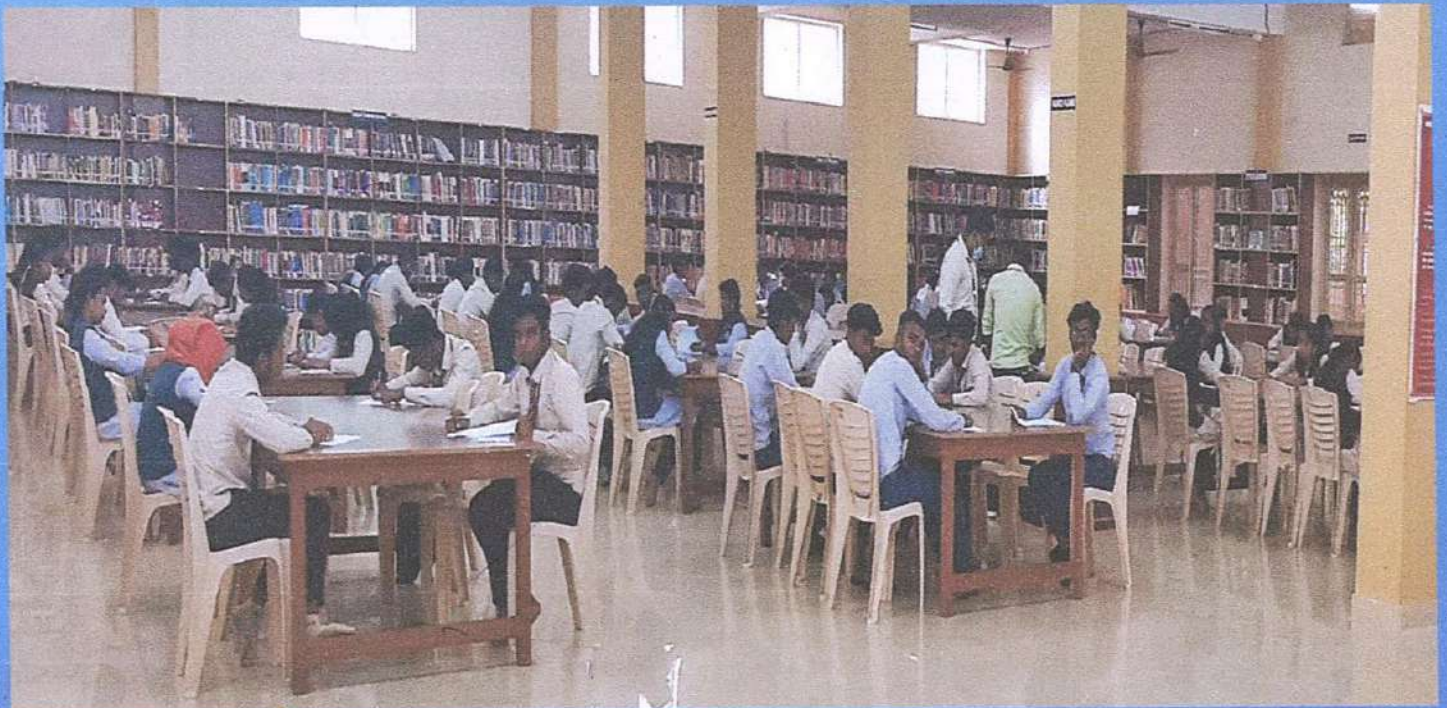




NANJIL CATHOLIC COLLEGE OF ARTS & SCIENCE

Kaliyakkavilai



NAAC
Library Report
2017 - 2022

Nanjil Catholic College of Arts & Science, Kaliyakkavilai

NAAC- Library Report

2017-2022



Introduction

Nanjil Catholic College of Arts and Science has a central library which is called as Bishop Jerome's Library. It was started in the academic year 2012 – 2013 with 2300 books. The library building consists of 9534 Sq.feet area. The Library functions as the heart of the Institution. It is located in the center of the institution. It supports the Institution in its vision and mission. The library provides an environment for discovery, reflection and expansion of knowledge. Every year it is updated with numerous books for the betterment of the students especially for new courses. The college festooned every year with new courses which helps library to enlarge with collection of books.

Dr.V.J.Hema Reji - Librarian

- ⌚ Completed B.L.I.Sc and M.L.I.Sc,
- ⌚ Completed Ph.D in Library and Information Science.
- ⌚ Qualified TNSET 2018
- ⌚ Having 9 Years of Professional Experience.

Infrastructure



- ⌚ The Library includes a well managed Information resources housed in a single floor spread over an area of 9534 Sq.feet.
- ⌚ The Library has a wide range of Reception Area with a server computer and a well automated reprographic machine.
- ⌚ Two computers for Online Public Access Catalogue (OPAC) are made available to the users to identify the status of availability of documents in the library.

- ⌚ The inner space is devoted to reading which comprises 250 seats, 52 computers and other technologies rather traditional libraries.
- ⌚ There are 48 open racks and 74 closed racks and a Journal rack (52 rows) are labeled with the details of Books, Journals and Magazines.
- ⌚ A well digitalized PG Reference area with 7 Computers, Research Reference area with 8 Computers and E-Library with 37 Computers are available.

About the Library

A well-organized resource is an essential facility that the library should focus on delivering the students. The Library is concerned with preservation and dissemination of books. It has a collection of Books, Reference Materials, Project Reports, and also subscribed Journals, Magazines and News papers. Apart from this, the library has collections of rare books (Medicine Books-243).The books are classified according to subjects, automated and arranged chronologically. New Books are displayed on the 'New Arrivals' shelves for a limited amount of time in order that library users may have a chance to browse new acquisitions. The rack list is labeled about the details of books, journals, and magazines. Book Selection is made through recommendation form and book purchase is made after approval from the concerned authorities.

Competitive books are kept in reference section to help the students for preparation of entrance and competitive examinations. Separate reading & reference section are available for both Post Graduate students and Research Scholars. **CCTV** cameras installed in the library for surveillance. All the library services have been fully computerized with the help of Customized Library Automation Software (Naccas College Automation). The automation software controls the activities of the library, such as cataloging, circulation etc. It offers an online public access catalog to search the books easily by the Students and staff.

Digital library has been established as e-library with internet facility to open access e-learning materials, e-journals and e-books. College has membership in INFLIBNET for e-resources. Separate Question Bank 's are available in the Library for both Arts and Science Stream. Reprographic service is provided for the students and Staff. Project reports from the students of various departments are added every year in the library. The Annual Best Readers awards for the students are given to motivate the reading process. Orientation given to first year students by the librarian at the beginning of every academic year. It consists of the process of using library, rules and regulations, history, vision & Mission, Sources and facilities to students. The library holdings will be checked annually by the library staff. Feedback is received often

from students and teachers. Improvements are made according to their suggestions. Library is opened on all days except Sundays and Government holidays from 07.00 AM to 04.00 PM

Library Advisory Committee

The library operates under the advisory committee. It meets periodically, reviews the status and suggests new initiatives. The committee consists of:

- ⌚ Chairman – Secretary
- ⌚ Principal

Name	Department	Position
Dr. V.J Hema Reji	Library and Information Science	Librarian
Dr. R.Rooban Raja Sekhar	HOD ,Dept of English	Member
Dr Jolly Roselind D Silva	HOD ,Dept of Commerce	Member
Dr. A.Ajitha	HOD, Dept of Mathematics	Member
Dr.A.Amalanathan	IQAC Coordinator & HOD, Dept of Physics	Member
Dr.Peril Therese	HOD, Dept of Tamil	Member
Dr. R.Adlin Jeba	Asst.Prof. of Tamil	Member
Dr.R.Murali	HOD, Dept of Chemistry	Member

Human Resource in the Library

Dr.V.J.Hema Reji	Librarian	01
Mrs.T. Vimala	Library Assistant	01

Reception



General Rules and Regulations

1. No personal belongings allowed inside the Library.
2. Textbooks, printed materials and issued books are not allowed to be taken inside the Library.
3. Eating, sleeping and talking loudly are strictly prohibited in the Library
4. Readers are requested to handle all Library property carefully to avoid damage and also not to disturb other readers/users.
5. Reference books, journals / periodicals, magazines / newspapers, CD-ROM databases and other documents declared “For Reference” by the Librarian will not be issued.
6. No Library material can be taken out of the Library without the permission of the Librarian.
7. Library users who violate the rules and regulations of the Library may be debarred from using the Library facilities.

Rules and Regulations for Students

1. Two books are issued to the students for a week and they must return on or before the last date stamped on the date-slip of each books.
2. Students should not mark, underline, write, tear pages and also damage the Library books.
3. If a book is not returned within the loan period, issue of books may be stopped for students.
4. Books will be reissued for not more than two times. After that the students must return the book(s).
5. In case of loss of document(s)/ irreparable damage/ mutilation of document, the borrower will be liable to pay the present cost of the book(s) and 12 per cent of the present cost of books as processing charge and late fine.

