



REPORT
2012 - 2018

ST. JOSEPH'S COLLEGE FOR
WOMEN

LIBRARY

VISION

To provide the best available information resources and innovative services to the college community, to contribute to the overall growth of an individual, thus preparing them towards attaining a better life.

MISSION

To provide right information to the right user at the right time.

Library at St. Joseph's College for Women strives to maintain a balanced collection of resources for the varied user community in varied formats. Library houses a collection of around 47000 books, 75 Periodicals, Bound Volumes, Theses and Dissertations, CD/DVDs, Maps and Charts and previous question papers. Library also maintains a strong collection of books on competitive examinations to help the students prepare for various competitive examinations. Collection development is carried out with a view to cater to the diverse needs of the users inviting suggestions from the faculty and the students. Realizing the need of the hour, Information and Communication Technology is well integrated in the functioning of the library. Library is **fully automated** using open source software **Koha** latest version and offers digital library facility for accessing electronic resources. An area of the library is set for digital library accommodating 10 computers where the students access electronic resources and OPAC. Library catalogue is available online. Library subscribes to **Nlist** database since 2010 and **DELNET** database since 2018. Library resources and services are extended not only to the students and staff of the college, but also to the ex-students and students, research scholars and employees of neighboring institutions and organizations. Library also caters to the personal information needs of the aforesaid categories of users by means of selective dissemination of information. Competitions including book talks, book reviews are organized regularly for the students to promote and foster their reading habits. Book exhibitions are conducted to facilitate book purchase for the college community and also for the college library. Regular weeding out of damaged and lost books are done to maintain active collection in library.

CONTENTS

LIBRARY:	DEVELOPMENTS SINCE 2012	5
CRITERIA I:	CURRICULAR ASPECTS	6
CRITERIA II:	TEACHING - LEARNING & EVALUATION	8
CRITERIA III:	RESEARCH, INNOVATIONS & EXTENSION	9
CRITERIA IV:	INFRASTRUCTURE & LEARNING RESOURCES	14
CRITERIA V:	STUDENT SUPPORT & PROGRESSION	23
CRITERIA VI:	GOVERNANCE, LEADERSHIP & MANAGEMENT	24
	INCREMENTAL IMPROVEMENT IN 5 YEARS	31
CRITERIA VII:	INSTITUTIONAL VALUES & SOCIAL RESPONSIBILITIES	32
	FUTURE PLANS	33

MAJOR DEVELOPMENTS / IMPROVEMENTS SINCE 2012**2014**

Biometric Access Control enabled to obtain automated gate entry records

2015

National Workshop sponsored by UGC on “Marketing of Information Services and Products & Plagiarism on 11th and 12th December 2015

2016

Library extended to the first floor (4270.93 sq. ft. To 6110.89 sq. ft.)

3kVA UPS installed

Browsing Centre in library with 10 computers

CCTV installed in library for better surveillance

Initiated orientation programme for the first semester students on library classification system and student’s participation in library shelf rectification.

2017

Library automation software KOHA upgarded to version 16.05

Impementation of Digital Library software DSpace

Installed Content Management System Drupal which acts as a single point of acess to all information resources

2018

Subscription of DELNET database

Online Public Access Catalogue

Installation of New Linux Server

Installation of New Printer-scanner

Internship for students pursuing Certificate course in Library and Information Science.

CRITERIA I

CURRICULAR ASPECTS

1.1.3 Librarian served as subject expert for the Kerala Public Service Commission Board interview panel.

Served as subject expert for the selection of librarians in Grade III and Grade IV in Municipal Common Service during 16th and 17th November 2016

Served as subject expert for the selection of librarians in Grade III and Grade IV in Municipal Common Service during 26th and 27th July 2017.

1.1.3 Percentage of participation of full time teachers in various bodies of the Universities/ Autonomous Colleges/Other Colleges, Such as BoS and Academic Council during the last five years.

