

University Library
Tamil Nadu Physical Education and Sports University

Annual Report
July 2013 – June 2014



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 2013 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 2013-2014.

1. Procurement

Procurements of Books, International Journals, National Journals & Magazines.

1.1 Procurements of Books

In this academic year 58 Books are procured with the total amount of Rs. 38,256/-. In that 8 books are donated by Ministry of Culture, Government of India.

Table 1
Procurement of Books

S. No	Year	No of Books	Accession Numbers	Book Purchased From Vendors	Amount Spent Rs.
1	2013	8	2972-2979	Donated Book Ministry Of Culture, Government Of India	-
2	2013	50	2980-3029	Ane Books	38,256.00
Total					38,256.00

1.2 Book Processing

During the Academic year July 2013 to June 2014, 58 books were purchased and it was technically processed on 19th September 2013 to 28th December 2013. We have entered 58 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 book Technical Process (Data entry, Cataloguing, Barcode Generation)	Date of Technical Processing
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1	19/09/2013	8	2972-2979
2	20/12/2013	50	2980-3029

1.3 Procurements of International Journals

This University Library has Subscribed 5 International e-journals during this academic year 2013-14 at a cost of Rs. 91,230/-. These International e-Journals are subscribed from M/S India Book House Agency, Chennai. Subscription letters has been sent to the India House Subscription Agency along with the subscription amount in demand draft form dated on 26/03/2013.

Table 3
Procurement of International Journals

S.No.	Journal Title	Publisher	Periodicity	Issues Per year	Subscription Mode	USD Price	INR Price
1	Academy of Management Journal	Academy of Management, Peace University	Bi-Monthly	6	Print + Online	235	13,324.50
2	International Journal of Sports Management	American Press	Quarterly	4	Print	222	12,587.40
3	Journal of Sports Management	Human Kinetics	Bi-Monthly	6	Online	491	27,839.70
4	Journal of Sports Rehabilitation	Human Kinetics	Quarterly	4	Online	386	21886.20
5	Research Quarterly for Exercise and Sport	American Alliance for Health Physical Education Recreation and Dance	Quarterly	4	Online	275	15,592.50
Total						1609	91230.30

1.4 Procurements of National Journals

This University Library Subscribed 14 National Journals during this academic year 2013-14 at a cost of Rs. 12,550/-. 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 05/03/2013. The journals received from the publishers were indexed in Periodical Index Register.

Table 4
Procurement of National Journals

S.No.	Periodical Title	Periodicity	Subscription Rate
1	Bharathiar National Journal of Physical Education and Exercise Science	Quarterly	300.00
2	Indian Journal of Research in Physical Education & Sports Science	Half-Yearly	1500.00
3	Journal of Physical Education Recreation Sports in Science and Technology	Half-Yearly	1200.00
4	Journal of Adapted Physical Education and Yoga	Bi-Annual	200.00
5	International Journal of Physical Education, Sports Management and Yogic Sciences	Bi-Quarterly	2000.00
6	International journal of Physical Education	Half-Yearly	500.00
7	Osmania journal of Physical Education	Bi-Annual	2000.00
8	Research Bi-Annual for Movement	Quarterly	500.00
9	Vyayam Vidnyan	Quarterly	
10	Voice of Sports	Bi-Annual	300.00
11	ICFAI Journal of Management Research	Quarterly	2700.00
12	ICFAI Journal of Marketing Management	Quarterly	

13	Yoga Mimamsa	Half-Yearly	400.00
14	University News	Weekly	950.00
Total			12,550.00

1.5 Procurements of Magazines

This University Library Subscribed 11 Magazines during this academic year 2013-14 at a cost of Rs. 5933/-. 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 05/03/2013. The Magazines received from the publishers were indexed in Periodical Index Register.

Table 5
Procurement of Magazines

S.No.	Magazine Title	Periodicity	Subscription Rate
1	Anandha Yogam	Monthly	240.00
2	Asana Publication, Chennai	Monthly	600.00
3	Business India	Monthly	550.00
4	Business Today	Monthly	885.00
5	Business World	Weekly	780.00
6	Frontline	Monthly	1518.00
7	Sports Star	Weekly	
8	Kumudam Health Special	Fortnightly	450.00
9	Uлага Champion	Fortnightly	360.00
10	Vilayattu Ulagam	Monthly	300.00
11	Yoga Life	Monthly	250.00
Total			5933.00

1.5.1 Complimentary Magazines

This University Library has received 67 Complimentary Magazines during the academic year 2013-14. The Complimentary Magazines are received from the publishers and agencies were indexed in Periodical Index Register.

