

KURIAKOSE GREGORIOS COLLEGE PAMPADY



Website: www.kgcollege.ac.in

Phone: 0481 2505212

Email: mail@kgcollege.ac.in



4.2.1 LIBRARY IS AUTOMATED WITH
DIGITAL FACILITIES



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ABOUT LIBRARY

The library stands as a beacon of knowledge and support for the college community, offering a rich collection of resources and a plethora of services tailored to meet the diverse needs of students, faculty, and staff. With its commitment to academic excellence and innovation, the library plays a vital role in facilitating research, learning, and intellectual growth among its users.

The library Spans over an area of 4910 square feet, with a seating capacity for 100 students. The library holds Reference Section, General stack, reading space, new arrival gallery, browsing area with internet facility etc. It houses a vast collection of books, journals, periodicals, and other resources carefully curated to support the academic pursuits of students and faculty. With its organized sections, the library provides various services to aid independent learning.

Library Resources

- ✓ Wide repository of periodicals, academic journals, newspapers, previous year question papers, and e-resources
- ✓ Displays the latest books in the "New Arrivals" section
- ✓ Resources and space for students who are preparing for competitive examinations.

<i>Collection Check</i>	
Books	17726 (as per acc reg.)
Periodicals	20
Database	1 (NLIST)
Repository	1 (DSpace)





Library general Rules

1. Strict silence should be maintained in the library.
2. The library is kept open from 9.00 am to 4.00 pm on all days except Sundays and public holidays.
3. The identity card is to be produced for entry into the reading room and for issue of books.
4. Each student will be issued a borrower's card (UG-3, PG -4) against which books may be borrowed from the library.
5. Books must be carefully examined at the time of issue. The borrower will be held responsible for any damage detected later.
6. Marking in book, spoiling or causing damage to the binding , tearing of pictures or any other way of mutilation of magazines, books etc. are a serious offence and punishable.
7. Periodicals, Books of reference and rare books will not be issued for use outside the library.
8. The loss of any book must be immediately reported to the librarian and with permission, the book may be replaced by a new volume, failing which, its cost decided by the librarian must be paid.
9. Sub – lending of books is strictly forbidden.
10. Books and other personal belongings should not be taken into the library; however each student may take a notebook with her.
11. A student shall not retain a book for more than 14 days. If the due date is a holiday, the book must be returned on the next working day. If a student fails to return the book on the due date, he/she shall pay a fine for each day the book is kept beyond the period allowed. The book may however, be renewed on the due date. The book must be produced at the library for such renewal.





12. The librarian has the right to recall a book at twenty four hours' notice.
13. No dues certificate for T.C. is issued only on returning library borrower tickets.
14. Keep the library neat and tidy.
15. Avoid using mobile phones inside the library.

Library Structure

For the functional convenience, the library is divided into the following sections:

Circulation Section	This section houses and circulates books and other materialist is the key point where the users and library staff dealt with each other.
Acquisition and technical section	This section is where acquisition and cataloguing are done. After materials have been acquired, it is necessary to assign them to a place in the classification scheme. Librarian has to take care of the bibliographic description, classification, and the physical processing of the materials.
Periodical section	This section contains both local and foreign journals magazines newspapers and other contemporary publications. Back volumes are also available
Browsing section	This section is equipped with computers to gain access to information in the Internet. Faculty and students can use this section to search for materials available in the library using subscribed and free online databases.
Reference section	This is the place to go to find dictionaries encyclopaedias, atlas year books and other rare collections.
Stack area	This is the most important section of the Library. Its function is the display and maintenance of books that are issued on loan. The whole section is arranged as literature and general subject





	sections. Members have the facility of open access to most of the collection.
Bound volume Section	The library possesses bound volumes of previous year journals for reference purpose.
Civil service Section	In order to promote career oriented education among students our library maintains a special collection of books which helps for competitive exam preparations.

Library Timing

9.00AM to 4.00 PM on Regular Working Days

9.30 AM to 3.30 PM on Saturdays

Library will be kept closed on Sundays and other public holidays.

Library facilities and services offered

- The Library follows the Open Access System
- Login passwords are provided to users for accessing UGC INFLIBNET-N-LIST resources and EBooks accesses through mobile.
- Computers are providing E- resource facilities for users
- D-space Digital Repository
- Organizes orientation sessions for the newly admitted students to make them aware about the library, its resources and services.
- Library Advisory Committee to advocate and support library activities





- Reprographic facility.
- CCTV surveillance ensures security
- Readers Forum
- Separate space is provided for stacking of periodicals and its reading.
- Career guidance corner for boosting potential of students for competitive exams.
- Library has back volumes of journals and also provides reprographic services to the clientele.
- Automated gate register
- Automated check-out /check-in point
- Reference Service
- Facilities for Divyangjan
- Book Bank
- New arrival display
- Web OPAC (Online Public Access Catalogue)
- Property counter
- Wi-Fi connectivity
- Career Guidance portal in website
- Question bank & syllabus





Library Services during Covid 19

- ❖ Remote access to e resources through NLIST subscription
- ❖ Library has established awards Annual Best user of E Resources award for Under Graduate and Post Graduate students to keep students in touch with library and its resources



Library Advisory Committee (2024-25)

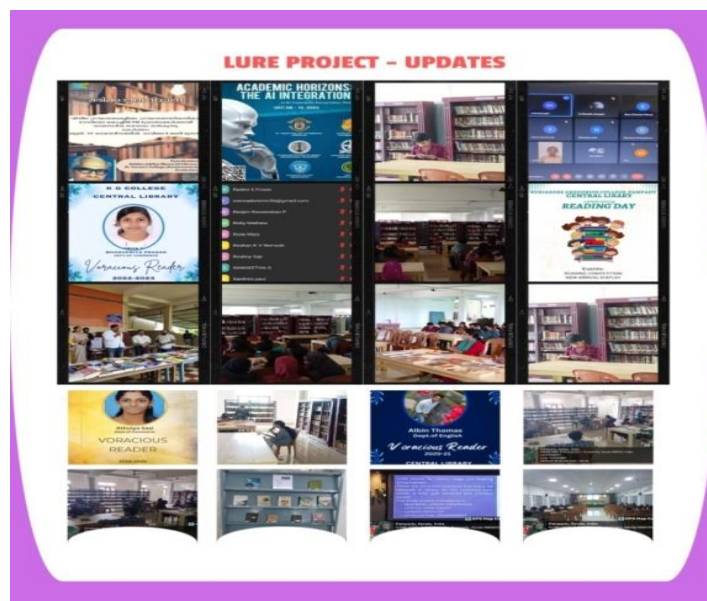
As per GO. (Ms) No. 169/94/H. Edn. Dated 22.11.1994, the following of the teaching staff and student representatives are selected to be the members of the Library Advisory Committee for the academic year 2024-25.

- | | | |
|-----------|---|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Chairman | : | Prof. (Dr.) Renny P Varghese
(Principal) |
| Secretary | : | Ms. Mereena Raju
(Librarian) |
| Members | : | Prof. (Dr.) Mini Joseph
Dr. Thomas Baby
Ms. Nishitha P Mathew
Ms.Preethy Saira Philip
Mr. Abu Joseph
Ms. Mahima Ann Abraham
Mr. Sabu C S
Ms.Bhanupriya Prasad
(Student Representative) |

Best Practices

- ❖ LURE Project (Library Usage and Readership Enhancement)

