

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

**Annual Report**  
**July 2017 – June 2018**



**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 2017 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 Library has Organized,  
Managed and rendered services during the year 2017-2018.**

## 1. Procurement

Procurement of Books, & Budget

### 1.1 Books

**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	October 2017	623	3445-4067	TBH Library Book Suppliers	7,55,505.28
2	June 2018	1	4068	Seshadri Nathan Sukumaran	15,000.00
<b>Total</b>					<b>7,70,505.28</b>

In the year 2017-2018 Rs. 10 Lakhs was allotted for Procurement of Books. Book Procurement was carried out and 624 books procured during this academic year.

### 1.2 Proposal for Establishment of University Library in New Building

A Proposal for Establishment of University Library in New Building was submitted to this university on 24/10/2017. Before that a preliminary meeting was held with Convenor - TNPESU / Principal Secretary, Youth Welfare and Sports Development Department on 28/09/2017.

In the meeting the Assistant Librarian has briefed to Convenor about the proposal for establishment of university library in new building. In the proposal a sum amount Rs. 3,14,84,000.00 has been requested by the Assistant Librarian. The Finance Committee and Syndicate of TNPESU have sanctioned a sum amount Rs. 49.84 lakhs only for procurement of furniture's.

**Table 2**  
**Budget Proposal for Establishment of University Library in New Building**

<b>S.No.</b>	<b>Description</b>	<b>Approximate cost per annum in Rupees</b>
1	Resources	2 crore
2	Man Power	15 lakhs
3	Equipments Required to Modernize Library	50 lakhs
4	Furniture's	49.84 lakhs
	A. First Floor Reading Hall Section	25,30,000
	B. First Floor Periodical Section	18,04,000
	C. Ground Floor Thesis & Stack Sections	6,50,000
	<b>Total</b>	<b>3,14,84,000</b>

### 1.3 Book Processing

During the Academic year July 2017 to June 2018, 624 books were purchased and it was technically processed on 09th October 2017 to 05<sup>th</sup> June 2018. We have entered 624 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 3**  
**Book Processing**

<b>S. No</b>	<b>Date of Accessing the Register</b>	<b>Number of Book Technically processed in the Year 2017-2018</b>	<b>Date of Technical Processing</b>	<b>Number book Technical Process (Data entry, Cataloguing, Barcode Generation )</b>
1	09/10/2017	623	3445-4067	623
2	05/06/2018	1	4068	1
Total		624		624

#### 1.4 Thesis Addition

During 2017 COE section supplied **261** Project & Theses reports to University Library. Each Reports & Thesis have been entered in library automation software and assigned with numbers. The thesis accession numbers are generated as barcode and the barcode label was pasted in 261 thesis spine. Then the thesis arranged in the appropriate place in thesis section.

**Table 4 Thesis Addition**

<b>S. No</b>	<b>Department</b>	<b>No. of Theses</b>
1	M.Sc YG	35
2	M.Sc YGT	30
3	M.P.ED	39
4	M.Phil PE	115
5	PH.D	42
<b>TOTAL</b>		<b>261</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 2017 to 14<sup>th</sup> July 2017.

New books purchased for University Library Shelved in the stack section according to the DDC Scheme of classification during 13<sup>th</sup> November 2017 to 22<sup>nd</sup> November 2017.

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 2017 to 29<sup>th</sup> December 2017.

In thesis Section, the reports & thesis was arranged according to the Accession Numbers. This work was carried out during the month of January 2018.

**Table 5**

#### **Shelf Order Maintenance**

<b>S. No</b>	<b>Date of Rectification</b>	<b>Nature of Work</b>
1	09/07/2017 to 14/07/2017	Re-arrangement of shelves in stack section.
2	13/11/2017 to 22/11/2017	New Arrivals Book Shelving
3	18/12/2017 to 29/12/2017	Arrangements of New Arrivals and Stack Section Books according to DDC Scheme of Classification
4	15/01/2018 to 22/01/2018	Thesis was arranged according to the Accession Numbers