Year	Number of teachers participated	Name of the body in which full time teacher participated	Total Number of teachers
2016 – 2017	Chitra S (Librarian UGC)	Kerala Public Service Commission	1
2017 – 2018	Chitra S (Librarian UGC)	Kerala Public Service Commission	1

CRITERIA II

TEACHING - LEARNING & EVALUATION

2.2.1 The mentoring of advanced learners in the institution is carried out through Walk With a Scholar programme, an initiative of the Higher Education Department. Sessions are handled by the librarian on the topics 'Information Literacy' and 'Googling in Library' for the students selected for WWS program.

Sessions are regularly conducted on "Referencing and Plagiarism Issues" for PG students to create awareness on citing sources appropriately and to avoid plagiarism.

Library user orientation is given regularly for the freshers in college to introduce them to library facilities, resources, services and library techniques to the users. The orientation program familiarize the users with the resources and increases the use of library.

CRITERIA III

RESEARCH, INNOVATIONS & EXTENSION

3.2.2 College library organized a two days National Workshop on “Marketing of Information Services and Products & Plagiarism” sponsored by UGC on 11th and 12th December 2015. The program was inaugurated by Smt. P. Parvathi Devi, District Informatics Officer, National Informatics Centre, Alappuzha. A brief overview of the ICT applications in libraries and the benefits of National Knowledge Network (NKN), which serves the purpose of providing a unified high speed network backbone for educational and research institutions in India was delivered in the keynote address. The technical sessions comprised of presentation and discussion on topics including “Quality Management and Best Practices in Academic Libraries” by Dr. K. P. Vijayakumar, Former Head, & Hon. Director Center for Information Literacy Studies Department of Library and Information Science University of Kerala; Role of Communication Today”, Ms. Babita Raj, Founder and Principal consultant of Persona; “Innovations in library marketing” by Dr. M. G. Sreekumar, Chief Information Officer and Adjunct Professor, Indian Institute of Management, Kozhikode; Social media as a tool for online library marketing by Sri. V Sriram, Chief Librarian, K. N. Raj Library, Center for Development Studies, Thiruvananthapuram and Plagiarism by Dr. C. P. Ramasesh, University Librarian, Mysore University. The reasons for plagiarism, methods of plagiarism detection, software packages and case studies were presented during the session. The session threw light on the ethical writing practice and the 'how and why' to avoid plagiarism and the need to improve the originality of research publications. 54 participants from various organizations and our own students and faculty benefited from the workshop.

3.3.4 The article entitled “SMS Technology Applications in Library: Methodology, Practical Problems and Challenges” authored by Chitra S, Librarian, St. Joseph's Colege for Women, Alappuzha was published in the Journal of Library and Information Communication Technology (JLICT) [Online ISSN: 2456-9399 (UGC Approved at S.N. 64812) and Indexed by SIS (Scientific Indexing Service at S.N. 3851)], June 2013.

3.4 Library offers temporary membership to exstudents, students and research scholars of neighbouring insitutions and employees of neighbouring organisations and institutions since 2014. They can avail reference facility and reprography services. There are 9 exstudents, 1 research scholar, 6 employees from neighbouring organisations and 5 stakeholders visiting the library for reference purpose since 2015.

3.4.1 Library celebrates 'Reading Week' every year from 19th to 25th June. Reading Day was celebrated on 19th June 2014. A new initiative named, "Pusthaka parichayam" was started during this year during which Dr. Sophia Thomson, Associate Professor, Dept. Of Hindi, introduced the book 'Jeevanode Kathiyerinjaval' to the audience. A visit was organised to St. Sebastian's School, Alleppey as part of Reading week celebrations of the school, in collaboration with the Dept. of History.