Rules and Regulations for Staff

1. Five books are issued to the staff for a month and they must be returned on or before the last date stamped on the date-slip of each book.
2. The Staff are advised to return the books while proceeding on long leave.
3. Staff should not highlight, underline, overwrite, damage pages or tear the library books.
4. In case of loss of document(s)/ irreparable damage/ mutilation of document, the borrower will be liable to pay the present cost of the book(s) and the double amount of the present cost of books as processing charge and late fine.

Working Hours of Library

The Library is open for Nine hours from Monday to Saturday. Lending services are available Monday to Saturday 7.00 am to 4.00pm. Students visiting time to library is 7.am to 8.am, 9.00am to 9.15.am, 12.15 pm to 12.45pm and 1.45 pm to 4.00 pm.

Section	Time
Circulation Desk	7.00 am to 4.00 pm
Reference & Periodical Section	7.00 am to 4.00 pm
Digital Library	7.00 am to 4.00 pm

Uniqueness of Library

- 🕒 Spacious Seating Arrangement.
- 🕒 Digital Infrastructure Facility.
- 🕒 **24*7** Library Wi-Fi Facilities.
- 🕒 Working Time (7.am to 4.pm).
- 🕒 Services minded Library Staff.

Contribution of Management to the library

- 🕒 Provides full freedom to make decisions regarding the Library.
- 🕒 Provides spacious and ventilated Library
- 🕒 Provides adequate fund for the Library Needs.
- 🕒 Provides 24*7 WIFI -Internet facilities.
- 🕒 Provides 24*7 Electricity.
- 🕒 Provides **Thirteen** Newspapers regularly. Employment News and Thozhil Veethi also for the Career development of students.
- 🕒 Provide Good Drinking Water Facility.

Contribution of Librarian in academic activity

- 🕒 Provides reference services and documentation services to the faculty members, research scholars and students.
- 🕒 Provides suggestions to library users about the arrival of new sources.
- 🕒 Assists library users while searching books.

- ⌚ Maintains budget to repair, replace or buy new reading materials
- ⌚ Ensuring technical documentation and providing catalogue.
- ⌚ Creates an online database for easy access to members and staff
- ⌚ Cataloguing new books and update the database accordingly
- ⌚ Introducing new globalised research trends and popular genres to users.
- ⌚ Order new inventory from book supply companies.

Librarian's technological skills

Librarian provides guidance to faculty and students for the integration of digital information in the learning experience. Librarian has the following skills.

- ⌚ Word Processing Skills.
- ⌚ Spreadsheets Skills & Electronic Presentation Skills..
- ⌚ E-Mail Management Skills.
- ⌚ Downloading Software From the Web (Knowledge including eBooks)
- ⌚ Videoconferencing skills
- ⌚ Computer-Related Storage Devices (CDs, USB drives, DVDs). Scanner Knowledge.

Library Collections

S.No	Particulars	Numbers
1	Total Number of Books	11021
2	Total Number of Title	4712
3	Reference Books	191
4	Books available in the Book Bank	353
5	Journals	31
6	Journals Back Volumes /Bound Volumes	126
7	Magazines	14
8	Project Reports	415
9	Newspapers (Tamil and English)	13
10	Photocopier	1
11	Tamil and English CDs	135
12	Total e-resources	
	E-Books (Inflibnet N-List Consortia)	90000+
	E- Journals (Inflibnet N-List Consortia)	6000+

Digital Library Services

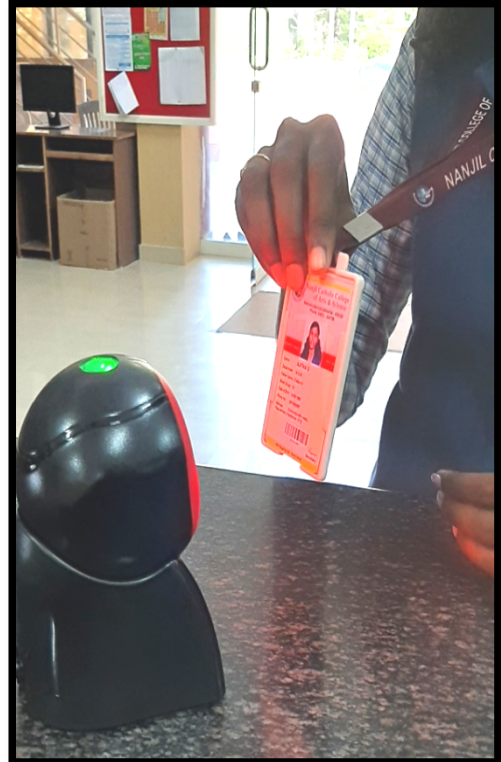
The library has set a new face in the calendar year 2017-2018. It has Fifty two computers (52) with 100 mbps band width connectivity. Twenty four hours internet facility has been added to set the overall standard of our students. It provides computing and internet facilities to library members. The computers are connected to the internet and Microsoft office software is installed. Most web based email services can be accessed in the library. All the computers have security and anti-virus software and any device users attach to the computer will automatically be checked for viruses. Moreover, it has got separate arena for e-learning, research and post graduate.

Area	No.of Computers
Reception	2 Computers
OPAC	2 Computers
E-Library	36 Computers
Research Reference	7 Computers
PG Reference	7 Computers

E-Library section is common for all the students to refer E-Journals and E-resources.

E-GATE FACILITY

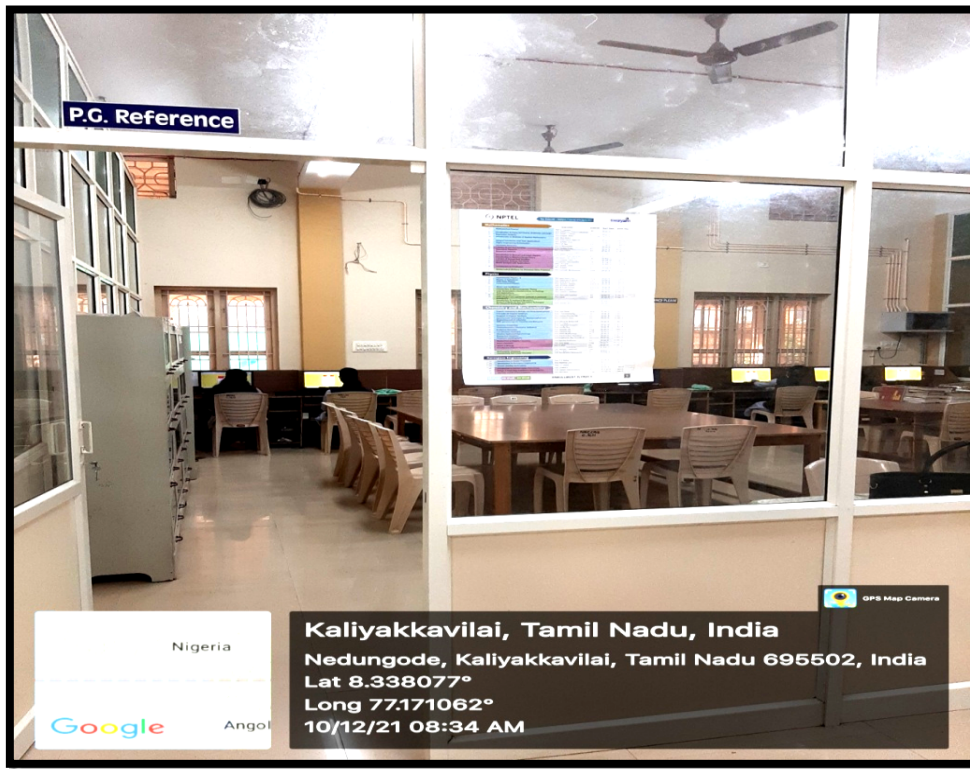
In-Out Management System



An E-Gate Register facility (In-Out Management System) is being installed in the Library and the users of the Library are asked to scan their Barcoded ID card for maintaining the attendance every day.



P.G.Reference section is ment for PG students. They refer sources for doing projects and also help them to empower their seminar topics.



Research Reference section is secluded only for research scholars and staff members. It enhances them to put out a good research.



Library Automation:

Library Software

The library has been automated using BONIFON College Automation Software . The software facilitates automated circulation (issue - return) of books and speedy access to bibliographic, location & availability information of the books. The operations of the library computerized and the **Online Public Access Catalogue (OPAC)** is accessible in library on 24* 7 basis.

