

REPORT OF THE YEAR 2015-16

• BOOKS PURCHASED -	1991 Books
• PAGES CHECK+SIGN	35000 Pages
• SEALED NUMBER	12000Times
• ACCN,BKNO, A/C WRITTEN	12000Pages
• DATASHEET A4 WRITTEN	1991Pages
• BARCODE GENERATED and PASTED ON+IN BOOKS	10000Labels
• ISSUED BOOKS	36761 Books
• RETURNED BOOKS	42089 Books
• REFERRED BOOKS	25750 Books
• BINDING BOOKS GIVEN	200 books
• BINIDING BOOKS STACKED	200 books
• MEMBERSHIP CREATED IN NICE	1912 Pages
• ID BARCODE CHECKED	1912Cards
• LOAN BOOKS GIVEN	292books
• LOAN BOOKS RECEIVED	292books
• ROCK CITY BOOKS GIVEN	150books
• ROCK CITY BOOKS RETURENED	150books
• TOTAL NO OF PERSONS (usage register)	54364
• 14 DEPARTMENT LIBRARIES BKS ADDED/RECEIVED	
• Eco dept 13BKS Added, Zoo dept 15BKS Added	
• ACCESSION REGISTER WRITTEN BOOKS (Author, title, publication, bill details, account, subject details)	Books
• DAY BKS DETAILS WRITTEN IN DREGISTER	326 BKS
• EVENING BKS DETAILS WRITTEN IN E REGISTER	725 BKS
• JOURNAL BK DETAILS WRITTEN IN J REGISTER	4 BKS
• SELF FINANCE BK DETAILS WRITTEN IN S REGISTER	94 BKS
• MCA A/C BKS DETAILS WRITTEN MCA REGISTER	35 BKS
• AUTONOMOUS BKS DETAILS WRITTEN IN A REGISTER	307 BKS
• UGC UG BKS DETAILS WRITTEN IN U REGISTER	0 BKS
• LIBRARY DEVELOPMENT BKS WRITTEN IN L REGISTER	281 BKS
• MINOR PROJECT BK DETAILS WRITTEN MP REGISTER	88 BKS
• MAJOR PRO. BK DETAILS WRITTEN MJ REGISTER	0 BKS
• FIST PRO, BK DETAILS WRITTEN F REGISTER	0 BKS
• ADD ON COURSE BK DETAILS WRITTEN AD REGISTER	24 BKS
• FREE BK DETAILS WRITTEN IN F REGISTER	97 BKS
• NET/SLET BK DETAILS WRITTEN IN N REGISTER	0 BKS
• ENTRY IN SERVICE BK DETAILS WRITTEN IN E REGISTER	0 BKS
• REMEDIAL COACHING BK DETAILS WRITTEN IN E REG	0 BKS
• AUDIOLOGY BKS DETAILS WRITTEN IN A REGISTER	0 BKS
• LOAN BOOK DETAILS WRITTEN I A REGISTER	10 BKS
• BILLS AND ACCOUNTS MAINTAINED: Day, Evening, Journal, Self financing, MCA, Autonomous, UGC UG, UGC PG, Minor, Major, FIST, ADD ON, FREE RS.1256630	
• JOURNALS SPENT RS.167358	
• DSPACE UPLOADED THESIS —710	
• SCANNED PAGES FOR DSPACE UPLOAD —90	
• CIRCULARS TO STUDENTS IN CLASS—DUE BOOKS	5 TIMES
• CIRCULARS TO STUDENTS IN CLASS—ORIENTATION	5 TIMES
• CIRCULARS TO STUDENTS IN CLASS—RESEARCH ORIENTAION	5 TIMES
• REGISTERS MAINTAINED 29 (APART FROM BK REG)	29 REPORTS
• DAILY BACK UP MAILED IN GOOGLE DRIVE—	ONE HOUR DAILY
• SERVER MAINTENANCE—TWO SERVERS—CLEANING—ON/OFF—UPLOAD	
• ANNUALLY CHECKED BOOKS DURING APRIL MAY —	119024 BOOKS
• ANNUAL DEPARTMENT BOOK CHECKING—	119024 books

1. Hourly stack arrangement
2. BINDING picking, sending, receiving, labeling
3. LOAN BOOKS applied, given, received, money collected, given to Rita
4. ROCK CITY BOOKS applied, selected, interview, function, returned, handed over to office
5. STACK SHIFTING— When it exceeds 5,000 books the stack is shifted to label as subject
6. PROTECTION insecticide chemical is sprayed twice a year, naptalin bolls added in every tray.
7. CLEARANCE no due for 4500 students and no due for staff of 300+ twice a year
8. VOLUNTEERS Registration, initiation function, daily activity chart maintained, valediction function
9. REGISTERES MAINTAINED; Annual Register, weeded out register, service register, stack checking, books lost and replaced register, binding register, department library register, work allotment register, fine money, budget, bill transaction register, classification schedule register, annual report, loan book register, fine register, staff profile
10. E LIBRARY Site uploading, maintaining
11. DSPACE section UPLOAD
12. BULK MAIL INFORMING E LIBRARY