## 2.2 Long Due Book Reminder

120 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 6**

### Long Due Book Reminder

<b>S.NO.</b>	<b>Department</b>	<b>No of Students</b>
1	B.P.ED	11
2	B.SC EX. PHY	02
3	B.SC. SP. CO.	08
4	M.P.ED	02
5	M.SC. EX. PHY.	05
6	M.SC. SP. PSY.	02
7	M.SC YOGA	04
8	M.SC BIOMECH	08
9	MBA SP. MGMT	02
10	M.SC. PSYCHOLOGY	04
11	M.PHIL PE	05
12	M.PHIL SP	02
13	M.PHIL CP	01
14	M.PHIL TC	02
15	M.PHIL YG	04
16	PH.D	06
17	FACULTIES	47
18	GUEST LECTURER'S	03
19	STAFF	02
	<b>Total</b>	<b>120</b>



### 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. A sum amount **Rs. 12,828.00** has been spent for the purchase of daily newspapers during this academic year.

**Table 7**

**July 2017-June 2018 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	1185.50
2	August	7	1157.50
3	September	7	1136.50
4	October	7	1145.50
5	November	7	1125.00
6	December	7	1188.00
7	January	7	1134.00
8	February	-	-
9	March	7	1164.50
10	April	7	1173.50
11	May	7	1161.00
12	June	7	1257.00
	<b>Total</b>		<b>12,828.00</b>

### 3 Delivery of Services

#### 3.1 Membership

280 students have been enrolled as members in University Library during the Academic Year 2017-18. We have prepared barcode membership ID card laminated in University Library and issued to 280 members.

**Table 8**  
**Total Number of Students Enrolled as Members during the Year 2017-2018**

<b>Month</b>	<b>No. Of Students</b>
June - 2017	-
August - 2017	91
September - 2017	160
November - 2017	13
January - 2018	16
March - 2018	-
May - 2018	-
<b>Total</b>	<b>280</b>

The Course wise students enrolled as members is given below:

**Table 9**  
**The Course wise Students Enrolled as Members**

<b>S. No.</b>	<b>Department Name</b>	<b>Total Number of Students</b>
1	B.P.ED	98
2	M.P.ED	35
3	M.PHIL PE	12
4	PHD PE	06
5	B.SC. EX. PHY	27
6	M.SC. EX. PHY.	07
7	M.PHIL EX. PHY.	01
8	B.SC. SP. CO.	51
9	M.SC. SP. PSY.	01
10	M.PHIL SP. PSY.	05
11	MBA SP. MGMT	13
12	M.SC YOGA	13
13	M.PHIL YOGA	05
14	PH.D YOGA	02
15	M.TECH	02
16	M.SC BIOMECH	02
	<b>TOTAL</b>	<b>280</b>

### 3.1.1 Duplicate Membership Card Issued Card Lost by Students

Few students have lost their Membership ID Cards which was brought to the knowledge of this University Library. 7 students have requested duplicate ID cards and they have paid the fine a sum amount Rs.350/- (7x50=350) has been collected as fine and they have paid the said amount in University. Account at Indian Bank through challan. The challans submitted to the Finance Section.

For final year students the membership ID cards should be surrendered to University Library. Few students have lost their ID cards. As per the University Library rules they have to pay Rs.50 as fine towards the lost of membership ID card. 11 students have lost their card and paid a sum amount Rs.550 (11X50=550) in the University Account through Indian Bank challan. The challan proof copy has been submitted to the Finance Section. A sum amount of Rs. 900 has been collected from the students towards duplicate and card lost charges during the academic year 2017-18.

**Table 10**

**Duplicate Membership Card Issued & Card Lost Students Statement**

S. No.	Month	Duplicate ID cards issued	Fine Amount	Lost Membership card	Fine Amount
1	July 2017	4	200		
2	January 2018	3	150		
3	April 2018			6	300
4	May 2018			3	150
5	June 2018			2	100
	<b>TOTAL</b>	<b>7</b>	<b>350</b>	<b>11</b>	<b>550</b>

**Table 11**

	Quantity	Amount
<b>Duplicate</b>	7	350.00
<b>Lost</b>	11	550.00
<b>Total</b>	<b>18</b>	<b>900.00</b>

### 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 2017-2018 Academic year a total of **1095** books have been issued to Students, M.Phil/Ph.D Scholars and Staff. In turn **1004** books have been returned by the students and staffs to University Library.