Table 6
Complimentary Magazines

S.No	Month	Complimentary Copies Total
1	July	07
2	August	09
3	September	05
4	October	05
5	November	03
6	December	09
7	January	05
8	February	03
9	March	08
10	April	02
11	May	04
12	June	07
Total		67

1.6 Thesis Addition

During 2013-14 COE section supplied 259 Project & Theses reports to University Library. We have added 259 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 7
Thesis Addition

S. No	Department	No. of Theses
1	M.Sc Yoga	19
2	M.Sc Yoga Therapy	8
3	M.Sc EPN	10
4	M.Sc SPS	3
5	M.Sc JOUR	1
6	M.P.Ed	95
7	M.Phil (Pe)	64
8	MBA	42
9	Ph.D	17
TOTAL		259

2 Maintenance of Books, Journals & Reports

2.1 Shelf Order Maintenance

Re-arrangement of shelves in stack section work was did from 08th July 2013 to 12th July 2013.

New books purchased for University Library Shelved in the stack section according to the DDC Scheme of classification during 23th December 2013 to 27th December 2013.

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 2014 to 10th January 2014.

In thesis Section, the reports & thesis was arranged according to the Accession Numbers. This work was done during the month of March 2014.

Table 8
Shelf Order Maintenance

S. No	Date of Rectification	Nature of Work
1	08/07/2013 to 12/07/2013	Re-arrangement of shelves in stack section.
2	23/12/2013 to 27/12/2013	New Arrivals Book Shelving
3	06/01/2014 to 10/01/2014	Arrangements of New Arrivals and Stack Section Books according to DDC Scheme of Classification
4	03/03/2014 to 07/03/2014	Thesis was arranged according to the Accession Numbers

2.2 Long Due Book Reminder

Total 132 books borrowed by Staff & Students listed and University Library remained them to return the books. Based on this initiation all the books have been returned by the Students.

Table 9
Long Due Book Reminder

S.NO.	Department	No of Students
1	B.P.ED	6
2	M.P.ED	13
3	PHD PE	18
4	B.SC. EX. PHY	4
5	M.SC. EX. PHY.	2
6	B.SC. SP. CO.	17
7	M.SC. SP. PSY.	4
8	M.SC. SP. CO.	2
9	M.SC YOGA	11
10	PHD YOGA	21
11	M.SC BIOMECH	4
12	PH.D SP .MGMT	4
13	FACULTIES	25
14	M.PHIL PE	1
Total		132

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 eleven such bills received and passed for payment.

Table 10
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

216 students have been enrolled as members in University Library during the Academic Year 2013-14. We have prepared barcode membership ID card laminated in University Library and issued to all the students.

Table 11
Total Number of Students Enrolled as Members
during the Academic Year 2013-2014.

S.No.	Month	No. Of Students
1	June	2
2	July	130
3	August	47
4	September	28
5	October	5
6	November	1
7	December	-
8	January	-
9	March	-
10	May	3
11	June	-
12	July	-
Total		216

The Course wise students enrolled as members is given below:

Table 12
The Course wise Students Enrolled as Members

S. No.	Department Name	Total Number of Students
1	B.P.ED	57
2	M.P.ED	51
3	M.PHIL PE	32
4	PHD PE	3
5	B.SC. EX. PHY	8
6	M.SC. EX. PHY.	3
7	M.PHIL EX. PHY.	1
8	B.SC. SP. CO.	8
9	PH.D. SP. CO.	1
10	MBA SP. MGMT	3
11	M.SC YOGA	3
12	M.SC YOGA SSP	30
13	M.PHIL YOGA	2
14	PH.D YOGA	3
15	M.TECH	4
16	M.SC BIOMECH	2
17	PH.D.SP. PSY.	1
18	M.SC.SP.CO	4
TOTAL		216

3.1.1 Duplicate Membership Card Issued to Students

One student has lost his membership ID Cards which was fine members sought to the knowledge of this University Library. That student has requested duplicate ID cards and he paid the fine a sum amount Rs.30/- (1x30=30) has been collected as fine and he paid the said amount in University Account at Indian Bank through challan.