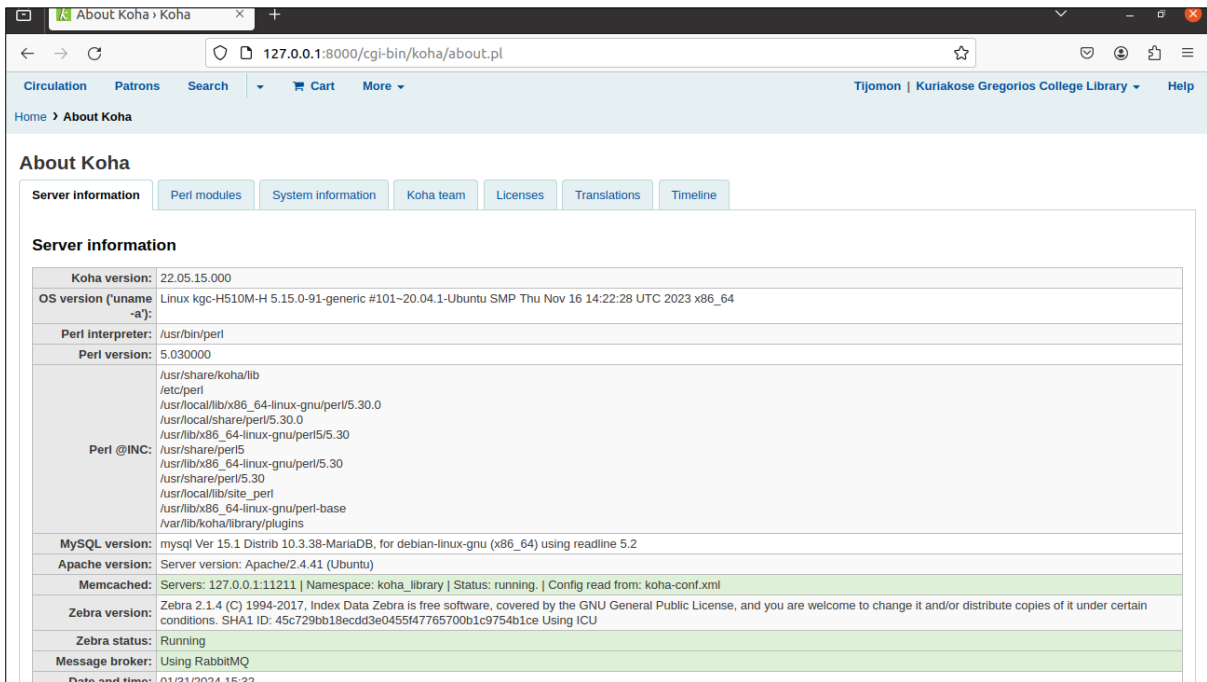
A syllabus oriented project which comprises of all the best practices and activities organised and maintained by the library.





Integrated Library Management System- KOHA

Our library is fully automated with **KOHA library management system (version-22.05)**. Koha is an open-source Integrated Library System (ILS), which is used primarily by libraries and other organizations to manage their collections, patrons, circulation, and other library-related functions.



(Koha Server Information)

With Koha, KG College Library can provide services such as:

Cataloguing: Easily create and maintain bibliographic records for books, journals, and other library materials.

Circulation: Manage check-ins, check-outs, holds, renewals, and fines for library materials.

Acquisition: Track orders, manage budgets, and handle the acquisition process for new library materials.





Serials Management: Maintain records of journal subscriptions, manage issues, and handle serials check-ins.

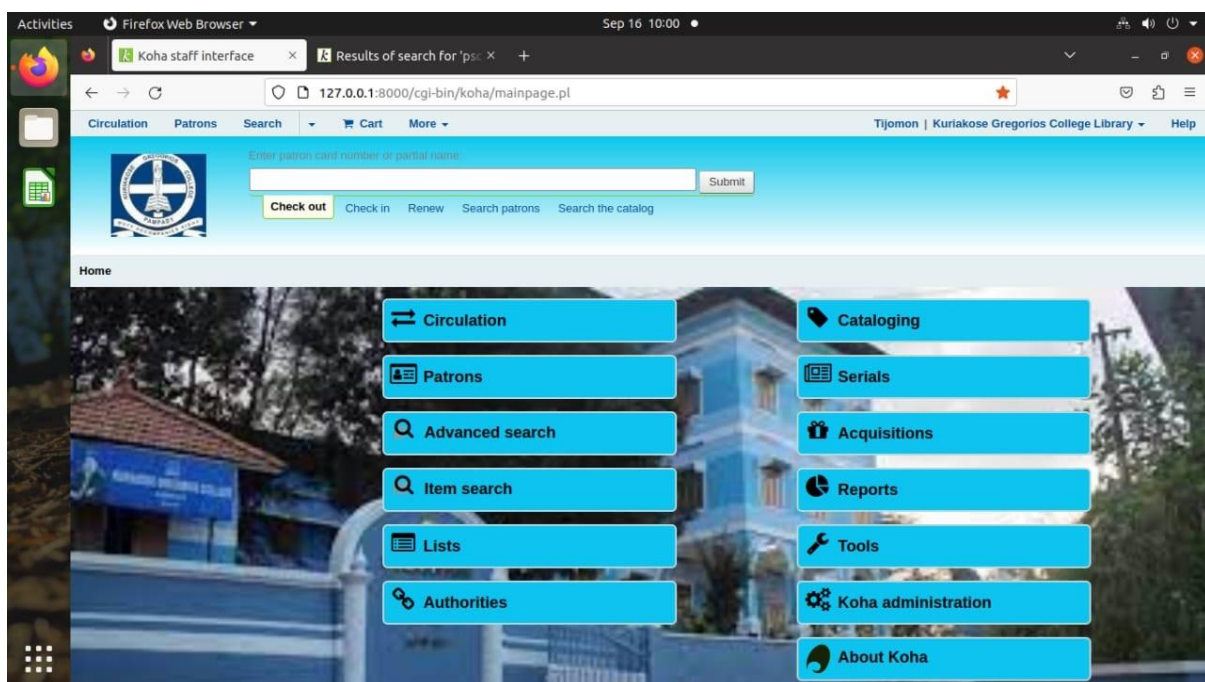
Patron Management: Manage patron records, including registration, circulation history, and fine management.

Customization: Customize Koha to fit the specific needs and workflows of KG College Library, including configuring settings, adding custom fields, and modifying templates.

Reports: Generate reports on library usage, circulation statistics, collection statistics, and more to assess the library's performance and make informed decisions.

Inter-library Loan: Facilitate interlibrary loan services by managing requests, tracking loans, and coordinating resource sharing with other libraries.

Web OPAC: Remote access to library databases for students and faculty.



(Koha Interface with modules)



ACCESS TO E RESOURCES

Database - NLIST
E resource Portal - DSpace
Access to open access resources

I. The National Library and Information Services Infrastructure for Scholarly Content (N-LIST)

It is a project initiated by the Ministry of Education, Government of India, to provide access to scholarly electronic resources to students, faculty, and researchers in colleges and universities across India. N-LIST aims to bridge the digital divide and facilitate access to high-quality academic content for institutions that may not have the resources to subscribe to expensive electronic resources individually.

Key features and components of the N-LIST database include:

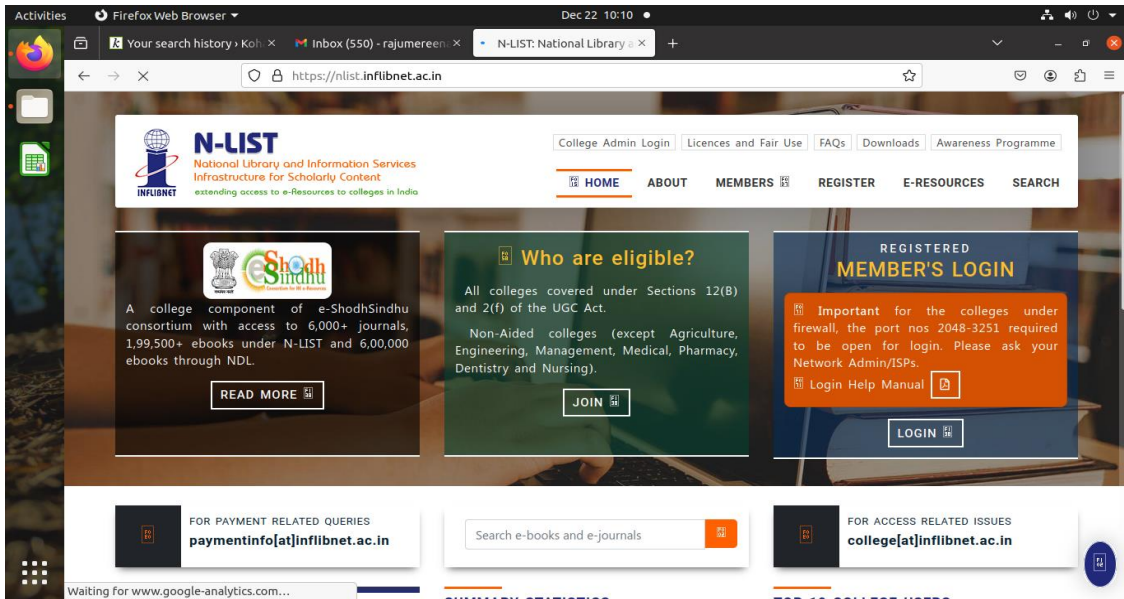
- Access to e resources
- Content coverage
- Remote access
- User authentication
- Consortium model



