

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

**Annual Report**  
**July 2018 – June 2019**



**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 and upto 2017 the Library was functioned in the temporary space provided in the administrative and academic blocks. During the year 2018 the University Library housed in a two storied new Building with total carpet area of 6772 Sq. Ft (629.11sq.mts.) located at the western side in the University campus. This area is divided into following sections: Circulation, Technical Processing, Reading Hall, e-Library, Periodical, Stack and Thesis section. 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 programmes 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 2018-2019.**

## 1. Procurement

### 1.1 Procurements of Books, Journals & Budget

#### 1. Books

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

S. No	Year	No of Books	Accession Numbers	Book Purchased From Vendors	Amount Spent
1	Jul 18 – Jun 19	545	4068 to 4613	11	Rs 10 Lakhs

In the year 2018-2019 Rs. 25 Lakhs was allotted for Procurement of Books and additionally Rs. 10 Lakhs was allotted. Book Procurement was done in three phase on April 2018, November 2018 and February 2019.

#### 2. Journals

A Sum amount Rs 5 Lakhs earmarked for the subscription of print Journals. To utilize this amount initiation has been took during the month of November 2018 to receive the UGC Recommended print Journals from various heads of Department a circular was sent and they have submitted their recommended print Journals list for their respective Departments. A total of 64 print Journals have been recommended by 5 Head of Departments in which we have found 5 Duplicate Titles and the same was removed. The Final 59 print Journal list has been submitted to the Registrar for Subscription. The Subscription Process going on. The list of prominent subscription agencies functioning in India are also submitted along with the consolidated list on 19.12.18.

#### 3. Budget

This University Library has requested the University Authorities to sanction a sum amount Rs. 92,37,840 as Budget estimate for the year 2018-2019. This University Authorities after careful investigations has sanctioned a sum amount Rs 39,52,000. We have received a confirmation letter from Finance Officer on 11.04.2018 in which this University has requested the University Library to utilize the sanctioned amount. The Assistant Librarian has took the initiation to utilize the amount for various heads. A Major Amount has been sanctioned for the Purchase of books. Hence necessary steps have been took during the month of April 2018 for conduct of book exhibition in the month of April 2018, November 2018, Feb 2019 Based on this initiation 545 Books was Purchased in the first Phase 419 Books will be ordered soon.

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on. The list of prominent subscription agencies functioning in India are also submitted along with the consolidated list on 19.12.18.

Rs.8 Lakhs worth of electronic Gadgets has been allotted to modernize the University Library. The specifications for the electronic items have been submitted for purchase during the month of April 2018 and this University Library has received only 3 Printers so far. The rest of the equipments have to be ordered.

A Sum amount Rs 10 Lakhs has been additionally allotted for procurement of books on 04.12.2018. Necessary steps have been carried out to utilize the additional allotment a book display in the book suppliers premises initiated during the month of February 2019 for selection of books by various Department Faculties a total of 1200 titles have been selected during this book selection.

### **1.2 Book Processing**

During the Academic year November 2018 to January 2019, 545 books were purchased in first phase and it was technically processed on 10<sup>th</sup> January to 15<sup>th</sup> February 2019. We have entered 545 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**

<b>S. No</b>	<b>Date of Accessing the Register</b>	<b>Number of Book Technically processed in the Year 2018-2019</b>	<b>Date of Technical Processing</b>	<b>Number book Technical Process (Data entry, Cataloguing, Barcode Generation )</b>
1	08-Nov-2018 to 05-Jan-2019	545	10-Jan-2019 to 15-Feb-2019	545

### **1.3 Thesis Addition**

During this academic year COE section supplied 1097 Project & theses reports to University Library. We have added 1097 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 2403-3500.

**Table 3**  
**Thesis Addition**

<b>S. No</b>	<b>Department</b>	<b>No. of Theses</b>
1	M.Sc Varma	120
2	M.Sc Yoga	382
3	M.Sc Yoga Therapy	309
4	M.Sc Acc	50
5	M.Sc BM	1
6	M.Sc MDPN	15
7	M.P.Ed	130
8	B.Sc MDPN	1
9	B.Sc YG	9
10	M.Phil	3
11	MBA	27
12	Ph.D	44
13	M.Sc. PN	5
14	PGDVHE	1
	<b>TOTAL</b>	<b>1097</b>

## **2. Maintenance of Books, Journals & Reports**

### **2.1 Shelf Order Maintenance**

This University Authorities instructed the University Assistant Librarian to shift the Library from Academic Building to newly constructed building. Based on this shifting of Library Resources, Furnitures, Equipments etc, work was carried out from 6<sup>th</sup> August 2018 to 24<sup>th</sup> August 2018.