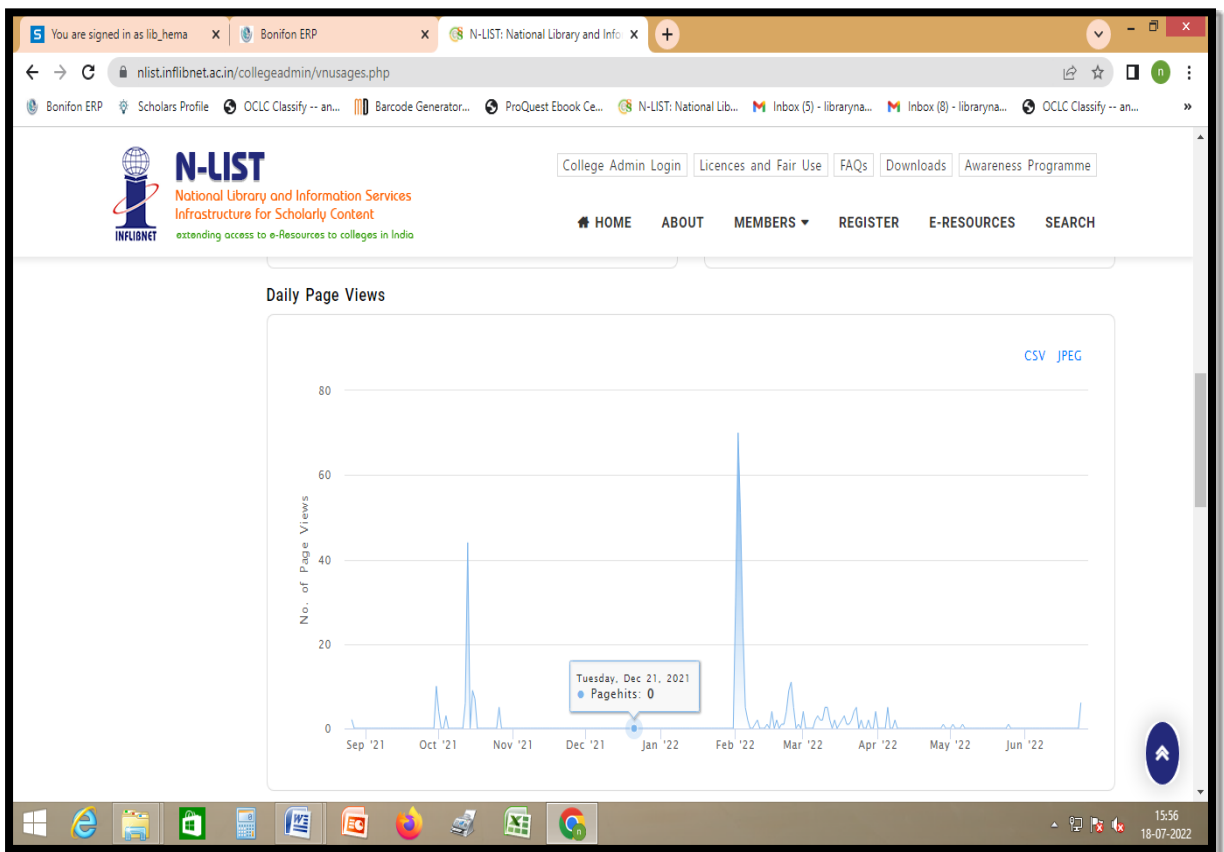
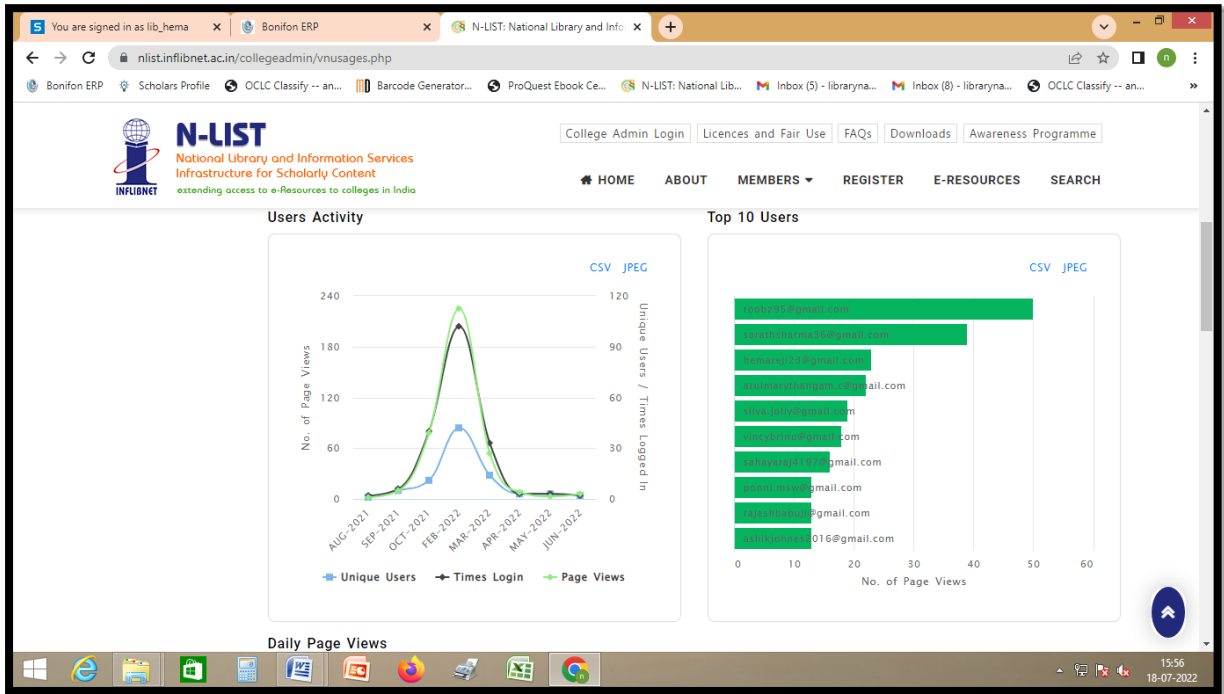
Software	Details
Name of ILMS software	BONIFON College Automation
Nature of automation	Fully
Version	4.0
Year of Automation	2017

Barcode technology:

Bar Code Technology for Issue and Return of Books has been used in library. All books have been entered in the database and the books are being issued through computer to all registered users.

INFLIBNET N-List

The Staff and PG Students have registered and are advised to use the INFLIBNET resources regularly.



CCTV

Six CCTV cameras are installed in the library for surveillance



CD/DVD

Hundred and Thirty Five (135) CD/DVDs are available in the Library. Students and staff members are access for their academic purpose.

Annual Expenditure for library

	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022
Budget	500000/-	300000/-	200000/-	200000/-	400000/-
Expense	1653814/-	342238/-	105847/-	123050/-	389150/-

The annual expenditure amount allocated for library is 5lakhs for every year from 2017-2020. Out of that, in the year 2017-2018; Rs: 1653814/- was spent and during the academic year 2018-2019, Rs: 342238/- was used up . In the year 2019-2020; Rs: 105847/- was spent . In the year 2020-2021 the amount spent for library was 123050/-.During the year 2021-2022; the amount spent for library was 389150.

Number of Books Procured from 2017-2022

Library Holdings	2017-2018		2018-2019		2019-2020		2020-2021		2021-2022	
	Num	Cost	Num	Cost	Num	Cost	Num	Cost	Num	Cost
Text books & reference Books	811	255971	350	168185	245	99206	344	50440	228	120061
Journals/ Periodicals	14	12750	21	25,850	Nil	Nil	47	66,205	31	73,200
e-resources	6700+	34,500	-	-	--	-	6700+	5,900	6700+	5,900
CDs/DVDs	122	-	7	-	5	--	---	--	--	--

From the Academic Year 2017-2022, the total number of 2181 books were purchased for Rs:693863/-; 113 Periodicals were subscribed for Rs:

178005/- rupees. Inlibnet was subscribed for the year 2017-2018, 2020-2021 and 2021-2022.

Library Book List Year wise

S.N O	DEPARTMENTS	2017- 2018	2018- 2019	2019- 2020	2020- 2021	2021- 2022
1	English	987	1135	1308	1496	1583
2	Computer Science	1072	1230	1315	1450	1485
3	Commerce	603	800	890	1001	1075
4	Physics	1442	1492	1501	1545	1566
5	Chemistry	293	345	389	404	431
6	Mathematics	591	607	638	647	673
7	Zoology	178	233	279	292	315
8	Physical Education	127	176	200	201	202
9	Social Work	146	203	295	305	312
10	Tamil	1140	1188	1335	1400	1490
11	Malayalam	219	225	235	238	239
12	BBA	166	198	206	218	241
13	Reference	42	160	181	181	191
14	Medicine	243	243	243	243	243

The college Library keeps on adding books to each subject based on the needs of the department. An English section has 1583 books. Computer Science

sections has 1485 books. The Commerce includes 1075 books. The physics sections has 1566 books, Chemistry section has 431 books, Mathematics section has 673 books, Zoology section has 315 books, Physical Education section has 202 books, Social Work section has 312 books, Tamil Section has 1490 books ,Malayalam section has 239 books, BBA section has 241 books Reference section has 191 books and Rare books collection of 243 Medicine books.