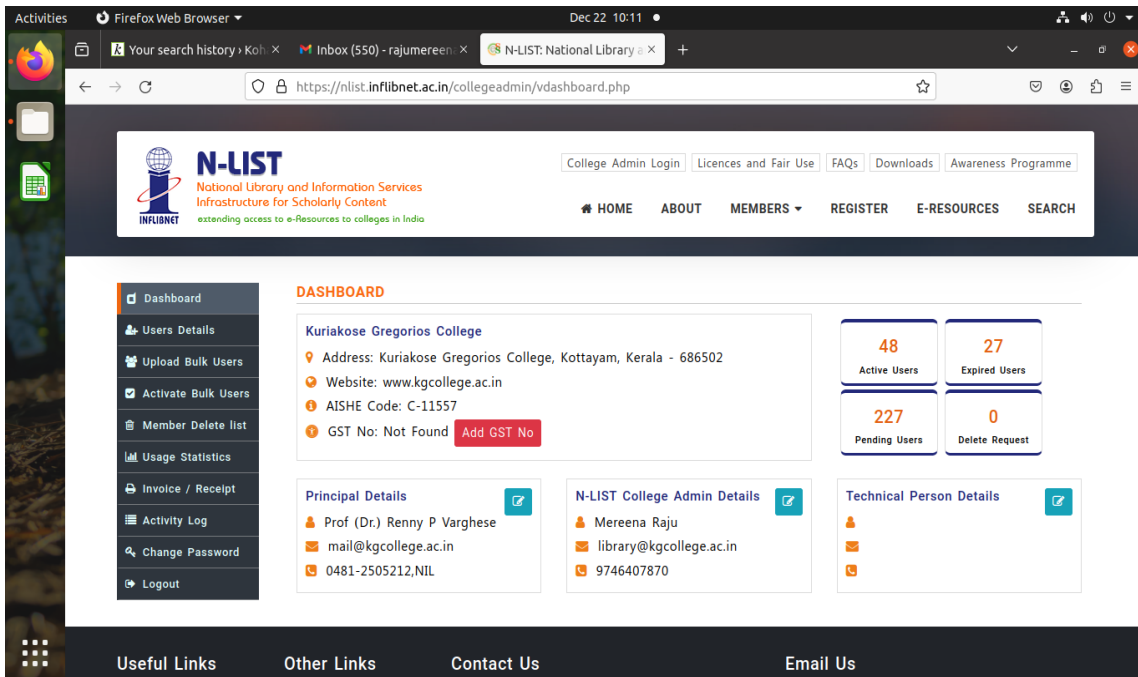
Technical Infrastructure



➤ Training and support



(NLIST Home page)



(College Admin login details)





The screenshot shows the 'USERS DETAILS' page in the N-LIST admin interface. It features a sidebar with navigation options like 'Dashboard', 'Users Details', and 'Upload Bulk Users'. The main content area displays summary statistics for users: 358 Total Users, 48 Active Users, 27 Expired Users, 227 Pending Users, 56 Invalid Email, and 0 Archived Users. Below these are controls for 'Total Users', including a legend for user statuses, action buttons like 'Select All', 'Extend Validity', and 'Delete', and an 'Add New User' button. A table lists individual users with columns for Name, Email, Designation, Department, Validity, Status, and Action.

Name	Email	Designation	Department	Validity	Status	Action
Mereena Raju	library@kgcollege.ac.in	Librarian	Library	2024-11-20	Active	[Edit]
Jintu Jacob	jintujpp@gmail.com	Administration	Office	2028-05-31	Active	[Edit] [Delete]

(NLIST-User details)

The screenshot shows the 'E-Resources @N-LIST' page. It includes a search bar with the text 'You may search e-Books or e-Journals' and a search button. Below the search bar, there are two columns of resource lists: 'E-Journals (Fulltext)' and 'E-Books'. The E-Journals list includes 'American Institute of Physics [18 titles]', 'Annual Reviews [33 titles]', and 'Economic and Political Weekly (EPW) [1 title]'. The E-Books list includes 'Cambridge Books Online', 'E-brary [185000+ titles]', and 'EBSCOHost-Net Library [936 titles]'. A dropdown menu is open over the search bar, showing options like 'All Fields', 'Title', 'Author', 'Subject', 'Call Number', 'ISBN/ISSN', and 'Tag'.

(E Resources @NLIST)





LIST SUBSCRIPTION DETAILS



Information and Library Network Centre
(An Autonomous Inter-University Centre of UGC)

सूचना एवं पुस्तकालय नेटवर्क केन्द्र
(विश्वविद्यालय अनुदान आयोग का स्वायत्त अंतर विश्वविद्यालय केन्द्र)

National Library and Information Services Infrastructure of Scholarly Content (N-LIST)

Invoice

Ref No.: INF/N-LIST/2018/4434

Date: 2018-05-22
Invoice No.: NLIST/18-19/1001
College GST No.: Not Available
College GST State Code: KL [32]

Name and Address of Subscriber

To
The Principal
Kuriakose Gregorios College
Pampady P. O.
Kottayam
Kerala - 686502

SR. No.	Membership Fee	Period of Membership	Amount In Rs
1	N-LIST Annual Membership Fee	April 2018 to March 2019	5,000.00
		CGST@0.00%	0.00
		SGST@0.00%	0.00
		IGST@18.00%	900.00
		Total	5,900.00

Rupees Five Thousand Nine Hundred Only
GSTIN: 24AAAT11480J1ZS
TDS is not applicable on annual membership fee.

Sincerely Yours

Ashok Kumar Rai
Scientist-D(CS)

----- Cut Here -----

N-LIST MEMBERSHIP FEE RECEIPT

Receipt Date: 2018-05-22

Receipt No: 487

Received with thanks from Kuriakose Gregorios College, Kottayam, Kerala
A sum of Rupees Five Thousand Nine Hundred Only by Cheque No/DD No/RTGS No. 055363 Dated 2018-04-27 drawn on State Bank of India Payable at Gandhinagar Gujarat towards N-LIST Annual Membership Fee for the financial year 2018-19.

Rs. 5900

Sincerely Yours

Administrative Officer(P & A)

This receipt is valid on realization of Cheque and DD.
Subject to Gandhinagar(Gujarat) jurisdiction only
Online Printed Date : 2024-01-09 05:02:54
INFLIBNET Ref No : INF/N-LIST/2018/4434
GSTIN. 24AAAT11480J1ZS.

Infocity, P.B. No. 4, Gandhinagar - 382007, Gujarat, INDIA
इन्फोसिटी, पो.बो. नं. ४, गांधीनगर - ३८२००७, गुजरात (भारत)
Ph.: +91-79-23268000, Fax : +91-79-23268222, <http://www.inflibnet.ac.in>





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सूचना एवं पुस्तकालय नेटवर्क केन्द्र
(विश्वविद्यालय अनुदान आयोग का स्वायत्त अंतर विश्वविद्यालय केन्द्र)

National Library and Information Services Infrastructure of Scholarly Content (N-LIST)

Invoice

Ref No.: INF/N-LIST/2019/4434

Date: 2019-06-24
Invoice No.: NLIST/19-20/1092
College GST No.: Not Available
College GST State Code: KL [32]

Name and Address of Subscriber

To
The Principal
Kuriakose Gregorios College
Pampady P. O.
Kottayam
Kerala - 686502

SR. No.	Membership Fee	Period of Membership	Amount In Rs
1	N-LIST Annual Membership Fee	April 2019 to March 2020	5,000.00
		CGST@0.00%	0.00
		SGST@0.00%	0.00
		IGST@18.00%	900.00
		Total	5,900.00

Rupees Five Thousand Nine Hundred Only

GSTIN: 24AAAT1480J1ZS
TDS is not applicable on annual membership fee.

Sincerely Yours

Ashok Kumar Rai
Scientist-D(CS)

----- Cut Here -----

N-LIST MEMBERSHIP FEE RECEIPT

Receipt Date: 2019-06-24

Receipt No: 501

Received with thanks from Kuriakose Gregorios College, Kottayam, Kerala

A sum of Rupees Five Thousand Nine Hundred Only by Cheque No/DD No/RTGS No. 055491 Dated 2019-05-27 drawn on State Bank of India Payable at Gandhinagar Gujarat towards N-LIST Annual Membership Fee for the financial year 2019-20.