Shelf rectification work was did from 18<sup>th</sup> Feb 2019 to 22<sup>nd</sup> Feb 2019.

New books purchased for University Library Shelved in the stack section according to the DDC Scheme of classification during 04<sup>th</sup> March 2019 to 22<sup>nd</sup> March 2019.

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 25<sup>th</sup> March 2019 to 29<sup>th</sup> March 2019.

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

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

<b>S. No</b>	<b>Date of Rectification</b>	<b>Nature of Work</b>
1	6/08/2018 to 24/08/2018	Shifting the library From old Building to New Library Building
2	18/02/2019 to 22/02/2018	New Arrivals Book Shelving
3	04/03/2019 to 22/03/2019	Arrangements of New Arrivals and Stack Section Books according to DDC Scheme of Classification
4	25/03/2019 to 29/03/2019	Shelf Guide and row wise books shelving tag Preparation

### **2.2 Damaged/ Torned/Mutilated books**

In stack section few books found to be in a torned conditions these books were identified and maintained with pasting work. 26 such torned books have been identified and treated for pasting work. The pasted and maintained books reshelved in the stack on 3<sup>rd</sup> April, 2019 to 5<sup>th</sup> April 2019. The list of Books which are torned and pasted is given below



**Table 6**  
**Damaged/ Torned/Mutilated books**

<b>S. No.</b>	<b>Acc. No.</b>	<b>Book Title</b>	<b>Author</b>
1	327	Anatomy and Physiology: Understanding the Human Body	Clark
2	1055	Recent Advances in Sports Psychology	Jitendra Mohan
3	1069	Effect of Free Hand Exercise on Balance co Ordination and Flexibility Among School Boys	Vijay. R
4	1109	Elementary Experiments in Psychology	Seashore
5	229	Exercise Physiology	SandhyaTiwari
6	228	Exercise Physiology	Sandhya Tiwari
7	1062	Exercise Physiology	
8	1060	Exercise Physiology	
9	609	Physical Education Guide for TRB, NET & SLET	Jayavel
10	616	Physical Education Guide for TRB, NET & SLET	Jayavel
11	904	Textbook of Applied Measurement, Evaluation and Sports Selection	Kansal
12	895	Textbook of Applied Measurement, Evaluation and Sports Selection	Kansal
13	897	Textbook of Applied Measurement, Evaluation and Sports Selection	Kansal
14	898	Textbook of Applied Measurement, Evaluation and Sports Selection	Kansal
15	1007	100 Years of Olympics: from Athens 1896 to Atlanta 1996	Ekta
16	2226	Concise Light on Yoga; Yoga Dipika	Iyengar
17	67	Essentials of Anatomy and Physiology	Seeley
18	73	Research Methodology in Physical Education	Sharma
19	22	Volleyball: A Guide to Playing and Coaching	Ranganathan
20	10	Professional Preparation and Career Development in Physical Education and Sports	Kiran
21	2950	Science of Sports Training	Uppal A K
22	1094	Track and Field Officiating Techniques	Brar
23	1009	Psychology in Sports Methods and Applications	Suinn
24	1008	Psychology in Sports Methods and Applications	Suinn
25	1005	Psychology in Sports Methods and Applications	Suinn
26	1006	Psychology in Sports Methods and Applications	Suinn

### 2.3 Long Due Book Reminder

173 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 7**  
**Long Due Book Reminder**

<b>S. No.</b>	<b>Department Name</b>	<b>Total Number of Pending Books</b>
1	B.P.ED	24
2	M.P.ED	5
3	PHD PE	3
4	B.SC. EX. PHY	23
5	M.SC. EX. PHY.	8
6	Ph.D Sp. Co.	2
7	B.SC. SP. CO.	7
8	M.SC. SP. PSY.	7
9	M.PHIL SP. PSY.	3
10	MBA SP. MGMT	3
11	M.SC YOGA	15
12	M.PHIL YOGA	1
13	PH.D YOGA	6
14	M.SC BIOMECH	11
15	PH.D SP PSY	4
16	GUEST LECTURER'S	2
17	FACULTIES	44
18	NON TEACHING STAFFS	5
	<b>TOTAL</b>	<b>173</b>