For final year students the membership ID cards should be surrender to University Library. One student has lost his ID cards. As per the University Library rules he will pay Rs.30 as fine towards the lost of membership ID card. The student has paid a sum amount Rs.30 (1X30=30) in the University Account through Indian Bank challan. The challan proof copy has been submitted to the Finance section.

Table 13
Duplicate Membership Card Issued to Students

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

	Rs. 60.00/-
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3.2 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 2013-2014 Academic year a total of 744 books have been issued to Students, M.Phil/Ph.D Scholars and Staff. In turn 673 books have been returned by the students and staffs to University Library.

Table 14
Books Issued & Returned

S. No.	Month	Issue	Return
1	July	65	28
2	August	97	83
3	September	75	75
4	October	119	80
5	November	84	96
6	December	71	57
7	January	48	48
8	February	73	57
9	March	47	52
10	April	54	81
11	May	11	12
12	June	-	4
Total		744	673

3.3 Introduction to Reprographic Services.

Reprographic service is introduced during this academic year 2013-14 in the University Library. One Ricoh Copier Machine Model: Aficio MP 2004/LE was shifted from Register section to University Library with this machine the said service was started with the approved of University Officers. The guidelines to be followed for this service was prepared and submitted to the University Official approval. The officials approved the guidelines the service was started on 20/09/2013.

The members who are in need of the documents to be photocopied should fill the request form available in the Circulation Desk and pay the prescribed amount in cash to the circulation desk in charge. The approved charges for various services are given below:

Table 15
Reprographic Services Charges

S.No	Paper	Photocopying	
		University members	Outside members
1	Black & White A4 Sheet	Rs.1/copy	Rs.2/copy
2	Black & White A3 Sheet	Rs.2/copy	Rs.4/copy

3.3.1 Reprographic Services

A total of 4757 copies generated and issued to students and staffs. A sum amount Rs.8514/- 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 ten such statements submitted. 1738 copies have been reproduced for official purpose. A total of 4757 copies generated and issued to students and staffs. Therefore 6495 copies have been generated in Reprographic section during this academic year.

Table 16
Reprographic Services for the Members & Non Members

S. No.	Month	No. of Copies	Official Copies	Total Photo Copies	Amount Collected and remitted into Uni. Acc.
1	July	-	-	-	-
2	August	-	-	-	-
3	September	314	-	314	314.00
4	October	679	-	679	680.50
5	November	840	-	840	840.00
6	December	498	-	498	498.00
7	January	774	-	774	774.50
8	February	912	1318	2230	989.00
9	March	1104	68	1172	1105.00
10	April	1165	64	1229	1307.00
11	May	1356	243	1599	1622.00
1 2	June	220	45	265	321.00
TOTAL		4757	1738	6495	8514.00

3.4 Books & Theses Referred

3.4.1 Books Referred by Students

Students Visiting University Library referred Books for their Study, Research purpose. A total of 644 Books have been referred from Books Stack Section during this academic year 2013-2014.

Table 17
Books Referred by Students

S. No.	Month	No. of Books Referred
1	July	139
2	August	160
3	September	53
4	October	66
5	November	13
6	December	69
7	January	36
8	February	50
9	March	23
10	April	30
11	May	5
12	June	-
TOTAL		644

3.4.2 Theses Referred by students

A total of 2033 times Theses referred by M.Phil/Ph.D Scholars and PG Students in the Theses Section.

Table 18
Theses Referred by students

S. No.	Month	No. of Theses Referred
1	July	84
2	August	73
3	September	85
4	October	28
5	November	92
6	December	458
7	January	292
8	February	292
9	March	284
10	April	307
11	May	30
12	June	8
TOTAL		2033

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 6831 no. of Visitors entered into the University Library during the academic year 2013-2014 and utilized resources and services of Library.

Table 19
No. of Visitors Member Month -wise

S. No	Month	No of Member
1	July	788
2	August	701
3	September	588
4	October	578
5	November	475
6	December	899
7	January	610
8	February	900
9	March	708
10	April	454
11	May	90
12	June	40
Total		6831

3.6 No-Dues Faculties & Students

A Total of 134 Students has been issued no due certificate by this University Library during the year 2013-2014.