**Table 12**

#### **Books Issued & Returned**

<b>S. No.</b>	<b>Month</b>	<b>Issue</b>	<b>Return</b>
1	July	76	46
2	August	163	117
3	September	157	147
4	October	118	106
5	November	119	132
6	December	96	80
7	January	112	99
8	February	95	98
9	March	82	77
10	April	70	75
11	May	2	17
12	June	5	10
	<b>Total</b>	<b>1095</b>	<b>1004</b>

### 3.3 Reprographic Services

Reprographic service is provided in University Library. A total of 9,701 copies have been generated and issued to students and staffs. A sum amount Rs.11,331 /- was 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. 5,205 copies have been reproduced for official purpose. A total of 9,701 copies generated and issued to students and staffs. Therefore 14,906 copies have been generated in Reprographic section during this academic year.

**Table 13**

**Reprographic Services Provided to Members & Non Members July 2017 – June 2018**

S. No.	Month	No. of Copies	Official Copies	Total Photo Copies	Amount Collected and remitted into Uni. Acc. Amount in Rupees.
1	July	932	410	1342	1329.00
2	August	465	84	549	473.00
3	September	1491	242	1733	1497.00
4	October	614	437	1051	614.00
5	November	1232	948	2180	1234.00
6	December	606	486	1092	611.00
7	January	354	751	1105	359.00
8	February	610	689	1299	658.00
9	March	1360	168	1528	1893.00
10	April	1283	553	1836	1350.00
11	May	513	35	548	866.00
12	June	241	402	643	447.00
	<b>TOTAL</b>	<b>9,701</b>	<b>5,205</b>	<b>14,906</b>	<b>11331.00</b>

### 3.4 Books & Theses Referred

#### A. Books Referred by Students

Students Visiting University Library referred Books for their Study, Research purpose. A total of 367 Books have been referred from Books Stack Section during this academic year 2017-2018.

**Table 14**  
**Books Referred by Students**

<b>S. No.</b>	<b>Month</b>	<b>No. of Books Referred</b>
1	July	48
2	August	58
3	September	28
4	October	24
5	November	27
6	December	52
7	January	39
8	February	20
9	March	20
10	April	17
11	May	24
12	June	10
	<b>TOTAL</b>	<b>367</b>

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

PG Students, M.Phil & Ph.D scholars of TNPESU have consulted 734 theses during the academic year 2017-18. A separate register was maintained in University Library the members who are interested to refer a particular thesis will register their expected thesis number. The office assistants working in University Library will assist them and deliver the required thesis. In turn they will replace the consulted thesis in appropriate shelves.

**Table 15**  
**Theses Referred by students**

<b>S. No.</b>	<b>Month</b>	<b>No. of Theses Referred</b>
1	July	65
2	August	30
3	September	23
4	October	15
5	November	33
6	December	96
7	January	78
8	February	101
9	March	119
10	April	148
11	May	15
12	June	11
	<b>TOTAL</b>	<b>734</b>



### 3.5 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 1829 no. of Visitors entered into the University Library during the academic year 2017-2018 and utilized resources and services of Library.

**Table 16**

#### **No. of Visitors Member & Non Member Month -wise**

<b>S. No</b>	<b>Month</b>	<b>No of Member</b>	<b>No of Non- Member</b>	<b>Total</b>
1	July	350	12	362
2	August	246	4	250
3	September	39	3	42
4	October	62	-	62
5	November	49	-	49
6	December	62	-	62
7	January	64	4	68
8	February	82	29	111
9	March	167	25	192
10	April	160	18	178
11	May	125	111	236
12	June	130	87	217
	<b>Total</b>	<b>1536</b>	<b>293</b>	<b>1829</b>

### 3.6 No-Dues for Students

A Total of 254 Students has been issued no due certificate by this University Library during the year 2017-2018.

**Table 17**

#### **No-Dues Faculties and Students**

<b>S. No.</b>	<b>Month</b>	<b>No due for Students</b>
1	July	09
2	August	07
3	September	05
4	October	08
5	November	-
6	December	-
7	January	01
8	February	07
9	March	-
10	April	90
11	May	114
12	June	13
	<b>TOTAL</b>	<b>254</b>

## 4 Assistance to University Departments

### 4.1 Journal Publications (JPESAD)

The editorial board received eight 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 29 such clippings have been sent to the authorities.

