scholars and PG Students in the Theses Section.

**Table 11**  
**Theses Referred by students**

<b>S. No.</b>	<b>Month</b>	<b>No. of Theses Referred</b>
1	July	37
2	August	30
3	September	18
4	October	22
5	November	32
6	December	441
7	January	173
8	February	184
9	March	302
10	April	204
11	May	132
12	June	18
	<b>TOTAL</b>	<b>1593</b>

### 3.4 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 **4795** no. of Visitors entered into the University Library during the academic year 2009-2010 and utilized resources and services of Library.

**Table 12**  
**No. of Visitors Member & Non Member Month -wise 2009-2010**

<b>S. No</b>	<b>Month</b>	<b>No of Member</b>	<b>No of Non-Member</b>	<b>Total</b>
1	July	222	-	222
2	August	424	3	427
3	September	411	1	412
4	October	441	4	445
5	November	429	1	430
6	December	488	-	488
7	January	264	1	265
8	February	450	4	454
9	March	884	2	886
10	April	465	3	468
11	May	204	-	204
12	June	94	-	94
<b>Total</b>		<b>4776</b>	<b>19</b>	<b>4795</b>



### 3.5 No-Dues Faculties & Students

A Total of **102** Students has been issued no due certificate by this University Library during the year 2009-2010.

**Table 13**  
**No-Dues Faculties and Students**

<b>S. No.</b>	<b>Month</b>	<b>No due for Students</b>
1	July	35
2	August	03
3	September	02
4	October	-
5	November	-
6	December	-
7	January	-
8	February	-
9	March	-
10	April	42
11	May	12
12	June	8
	<b>TOTAL</b>	<b>102</b>

## 4 Assistance to University Department

### 4.1 Journal Publications (JPESAD)

The editorial board received 18 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 18 articles have been reviewed, corrected and included for publication, in January 2010 edition 2009-2010 = 18 articles.

## 4.2 Newspaper Clippings

Daily Newspaper clippings pertaining to academic institute will be photocopied and sent to the University Authorities. A total of **45** such clippings have been sent to the authorities.

**Table 14**  
**Newspaper Clippings Submitted to Authorities**

<b>S. No.</b>	<b>Month</b>	<b>No. of Clippings</b>
1	July	03
2	August	13
3	September	03
4	October	02
5	November	-
6	December	02
7	January	06
8	February	03
9	March	05
10	April	02
11	May	-
12	June	06
	<b>TOTAL</b>	<b>45</b>

### **Paper wise Distribution of Newspaper Clippings**

<b>Paper Name</b>	<b>No. of NEWS</b>
Dhinathanthi	16
Dhinakaran	05
Dhinamalar	01
Dhinamani	07
The Hindu	09
The Hindu Tamil	01
The New Indian Express	04
The Times Of India	02
	45

### **5 5.1 Maintenance of University Library (in terms of Cleaning)**

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

Dusting in all sections on October 02<sup>nd</sup> 2009, December 27<sup>th</sup>, 2010 & 24<sup>th</sup> March 2009, Stack Section Shelves was cleaned on 5<sup>th</sup> April, 2010.

Theses Section shelves was cleaned on 07<sup>th</sup> May, 2009.

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

### **5.2 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 23 bills were passed for payment.

**Table 15**  
**Bills Passed**

<b>S.No</b>	<b>Resources</b>	<b>Bill Quantity</b>	<b>Amount</b>
<b>1.</b>	Book Procurement	10	1,35,428
<b>2.</b>	Daily Newspapers	12	13,082
<b>3.</b>	Furniture and Electronic Equipments	1	25,410
<b>Total</b>		<b>23</b>	<b>173,920</b>

### 5.3 Furniture and Equipment Purchase

One furniture item was purchased for university library during the academic year 2009-2010.

S. No.	Product	No's	Amount	Dated
1	Periodical Display cabinet of size 72"x60"x15	1	25410.00/-	30/06/2009

### 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.

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