

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

**Annual Report**  
**July 2014 – June 2015**



**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 2014 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 2014-2015.**

## 1. Procurement

### 1.1 Procurements of Books

In the academic year 2014-2015 only one book was procured and ten books was donated by Ramakrishna Mission & Madras University.

**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	2014-2015	9	3030-3038	Ramakrishna Math and Ramakrishna Mission	-
2	2014-2015	1	3039	Madras University	-
3	2014-2015	1	3040	Ane Books	440
<b>Total</b>		<b>11</b>	<b>440</b>		

#### 1.1.1 Book Processing

During the Academic year July 2014 to June 2015, 9 books were received and it was technically processed on 11<sup>th</sup> July 2014 and 04<sup>th</sup> September 2014. We have entered 11 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 book Technical Process (Data entry, Cataloguing, Barcode Generation)</b>	<b>Date of Technical Processing</b>
-------------	---------------------------------------	------------------------------------------------------------------------------------	-------------------------------------

1	15 April 2014	9	3030-3038
2	11 July 2014	1	3039
3	4 September 2014	1	3040

## 1.2 Procurements of Journals

This University Library Subscribed 14 journals during this academic year 2014-15 at a cost of Rs. 12,700/-. 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 06/03/2014. The journals received from the publishers were indexed in Periodical Index Register.

**Table 3**  
**Procurement of Journals**

<b>S.No.</b>	<b>Periodical Title</b>	<b>Periodicity</b>	<b>Subscription Rate</b>
1	International Journal of Physical Education, Sports Management and Yogic Science	Bi-Quarterly	2000
2	International journal of Physical Education	Half yearly	2000
3	Indian Journal of Research in Physical Education & Sports Science	Half yearly	250
4	Journal of Physical Education Recreation Sports in Science and Technology	Half yearly	1200
5	Journal of Adapted Physical Education and Yoga	Bi-Annual	300
6	Sports Research	Quarterly	300
7	Osmania Journal of Physical Education	Bi-Annual	2000
8	Research Bi-Annual for Movement	Quarterly	300
9	Vyayam Vidnyan	Quarterly	400
10	Voice of Sports	Bi-Annual	300
11	ICFAI journal of Organizational Behaviour	Bi-Annual	900
12	ICFAI journal of Management Research	Quarterly	900
13	ICFAI Journal of Marketing Management	Quarterly	900

14	University News	Weekly	950
<b>Total</b>			<b>12,700.00</b>



### 1.3 Procurements of Magazines

This University Library Subscribed 10 Magazines during this academic year 2014-15 at a cost of Rs. 5190/-. 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 06/03/2014. The Magazines received from the publishers were indexed in Periodical Index Register.

**Table 4**  
**Procurement of Magazines**

<b>S.No.</b>	<b>Magazine Title</b>	<b>Periodicity</b>	<b>Subscription Rate</b>
1	Anandha Yogam	Monthly	300
2	Asana Publication, Chennai	Monthly	600
3	Business Today	Monthly	1095
4	Frontline	Monthly	845
5	Kumudam Health Special	Fortnightly	500
6	Maruthuva Ariviyal Malar	Monthly	100
7	Sports Star	Weekly	780
8	Ulaga Champion	Fortnightly	360
9	Vilayattu Ulagam	Monthly	360
10	Yoga Life	Monthly	250
<b>Total</b>			<b>5190.00</b>

#### 1.4 Thesis Addition

During 2014 COE section supplied 445 Project & Theses reports to University Library. We have added 445 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 5**  
**Thesis Addition**

<b>S. No</b>	<b>Department</b>	<b>No. of Theses</b>
1	M.Sc Varma	84
2	M.Sc Yoga	59
3	M.Sc Yoga Therapy	34
4	M.Sc Acc	-
5	M.Sc BM	-
6	M.Sc MDPN	-
7	M.P.Ed	103
8	B.Sc MDPN	-
9	B.Sc YG	-
10	M.Phil	59
11	MBA	10
12	Ph.D	96
13	M.Sc. PN	-
14	PGDVHE	-
<b>TOTAL</b>		<b>445</b>

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

### **Reports**

#### **2.1 Shelf Order Maintenance**

New books purchased for University Library Shelved in the stack section according to the DDC Scheme of classification during 11<sup>th</sup> July 2014 and 04<sup>th</sup> September 2014.

Changing Shelf Bay & Re Shelving of the Books work was did from 15<sup>th</sup> December 2014 to 20<sup>th</sup> December 2014.

Shelf rectification & minute arrangement of books according to DDC classification work was did from 05<sup>th</sup> May 2015 to 09<sup>th</sup> May 2015.

In Theses Section, the thesis and dissertation was arranged according to the Accession Numbers. This work was done during the month of December 2014.