Journals Subscribed department wise-Year wise

Department	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022
English	-	-	-	3	5
Commerce	1	1	-	5	4
Physics	-	3	-	5	5
Chemistry	1	3	-	4	4
Maths	-	1	-	4	4
Comp.Sc	-	1	-	2	4
Tamil	2	2	-	2	2
M.S.W	10	10	-	4	3
B.B.A	1	1	-	1	1

Since 2017, Journals are being subscribed department wise to the college library. From 2017-2022, 8 journals have been subscribed for the department of English,11 Journals for Commerce, 13 Journals for Physics,12 Journals for Chemistry,9 Journals for Mathematics, 7 Journals for Computer Science, 8 Journals for Tamil, 27 Journals for M.S.W and 3 Journals for BBA. In the year 2019, due to Covid 19 Lockdown ,the library couldn't subscribe any journals.

Stack Area

- ⌚ It Consists of **122** Open and Closed Racks.
- ⌚ Books are arranged in Department wise.
- ⌚ Each subject is allocated to specific row.
- ⌚ BOOK BANK is available in the stack area.
- ⌚ Thesis/ Dissertation/Project reports are available here..

Rack Purchased Year wise

Rack	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022
Open Rack	40	2	2	2	2
Closed rack	76	-	-	-	-
Journal Rack	1	-	-	-	-
Reference Rack	2	-	-	2	-
Steel Open Rack	1	1	1	1	2
Steel Closed Rack	1	1	-	-	-
Steel Bureau	1	-	-	-	-

Until, 2017-2018, 40 open racks were built. Since, 2018 two racks were added per year. In 2017-2018 Seventy Six Closed Racks were built including a Journal Rack, Four Reference Racks, Six Steel Open Racks, Two Steel Closed Racks and a Steel Bureau.

Sections in the Library

Library is divided into 7 sections.

1. Acquisition Section
2. Technical Section
3. Circulation Section
4. Reference Section
5. Periodical Section
6. Bound Volume Section
7. Reprographic section

1. Acquisition Section:

Acquisition section is responsible for the selection and purchase of materials or resources. Recommended book list are submitted by each departments which undergo duplicate checking against Library holdings; which are then categorized for book Selection. Supply order is placed for procurement of the approved books. Books once received are accessioned and entered into the system by this section which is then transferred to Technical Section for technical processing.

The total volumes of books in our library are **11021**. Apart from books, information is updated to all our students and staff, by insisting them to read 31

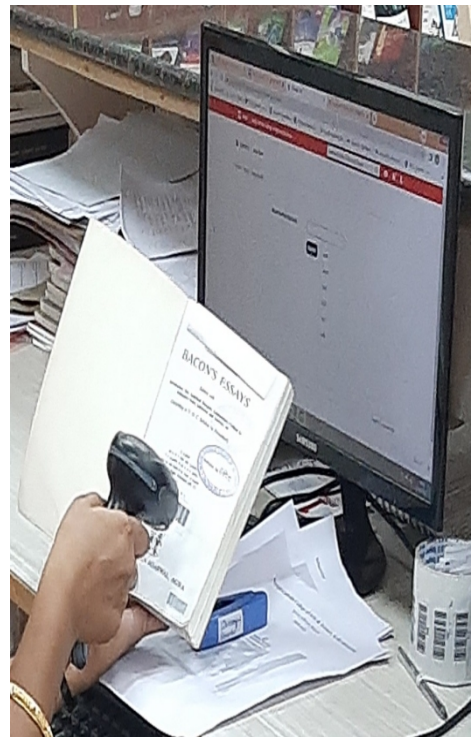
Journals and Magazines, which are being channelized according to UGC norms.

2. Technical Section:

Technical section maintains all the technical works inside the library. This section is entrusted with the activities such as classification, cataloguing and assigning of subject headings where they are processed for transcribing and placing barcode and then released for circulation. Totally **11021** books are catalogued, classified and placed barcode.

3. Circulation Section:

Circulation section is one of the most important sections in the library as it is the gateway between users and documents. This section handles maximum services apart from the provision of lending and renewal of books, services such as registration of library member, issuing of clearance / no dues certificate and maintain statistical information pertaining to the library use. Library is advanced with bar-coding software facility for the better movement of regular book circulation. Around 250 walk-ins and around 75 students and staff borrow books every day.



Following services are provided at circulation counter:

- ⌚ Membership registration
- ⌚ Issue of Books
- ⌚ Return/Renewal of Books
- ⌚ Reservation of Book
- ⌚ Loss of Books
- ⌚ General Enquiries
- ⌚ Issue of No dues certificates

4. Reference Section:

Reference section maintains the reference information for the users in the library. It consists of materials that are meant to aid research by providing quick and accessible information. The reference sources comprises of dictionaries, encyclopedias, Yearbooks. Our library provides vast collection of General knowledge books, TNPSC books, separate collection for NET, SET and question bank for better results. Nine daily newspapers in Tamil, Malayalam, and English are available to students.



Newspaper Details

English	Tamil	Malayalam
The Hindu	Dhina Malar	Malayala Manorama
The Times of India	Dhina Thanthi (2 Copy)	Thozhil Veethi
Indian Express	Dhina Mani (2 Copy)	Thozhil Vartha
Employment News	Hindhu Tamizh (2 copy)	
	Dhina Karan	
	Employment Service (Tamil)	



5. Periodical Section:

Periodical section provides the current information in the library. The major works involves placing of subscription order for the print journals, receipt, records the issues of journals/newspapers, renewal of subscription and the maintenance of current journals. The library subscribes 31 journals for different departments .These periodicals are displayed in the racks and can be consulted but they are not for issue. However, users can take a photocopy with the prior permission of the Help-Desk.



6. Bound /Back Volume Section:

Bound Volume Section is the section which maintains 126 bound volumes of back issues from the periodical section. Once a volume is no longer current, the library gathers up the issue in that volume and binds them together. These are bound periodicals and are given a separate accession and also classification numbers. This section can be consulted and Photocopy can be made with the permission of the Help-Desk.



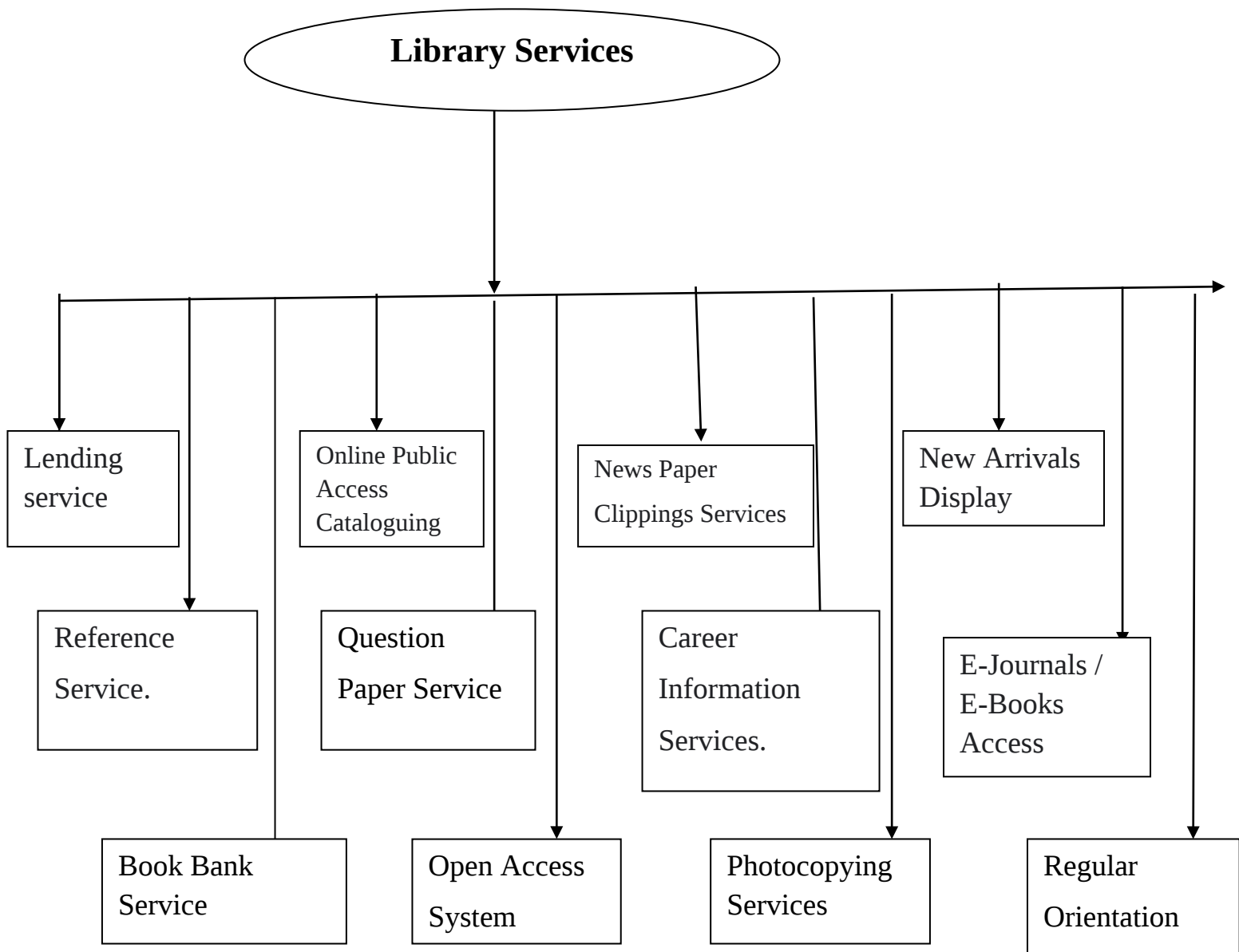
7. Reprographic section:

This section provides Photo-copying and Printing facilities for the students and staff. Black & White copier is available.