Rs. 5900

Sincerely Yours

Administrative Officer(P & A)

This receipt is valid on realization of Cheque and DD.
Subject to Gandhinagar(Gujarat) jurisdiction only
Online Printed Date : 2024-02-09 06:45:14
INFLIBNET Ref No : INF/N-LIST/2019/4434
GSTIN. 24AAAT1480J1ZS.

Infocity, P.B. No. 4, Gandhinagar - 382007, Gujarat, INDIA

इन्फोसिटी, पो.बो. नं. ४, गांधीनगर - ३८२००७, गुजरात (भारत)

Ph.: +91-79-23268000, Fax : +91-79-23268222, <http://www.inflibnet.ac.in>





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(विश्वविद्यालय अनुदान आयोग का स्वायत्त अंतर विश्वविद्यालय केन्द्र)

National Library and Information Services Infrastructure of Scholarly Content (N-LIST)

Invoice

Ref No.: INF/N-LIST/2020/4434

Date: 2020-08-17
Invoice No.: NLIST/20-21/1231
College GST No.: Not Available
College GST State Code: KL [32]

Name and Address of Subscriber

To
The Principal
Kuriakose Gregorios College
Pampady P. O.
Kottayam
Kerala - 686502

SR. No.	Membership Fee	Period of Membership	Amount in Rs
1	N-LIST Annual Membership Fee	April 2020 to March 2021	5,000.00
		CGST@0.00%	0.00
		SGST@0.00%	0.00
		IGST@18.00%	900.00
		Total	5,900.00

Rupees Five Thousand Nine Hundred Only

GSTIN: 24AAAT11480J1ZS
TDS is not applicable on annual membership fee.

Sincerely Yours

Ashok Kumar Rai
Scientist-E(CS)

----- Cut Here -----

N-LIST MEMBERSHIP FEE RECEIPT

Receipt Date: 2020-08-17

Receipt No: 266

Received with thanks from Kuriakose Gregorios College, Kottayam, Kerala

A sum of Rupees Five Thousand Nine Hundred Only by Cheque No/DD No/RTGS No: 586153 Dated 2020-07-02 drawn on State Bank of India Payable at Gandhinagar Gujarat towards N-LIST Annual Membership Fee for the financial year 2020-21.

Rs. 5900

Sincerely Yours

Administrative Officer(P & A)

This receipt is valid on realization of Cheque and DD.
Subject to Gandhinagar(Gujarat) jurisdiction only
Online Printed Date : 2024-01-09 05:03:53
INFLIBNET Ref No : INF/N-LIST/2020/4434
GSTIN: 24AAAT11480J1ZS.

Infocity, P.B. No. 4, Gandhinagar - 382007, Gujarat, INDIA

इन्फोसिटी, पो.बो. नं. ४, गांधीनगर - ३८२००७, गुजरात (भारत)

Ph.: +91-79-23268000, Fax : +91-79-23268222, <http://www.inflibnet.ac.in>





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National Library and Information Services Infrastructure of Scholarly Content (N-LIST)

Invoice

Ref No.: INF/N-LIST/2021/4434

Date: 2021-11-10
Invoice No.: NLIST/21-22/2100
College GST No.: Not Available
College GST State Code: KL [32]

Name and Address of Subscriber

To
The Principal
Kuriakose Gregorios College
Pampady P. O.
Kottayam
Kerala - 686502

SR. No.	Membership Fee	Period of Membership	Amount In Rs
1	N-LIST Annual Membership Fee	April 2021 to March 2022	5,000.00
		CGST@0.00%	0.00
		SGST@0.00%	0.00
		IGST@18.00%	900.00
		Total	5,900.00

Rupees Five Thousand Nine Hundred Only

GSTIN: 24AAAT11480J1ZS
TDS is not applicable on annual membership fee.

Sincerely Yours

Ashok Kumar Rai
Scientist-E(CS)

----- Cut Here -----

N-LIST MEMBERSHIP FEE RECEIPT

Receipt Date: 2021-11-10

Receipt No: 463

Received with thanks from Kuriakose Gregorios College, Kottayam, Kerala

A sum of Rupees Five Thousand Nine Hundred Only by Cheque No/DD No/RTGS No. 586418 Dated 2021-10-13 drawn on STATE BANK OF INDIA Payable at Gandhinagar Gujarat towards N-LIST Annual Membership Fee for the financial year 2021-22.

Rs. 5900

Sincerely Yours

Administrative Officer(Finance)

This receipt is valid on realization of Cheque and DD.
Subject to Gandhinagar(Gujarat) jurisdiction only
Online Printed Date : 2024-01-09 05:04:08
INFLIBNET Ref No : INF/N-LIST/2021/4434
GSTIN. 24AAAT11480J1ZS.

Infocity, P.B. No. 4, Gandhinagar - 382007, Gujarat, INDIA

इन्फोसिटी, पो.बो. नं. ४, गांधीनगर - ३८२००७, गुजरात (भारत)

Ph.: +91-79-23268000, Fax : +91-79-23268222, http://www.inflibnet.ac.in





Information and Library Network Centre
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(विश्वविद्यालय अनुदान आयोग का स्वायत्त अंतर विश्वविद्यालय केन्द्र)

National Library and Information Services Infrastructure of Scholarly Content (N-LIST)

Invoice

Ref No.: INF/N-LIST/2022/4434

Date: 2022-05-13
Invoice No.: NLIST/22-23/1277
College GST No.: Not Available
College GST State Code: KL [32]

Name and Address of Subscriber

To
The Principal
Kuriakose Gregorios College
Pampady P. O.
Kottayam
Kerala - 686502

SR. No.	Membership Fee	Period of Membership	Amount In Rs
1	N-LIST Annual Membership Fee	April 2022 to March 2023	5,000.00
		CGST@0.00%	0.00
		SGST@0.00%	0.00
		IGST@18.00%	900.00
		Total	5,900.00

Rupees Five Thousand Nine Hundred Only

GSTIN: 24AAAT11480J1ZS
TDS is not applicable on annual membership fee.

Sincerely Yours

Ashok Kumar Rai
Scientist-E(CS)

----- Cut Here -----

N-LIST MEMBERSHIP FEE RECEIPT

Receipt Date: 2022-05-13

Receipt No: 1186

Received with thanks from Kuriakose Gregorios College, Kottayam, Kerala

A sum of Rupees Five Thousand Nine Hundred Only by Cheque No/DD No/RTGS No. SIBLN22133397205
Dated 2022-05-13 drawn on SOUTH INDIAN BANK Payable at Gandhinagar Gujarat towards N-LIST Annual
Membership Fee for the financial year 2022-23.

Rs. 5900

Sincerely Yours

Administrative Officer(Finance)

This receipt is valid on realization of Cheque and DD.

Subject to Gandhinagar(Gujarat) jurisdiction only

Online Printed Date : 2024-01-09 05:04:21

INFLIBNET Ref No : INF/N-LIST/2022/4434

GSTIN: 24AAAT11480J1ZS.

Infocity, P.B. No. 4, Gandhinagar - 382007, Gujarat, INDIA

इन्फोसिटी, पो.बो. नं. ४, गांधीनगर - ३८२००७, गुजरात (भारत)