**Table 18**

**Newspaper Clippings Submitted to Authorities**

<b>S. No.</b>	<b>Month</b>	<b>No. of Clippings</b>
1	July	3
2	August	-
3	September	-
4	October	-
5	November	-
6	December	-
7	January	-
8	February	-
9	March	-
10	April	3
11	May	5
12	June	18
	<b>TOTAL</b>	<b>29</b>

**Table 19**

**Paper wise Distribution of Newspaper Clippings**

<b>Paper Name</b>	<b>No. of NEWS</b>
Dhinathanthi	3
Dhinakaran	-
Dhinamalar	5
Dhinamani	3
The Hindu	9
The Hindu Tamil	2
The New Indian Express	7

## 5. ICT SERVICES

### 5.1 Internet Access:

881 members have accessed Internet from University Library.

**Table 20**  
**Internet Access**

S. No.	Month	No of Usage
1	July 2017	282
2	August 2017	251
3	September 2017	22
4	October 2017	26
5	November 2017	38
6	December 2017	47
7	January 2018	33
8	February 2018	37
9	March 2018	57
10	April 2018	49
11	May 2018	19
12	June 2018	20
	<b>TOTAL</b>	<b>881</b>

## 6 Book Exhibition

This University Library conducted book exhibition in the University campus with the approval of the authorities. This Book Exhibition 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 4,589 books displayed in the above mentioned exhibition in which 731 books have been selected for University Library book purchase.

**Table 21**  
**Book Exhibition 2017-18**

S. No	Conduct -ed	Vendors Invited	Participat -ed Venders	Total No Of Visitors	No of Books Displayed	Faculties Selected Books	Removed Duplicate Titles	University Finally Recom- mend	Budget Allotted
1.	24.04.18 to 25.04.18	25	13	74	4,589	825	94	731	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 149 numbers of Furniture items namely wooden chair, computer chair, Newspaper stand, Magazine stand and Periodical Display cabinet have been received and stock entered in University Library Stock Register.

**Table 22**

#### **Furniture and Electronic Equipment purchased from University Fund**

S. No.	Product	No's	Amount	Bill No.
				Dated
1	Wooden modular type counter table	01	1,25,000.00	No. 185 31/08/2017
2	Wooden shove rack made out of 18 mm	02	73,066.00	No. 185 31/08/2017
3	Teak wood chair with seat and back rest cushion	64	4,82,497.28	No. 889 15/03/2018
4	Steal Bureau size $6\frac{1}{2} \times 6\frac{1}{2} \times 6\frac{1}{2}$	04	57,961.60	No. 889 15/03/2018
5	Round shaped table made out of wood size in diameter 1219mm X 750mm	16	1,18,944.00	REGR/R5/889 05/03/2018
6	Book Trolley Size: H 1000 X W 900 X D 560	1	8,500.00	REGR/R5/889/01-2018 15/03/2018
7	Office Wooden Table size: W1200 X D600 X H760	1	12,000.00	REGR/R5/889/01-2018 15/03/2018
8	Book case four compartments	20	2,23,254.00	REGR/R5/889/01-2018 15/03/2018
9	Slotted angle book 6 shelves with 5 compartments	10	35,000.00	REGR/R5/889/01-2018 15/03/2018
10	Slotted angle book 4 shelves with 3 compartments	02	4,800.00	REGR/R5/889/01-2018 15/03/2018

11	Reading table: L 2400mm X W 1820mm	10	3,75,370.00	REGR/R5-889/03-18 15/03/2018
12	Book cards	5000	30,000.00	23/11/2017
13	Electric Kettle	1	1971.00	CA3000 27/09/2017
14	Barcode Sticker	1 pkt	270.00	27775 27/09/2017
15	Lamination Pouch	2 pkt	1800.00	007 17/07/2017
16	Plastic Sheet	1 pkt	11000.00	007 17/07/2017
17	Rubber Stamps	7	2350.00	789 17/7/2017
18	Rubber Stamps self ink big	2	1350.00	792 17/07/2017
<b>Total</b>			<b>15,65,133.88</b>	

This University also placed purchase order for the supply of IT Infrastructure Equipments. This University Library received 50 desktop computers, one Server, one barcode label printer, one colour printer, one thermal receipt printer, One Centralized Air Conditioning 11 ton capacity and one LCD Projector and two 20 KVA Online UPS for the establishment of E-library and University Library in New Building. The below mentioned items have been purchased from E-Library Scheme – TANII First year fund.