Services offered in the Library.

A well-organized resource is an essential facility in the library that focuses on delivering following facilities:

- ⌚ Lending service
- ⌚ Reference Service
- ⌚ Book Bank Service
- ⌚ Online Public Access Cataloguing (OPAC)
- ⌚ Question Paper Service
- ⌚ Open Access System
- ⌚ News Paper Clippings Services
- ⌚ Career Information Services
- ⌚ Photocopying Services
- ⌚ New Arrivals Display
- ⌚ E-Journals / E-Books Access
- ⌚ Digital Library
- ⌚ Regular Orientation



Lending service

Lending service include loan of books, renewal and reservation facilities.

The services are available only to users who are registered as library members.

Reference Service

Information requirements of the users are considered satisfactorily through active reference services. Books for various competitive exams like, UPSC, TNPSC, NET/SET regarding books are provided to students.



Book Bank Service

The Books are given to the students on the basis of the 'first come first serve'. Depending upon the availability of the sets of books the priority will be given to the poor students. All students who are availing the facility must ensure to return the entire set of books provided to them after completion of their final examination in the concerned Semester. If any student loses the book / damages the book / disfigures the books he / she shall replace the Volume(s)

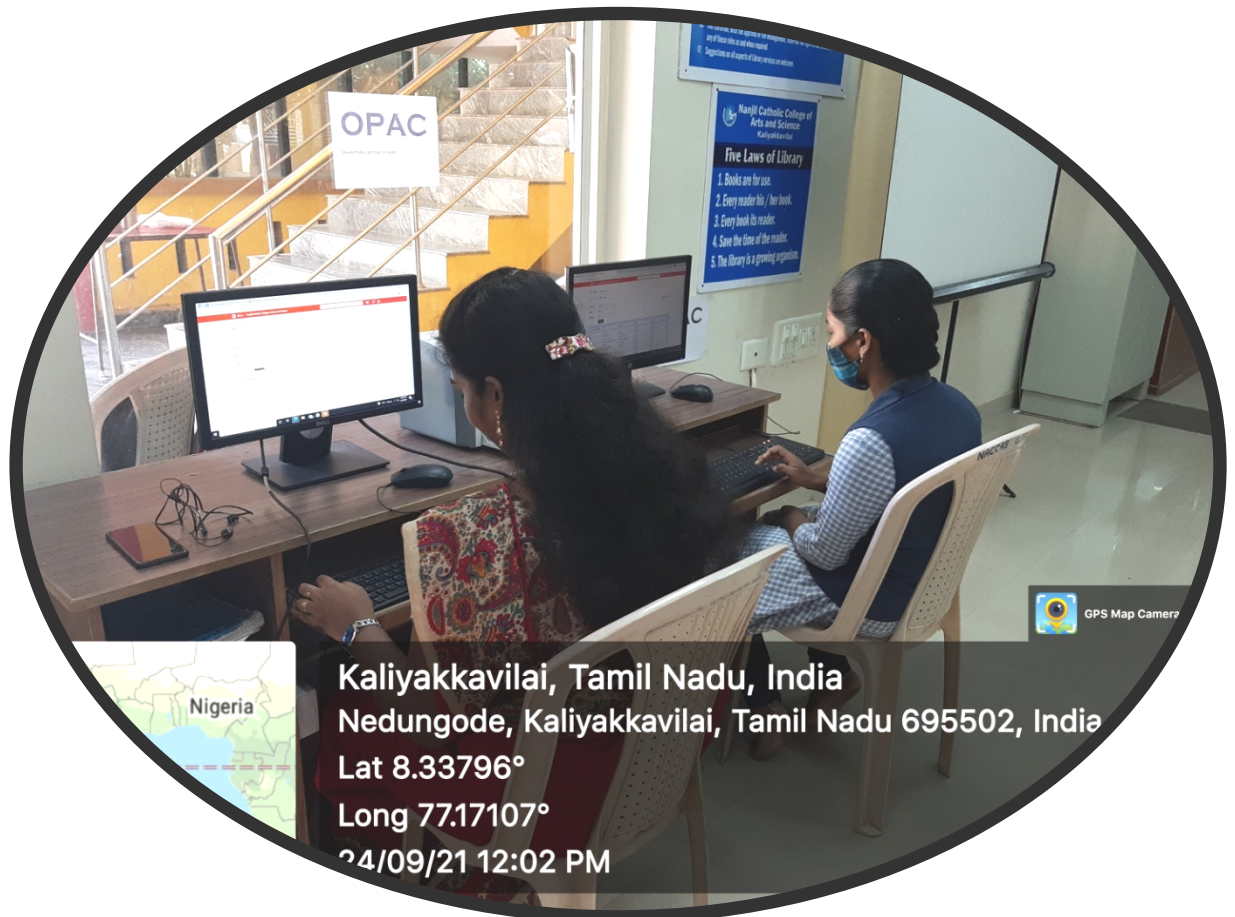
with new book (or pay the current cost of the book plus fine, if any, as may be directed by authority)



OPAC

Online Public Access Catalogue (OPAC) or a Library Catalogue is a digital database of materials such as text files, e-books, held by the library. Staff and students use the online library cataloguing software to find out books from the library. It displays the query search results in an easy-to-understand format to enable patrons to find digital material quickly. Library OPAC system

requires login credentials & password to access the digital catalogue of materials. To search a book via OPAC: Online Public Access Catalogue, staff and students enter their required fields such as – Title, Author, Subject, Keyword searching, etc. Assistance in searching the catalogue or locating books is available from the Help Desk.



Question Paper Service

Library provides access of previous years' University question papers. Students can refer the Question papers inside the library.

Newspaper Clipping Service / Career Information Services.

Library provides the newspaper clipping service on news about the college and university. It also provides department related news and career development news clippings. Library also provides information for individuals who are interested in learning more about specific jobs and careers.



Open Access System

Faculty Members and students are allowed to have an open access to the stack room.

Photocopying Services.

Photocopying services has helped the Library in its effort to provide better services to the Library users and ensure that users get better access to library resources. Library users have easy access to photocopying facilities, which enable them to reproduce required material from books and journals. One rupee is charged each page.

New Arrivals Display.

New books are shelved on the 'New Arrivals shelves' for a limited amount of time (usually 2 months) in order that library users may have a chance to browse new acquisitions. These new books are shelved on the bookcase near the entrance gate.



E-Journals / E-Books Access.

E-resources are the service to help library users to find e-Journals, e-Books etc.

User Orientation

New entrant users are provided with orientation towards library resources and services for their better utilization. The library organizes orientation program for the benefit of new students in the beginning of academic year. They are taken around the library to familiarize them with various resources and services available for them. Any user desiring to know more about library resources and service or to learn how to use a particular resource like OPAC, e-journals, e-books etc. should contact the staff of the library.

Library Usage

The Nanjil Catholic Learning Journey has increased rapidly .The student and staff eagerly walk-in for reading books and to refer & enrich with sources.

Library Membership

Library offers membership to all enrolled students, teaching staff and non teaching staff in the college.

Membership	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022
UG Students	590	554	540	468	394
PG Students	166	194	177	194	212
Teaching Staff	080	009	015	010	008
Non-Teaching Staff	004	001	001	001	001
Total Users	840	758	733	673	615

Member's category, No. of Books Issued and duration are listed below.