Reader's club function in the college that is actively involved in promoting the bonding with books by organising book talks, book reviews and to familiarize the students with famous authors by conducting competitions based on books and authors. Library also conducts competitions such as Newspaper based quiz competition, Reading Competition by selecting weak students from all the departments and Book Review Competitions with a view to inculcate reading habits among students. 'Aksharayathra" was organised to a public library at Kommadi in Alleppey district in the year 2016-17 and books were donated to the public library in collaboration with the Department of Malayalam.

Second year MA students were taken to Mahatma Gandhi University Library for library visit. They availed temporary membership facility to utilize the resources and services offered by the library. This initiative provided an opportunity for the PG students to make use of the facilities of a university library, which otherwise is difficult for them to access a university library which is at a faroff distance.

Book exhibitions are organized in the college to motivate the students to read and buy books by offering a wide selection of books. Teachers also get a chance to see and buy books they might want for their classroom. Attractive discounts are offered during the book fair.

Book fair by Professional Books from Kochi was conducted on Monday, 11th January 2016.

On 19th January 2017, a mobile book exhibition was organized in the college premises by Kerala Book Marketing Society of the Government of Kerala.

Books were purchased for the college library at high discount rates.

3.5.1 Internship

Internship Facility: Library provides internship facility to the students pursuing Certificate Course in Library & Information Science as part of their curriculum. Two students from Centre for Adult Continuing Education & Extension Unit (CACEE) of Muslim Association College of Arts and Science, University of Kerala, completed their 10 days internship training program as part of the course 'Certificate in Library and Information Science' from 13th to 24th March 2018. The students are provided opportunity to carry out all the routine functions in the library.

3.2.2 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the last five years (5)

Year	Name of the workshop/ seminar	Date From – To	Link to the Activity report on the website	Date of establishment of IPR cell
2015 – 2016	UGC Sponsored National Workshop on “Marketing of Information Services and Products & Plagiarism”	11 th to 12 th December 2015		

3.3.4 Number of research papers per teacher in the Journals notified on UGC website during the last five years (8)

Title of paper	Name of the author/s	Department of the teacher	Name of the journal	Year of publication	ISBN/ISSN number
SMS Technology Applications in Library: Methodology, Practical Problems and Challenges	Chitra S	Library	Journal of Library and Information Communication Technology (JLICT)	2013	2456-9399

3.5.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc during the last five years

Sl. No.	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Year of commencement	Duration (From-To)	Nature of linkage
1	Internship Program	Centre for Adult Continuing Education & Extension Unit (CACEE) of Muslim Association College of Arts and Science, University of Kerala	2017 – 2018	13 – 24 March 2018	

CRITERIA IV

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 PHYSICAL FACILITIES

Biometric Attendance Management System was installed in library in 2014 for automated gate entry details. Students and staff are provided with smart cards. Fingerprint recognition was also enabled for the staff. This helped to eliminate the gate register kept in library for obtaining log records and save the time of the users.

College library has a separate browsing centre in the ground floor with 9 computers since 2016 for the students to search catalogue and to access the digital library resources. Facility is provided to accommodate a total of 30 computers in the coming years.

CCTV was installed in the library in 2016.

4.2 LIBRARY AS A LEARNING RESOURCE

4.2.1 Library is automated using Integrated Library Management System (ILMS)

Fully automated using open source ILMS KOHA

The College library became fully automated using open source ILMS KOHA 3.0 in 2012 and upgraded to version 3.18.04.000 in the year 2015. Now, library automation software koha is upgraded to version 17 with the support of Focuz Infotech, a company based in Ernakulam.

Koha is a true enterprise-class ILS, widely used world wide, with comprehensive functionality including both basic and advanced options. Koha includes modules for Acquisition, Classification, Cataloguing, Circulation, Serials management, flexible report

generation and label printing . All the modules are currently used in the functioning of the library.

Barcoded books and periodicals

All the books and periodicals in the library are barcoded.

Automated Catalogue Search

Library catalogue is accessible anywhere inside the campus via OPAC (Online Public Access Catalogue). Students and faculty members use OPAC to reserve books and to send suggestions for books. Teachers also use OPAC to renew their books.