### 2.4 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 eight such bills received and passed for payment.

**Table 8**  
**July 2018-April 2019 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	Rs. 1289
2	August	7	Rs. 1279
3	September	7	Rs. 1262
4	October	4	Rs. 659
5	November	4	Rs. 696
6	December	4	Rs. 740
7	January	4	Rs. 643
8	February	4	Rs. 624
9	March	Bill Not Yet Received	
10	April		
11	May		
12	June		
		<b>TOTAL</b>	<b>Rs.7192</b>

### **3. Delivery of services**

#### **3.1 Membership**

241 students and seven Guest Lecturers (i.e 248 members) have been enrolled as members in University Library during the Year 2018. We have prepared barcode membership ID card laminated in University Library and issued to 241 Students and Seven Guest Lecturers.

**Table 9**  
**Total Number of Students/ Guest Lecturer's Enrolled as Members during the Year 2018**

<b>Month</b>	<b>No. Of Students</b>	<b>2017 batch students</b>	<b>Guest Lecturers</b>	<b>Total</b>
June	2			2
August	155		7	162
September	13			13
November	58			58
January	1	4		5
March	4	1		5
May	3			3
<b>Total</b>	<b>236</b>	<b>5</b>	<b>7</b>	<b>248</b>

The Course wise students enrolled as members is given below:

**Table 10**  
**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	75
2	M.P.ED	27
3	M.PHIL PE	6
4	PHD PE	6
5	B.SC. EX. PHY	19
6	M.SC. EX. PHY.	8
7	M.PHIL EX. PHY.	0
8	B.SC. SP. CO.	36
9	M.SC. SP. PSY.	9
10	M.PHIL SP. PSY.	4
11	MBA SP. MGMT	11
12	M.PHIL SP. MGMT	0
13	M.SC YOGA	14
14	M.PHIL YOGA	2
15	PH.D YOGA	3
16	M.TECH	5
17	M.SC BIOMECH	9
18	M.PHIL .BIOMECH	1
19	PH.D SP PSY	1
20	M.P.ED. 2017	5
21	GUEST LECTURER'S	7
	<b>TOTAL</b>	248

### **Duplicate Membership Card Issued to Students**

Few students have lost their membership ID Cards which was fine members sought to the knowledge of this University Library. 15 students have requested duplicate ID cards and they have paid the fine a sum amount Rs.750/- (15x50=750) has been collected as fine and they have 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. Few students and Staffs 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. 24 students and 2 staffs a total of 26 members have lost their card and paid a sum amount Rs.1300 (26X50=1300) in the University Account through Indian Bank challan. The challan proof copy has submitted to the Finance section.

**Table 11**  
**Duplicate Membership Card Issued to Students**

<b>S. No.</b>	<b>Month</b>	<b>Duplicate ID cards issued</b>	<b>Fine Amount</b>	<b>Lost Membership card</b>	<b>Fine Amount</b>
1	July				
2	August	1	50		
3	September	4	200		
4	October	4	200		
5	November	2	100		
6	December				
7	January				
8	February				
9	March	3	150		
10	April	1	50	26	1300
11	May				
12	June				
	<b>TOTAL</b>	<b>15</b>	<b>Rs.750</b>	<b>26</b>	<b>Rs.1300</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 2018-2019 Academic year a total of 961 books have been issued to Students, M.Phil/Ph.D Scholars and Staff. In turn 925 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	55	32
2	August	83	45
3	September	135	98
4	October	159	108
5	November	78	94
6	December	114	128
7	January	80	71
8	February	84	66
9	March	105	107
10	April	52	150
11	May	15	20
12	June	1	6
	<b>Total</b>	<b>961</b>	<b>925</b>

### 3.3 Reprographic Services

Reprographic service is provided in University Library. A total of 12811 copies generated and issued to students and staffs. A sum amount Rs.13818 /- 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. 7735 copies have been reproduced for official purpose. A total of 12811 copies generated and issued to students and staffs. Therefore 20546 copies have been generated in Reprographic section during this academic year.

**Table 13**  
**Reprographic Services Provided to Members & Non Members**  
**July 2018 – June 2019**

S. No.	Month	No. of Copies	Official	Total	Amount collected
1	July	651	1291	1942	749
2	August	905	2143	3048	952
3	September	994	355	1349	1025
4	October	3068	573	3641	3106
5	November	1823	1070	2893	1823
6	December	952	560	1512	1069
7	January	731	748	1479	804
8	February	784	647	1431	831
9	March	826	231	1057	923
10	April	1346	49	1395	1513
11	May	560	40	600	772
12	June	171	28	199	251
	TOTAL	<b>12811</b>	<b>7735</b>	<b>20546</b>	<b>13818</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 621 Books have been referred during this academic year.