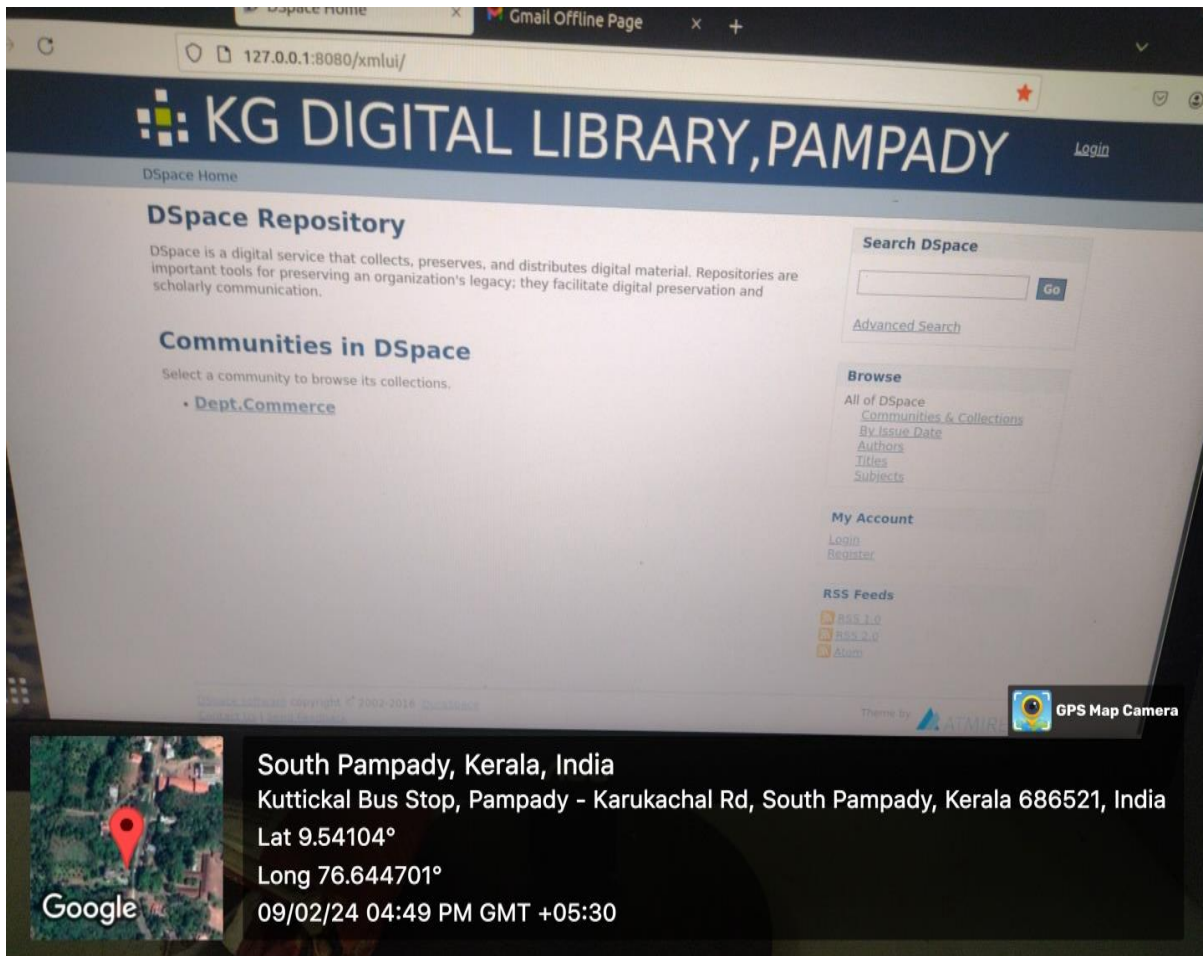
Ph.: +91-79-23268000, Fax : +91-79-23268222, <http://www.inflibnet.ac.in>





II. DSpace Institutional Repository

DSpace is an open-source software platform used for creating and managing digital repositories. Our college library has its own repository for students and faculty to support their academic as well as career needs.





LIBRARY USAGE BY STUDENTS AND FACULTY

FOOTFALL- STUDENTS

03-01-2018	28
04-01-2018	27
05-01-2018	51
08-01-2018	57
11-01-2018	35
12-01-2018	28
15-01-2018	65
16-01-2018	30
19-01-2018	09
22-01-2018	13
25-01-2018	27
29-01-2018	29
30-01-2018	16
31-01-2018	04
01-02-2018	09
02-02-2018	13
05-02-2018	08
06-02-2018	10
07-02-2018	03
09-02-2018	13
12-02-2018	14
14-02-2018	36
15-02-2018	13
16-02-2018	02
20-02-2018	05
21-02-2018	24
22-02-2018	05
23-02-2018	13
24-02-2018	30
27-02-2018	14
28-02-2018	24
01-03-2018	20
02-03-2018	59
05-03-2018	37
06-03-2018	56
07-03-2018	07
08-03-2018	12
09-03-2018	10
12-03-2018	12





13-03-2018	27
14-03-2018	18
15-03-2018	18
16-03-2018	32
19-03-2018	10
20-03-2018	25
21-03-2018	54
23-03-2018	24
26-03-2018	10
27-03-2018	27
28-03-2018	19
03-04-2018	11
04-04-2018	11
06-04-2018	14
10-04-2018	11
11-04-2018	08
12-04-2018	02
19-04-2018	05
04-06-2018	07
05-06-2018	07
06-06-2018	97
07-06-2018	20
08-06-2018	25
11-06-2018	01
13-06-2018	35
14-06-2018	29
18-06-2018	33
19-06-2018	18
20-06-2018	47
21-06-2018	29
22-06-2018	23
25-06-2018	11
26-06-2018	18
28-06-2018	03
29-06-2018	26
30-06-2018	01
02-07-2018	06
05-07-2018	06
06-07-2018	05
07-07-2018	11
10-07-2018	03
13-07-2018	17
23-07-2018	01
24-07-2018	05
25-07-2018	34
26-07-2018	46
27-07-2018	11
28-07-2018	12
30-07-2018	26





31-07-2018	44
01-08-2018	16
02-08-2018	13
03-08-2018	46
04-08-2018	02
06-08-2018	08
08-08-2018	04
09-08-2018	12
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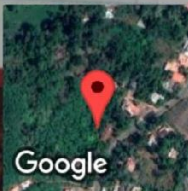
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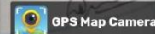


FOOTBALL – FACULTY

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	Mudhiga Mary Varghese	Hindi	10:50 am	
	Dr. Poila A	Malayalam	1:30 pm	
14/06/2019	Mandakumar. p.m	Malayalam	10:50 am	
15/06/2019	Mandakumar. p.m	Malayalam	10:05 am	
17/06/2019	Mandakumar. p.m	Malayalam	10:45 AM	
	Aby. T. Alias	Commerce	10:07 AM	
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20-06-2019	Mandakumar. p.m	Malayalam	10:50 am	
21/06/2019	Mandakumar. p.m	Malayalam	02:30 pm	
01/07/2019	Nirmaly Joseph	Physics	10:20 PM	
02/07/2019	Aby. T. Alias	Commerce	2:58 pm	
02/07/2019	Mandakumar. p.m	Malayalam	11:18 AM	
9/07/2019	Aby. T. Alias	Commerce	11:30 AM	
10/07/2019	Aby. T. Alias	Commerce	3:15 PM	
10/7/2019	Roy Jose	B.B.A	3:45 PM	
10/7/2019	Roy Jose	B.B.A	2:30 PM	
11/07/2019	Dr. Poila A	Hindi	2:45 pm	
11-7-2019	Mandakumar. p.m	Malayalam	10:13 AM	
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23/07/2019	Dr. Poila A	Hindi	11:00 AM	
25/7/19	Pudhu Mathu	Maths	2:00 pm	
26/07/19	Dr. Poila A	Hindi	2:45 pm	
28/07/19	Dr. Poila	Hindi	12:58 pm	
29/07/19	Aby. T. Alias	Commerce	3:35 pm	
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30/07/19	Aby. T. Alias	Commerce	2-30	

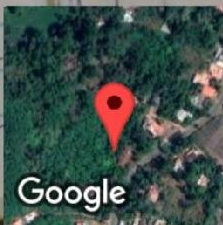


South Pampady, Kerala, India
HJ3V+JMC, Pampady - Karukachal Rd, South Pampady, Kerala 686502, India
Lat 9.553203°
Long 76.642896°
09/02/24 04:57 PM GMT +05:30





17/08/19	Dr. Priya A.	Hindi	3:55 pm	Priya
21/08/19	Dr. Priya A.	Hindi	2:50 pm	Priya
25/08/19	Dr. Priya A.	Hindi	2:30 pm	Priya
25/08/19	Nandakumar . p . M	Malayalam	2:35 pm	nk
26/08/19	Nandakumar . p . M	Malayalam	10:45 am	nk
06/08/19	Dr. Priya A.	Hindi	3:45 pm	Priya
07/08/19	Aby . T . Alias	Commerce	10:53 AM	nk
20/08/19	Aby . T . Alias	Commerce	2:25 pm	nk
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21/08/19	Dr. Priya A.	Hindi	10:30 AM	Priya
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22/08/19	Nimmy Joseph	Physics	01:45 am	Nimmy
26/08/19	Aby . T . Alias	Commerce	1:45 PM	Priya
	Nandakumar . p . M	Malayalam	3:30 pm	nk
29/08/19	Aby . T . Alias	Commerce	10:50 AM	nk
	Dr. Priya A.	Hindi	4:00 pm	Priya
30/08/19	Dr. Priya A.	Hindi	11:45 AM	Priya
	Aby . T . Alias	Commerce	2:25 pm	nk
	Nandakumar . p . M	Malayalam	2:30 pm	nk
5/09/19	Dr. Priya A.	Hindi	3:35 pm	Priya
18/09/19	Dr. Priya A.	Hindi	11:50 AM	Priya
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24/09/19	Nandakumar . p . M	Malayalam	10:15 am	nk
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22/09/19	Dr. Priya A.	Hindi	10:20 am	Priya
28/09/19	Dr. Priya A.	Hindi	10:30 am	Priya
30/09/19	Aby . T . Alias	Commerce	10:35 AM	nk
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	Dr. Priya A.	Hindi	10:15 AM	Priya