S.No	Member's Category	No.of Books Issued	Issuing Period
1	Teaching Staff	5	1 Month
2	Non-Teaching	3	1 Month
3	Ph.D Scholars	5	1Month
4	M.Phil Scholars	3	1Week
5	P.G.Students	2	1Week
6	U.G.Students	2	1Week

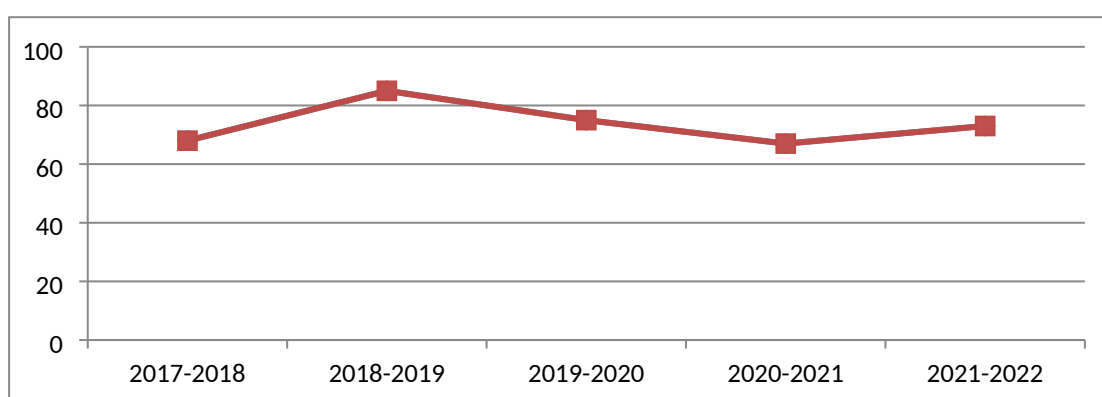
Library Usage (Walk-in) by the Students Department Wise

In the academic year 2017-2018, Ten Thousand One Hundred and Ninety Two (10192) students have visited the library for reading , doing project works, preparing assignments, taking notes for seminars, to gain general knowledge and learning . In the academic year 2018-2019; Nine Thousand Six Hundred and Sixteen students have visited, in the year 2019-2020; Ten thousand Four Hundred and thirty Three Students have visited, in 2020-2021 Two thousand Six Hundred and One students have used, it was lesser than previous times due to Covid-19 Lockdown. But in the year 2021-2022; Eleven Thousand Six Hundred and Ninety Six Students have visited the library .

Library Usage (walk-in) by M.Phil Students

Category	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022
M.Phil	68	85	75	67	73

Library Usage (walk-in) by M.Phil Students

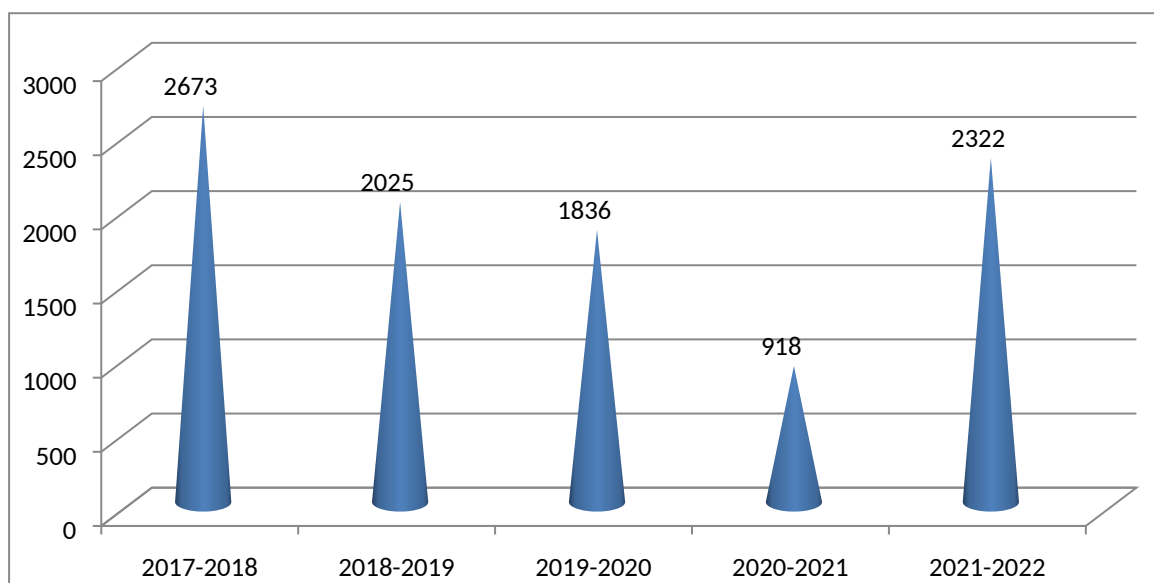


During the academic year 2017-2018, Sixty eight M.Phil Scholars have used the library for doing research works. Since 2018-2019, eighty five scholars , in 2019-2020, seventy five pre-doctoral scholars, in 2020-2021 sixty seven scholars and in the year 2021-2022 seventy three have visited the library.

Library Usage (walk-in) by Staff

Category	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022
Staff	2673	2025	1836	918 (covid leave)	2322

Library Usage (walk-in) by Staff

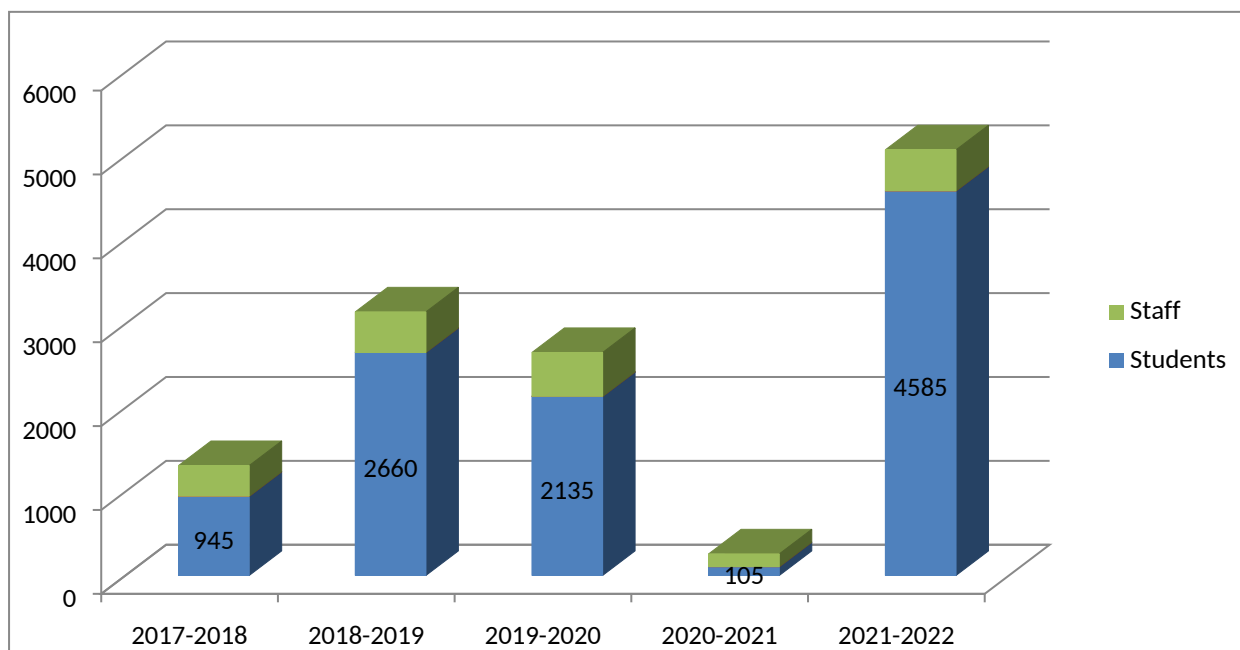


The Library is used by the staff regularly for academic purposes and non-academic purposes. In the academic year 2017-2018, Two Hundred and Sixty Eight times the staff members have used the services of the library. In 2018-2019, Thousand Nine Hundred and Eighty Five times the staff members have used the services of the library. From 2019-2020, Two Thousand Three Hundred and Seventy Five times the staff members have used the services of the library. During the year 2020-2021 due to Covid-19 only Four Hundred and Sixty Seven have used the library and in 2021-2022, Nine Hundred and Seventy three of them have used it.

E- Library Usage by Staff and Students

Category	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022
Students	945	2660	2135	105	4585
Staff	365	482	523	152	489

E- Library Usage by Staff and Students



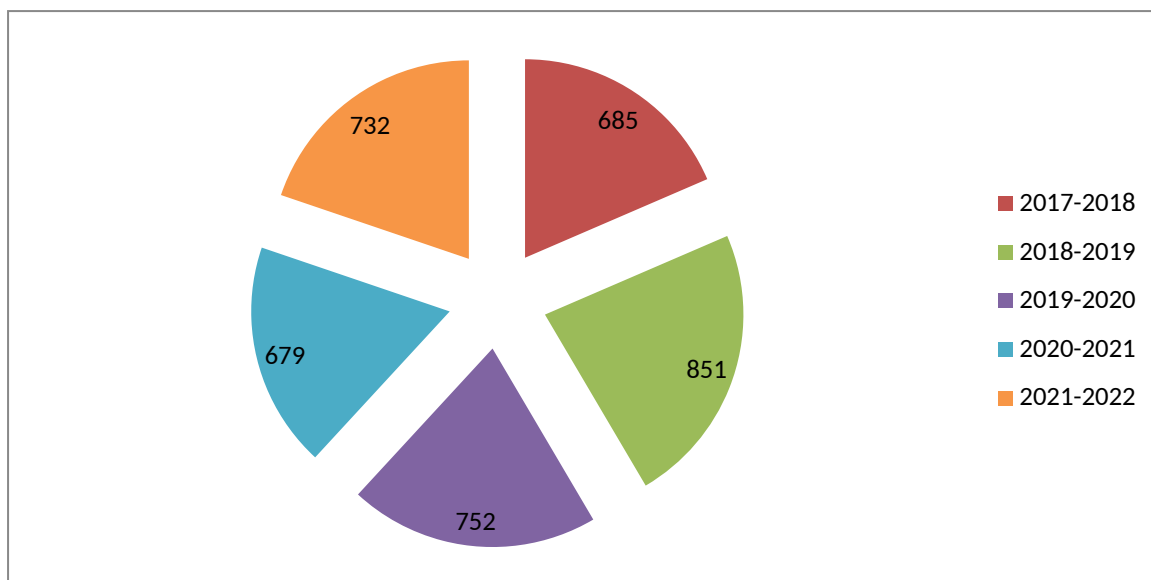
The Library has Fifty two computers (52) with 100 mbps band width connectivity on twenty four hours internet facility. It has been added to set the overall standard of the students. The Library maintains separate register to monitor the computer usage. The students are given separate User Id and

Password to use the college internet connection. They are provided with INFLIBNET facility which helps them to do the project works. It also provides Tally classes in the E-Library after the college working hours.