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

<b>S. No.</b>	<b>Month</b>	<b>No. of Books Referred</b>
1	July	24
2	August	17
3	September	86
4	October	63
5	November	47
6	December	92
7	January	63
8	February	86
9	March	32
10	April	63
11	May	35
12	June	13
	TOTAL	621

**B. Theses Referred by students**

A total of 107 times Theses referred by M.Phil/Ph.D Scholars and PG Students in the theses section.

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

<b>S. No.</b>	<b>Month</b>	<b>No. of Theses Referred</b>
1	July	20
2	August	12
3	September	2
4	October	1
5	November	3
6	December	5
7	January	4
8	February	0
9	March	13
10	April	39
11	May	7
12	June	1
	TOTAL	107

### 3.5 Visitors List Member & Non Member

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 9278 no. of Visitors entered into the University Library during the academic year 2018-2019 and utilized resources and services of Library.

**Table 16**  
**No. of Visitors Member & Non Member Month -wise**

S. No	Month	No of Member	No of Non-Member	Total
1	July	20	516	536
2	August	122	748	870
3	September	33	1018	1051
4	October	5	941	946
5	November	298	305	603
6	December	1062	118	1180
7	January	646	110	756
8	February	1088	176	1264
9	March	1058	205	1263
10	April	691	118	809
11	May	109	155	264
12	June	78	88	166
	Total	5210	4498	9708

### 3.6 No-Dues Faculty & Students

A Total of 486 members (478 Students+8 Staffs) have been issued no due certificate by this University Library during the year 2018-2019.

**Table 17**  
**No-Dues Faculty and Students**

S. No.	Month	No due for Students	No due for Staff
1	July	18	
2	August	15	
3	September	3	
4	October	0	
5	November	2	
6	December	1	
7	January	1	
8	March	4	1
9	April	347	3
10	May	80	2
11	June	7	2
	TOTAL	478	8



#### **4. Assistance to University Department**

##### **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 7 articles have been reviewed, corrected and included for publication.

The Vice-Chancellor instructed to upgrade the journal as UGC approved Journal. Initial steps have been taken for UGC approval. A request letter has been submitted for designing web page for University Journal & Indexing the Journal with a Publisher. For indexing a mail was sent to EBSCO Publisher. They have sent a form; the form was submitted to the publisher. The Publisher finally informed that the team will scrutinize the form and it will take six months time for including JPESAD as Indexed Journal in their Database.

##### **4.2 Newspaper Clippings**

Daily Newspaper clippings pertaining to academic institute will be photocopied and sent to the University Authorities. A total of 35 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	
2	August	8
3	September	3
4	October	3
5	November	1
6	December	1
7	January	
8	February	
9	March	1
10	April	
11	May	2
12	June	
	TOTAL	19

**Table 19**  
**Paper wise Distribution of Newspaper Clippings**

Paper Name	No. of NEWS
Dhinathanthi	4
Dhinakaran	1
Dhinamalar	3
Dhinamani	3
The Hindu	2
The Hindu Tamil	2
The New Indian Express	4

#### **4.3 Staff Recruitment**

One Technical Assistant Library discontinued his job in September 2018. A request letter has been submitted by this University Library to recruit Technical Assistant as replacement for that Post. On 27.12.2018 interview was conducted 3 persons attended the interview. And a person got selected his name is Mr. Saravana Kumaran Appointment order was send to him on 07.01.2019. He reported to his job on 09.01.2019.

#### **4.4 Shifting Work**

The new Library Building was inaugurated by Chief Minister of Tamilnadu on 16.07.2018. Books and Furnitures available in Library was shifted on 19th July 2018 to 21st July 2018. Under NSS Coordinator guidance NSS Student Volunteers helped in shifting Library materials to the new Library Building. A sum amount Rs. 3500 received as advance amount for shifting work in which Rs.3429 has been spent and the balance amount Rs.71 remitted into the University account.

The below mentioned items have been purchased by library team members on 20.07.18 for shifting of library materials to new Library.