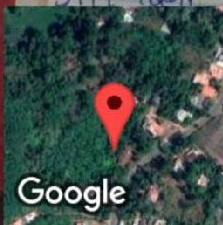


South Pampady, Kerala, India
 HJ3V+JMC, Pampady - Karukachal Rd, South Pampady, Kerala 686502, India
 Lat 9.553203°
 Long 76.642896°
 09/02/24 04:57 PM GMT +05:30





Date	Name	Dep	Time	Sign
5/10/19	Preethy Saira Philip	Economics	10:30-12:00	
"	Dr. Pariza A	Hindi	1:35 pm	Pariza
10/10/19	Dr. Pariza A	Hindi	10:45 AM	Pariza
14/10/19	Dr. Pariza A	Hindi	3:35 pm	Pariza
15/10/19	Dr. Pariza A	Hindi	10:45 AM	Pariza
16/10/19	Dr. Pariza A	Hindi	10:40 AM	Pariza
16/10/19	Aby. T. Alias	Commerce	10:10 AM	Pariza
18/10/19	Dr. Pariza A	Hindi	11:00 am	Pariza
19/10/2019	Nirmaly Joseph	Physics (Electrom)	12:05 pm	Nirmaly
19/10/2019	Dr. Pariza A	Hindi	2:10 pm	Pariza
21/10/19	Namitha George	Languages	2:00 pm	Namitha
22/10/19	Dr. Pariza A	Hindi	10:15 AM	Pariza
22/10/19	Namitha George	Eng - Languages	10:50 am	Namitha
23/10/19	Aby. T. Alias	Commerce	11:10 AM	Pariza
"	Dr. Pariza A	Hindi	2:05 PM	Pariza
24/10/19	Dr. Pariza A	Hindi	10:05 AM	Pariza
24-10-19	Suma. P. Anay. Method	Economics	11: am	Suma
25-10-2019	Suma. P. Anay. Method	Economics	11: am	Suma
25-10-2019	Aby. T. Alias	Commerce	11:15. AM	Pariza
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28-10-2019	Aby. T. Alias	Commerce	10:15. pm	Pariza
29-10-2019	Suma. P. Anay. Method	Economics	2. pm	Suma
"	Dr. Pariza A	Hindi	2:45 pm	Pariza
29/10/2019	Dr. Pariza A	Hindi	10:45 AM	Pariza
29/10/19	Namitha George	English (L)	11:55 am	Namitha
29/10/2019	Suma. P. Anay. Method	Econ, an	2:30 pm	Suma
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"	Aby. T. Alias	Commerce	11:30 AM	Pariza
"	Namitha George	Eng (Lang)	11:00 am	Namitha
30/10/2019	pariza v.e	Economics	1:30 pm	Pariza
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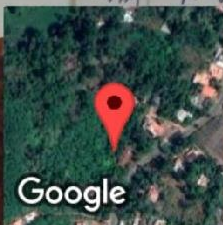


South Pampady, Kerala, India
HJ3V+JMC, Pampady - Karukachal Rd, South Pampady, Kerala 686502, India
Lat 9.553203°
Long 76.642896°
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Date	Name	Dep	Time	Sign
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04/11/19	Priya v.k	Economics	10.30 AM	pv
6/11/19	Aby T Alias	Commerce	11.08 AM	[Signature]
"	Dr. Priya A	Hindi	2.00 Pm	Priya
"	Sana. P. Anny. Mathew	Econom	2. Pm	[Signature]
7/11/19	Dr. Priya A	Hindi	10.00 AM	Priya
"	Priya v.k	Economics	10.30 AM	pv
"	Sana. P. Anny. Mathew	Economics	10.30 AM	[Signature]
5/11/19	priya v.k	Economics	1.30 PM	pv
11/11/19	Priya v.k	Economics	11.00 AM	[Signature]
12/11/2019	Nammy Joseph	Physics (Electronics)	02:30 pm	Nammy
14/11/19	Namitha George	Languages	10.15 am	Namitha
"	Dr. Priya A	Hindi	2.00pm	Priya
15/11/19	Dr. Priya A	Hindi	10.00 Am	Priya
15/11/19	Priya v.k	Economics	11.30 AM	pv
"	Sana. P. Anny. Mathew	Economics	2.30 pm	[Signature]
19/11/19	Dr. Priya A	Hindi	11.00 AM	Priya
20/11/19	Dr. Priya A	Hindi	10.15 Am	Priya
20/11/19	Priya v.k	Economics	10.30 AM	pv
20/11/19	Aby T Alias	Commerce	3.00 PM	[Signature]
20/11/19	Dr. Priya A	Hindi	10.25 Am	Priya
20/11/19	Aby T. Alias	Commerce	12.13 PM	[Signature]
22/11/19	Dr. Priya A	Hindi	10.20 AM	Priya
22/11/19	Dr. Priya A	Hindi	10.10 Am	Priya
22/11/19	Priya v.k	Economics	10.00 AM	pv
22/11/19	Dr. Priya A	Hindi	12.00 pm	Priya
22/11/19	Ashish. G. Mathew	English	10.00 AM	[Signature]
"	Dr. Priya A	Hindi	2.50 pm	Priya
19/11/19	Dr. Priya A	Hindi	3.00 pm	Priya
11/11/19	Aby T. Alias	Commerce	12.13 PM	[Signature]

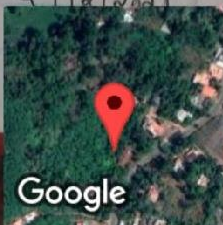


South Pampady, Kerala, India
HJ3V+JMC, Pampady - Karukachal Rd, South Pampady, Kerala 686502, India
Lat 9.553203°
Long 76.642896°
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05/10/2021	Dr. Pooja A.	Hindi	9:30 am - 12:30 pm
06/10/2021	Dr. Pooja A.	Hindi	2:30 pm - 5:30 pm
07/10/2021	Dr. Pooja A.	Hindi	11:00 am - 12:30 pm
25/10/2021	Dr. Pooja A.	Hindi	10:30 am - 12:30 pm
26/10/2021	Dr. Pooja A.	Maths	11:30 - 12:30
27/10/2021	Pruthi Mathan	chemistry	10:50 - 12:00
29/10/2021	Megha Ann Manoj	chemistry	10:00 - 11:30
3/11/2021	Megha Ann Manoj	Maths	1:15 - 1:45
5/11/2021	Pruthi Mathan	chemistry	9:45 -
8/11/2021	Megha Ann Manoj	Hindi	11:00 am - 12:30 pm
8/11/2021	Dr. Pooja A.	Hindi	1:10 pm - 2:45 pm
9/11/2021	Dr. Pooja A.	Econom	10:45 - 12:30
11.11.2021	Suma. P. Anny Mathan	Hindi	1:45 pm -
11.11.2021	Dr. Pooja A.	Economics	11:30 am - 12:30
12.11.2021	Suma. P. Anny Mathan	chemistry	10:15 - 11:30 am
18.11.2021	Megha Ann Manoj	chemistry	10:15 - 11:30 am
18-11-2021	Dr. Pooja A.	Hindi	1:30 pm - 2:15 pm
19-11-2021	Megha Ann Manoj	Chemistry	11:30 - 12:30 am
22-11-2021	Megha Ann Manoj	chemistry	9:40 - 11 am
22/11/2021	Dr. Pooja A.	Hindi	10:35 am
23/11/2021	Dr. Pooja A.	Hindi	11:00 am
24/11/2021	Dr. Pooja A.	Hindi	10:00 am
25/11/2021	Dr. Pooja A.	Hindi	11:35 am
30/11/2021	Abhinav P.P	Maths Eco	12:00 pm
"	Ananthakrishnan	Economics	"
"	Alen Sabu	"	"
"	Naveen G	"	"
1/12/2021	Dr. Pooja A.	Hindi	"
2/12/2021	Dr. Pooja A.	Hindi	"