Smart Cards

Members are provided with smart cards and books are issued on producing their ID cards.

Biometric log management system

Smart cards are used by the students to log their entry to and exit from the library in the biometric attendance management device installed in the library during 2014. Faculty members are provided fingerprint access for the same.

Digital Repository - DSpace

Digital library is developed in 2017, using Dspace digital library software version 5, which is yet another open source software. DSpace serves as a digital library as well as an institutional repository. It preserves and enables easy and open access to all types of digital content of the institution including text, images, audio and video files. DSpace can manage a large number of file formats such as PDF, Word, JPEG, MPEG etc. Dspace of the institution

provides access to resources such as ejournals, ebooks, previous question papers, Major/ Minor research projects, and dissertations of PG students, in digital format. Access to the digital repository is currently restricted within the campus.

Content Management System - Drupal

Content Management Software, Drupal version 8 is used for web content management of the library resources. Drupal was installed in the year 2017. It acts as a single point of access for all the resources, facilities and services offered by the central library. Drupal being an open source software provides flexibility and ease of use. It is easy to customize and allows users to add, publish, edit, or remove content from the website.

The library web page build using Drupal intends to provide detailed view of the resources that can be accessed from the library either in the print format or electronic format.

With the help of content management system and digital library facilities, users are free to access the library resources at their fingertips even without being physically present in the library. Steps are initiated to make the library catalogue and the digital repository online for 24*7 access.

4.2.2 Collection of rare books, manuscripts, special reports or any other knowledge resources for library enrichment

Library houses a collection of 46600 books, 75 print periodicals, 250 CDs, 65 Bound Volumes, 55 Theses and Dissertations, 66 Maps and Charts, more than 6000 e journals and e books via subscription to N list. In addition, library also maintains:

- i. Gandhian collection, a unique collection of Collected works of Mahatma Gandhi.

ii. Collection such as books on Canossian Congregation which includes books authored by the sisters of Canossian Congregation and books on Canossian Congregation.

iii. Collection of College Chronicle starting from the inception of the college till date. The process of digitizing the college chronicles to add to digital collection has started.

iv. Canossian Chronicle is maintained in the convent. Library is planning to maintain the digitized form of the chronicle in the digital library collection.

v. Alappuzha Nehru Trophy Boat race well described as "Kuttanad's Olympics on water", held at Punnamada lake on the second saturday of every year is unique to Alappuzha district. Souvenir of the boat race is brought out every year by the organising committee. The possibility of maintaining the digitized collection of the souvenir is being explored in cooperation with District Collectorate, Alappuzha.

vi. Plans are initiated to develop a collection of places of historical importance in Alappuzha district.

4.2.3 Does the institution have the following:

(e-journals, e-ShodhSindhu, Shodhganga Membership, e-books, Databases)

The institution provides access to more than 6000 e journals and 3135000 e books by subscribing to Nlist since 2010.

Shodhganga is available to the scholarly community in open access.

4.2.3 Does the institution have the following: 1. e – journals 2. e-ShodhSindhu 3. Shodhganga membership 4. e-books, 5. Databases

Details of membership	Details of subscriptions	Name of service subscribed to	No of e-resources with full text access	Validity period	Whether remote access provided? (Yes / No)
Member since 2010	Rs. 5000	N list	6000+ e journals and 31,35,000 e books	April 2017 to March 2018	Yes
2013 – 14	Rs. 5000	N list	6000+ e journals and 31,35,000 e books	April 2013 to March 2014	Yes
2016 – 17	Rs. 5750	N list	6000+ e journals and 31,35,000 e books	April 2016 to March 2017	Yes
2017 – 18	Rs. 5900	N list	6000+ e journals and 31,35,000 e books	April 2017 to March 2018	Yes
2018 – 19	Rs. 19470	DELNET	2,50,00,000+ Books available for loan, 40,000+ list of Journals, 5,000+ Full-text E-journals, 1,00,000+ Thesis/Dissertations	June 2018 to June 2019	Yes