**Table 20**  
**Shifting Work**

<b>S No</b>	<b>Particulars</b>	<b>Quantity</b>	<b>Price for one</b>	<b>Amount Rs</b>	<b>Date and Invoice No.</b>
1	Carton Box	47kg	20	930	Kannithai Paper Mart
2	Towel	10Nos	20	200	D.J.Store 20.07.2018 No.077
3	Naphtali Balls	2kg	90	180	
4	Brown Tap	14Nos	30	420	
5	Nylon Thread	1Bundle	65	65	
6	Color Tap/	1 No	25	25	
7	Room Spray	1No	149	149	D.J.Store 20.07.2018 No.1240
8	Tata Gluco plus Cool drink	15Nos	13	195	Sivagami Tea Stall  20.07.2018
9	Morning Biscuit	7Nos	10	70	
10	Morning Tea	30Nos	10	300	
11	Evening Tea	06Nos	60	60	
12	Evening Biscuit	04Nos	40	40	
13	Hand Wash	01No	85	85	
14	Vim Bar Soap	01No	20	20	
15	Scissors	02Nos	110	220	Mesia Bible Store 20.07.2018 No. 2925
16	Floor Mat	02Nos	75	150	
17	Tea	40Nos	8	320	Aditya Catering Service 21.07.2018 No.007
Total Amount Spent				3,429.00	
Advance Amount Received				3,500.00	
Balance Amount Remited into University Receipt Account				71	Indian Bank Chalan

#### **4.5 Academic Audit**

This University has informed the University Library Through a circular dated 05.03.2018 that an academic audit has been scheduled from 27<sup>th</sup> to 29<sup>th</sup> March 2019. Based on this communication we have prepared the Library to meet the Academic Audit Initiations have been took to get back the pending books from the students and staffs. Minute Arrangement of Books, Thesis and old Newspapers have been carried out on 25.03.2019. Torned and Mutilated books have been identified from the stock and it was cello taped and pasted & replaced into the stack. A report has been prepared to face the Academic Audit.

The Academic Audit team comprising of Dr .K. Vaithyanathan & Dr .Sivaramakrishnan visit the Library on 28.03.2019 Afternoon around 2.30 PM. The Assistant Librarian briefed the Academic Audit team about the recent and past activities of University Library. He also briefed the important achievements of University Library to the visiting team. The team personally went to each and every sections of University Library and finally the team members requested the Library report prepared by the Assistant Librarian. The team felt happy about the functioning of the University Library.

#### **4.6 AICTE**

Library updated data's updated given to Dr.S.Premkumar & Dr.Ramakrishnan for AICTE approvals on November 2018 for MBA (Sports Management) & M.Tech (Sports Technology) Departments.

#### **4.7 NAAC**

Library Data's updated given to IQAC at various intervals during this academic year.

1. 24.12.18 – Book purchase procedure
2. 19.12.18 – Assistant Librarian Achievements
3. 18.12.18 – Library Automation description

Criterion 4 infrastructure and learning resource datas compiled and handed over to the coordinator on 18<sup>th</sup> March, 2019. Modified and updated datas given to the coordinator on 03<sup>rd</sup> May, 2019.

#### **4.8 12B**

Updated List of Books & Journals submitted to the Vice-Chancellor for 12B status.

#### **4.9 Assistance to Other Departments in University**

**Table 21**

**Assistance to Other Departments in University**

<b>S.No.</b>	<b>Date</b>	<b>Assistance</b>
1	28.06.2018	Request to sent TANSI a letter to refund balance amount Rs. 13986/- to E-Library Fund
2	29.05.2018	Governor office requested details sent to the Registrar through Emails
3	04.06.2018	Terms & Conditions for supply of Books sent to the Registrar section
4	21.06.2018	Budget procurement specifications sent to the Registrar
5	04.09.2018	Merging of library webpage with TNPESU Website
6	10.09.2018	Comparative statement of first Phase Book Purchase sent to the registrar
7	03.10.2018	Conducted Convocation press meet in the University campus letter sent to all press
8	19.11.2018	Prepared and submitted the press release for inauguration of e-Library to the Registrar.
9	28.12.2019	Conducted press meet for International Conference

## 5. ICT SERVICES

### 5.1 E-resources Access

292 members accessed E-Resources and utilized the resources for their work.

**Table 22**  
**E-resources Access**

<b>S. No.</b>	<b>Month</b>	<b>No. of Login</b>
1	December	36
2	January	47
3	February	57
4	March	68
5	April	18
6	May	20
7	June	46
	Total	292

### 5.2 Library Web Page Access

13681 members and Non-Members visited University Library webpage and availed the online services.