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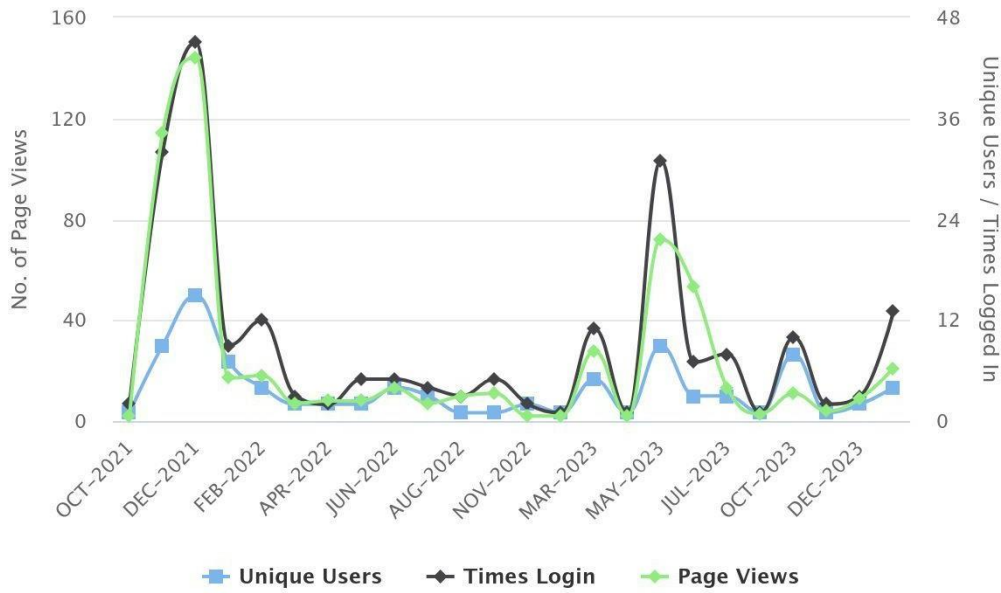




NAME	DEPARTMENT	TIME	
Dr - Priya.A	Hindi	11:00 Am	Priya
Dr - Priya.A	Hindi	10:15 Am	Priya
Dr - Priya.A	Hindi	10:30 Am	Priya
Dr - Priya.A	Hindi	11:00 Am	Priya
Dr - Priya.A	Hindi	10:30 Am	Priya
Dr - Priya.A	Hindi	10:30 Am	Priya
Dr - Priya.A	Hindi	11:00 Am	Priya
Dr - Priya.A	Hindi	10:15 Am	Priya
Elizabeth Johnson	Economics	4:00 pm	Elizabeth
Elizabeth Johnson	Economics	10:00 am	Elizabeth
Honeyamol Benny	Zoology	4:00 Pm	Honeyamol
Reenu S John	English	4:00 Pm	Reenu
Reenu S John	English	2:15 Pm	Reenu
Reenu S John	English	1:10 Pm	Reenu

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NLIST USAGE BY STUDENTS & FACULTY





LIBRARY ADVISORY COMMITTEE

As per GO. (Ms) No. 169/94/H. Edn. Dated 22.11.1994, the following of the teaching staff and student representatives are selected to be the members of the Library Advisory Committee for the academic year 2024-25.

OUR TEAM



Prof. (Dr.) Renny P Varghese

**Principal
Library Committee -Chairman**



Ms. Mereena Raju
Librarian
Secretary



Dr. Mini Josphe
HOD
Dept. of Commerce



Dr. Thomas Baby
HOD
Dept. of Chemistry



Ms. Nishitha P Mathew
HOD
Dept. of Physics



Ms. Preethy Saira Philip
HOD
Dept. of Economics



Mr. Abu Joseph
Dept. of Physical Education



Ms. Mahima Ann Abraham
HOD
Dept. of Zoology



Mr. Sabu C S
Head Accountant



Ms. Bhanupriya Prasad
Student Representative





LIBRARY ADVISORY COMMITTEE-PREVIOUS YEARS

<i>Library Advisory Committee 2018-2019</i>	
Convener	Ms. Aleyamma George
Members	Dr.Priya A
	Ms.Berley Sebastian
	Ms.Princy Susan Koshy
	Mr.Nandakumar P M
<i>Library Advisory Committee 2019-2020</i>	
Convener	Dr.Priya A
Members	Dr.Kuriakose V Kocheril
	Ms.Princy Susan Koshy
	Mr.Nandakumar P M
	Ms.Shifani M A
<i>Library Advisory Committee 2020-2021</i>	
Convener	Dr.Priya A
Members	Dr.Thomas Baby
	Ms.Namitha George
	Ms.Blessy P Babu
	Mr.Ashish J Mathew
	Ms.Shifani M A
<i>Library Advisory Committee 2021-2022</i>	
Convener	Dr.Priya A
Members	Dr.Thomas Baby
	Ms.Namitha George
	Ms.Blessy P Babu
	Mr.Ashish J Mathew
	Ms.Shifani M A
	Mr.Justin Joe Mathew
<i>Library Advisory Committee 2022-2023</i>	
Convener	Dr.Priya A
Members	Ms.Preethy Saira Philip





	Ms.Namitha George
	Ms.Mereena Raju
	Noel Anna Abraham
<i>Library Advisory Committee 2023-2024</i>	
	Dr.Priya A
	Ms.Preethy Saira Philip
	Ms.Namitha George
	Mr. Anoop K R
	Ms.Feba Achu Andrews
	Ms.Priya Rejin
	Ms.Mereena Raju





LIBRARY ADVISORY COMMITTEE MINUTES

2018-2019

Advisory Committee to the library are as follows:-

Library Committee Members

1. Prof. Aleyamma George (convenor)
2. Dr. Priya A
3. Prof. Berly Sebastian
4. Prof. Pious Susan Koshy
5. Mr Nandakumar P.M

2018-2019

The library committee meeting was held on 20 June 2018.

The aim of the meeting was to decide the functioning of library for the year 2018 - 2019.

Library Committee Members

1. Prof. Aleyamma George (convenor)
2. Dr. Priya A
3. Prof. Berly Sebastian
4. Prof. Pious Susan Koshy
5. Mr. Nandakumar P.M

The committee has taken the following decisions

- ① To purchase more books
- ② Renovate library
- ③ To purchase new computer
- ④ Subscription to journals & periodicals

Recommended
Dr.



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2019 - 2020

The following members were selected as the concerned authority of library for the year 2019 - 2020.

They are :-

Dr. A Priya (convenor) *Priya*
Dr. Kuriakose V Kachenil
Ponny Susan Koshy
Nandakumar P.M
Shifani M A

A meeting was convened to assess the needs of library for further functioning.

The meeting was held on 25/6/19 and librarian ~~discussed~~ initiated the meeting and introduced the library and its mechanism of operation to the other committee members.

The first meeting was to become familiarise with the library.

The meeting dispersed with a decision to make change in library by introducing new mechanisms for its improvement.

Panel Jh. Uj

33

2021 - 2022

Library Committee was held on 18-6-2021 at the library.

Attendance

convenor :-

Dr. A Priya *Priya*

Committee Members :-

Dr. Kuriakose V Kachenil
Ponny Susan Koshy
Nandakumar P.M
Shifani M A

The major decisions taken was :-

- To renew subscriptions
- Purchase more books of literature

Recommended Jh. Uj



Library Advisory Committee meeting held on 28/08/2022. Dr. A. Priya, Dr. Kuriakose V. Kochari, Princy Susan Koshy, Nandakumar P.M. & Shifani N.A were present in the meeting. The major discussion of the meeting was renewal of Library Subscriptions.

The following decisions were taken by the committee -

- (1) Purchase of book using PD Fund.
- (2) Subscription renewal of NLIST.
- (3) Subscription of journals and magazines.

Attendance

Dr. Priya A. *Priya*
 Dr. Kuriakose V. Kochari
 Princy Susan Koshy
 Nandakumar P.M.
 Shifani N.A

Recommended *Dr. C.Y.*

LIBRARY ADVISORY COMMITTEE 2022-23

Library Committee Members for the year 2022-2023.