**Table 6**  
**Shelf Order Maintenance**

<b>S.No</b>	<b>Date of Rectification</b>	<b>Nature of Work</b>
1	11/07/2014, 04/09/2014	New Arrivals Book Shelving
2	15/12/2014 to 20/12/2014	Changing Shelf Bay & Re Shelving of the Books
3	05/05/2015 to 09/05/2015	Shelf rectification & minute arrangement of books according to DDC classification

## 2.2 Long Due Book Reminder

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

**Table 7**  
**Long Due Book Reminder**

<b>S.NO.</b>	<b>Department</b>	<b>No of Students</b>
1	B.P.ED	3
2	M.P.ED	7
3	PHD PE	13
4	B.SC. EX. PHY	6
5	M.SC. EX. PHY.	1
6	B.SC. SP. CO.	9
7	M.SC. SP. MGMT.	4
8	M.SC. SP. CO.	-
9	M.SC YOGA	4
10	PHD YOGA	17
11	M.SC BIOMECH	4
12	GUEST LECTURER'S	-
13	FACULTIES	46
14	PHD.SP.PSY	2
15	M.TECH	-
16	M.PHIL PE	5
	<b>Total</b>	<b>121</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 eight such bills received and passed for payment. A sum amount Rs. 7,821.00 has been spent for the purchase of daily newspapers during this academic year. The Hindu Tamil daily newspaper was newly subscribed for our University Library.

**Table 8**  
**July 2014-June 2015 Newspaper Bills Passed for Payment**

<b>S. No.</b>	<b>Month</b>	<b>Per day No of Newspapers</b>	<b>Amount</b>
1	November	7	990
2	December	7	1028
3	January	7	997
4	February	7	927
5	March	7	1004
6	April	7	981
7	May	7	960
8	June	7	934
<b>Total</b>		<b>56</b>	<b>7,821</b>

### 3 Delivery of Services

#### 3.1 Membership

237 students have been enrolled as members in University Library during the Academic Year 2014-15. We have prepared barcode membership ID card laminated in University Library and issued to 237.

**Table 9**  
**Total Number of Students/ Guest Lecturer's Enrolled as Members during the**  
**Year**  
**2014-2015**

<b>S.No</b>	<b>Month</b>	<b>No. Of Students</b>
1	July	106
2	August	86
3	September	6
4	October	11
5	November	5
6	December	17
7	February	2
8	April	2
9	May	2
<b>Total</b>		<b>237</b>

The Course wise students enrolled as members is given below:

**Table 10**  
**The Course wise Students Enrolled as Members**

S. No.	Department Name	Total Number of Students/Guest Lecturer's
1	B.P.ED	49
2	M.P.ED	39
3	M.PHIL PE	36
4	PHD PE	7
5	B.SC. EX. PHY	8
6	M.SC. EX. PHY.	4
7	M.PHIL EX. PHY.	-
8	B.SC. SP. CO.	28
9	M.SC. SP. PSY.	-
10	M.PHIL SP. PSY.	4
11	MBA SP. MGMT	4
12	M.SC YOGA	3
13	M.PHIL YOGA	23
14	PH.D YOGA	-
15	M.TECH	2
16	M.SC SP. CO.	3
17	PH.D. SP. PSY	2
18	PH.D. SP.MGMT	1
19	M.PHIL YOGA(SSP)	24
	<b>TOTAL</b>	<b>237</b>

### 3.1.1 Duplicate Membership Card Issued to Students

For final year students the membership ID cards should be surrendered to the University Library. One student has lost this ID card. As per the University Library rules they have to pay Rs.30 as fine towards the lost of membership ID card. The student have lost their card and paid a sum amount Rs.30(1X30=30) 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>Lost Membership card</b>	<b>Fine Amount</b>
1	July		
2	August		
3	September		
4	October		
5	November		
6	December		
7	January	1	30
8	February		
9	March		
10	April		
11	May		
12	June		
	<b>TOTAL</b>	<b>1</b>	<b>30</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 2014-2015 Academic year a total of 1062 books have been issued to Students, M.Phil/Ph.D Scholars and Staff. In turn 941 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	75	38
2	August	111	83
3	September	149	110
4	October	138	126
5	November	110	141
6	December	100	73
7	January	68	59
8	February	92	66
9	March	84	82
10	April	104	140
11	May	14	7
12	June	17	16
	<b>Total</b>	<b>1062</b>	<b>941</b>

### 3.3 Reprographic Services

Reprographic service is provided in University Library. A total of 13,931 copies generated and issued to students and staffs. A sum amount Rs.7,772.18/- 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. 1449 copies have been reproduced for official purpose. A total of 13,931 copies generated and issued to students and staffs. Therefore 15,380 copies have been generated in Reprographic section during this academic year.