**Table 23**  
**Library Web Page Access**

<b>S. No</b>	<b>Month</b>	<b>No. of Views</b>
1	December	
2	January	1181
3	February	1711
4	March	1900
5	April	2865
6	May	3273
7	June	2751
	Total	13681

**5.3 E-library Usage:**  
1804 members used e-Library.

**Table 24**  
**E-library Usage:**

<b>S. No.</b>	<b>Month</b>	<b>No of Usage</b>
1	December	22
2	January	190
3	February	683
4	March	545
5	April	236
6	May	78
7	June	50
	Total	1804

**5.4 Library System Maintenance:**

In E-Library the Desktop Computers are periodically maintained by Cleaning the System Files, Temporary Files, Caches, History and recent files. The System was maintained at various intervals during the year 2018-2019.

On 31.01.2019 E-Library system was cleaned system files, Temp files, caches and history.

01.02.2019 Library office systems, changed Windows Operating System and Installed Nirmal Library Management software.

04.02.2019 E-Resource Remote Access to server for that purpose installed cent Operating System for E-Resources Remote Access Server.

## 6.E-Resources Developed, Organized & Managed

### 6.1 E-Resources Procured

**Table 24**  
**E-Resource Procured**

S. No	Suppliers name	E-books	E-Journals	Databases	PO Date	Amount
1	Allied Subscription Agency	63		1	26.09.18	Rs. 11,70,776
2	Balani InfoTech Pvt Ltd	14	17		26.09.18	Rs. 12,10,348.03
	TOTAL	77	17	1		<b>Rs.23,81,124.03</b>

### 6.2 Shodhganga E-Thesis Upload

Uploading of Ph.D thesis in Shodhganga work was completed. A total of 95 Ph.D theses has been uploaded in shodhganga e-thesis repository. In which 63 Physical Education, 19 Yoga, Seven Sports Management, Sports Psychology and Sociology, four Advanced Training and Technology, and Two Exercise Physiology & Biomechanics Ph.D theses uploaded.

**Table 25**  
**Department wise Shodhganga E-Thesis Uploaded**

S. No	Department	Number of Application Received	Number of E-Thesis Uploaded
1	Physical Education	63	63
2	Advanced Training and Technology	4	4
3	Exercise Physiology and Biomechanics	2	2
4	Sports Management and Sports Psychology & Sociology	7	7
5	Yoga	19	19
		Total	95

### 6.3 E-Resource ID Generation

A total of 115 members have been provided with login ID & Password for E-Resources Access.

**Table 26**  
**E-Resource Access Login & Password sent to Faculty,  
Research Scholars and PG Students**

S. No.	Designation	Course Joined Year	Total No. Persons received
1	Teaching Faculty		25
2	Research Scholars		22
3	M.Phil Scholars	2018	12
4	M.Tech	2018	3
5	M.Sc. Sports psychology	2017	1
6	M.Sc. Sports psychology	2018	6
7	M.Sc. Biomechanics	2018	6
8	M.Sc. Psychology	2017	1
9	M.Sc. Exercise Physiology	2018	2
10	M.P.Ed.	2017	33
11	M.Sc. Yoga	2017	3
12	M.Sc. Yoga	2018	1
		<b>Total</b>	<b>115</b>

### 6.4 INFED Membership

This University Library Requested the University authority to grant approval to enroll as member in INFED program. The University authorities have approved to become as member in INFED. The filled in membership application form has been sent to INFLIBNET on 01.02.2019. Simultaneously an E-mail bearing the scanned copy of application sent to the INFED team on 31.01.2019.

### 6.5 E-ShodhSindhu

This University Library Requested the University authority to grant approval to enroll in E-Shodhsindhu INFLIBNET on 24.01.2019. The University authorities have approved to become as free subscriber. Based on the approval of the University Authorities this University Library registered in online to get free access to two databases namely World E-Book Library and South Asian



Archive(SAA). The confirmation email for the access was received from the E-Shodhsindhu (INFLIBNET) team on 07.02.2019. The Database SAA login was activated to our University IP. Hence it was included in University Library E-Resource Access List.

## 7. Book Exhibition

This University Library conducted two 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 7000 books displayed in the above mentioned task in which 2559 books have been selected for University Library book purchase.

**Table 27**  
**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	2018-2019	Book Exhibition	24.04.18 to 25.04.18	13	74	731	545	10 Lakhs
2	2018-2019	Book Exhibitions	12.11.18 to 13.11.18	9	97	579	468	10Lakhs
3	2019	Book Display	14.02.19 to 15.02.19	7	HOD 'S	1656	1546	15Lakhs
				29	171	2966	2559	35 Lakhs

## 8. Others

### 8.1 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 137 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.

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.