Books borrowed by Staff

Category	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022
Staff	685	851	752	679	732

Books borrowed by Staff

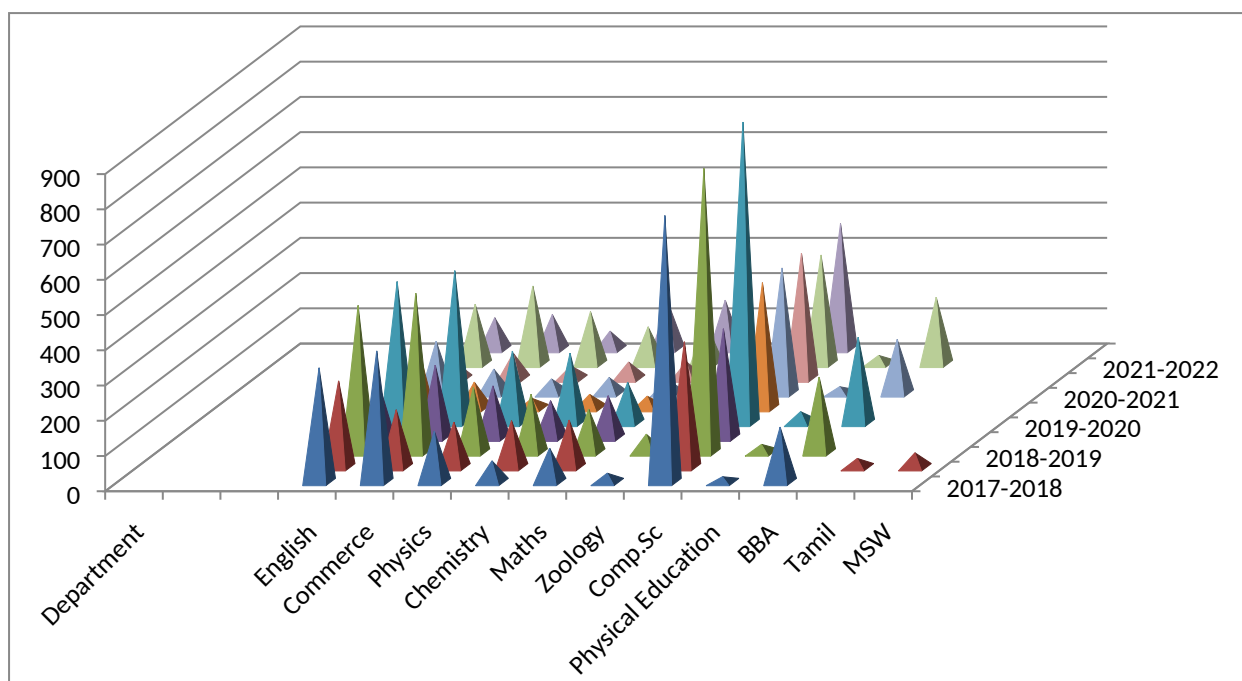


Library provides necessary books for staff member with regard to the academic purposes. Staff members can get 5 books at a time which can be

returned or renewed within a month. In the year 2017-2018 staff members have taken 685 books, 851 books in 2018-2019, 752 books in 2019-2020, 679 books in 2020-2021 and 732 books in 2021-2022.

Books Borrowed by Students

Department	2017-2018		2018-2019		2019-2020		2020-2021		2021-2022	
	UG	PG	UG	PG	UG	PG	UG Covid Leave	PG Covid Leave	UG	PG
English	324	245	417	165	401	189	148	45	169	89
Commerce	372	163	452	206	432	74	69	72	221	98
Physics	144	128	185	147	204	28	41	36	148	51
Chemistry	60	132	165	105	198	39	45	47	105	135
Maths	96	134	123	119	115	34	39	48	118	139
Zoology	25	No PG	52	No PG	63	No PG	15	No PG	36	No PG
Comp.Sc	756	356	806	309	854	356	356	356	309	356
Physical Education	15	No PG	23	No PG	32	No PG	19	No PG	24	No PG
BBA	156	No PG	214	No PG	243	No PG	153	No PG	189	No PG
Tamil	No UG	25	No UG	45	No UG	53	No UG	10	No UG	63
MSW	No UG	41	No UG	55	No UG	69	No UG	25	No UG	68



The library issues two books for UG Students and two for PG students, three for M.phil Scholars and five books for Ph.D Scholars. The students are issued with library cards to borrow books. In the academic year 2017-2018, Three Thousand One Hundred and Seventy Six students taken the books from the library, in the year 2018-2019; Three Thousand Five Hundred and Eighty Eight students taken the books, in the year 2019-2020; Three Thousand Three Hundred and Eighty Four Students have taken, in 2020-2021; One Thousand Five Hundred and Twenty Four students have taken the books, it was lesser than previous times due to Covid-19. But in the year 2021-2022; Two Thousand Three Hundred and Eighteen students have taken the library books.

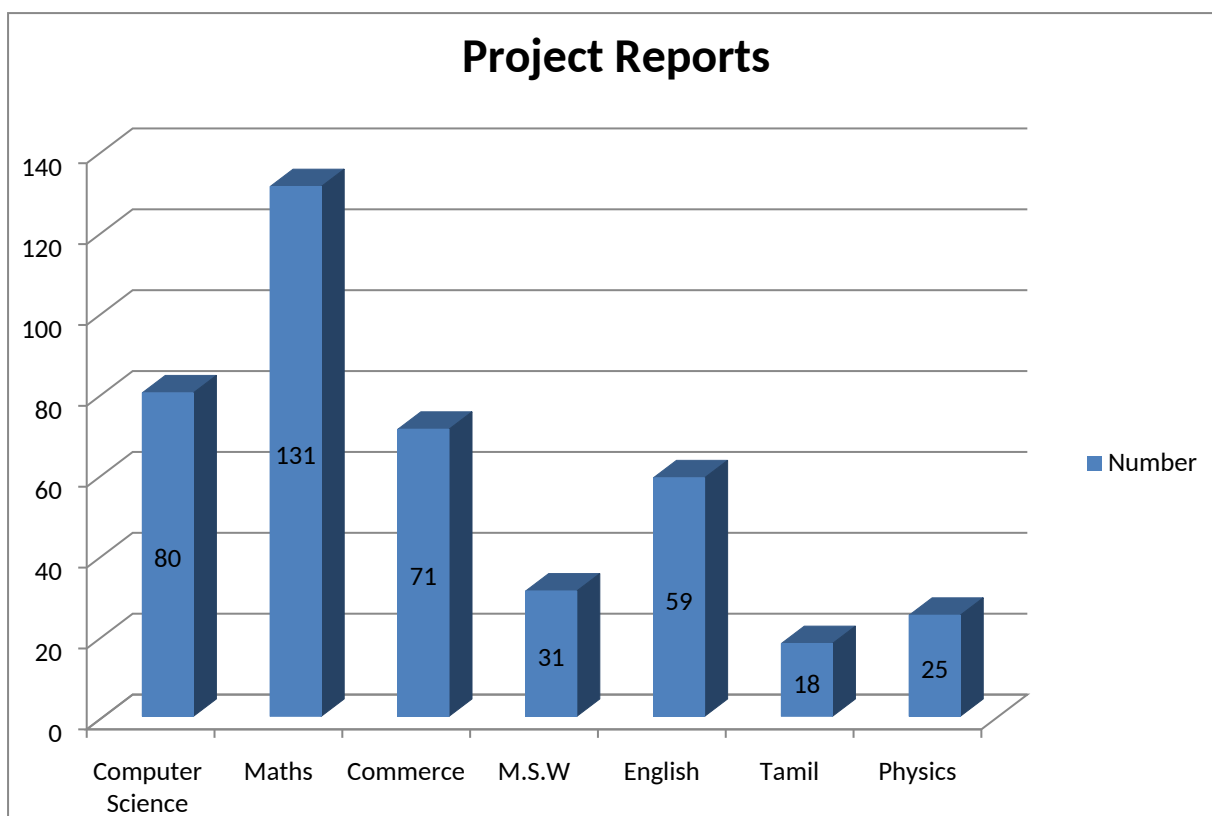
Newspaper Reading by Students daily: 50 students

Newspaper Reading By Staff daily: 20 staff

Project Reports

Project Reports in the library provides knowledge for the young researcher's to do their research in various fields. Since 2016, the library have benefitted more than Four Hundred P.G, M.Phil & Research Scholars, to gain idea on doing further research.