- Convener : Mrs. Dr. Priya A *wis*
 Members : Mrs. Preethy Saira Philip
 Mrs. Namitha George
 Mrs. Meereena Raju
 Ms. Noel Anna Abraham
 Mr. Abhinav Raveendran
 Mr. Justin Joe

Library Advisory Committee Meeting

The meeting of the library advisory committee will be held on Monday 22 of August 2022 at 3:30 PM in the general Library.

Agenda

- silent Prayer
- Welcome
- Discussion : Assessment of infrastructural and operational requirements of the Library.
- Any other

Advisory Committee Meeting No:1

Venue : General Library

Date & Time : 22-08-2022 3:30 PM

Attendance

Convener : Mrs. Dr. Priya A *Priya*
 Members : Mrs. Preethy Saira Philip *Preethy*





Mrs. Mereena Raju Mereena
 Mr. Abhisav Raveendan Abhisav

Library advisory meeting held on 22 August 2022, Dr. Priya A, Mrs. Preethy Saisa Philip, Abhisav Raveendan, Mereena Raju were present in the meeting. After a silent prayer, Mrs. Mereena Raju welcomed the members. The discussion focused on the immediate infrastructural as well as the operational requirements of the library. The following suggestions were made by the members

Regarding Infrastructure:

- Glass door for entrance
- Glasses for ventilation
- cleaning of library surroundings
- Library sign Boards
- Glass shelf for new arrivals
- Wooden brochure racks for Periodicals
- Library rule board
- Library Resource board
- Newspaper back volume stand
- cabin for librarian and name plate
- Replacement of almirah by two sided wooden or steel racks
- Tables and chairs which suits library interior
- Separation of periodical corner
- Repairing or replacement of reprographic machine
- Doors for cupboards
- Tiling of the library (old block)

I am submitting this document to the library committee in order to bring the committee's attention about the status of KG College library as on 17-01-2023.

I Mereena Raju took in charge of this library on 29-11-2021. The condition of the library then was:

- Book Stacks (almirahs) were not properly managed, almirahs holding the books of same subjects were scattered here and there.
- There wasn't a proper mechanism of book issue and return, the issue registers were not properly managed, hence becomes difficult to identify which book is issued to whom
- PD A/C and Management A/C registers were incomplete
- Subject registers were incomplete and incorrect
- Irregular subscription of periodicals (magazines and journals)
- Incomplete periodical register
- Books which are not accessioned yet was there
- Previous year's file records were not maintained
- Bills for periodicals were not received only the handwritten cash bills were maintained
- Withdrawal register was incomplete
- Quotations were not invited for book and journal purchase
- HOD recommended books file was not maintained
- A software called CampusNet and gate register was there but not in a working condition
- No SC/ST Book Bank
- No record for Library Advisory Committee meetings (from 2018)
- No proper record for journals and its bills

As per the already submitted report to NAAC, It is stated that our library is fully automated (this report was submitted before my appointment). Hence as per the decisions taken by the authority KOHA Library Management Software was installed on July 2022.

During this 8 months before installing the software the work done in the library was:-

- Book Stacks were rearranged as per the DDC Classification scheme
- Proper entering of details in book issue registers
- PD A/C and Management A/C registers were completed with the details available from the library files
- Regularity in subscription of magazines
- As per the instruction of principal subscription of journals for the year 2022 ceased because of the lapse of fund due to improper subscription
- Accessioning of already purchased books





2

- Maintenance of periodical bills
- Maintenance of HOD recommended files
- Proposal to install new LMS (koha)
- stock verification (on regular working days)
- Proper functioning of Library Advisory Committee

After the installation of the Library Management Software, I was given the assistance of Mrs. Sudha (occasionally) and two interns (9.30am-4.00pm). The interns were appointed here for a monthly salary of Rs.5000/- After two months, highlighting the reason of shortage of funds principal terminated the two interns and Mrs. Sudha was not able to provide assistance due to the works in DTP Centre.

As on 17-1-2023 the condition of the library to face the NAAC are as follows:-

- Data entry work for 2720 books on new software (total books: 17672)
- Book Stacks were rearranged as per the DDC Classification scheme
- Regularity in subscription of magazines
- Maintenance of periodical bills
- Maintenance of HOD recommended files
- Proper functioning of Library Advisory Committee
- Regularity in maintenance of registers

The requirements for the library in order to face the NAAC Peer Team are as follows;

- URGENT- Completion of library automation work (data entry of books, patron profile, and web opac, automated gate register) because in the previous reports we claimed that our library is fully automated.
- Library website
- Quotation copy file
- SC/ST Book Bank
- CD Library
- Subscription to online and offline journals and databases
- Computers in library
- Library Orientation for students

OTHER LIBRARY REQUIREMENTS

Regarding Infrastructure:

- Glass door for entrance
- Glasses for ventilation
- Library sign boards
- Glass shelf for new arrivals

3

- Wooden brochure racks for periodicals
- Library rule board
- Library Resource board
- Newspaper back volume stand
- Cabin for librarian and name plate
- Replacement of almirah by two sided wooden or steel racks
- Tables and chairs which suits library interior
- Separation of periodical corner
- Repairing or replacement of Reprographic machine
- Doors for cupboards
- Tiling of the library (old block)
- Shoe Rack
- Floor Carpet
- Beautification of the library
- E- Library corner
 - Desktops - 10
 - LAN points
 - Restricted WIFI

Operational requirements:-

- Gate Register
- Additional Staff
- Updation of Literature section with new books

Above said conditions and suggestions for the library is based on the librarian's perspective. The library will be open for any clarifications.

Mereena

MEREENA RAJU

19-01-2023

Lt. Renish Joseph

Dr. Priya A

Ms. Preethy Saira Philip

Ms. Namitha George

Ms. Mereena Raju

Ms. Noel Anna Abraham

*Recommended
Dr. UJ*





Advisory Committee Meeting No: 04
 Venue: General Library Date:
Annual Report

- silent Prayer
- Welcome
- Presentation of the minutes of previous meeting
- Discussion: Assessment of library during 2022-2023 academic year.
- Plan for academic year 2023-24

Library - 2022-23 Academic year

Routine Jobs

- circulation Activities
- Maintenance of shelves
- Reprographic service
- Acquisition of books & processing
- Periodical maintenance

Others

- Stock verification (296 books found missing and reported to the principal)
- Installation of KOHA LMS

Koha library management software was installed in July 2022 by Connectberg technologies private limited, Trivandrum.

→ Rearrangement of library

shelves having same subject books were kept together, separate sections for bound & back volumes, reference books, civil service etc were made.

→ Library automation data entry work

Library book entry work was assigned to stack library solutions, Changanacherry on 09-03-2023.

Extension Activities

1. Reading Week Celebration - Reading Competition
 The general library celebrated 21th National Reading Day, keeping in mind the spirit of reading books and encouraging the same amongst students. In association with readers forum, reading competition was conducted in English, Malayalam and Hindi.
2. National Reading Day - Talk
 Talk on the "importance of celebrating reading day in the modern era", Reading Day celebration by Kochi 90 PM.
3. World Book Day - Presentation
 April 23rd being celebrated as World Book Day, hence majority of the students was not much aware about the importance of this day. A presentation on this day's importance has done.
4. Independence Day - Photography Competition
 In association with literary and oratory club, Readers Forum and language department photography competition was conducted in remembrance of Independence day.

Collection Development

No. of books added to the library stock during 2022-2023 - 94





PD Alc - 48 Books }
 Gift - 46 Books } 94

Database Subscription - NKIST

Future plan

LURE PROJECT - Library Usage & Readership Enhancement

LURE PROJECT is a package which ensures optimum utilization of library and its resources. Lure project focuses on uplifting library to an another level by introducing new patterns of information exchange. The whole project is divided into 4 steps or stages which is cyclic in nature.

1. Maximising Library Experience

- * Library orientation
- * Library website
- * Library brochure
- * Introduction to library services

2. Lexical Enrichment

- * Word tree puzzle
- * Word scramble
- * Crossword puzzle
- * Word Riddle etc

3. Careers catalogue

- * GK corner
- * Question bank
- * IR
- * Crack net
- * Employment news
- * Self helps hub

4. Dynamic discussing corner

- * Book talks

- * My favorite book
- * Voracious reader
- * Meet the author
- * Suggestion box
- * Celebration of special days
- * User survey

Dr. A priya Brij
 Namitha George
 Preethy Saina Philip Preethy Saina Philip
 Noel Anna Abraham Noel
 Mereene Rajin Mereene

Passed Dr. V