**Table 28**

**Furniture and Electronic Equipment**

<b>S. No.</b>	<b>Product</b>	<b>No's</b>	<b>Amount</b>	<b>Bill No. Dated</b>
1	Chair Wooden With seat Cushion	80	538080	WC/05
2	Computer Chair	50	139500	WC/010 1.11.18
3	News Paper Stand	4	27200	WC/010 01.11.18
4	Magazine Stand	1	6900	WC/010
5	Periodical Display Cabinet	2	53000	WC/010 01.11.18
6	Desktop Computers	50	1347500	19.01.2018
7	Server		255000	SS/CHE/18-19/226 17.05.2018
8	Barcode label printer			
9	Colour Printer	1	26727	DC103421 22.11.2018
10	Thermal receipt printer	1		
11	Centralized Air Conditioning	1	181760	BS0092/18-19 07.08.2018
12	Epson LCD Projector	1	33620	
13	Online UPS 20 KVA x 2	2	854800	

**8.2 Lost Book replacement**

The Member who have lost the book come forward to replace new book and this University Library helped them for the purchase of new Book from amazon.com. This process helped them to return the new Book as replacement copy. The following members have lost the book and the same was replaced during this Academic year.

**Table 29**  
**Lost Book Replacement**

<b>S. No</b>	<b>Acc No.</b>	<b>BOID</b>	<b>Name</b>	<b>Date of Replacement</b>
1	397	F11HC003	Valli V	05.04.2019
2	1032	F11HC003	Valli V	05.04.2019
3	2955	B14TC018	V Sivaprasath	30.04.2019
4	2911	B16TC045	Ragina R	07.03.2019
5	5	F11EP001	Dr. Grace Helina	30.04.2019
6	1030	B16EP006	Kiruthika	03.05.2019

### **8.3 Communication Send**

A total of 123 letters have been sent at various occasions to this University requesting the authorities to help them to upgrade the Library.

**Table 30**  
**Communication Send to the Registrar & other Sections**

<b>S. No.</b>	<b>Month</b>	<b>No. of Letters</b>
1	July	7
2	August	9
3	September	3
4	October	32
5	November	12
6	December	6
7	January	22
8	February	7
9	March	7
10	April	5
11	May	10
12	June	3
	TOTAL	123

### **8.4 Maintenance of University Library (in terms of Cleaning)**

Under Mr. Karthik's Office Assistant Supervision the Library was fully cleaned on the following Dates:

Dusting in all sections on December 20<sup>th</sup>, 2018, March 27<sup>th</sup>, 2019 & 24<sup>th</sup> June, 2019 Stack Section Shelves was cleaned on 5<sup>th</sup> March, 2019

Theses Section shelves was cleaned on 21<sup>st</sup> March, 2019.

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

### 8.5 Revenue Generated

This University Library generated revenue for this University by collecting service charges and fine amount. A sum amount Rs.15,868/- has been collected from Members and Non Members towards Reprographic service and membership ID card fine. This is the Revenue generated by this University Library and the same was deposited into the University Receipt Account from July 2018 to June 2019.

### 8.6 Bill Passed

This University has issued Purchase Order to Various Products namely Furniture, Books, Electronic Items , Air-conditioning, E- Resources, Webpage designing etc. the invoice pertaining, to the above mentioned items have been passed for payment during this period. In Total 29 bills were passed for payment.

**Table 31**  
**Bills Passed**

S. No	Item Description	No of Bills
1	Furniture	3
2	Electronic	3
3	Webpage	1
4	E-Resource	2
5	Air Conditioner	2
6	Books	10
7	Newspaper	8
	TOTAL	29

### 8.7 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.

### 8.8 Advance Received & Settled

We have took Rs.14500 as advance amount from this University on 3 different occasions. And we have spent the advance amount for shifting of University Library work, Sign boards printing and promo video developing works. We have submitted the advance settlement letter within 3 months to this University. On 20.07.2018 cotton box and other stationery items was purchased for shifting work and the advance amount settlement letter submitted on 01.08.2018. The sign board work was initiated during the month of 03.08.2018 and the advanced amount settled on 04.10.2018. Advance received for promo video development on 22.04.2019 and the amount settled on 06.05.2019.