Table 20
No-Dues Faculties and Students

S. No.	Month	No due for Students
1	July	3
2	August	1
3	September	1
4	October	2
5	November	-
6	December	-
7	January	3
8	February	-
9	March	1
10	April	114
11	May	6
12	June	3
	TOTAL	134

4 Assistance to University Department

4.1 Journal Publications (JPESAD)

The editorial board received Fifteen articles for the publication of Volume 4, Issue 2 in July 2013 JPESAD Publication. 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 15 articles have been reviewed, corrected and included for publication.

The editorial board received ten articles for the publication of Volume 5, Issue 1&2 in January 2014 JPESAD Publication. 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 10 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 73 such clippings have been sent to the authorities.

Table 21
Newspaper Clippings Submitted to Authorities

S. No.	Month	No. of Clippings
1	July	16
2	August	8
3	September	5
4	October	8
5	November	13
6	December	11
7	January	2
8	February	6
9	March	1
10	April	1
11	May	-
12	June	2
TOTAL		73

Table 22
Paper wise Distribution of Newspaper Clippings

Paper Name	No. of NEWS
Dhinathanthi	16
Dhinakaran	1
Dhinamalar	17
Dhinamani	15
The Hindu	13
The Hindu Tamil	2
The New Indian Express	8
Deccan Chronicle	1

Total	73
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5. Others

5.1 Gate Entry Register

Gate entry register available in the University Library is fully exhausted. A request letter to print and supply the register was placed to the Registrar. They have placed order with M/S Amutha Printing & Graphics for printing of Gate Entry Register. The Printing agency supplied ten numbers of Registers to the University Library. The received item was stock entered in the stock register.

Table 23
Gate Entry Register

S. No.	Product	No's	Amount	Bill No.
				Dated
1	Amutha Printing +Graphics	10	6100	Bill No:52/09-07-14 Gate Entry Registrar Books Printing
Total			6100.00	

5.2 Reprographic Section Started

A request letter was submitted to this University for introduction of Photocopying services in the University Library. To introduce this service, the university transferred Richo Copier Machine from the register section to the University Library on 20/09/2013. The received item was stock entered in the stock entry register.

5.3 Communication Send & Received

A total of 23 letters have been sent at various occasions to this University requesting the authorities to help them to upgrade the Library.

Table 24
Communication Send to the Registrar & other Sections

S. No.	Month	No. of Letters
1	July	1
2	August	12
3	September	4
4	October	-
5	November	1
6	December	2
7	January	-
8	February	1
9	March	2
10	April	-
11	May	-
12	June	-
TOTAL		23

5.4 Maintenance of University Library (in terms of Cleaning)

Under Mr.T. Baskaran Office Assistant & Mrs.B. Latha Junior Assistant are Supervision the Library was fully cleaned on daily basis. Dusting in all sections on July 15th 2013, September 10th, 2013.

As per the direction of Vice-Chancellor, the office staff has been internally transferred. Mrs. A.K. Mumtaz Jahan Assistant & Mrs. V. Saraswathi Office Assistant were joined on 05/11/2013. Under the new library staff they supervision the library cleaning process following dates.

Stack Section Shelves was cleaned on 5th May, 2014.
Theses Section shelves was cleaned on 27th June, 2017.

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

5.5 Revenue Generated

This University Library generated revenue for this University by collecting service charges and fine amount. A sum amount Rs.8,574/- 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 2013 to June 2014.

Table 25
Revenue Generated

S.No	Resources	Quantity	Amount
1.	Duplicate ID cards issued	1	30.00
2.	Lost Membership card	1	30.00
3.	Reprographic Services Provided to Members & Non Members	9600	8514.00
Total		9602	8574.00

5.6 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 78 bills were passed for payment.

Table 26
Bills Passed

S.No	Resources	Bill Quantity	Amount
1.	Procurement of Book	1	38,256.00
2.	Procurement of International Journals	5	91230.30

3.	Procurement of National Journals	13	12,550.00
4.	Procurement of Magazines	10	5933.00
5.	Daily Newspapers	48	
6.	Electronic Equipments	1	6100.00
Total		78	1,54,069.30

5.7 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.