**Table 23**

**Furniture and Electronic Equipment purchased from TANII Fund E-Library Scheme**

S. No.	Product	No's	Amount	Bill No.
				Dated
1	Computer Table Size: 8'L X 2'W X 2.64' H	18	4,94,361.00	PO No:REGR R5 - OP.899 16/03/2018
2	Desktop computers – Dell Optiplex 3050 MT Specification: Intel i3 Processor, 4GB DDR4 RAM, 500 GB Hard disk, 19 inch LED Monitor, Keyboard and mouse	50	13,47,500.00	19/01/2018
3	Server – Dell Power Edge T430: Intel xenon 8 core processor, 16 GB DDR4 UDIMM, 19.5 Inch Monitor, Keyboard and mouse	1	2,64,373.00	SS/CHE/18- 19/266 17/05/2018
4	Multimedia Projector LCD Epson model: EB, Screen size: 72" inch	1	50,645.00	SS/CHE/18- 19/266 17/05/2018
5	Hitachi Hirel make 20 KVA Online UPS Systems	2	8,99,160.00	30/11/2017
<b>Total</b>			<b>30,56,039.00</b>	



## 7.2 Lost Book Fine Payment

The Member who has lost the book comes forward to pay the fine for the lost book and this University Library instructed them to pay the fine in the University Account through challan. A member K.Saravanan has lost book entitled **“Physical Education Guide for TRB, NET&SET by Jayavel.S”**.

The actual cost of the book is Rs.200/- and a sum amount Rs.300/- collected as fine and handling charges. Total Rs.500/- received from the student during the year 2017-18.

**Table 24**  
**Lost Book Fine Payment**

S. No	Acc No.	BOID	Name	Date of Fine Amount Paid for Book Lost	Title
1.	613	P13PE015	Mr. K Saravanan	09/10/2017	“Physical Education Guide for TRB, NET&SET by Jayavel.S”

## 7.3 Communication Send & Received

A total of 30 letters have been sent at various occasions to this University requesting the authorities to help them to upgrade the Library.

**Table 25**  
**Communication Send to the Registrar & other Sections**

S. No.	Month	No. of Letters
1	July	02
2	August	-
3	September	01
4	October	05
5	November	01
6	December	01
7	January	03
8	February	04
9	March	03
10	April	05
11	May	04
12	June	01
	TOTAL	<b>30</b>

#### **7.4 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 02<sup>nd</sup> 2017, December 27<sup>th</sup>, 2017 & 24<sup>th</sup> March 2018, Stack Section Shelves was cleaned on 5<sup>th</sup> April, 2018

Theses Section shelves was cleaned on 07<sup>th</sup> May, 2018.

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

#### **7.5 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 2017 to June 2018.

**Table 26**

<b>S.No</b>	<b>Resources</b>	<b>Quantity</b>	<b>Amount</b>
<b>1.</b>	Duplicate ID cards issued	7	350.00
<b>2.</b>	Lost Membership card	11	550.00
<b>3.</b>	Reprographic Services Provided to Members & Non Members	14906	11331.00
<b>Total</b>			<b>12,231.00</b>

## 7.6 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 27**  
**Bills Passed**

<b>S.No</b>	<b>Resources</b>	<b>Bill Quantity</b>	<b>Amount</b>
<b>1.</b>	Book Procurement	23	7,70,505.28
<b>2.</b>	Daily Newspapers	11	12,828.00
<b>3.</b>	Furniture and Electronic Equipment purchased from University Fund	6	15,65,133.88
<b>4.</b>	E-Library Scheme – TANII Fund Purchase Furniture and Electronic Equipment purchased from TANII Fund	4	30,56,039.00
<b>Total</b>		<b>44</b>	<b>54,04,506.16</b>

## 7.7 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.

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