## 8.9 Annual Maintenance Contract (AMC)

### 1. Library Automation Software

This University has purchased Nirmal Suite, 2016 latest version of Library Automation Software from M/S Nirmal Institute of Computer Expertise, Thiruchirapalli during September 2016. The Automation Software is working well all the Library services are done through the software. A separate server was purchased and installed in University Library. The Library automation software was installed in a client desktop system. Hence an annual maintenance contract to maintain the Library automation software was undergone with the supplier on 31.10.2018. We have also requested the said software supplier to reinstall the software in the Library server on 24.10.2018. The said supplier requested this University to undergo an Annual Maintenance Contract for the purchased software to maintain the Software for the year 2018-2019. To this effect the software suppliers have submitted an invoice claiming a sum amount of Rs.11,000/- on 31.10.2018. (Annual Maintenance Contract for one year Rs. 6000/- & Reinstallation of Software in server Charges Rs.5000/-).

Annual Maintenance Contract for the purchased software to maintain the Software for the year 2018-2019 was signed by supplier on 31.10.2018 and Assistant Librarian on 26.11.18.

Whenever we facing a problem in Nirmal Software, Supplier will rectify the problems Via online.

**Table 32**  
**Queries Rectified by Supplier**

<b>S. No.</b>	<b>Date</b>	<b>Problems Rectified by the Supplier</b>
1	05.11.2018	Increasing the number of issuing books for the members of Library.
2	21.11.2018	IP was changed in Sever So that software is not worked.
3	07.12.2018	To update the new theses in Library Collection.
4	19.12.2018	Discussed with OGS regarding website details.
4	22.01.2019	To install Nirmal Software in other systems in Library office.
5	04.02.2019	To generate the barcode for Newly added books from the Nirmal Software.
6	14.03.2019	To generate members details in generation of reprographic service bills.
7	10.04.2019	To generate the Accession list in excel format.

## 2. Photocopier Machine

This University Library has the Sharp Photocopier Machine with serial No: 65004144 which was purchased and installed in University Library on 06.01.2017. The Photocopier machine has two years company warranty and the warranty period was expired in the month of January 2019. Hence we have requested the Registrar to Undergo Annual Maintenance Contract for the said machine on 31.01.2019. Based on the request this University has undergone Annual Maintenance Contract with Unitech Imaging Systems India Pvt Ltd, Guindy to maintain the sharp photocopier machine.

## 8.10 TANII Meeting

This University has received a sum amount Rs. 2.51 crores towards the establishment of E-Library in University Library from State planning Commission Government of Tamilnadu through TANII scheme. During the Year 2018-2019 the first year fund has been spent for the establishment of E-Library. A sum amount Rs.75,46,521 has been spent and a balance amount Rs.21,03,479 is available in E-Library Fund. The funding agency request this University to submit the status reports at various intervals. This University Library prepared and submitted the status reports to the registrar in the below mentioned dates. Also physical presentation about the status of E-Library was given to the State Planning Commission by this University Library.

**Table 33**  
**TANII Meeting Details**

<b>S. No.</b>	<b>Date</b>	<b>Purpose</b>
1	11-07-18	Presented PPT on Documentation report about E-Library
2	02-11-18	E-Library Status Report and Fund Utilization reports
3	04-01-19	TANII Review Meeting Prepared Annexure A
4	06-02-19	TANII Review Meeting and Utilization Details
5	11-03-19	TANII Details and the format given by them

## 8.11 Remainder E-mail Letters Sent to Journal Publishers

Reminder E-mail letters sent to Journal publishers during the month of July 2018, claiming the published/ pending Journal issues to be supplied for our University Library. A total of 7 E-mails have been sent to seven Publishers during this academic year

1.13.07.2018-6Journals

2.17.07.2018-1Journals

### 8.12 E.Mail Services

This University Library offers services through E-mail for members and Non members during this academic year we have received On the Following dates various types of services are rendered to users of University Library.

**Table 34**  
**E-Mails Services**

<b>S. No.</b>	<b>Date</b>	<b>Service Requested By</b>
1	22.05.2018	P.G Diploma Yoga Question Paper –Saravanan DE170101220086
2	02.07.2018	Tennis e-Book sent to Mr.M Rajkumar Ph.D Scholar.
3	20.09.2018	Vethathiri Maharishi Yoga College requested B.Sc, M.Sc. & P.G. Diploma Yoga model Question Papers and the same sent.
4	15.03.2019	List of Yoga Journals requested by Mr. Pattabi Principal of Sri Paranjothi Yoga College.
5	30.4.2019	Requested Model question paper by Balamurugan.

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