S.No	Department	Number
1	Computer Science	80
2	Maths	131
3	Commerce	71
4	M.S.W	31
5	English	59
6	Tamil	18
7	Physics	25
	Total	415
	Thesis	45



















Best Practices

Best Reader Award

The library is a growing organism. The growth is determined with the collection of books that have a tie up with the students for maintaining student progression. Best reader award for the students are given every year to the Under Graduates and Post Graduates separately. This award is sponsored by an agreement of MoU with 'Mama Adha Library,' Azhagiyamandapam.

Best Reader Award-student's list

Category	2017-2018	2018-2019	2019-2020	2020-2022
UG	 Saranya.K. III B.B.A	 Soumiya.D III B.B.A	 Herlin Joyal.G.g III B.A.EnglishA1	 Babilin.B.J III B.A.English
UG	 Behinsa Bridlin.H III B.Sc Maths	 Nasrin Shah.M.B III B.Sc Comp.Sc	 Malavika.S. III B.Sc Physics	 Nandhana,S III B.Sc Maths
PG	 Divin Raj.D.S II M.Com	 Sheela.E. II M.A.English	 Monisha.B.L II M.Sc Chemistry	 Judi Betinsha.J.S II M.A. English
PG	 Nikitha.G. I M.Sc Comp.Scie	 Nikki.B.W II M.Sc Chemistry	 Chinchu.A.S. II M.A.Tamil	 Priya.R II M.Sc Maths

Hardware Facility in the library

S.No	Hardware Facility	Numbers
1	Server System	1
2	Computers	51
3	Photocopy Machine	1
4	Open Rack	48
5	Closed rack	74
6	Journal Rack	1
7	Reference Rack	4
8	Steel Open Rack	6
9	Steel Closed Rack	2
10	Steel Bureau	1
11	Notice Board	1
12	Table	24
13	Armed Chair	1
14	Rolling Chair	1
15	Plastic Chair	250
16	Plastic Table	1
17	Writing Black Board	1
18	Tube light	46
19	LED Light	9
20	Ceiling Fan	28
21	Wall Fan	6

Extension Activities Conducted

Orientation Programme- Staff

An Orientation Programme for Staff and PG students was organized by Library cum IQAC at 11.00am on 04/02/2020 on the Topic “How to Write a Research Paper.” Mr.J.Arumugam, Librarian,PSG College of Technology, Coimbatore, is the Resource person of the day.

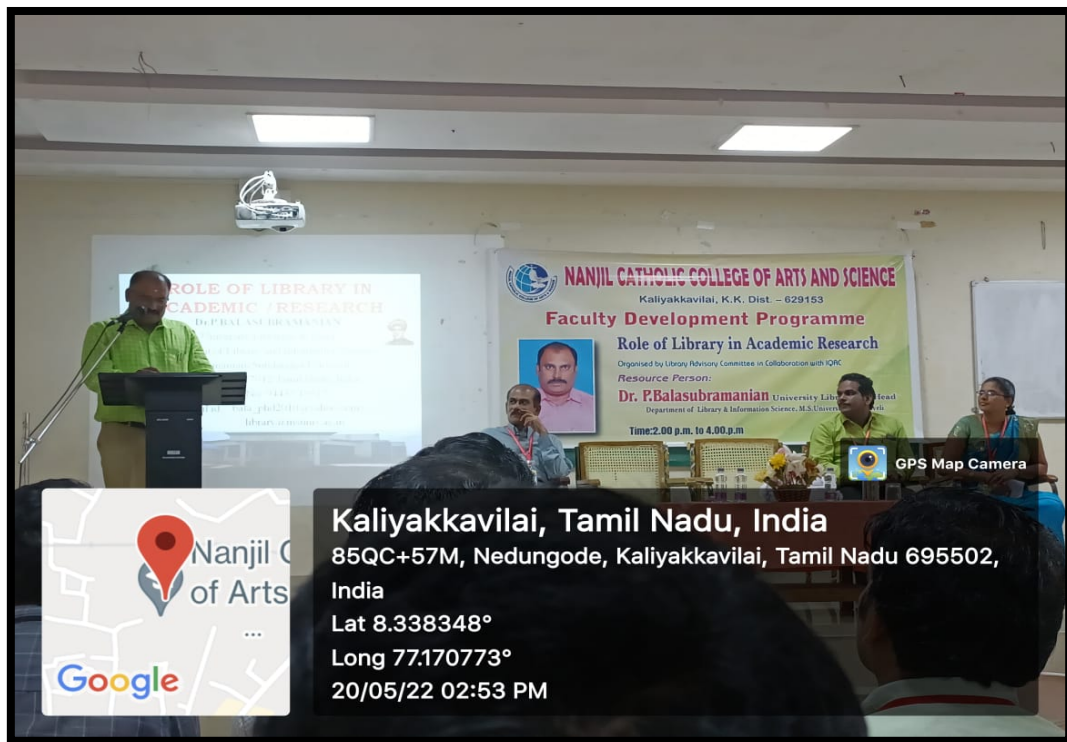


FDP

1. FDP was conducted on 04/02/2020 for the students on the Topic “Research Indicators, Publishing Ethics and Predatory Journals” organized by Library and IQAC at 2.00 pm. The Resource Person was Mr.J.Arumugam, Librarian,PSG College of Technology, Coimbatore.



2. FDP was conducted on 20/05/2022 for the Staff on the Topic” Role of Library in Academic Research ” organized by Library and IQAC at 2.00 pm. The Resource Person was Dr.P. Balasubramanian, Librarian & Head, M.S.University, Tirunelveli.



Webinar

A national level Webinar was held on 22nd September 2021 for the academic professionals through Zoom meeting on the Topic “ Intellectual Property Rights and Related Issues”. The Resource Person was Dr. Joseph. I. Thomas, Post Doctoral Fellow, Department of Library and Information Science, University of Kerala, Thiruvananthapuram.

The screenshot displays a Zoom meeting interface. The main window shows a presentation slide titled "Joseph I Thomas is presenting". The slide contains a table with the following data:

Sl.No	Other Case	Brief Description	Law in India	Sections
1	Other Statings	Search, indexing and tracking data	Indian Penal Code and Information Technology Act 2008	Sec 354D, 499, 505, 507, & 509 IPC, 66, 67 IT Act 2008
2	Other paragraphs	Publishing obscene e-Books including children	Information Technology Act 2008, Indian Penal Code, Indecent Representation of Women Act 1957(a), POCSO Act 2012(a)	Sec 67 IT Act 2008, 474, 476(b) child pornography, IT Act 2008, Sec 292, 295 IPC, Sec 14, 15 POCSO, Sec 6, 7 of IDRA;
3	IP Cases	Source Code Temporary, parody, copyright infringement	Information Technology Act 2008, Copyright Amendment Act (2012),	Sec 67 IT Act 2008, Sec 65 B copyright Amendment Act (2012)

The Zoom interface also shows a list of participants on the right, including "library naccas (You)", "20201702 AYSHA BARI...", "Abhishek Sam Paulstin", "Abha Singh", "Achu Clara", and "Aditya Venkari". A notification at the bottom indicates "sunita rani has left the meeting".

Book Fair

1. Book Fair was held on 07/03/2020 at 9 a.m. with large number of books from various publishers. More than fifteen thousand books were displayed on various subjects. The main aim of the book fair is not only selling of books, but also to improve the reading habit among the students. Many students have bought so many books and benefitted. The college library is also purchased books.



2. Book Fair was held on 21 and 22 October 2021. Nearly ten thousand books were displayed on various subjects. The book fair aimed at the improvement of reading skills among the students. Good Books are substitutes to good friends. The students were made aware to get books from the concern stalls and were benefitted.



MOU

1.The Library, Nanjil Catholic College of Arts and Science, Kaliyakkavilai has signed an MoU with the Library of Nesamony Memorial Christian College, Marthandam .The mission of the MoU is to provide access to Library resources for UG, PG, M.Phil. Students, Researchers and also Staff through shared services. This MoU facilitate cooperation between libraries of both colleges for preparing competitive exams and job opportunities for the students.

2.The Library, Nanjil Catholic College of Arts and Science, Kaliyakkavilai and ‘Mama Adha Library’, Azhagiyamandapam. This MoU facilitate cooperation between libraries of both institutions for preparing competitive exams and job opportunities for the students.

Library Audit

Every year in the month of May, Library Auditing is done with the help of members from Library Advisory Committee. Two members from each department are selected by the members from library Advisory Committee to do the Auditing.

Thank You



S.R. Ranganathan

Father of Library Science