**Table 13**  
**Reprographic Services Provided to Members & Non Members**  
**July 2014 – June 2015**

S. No.	Month	No. of Copies	Official	Total	Amount collected
1	July	756	550	1306	1006.52
2	August	1670	167	1837	1211.47
3	September	2541	60	2601	438.26
4	October	1318	54	1372	757.34
5	November	1034	88	1122	506.09
6	December	793	51	844	507.78
7	January	331	88	419	490.62
8	February	884	47	931	229.57
9	March	2067	87	2154	1139.20
10	April	1740	70	1810	898.51
11	May	748	100	848	438.59
1 2	June	49	87	136	148.23
<b>TOTAL</b>		<b>13,931</b>	<b>1449</b>	<b>15,380</b>	<b>7,772.18</b>

### 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 689 Books have been referred from Books Stack Section during this academic year 2014-2015.

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

<b>S. No.</b>	<b>Month</b>	<b>No. of Books Referred</b>
1	July	120
2	August	146
3	September	77
4	October	62
5	November	41
6	December	60
7	January	30
8	February	53
9	March	65
10	April	31
11	May	4
12	June	-
	<b>TOTAL</b>	<b>689</b>

### 3.4.2 Theses Referred by students

A total of 2400 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	60
2	August	27
3	September	30
4	October	468
5	November	119
6	December	501
7	January	184
8	February	178
9	March	406
10	April	345
11	May	50
12	June	32
	<b>TOTAL</b>	<b>2400</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 9895 no. of Visitors entered into the University Library during the academic year 2014-2015 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	1130	-	1130
2	August	1196	2	1198
3	September	1225	-	1225
4	October	1391	-	1391
5	November	887	-	887
6	December	1185	-	1185
7	January	582	-	582
8	February	1121	-	1121
9	March	137	2	139
10	April	871	1	872
11	May	101	1	102
12	June	62	1	63
<b>Total</b>		<b>9888</b>	<b>7</b>	<b>9895</b>

### 3.6 No-Dues for Students

A Total of 178 Students has been issued no due certificate by this University Library during the year 2014-2015.

**Table 17**  
**No-Dues For Students**

<b>S. No.</b>	<b>Month</b>	<b>No due for Students</b>
1	July	9
2	August	2
3	September	3
4	October	4
5	November	5
6	December	2
7	January	-
8	February	-
9	March	-
10	April	142
11	May	3
12	June	8
	<b>TOTAL</b>	<b>178</b>

## **4 Assistance to University Department**

### **4.1 Journal Publications (JPESAD)**

The editorial board received ten 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 10 articles have been reviewed, corrected and included for publication. Volume 5 Number 1&2 January 2014 Combined Issue published during this academic year 2014 and 2015.

## 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 18**  
**Newspaper Clippings Submitted to Authorities**

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

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

<b>Paper Name</b>	<b>No. of NEWS</b>
Dhinathanthi	13
Dhinakaran	-
Dhinamalar	21
Dhinamani	11
The Hindu	13
The Hindu Tamil	2
The New Indian Express	13



<b>Total</b>	<b>73</b>
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## 5 Others

### 5.1 Furniture Equipments Added

This University has placed Purchase order for the supply of furniture's equipments for the use of this University Library. During this academic year 7 numbers of Furniture items namely Open Type Steel Racks have been received and stock entered in the University Library Stock Register.

**Table 20**  
**Furniture Equipments**

S. No.	Product	No's	Amount	Bill No.
				Dated
1.	Open Type Steel rack of size"75x33"x18	5	18,450	In.No-19 Dt:27-04-2015
2.	Open Type Steel rack of size"75x33"x18	2	7,380	In.No-123 Dt: 23-03-2015
	<b>Total</b>	7	<b>25,830</b>	

## 5.2 Communication Send & Received

A total of 8 letters have been sent at various occasions to this University requesting the authorities to help them to upgrade the Library.

**Table 21**  
**Communication Send to the Registrar & other Sections**

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

## 5.3 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 01st 2014, December 22th, 2014 & 10th June 2015 include Stack Section.

Theses Section shelves was cleaned on 14th July, 2015.

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

## 5.4 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 2014 to June 2015.

**Table 22**  
**Revenue Generated**

<b>S.No</b>	<b>Resources</b>	<b>Quantity</b>	<b>Amount</b>
<b>1.</b>	Lost Membership card	1	30.00
<b>2.</b>	Reprographic Services Provided to Members & Non Members	15,380	7,772.18
<b>Total</b>		<b>15381</b>	<b>7802.18</b>

#### **5.5 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 23**  
**Bills Passed**

<b>S.No</b>	<b>Resources</b>	<b>Bill Quantity</b>	<b>Amount</b>
<b>1.</b>	Book Procurement	1	440.00
<b>2.</b>	Journals Procurement	11	12,700.00
<b>3.</b>	Magazines Procurement	9	5190.00
<b>4.</b>	Daily Newspapers	8	7,821.00
<b>5.</b>	Furniture and Electronic Equipments	2	25,830.00
<b>Total</b>		<b>31</b>	<b>34091.00</b>

#### **5.6 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.