DAILY ROUTINE

CLEANING— 7 HALLS
 STAIRS - 3 STEPS
 VERANDAH - 2
 HOURLY BOOK ARRANGEMENT
 HOURLY REPLACING USED BOOKS
 DAILY REPORTS GENERATED - 4 REPORTS
 New book processing (TECHNICAL SECTION) -daily work

Programme arranged

- Library staff orientation
- Mass
- Fresher's orientation class wise
- PG orientation on Research
- N list assignment

Work done daily is submitted by each staff before leaving in www.librarianhcc.wix.com/libfamily

Electronic library of HCC for **researchers**
www.crossianslibrary.weebly.com
 6000 persons used

librarianhcc1@gmail.com
Password: jesusloves1!

REPORT OF THE YEAR 2013-14

- BOOKS PURCHASED - **7810 Books**
- PAGES CHECK+SIGN **1,11,000 Pages**
- SEALED NUMBER **39050Times**
- ACCN,BKNO, A/C WRITTEN **39050 Pages**
- DATASHEET A4 WRITTEN **7810Pages**
- BARCODE GENERATED and PASTED ON+IN BOOKS **34050 Labels**
- ISSUED BOOKS **58259 Books**
- RETURNED BOOKS **58259 Books**
- REFERRED BOOKS **18534 Books**
- **BINDING BOOKS** GIVEN **125 books**
- BINIDING BOOKS STACKED **125 bks**
- MEMBERSHIP CREATED IN NICE **2054 Pages**
- ID BARCODE CHECKED **2054 Cards**
- LOAN BOOKS GIVEN **442 bks**
- LOAN BOOKS RECEIVED **382 bks**
- ROCK CITY BOOKS GIVEN **150 bks**
- ROCK CITY BOOKS RETURENED **150 bks**
- TOTAL **NO OF PERSONS** (usage register)
- 14 **DEPARTMENT LIBRARIES BKS ADDED/RECEIVED** **48350b bks**
- ACCESSION REGISTER WRITTEN BOOKS(Author,title, publication,bill details, account, subject details) **7810Bks**
- DAY BKS DETAILS WRITTEN IN DREGISTER **244 BKS**
- EVENING BKS DETAILS WRITTEN IN E REGISTER **510 BKS**
- JOURNAL BK DETAILS WRITTEN IN J REGISTER **2211 BKS**
- SELF FINANCE BK DETAILS WRITTEN IN S REGISTER **48BKS**
- MCA A/C BKS DETAILS WRITTEN MCA REGISTER **61 BKS**
- AUTONOMOUS BKS DETAILS WRITTEN IN A REGISTER **338 BKS**
- UGC UG BKS DETAILS WRITTEN IN U REGISTER **0 BKS**
- LIBRARY DEVELOPMENT ACCOUNT BOOKS **3909 BOOKS**
- MINOR PROJECT BK DETAILS WRITTEN MP REGISTER **0 BKS**
- MAJOR PRO. BK DETAILS WRITTEN MJ REGISTER **0 BKS**
- FIST PRO, BK DETAILS WRITTEN F REGISTER **0 BKS**
- ADD ON COURSE BK DETAILS WRITTEN AD REGISTER **147 BKS**
- FREE BK DETAILS WRITTEN IN F REGISTER **342 BKS**
- LIBRARY DEVELOPMENT BOOKS ENTERED IN REGISTER **3909 BKS**
- **BILLS AND ACCOUNTS MAINTAINED:** Day, Evening, Journal, Self financing, MCA, Autonomous, UGC UG, UGC PG, Minor, Major, FIST, ADD ON, FREE **RS.**
- DSPACE UPLOADED THESIS **778**
- SCANNED PAGES FOR DSPACE UPLOAD **183**
- CIRCULARS TO STUDENTS IN CLASS—DUE BOOKS **5 TIMES**
- CIRCULARS TO STUDENTS IN CLASS—ORIENTATION **5 TIMES**
- CIRCULARS TO STUDENTS IN CLASS—RESEARCH ORIENTAION **5 TIMES**
- REGISTERS MAINTAINED 29 (APART FROM BK REG) **29 REPORTS**
- DAILY BACK UP MAILED IN GOOGLE DRIVE— **ONE HOUR DAILY**
- SERVER MAINTENANCE—TWO SERVERS—CLEANING—ON/OFF—UPLOAD
- ANNUALLY CHECKED BOOKS DURING APRIL MAY — **117033 BOOKS**
- ANNUAL DEPARTMENT BOOK CHECKING— **1,17,033 books**
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