4.2.4 Average annual expenditure for purchase of books and journals during the last five years

Average annual expenditure = $903854/5 = 1,80,770/-$

4.2.4.1: Annual expenditure for purchase of books and journals year wise during the last five years (INR in lakhs)

Year	Total Amount
2012 - 13	93395
2013 - 14	291454
2014 - 15	116681
2015 - 16	214333
2016 - 17	187991
2017 - 18	611033

4.2.4 Average annual expenditure for purchase of books and journals during the last five years (5)

Expenditure on the purchase of books	Expenditure on the purchase of journals	Year of expenditure	Budget allocated
66411	26984	2012 - 13	96050
233957	52497	2013 - 14	286116
79381	35264	2014 - 15	129100
182377	29491	2015 - 16	331059
116241	56711	2016 - 17	268900
571747	39286	2017 - 18	900000

Year	Books (PD)	Books (UGC)	Books (MANAGEMENT)	Books (others)	Total Amount Books	Journals	Newspaper/ Weekly	Total Amt Periodicals	Binding	Nlist	CD	Total
201213	66411				66411	20484	6500	26984				93395
201314	25591	208366			233957	34655	17842	52497		5000		291454
201415	79381				79381	15534	19730	35264			2036	116681
201516	72377	50000	60000		182377	18831	10660	29491	2465			214333
201617	44241		27000 (WWS) 45000 (SSP)		116241	32951	23760	56711	9283	5756		187991
201718	24942	546805			571747	15246	24040	39286		5900		616933
TOTAL	312943	805171	60000	72000	1250114	137701	102532	240233	11748	16656	2036	1520787

4.2.5 Availability of remote access to e-resources of the library: Yes

4.2.5 Availability of remote access to e-resources of the library		
E-resource	Contact person details	Whether remote access provided? (Yes / No)
Nlist	The Librarian chitrasnair84@gmail.com Ph. No. 9995837874	Yes
DELNET	The Librarian chitrasnair84@gmail.com Ph. No. 9995837874	Yes

4.2.6 Percentage per day usage of library by teachers and students: 36.87

4.2.6.1 Average number of teachers and students using library

per day over last one year : 460

4.2.6 Percentage per day usage of library by teachers and students (4)				
Provide/ upload last page of accession register details	Method of computing per day usage of library	No. of users using library through e-access per day	No. of teachers accessing library per day	No. of students accessing library per day
	Biometric Attendance Device log	30	20	460

4.3: IT INFRASTRUCTURE

4.3.1: Institution frequently updates its IT facilities including Wi-Fi

Browsing area was setup in the ground floor of the library with 9 computers having internet facility where students and staff access the library catalogue and digital library resources.

4.3.3 Available bandwidth of internet connection in the Institution (Leased line)		
Options: A. ≥ 50 MBPS, B. 35 MBPS - 50 MBPS, C. 20 MBPS - 35 MBPS, D. 5 MBPS - 20 MBPS, E. < 5 MBPS		
Number of computers with access to internet	Bandwidth of leased line connection	LAN configuration and speed
10	NMEICT Connection 10 MBPS	GIGABYTE CAT6 ETHERNET

4.4.2 Library facilities are extended not only to the college students but also to the neighbouring institutes and stakeholders with prior permission of the authority. College library automation software maintenance and updation is done with the technical support of Focuz Infotech, Kochi.

CRITERIA V**STUDENT SUPPORT AND PROGRESSION**

5.3.2 The institution has an active library committee involving the participation of student representatives. There are 5 students each representing first, second and third year UG students and first and second year PG students. The students give important suggestions with regard to the functioning of the library in terms of resources and services.

Librarian has accompanied the students participating in University youth festivals along with other faculty members in 2014 and 2015.

Librarian has accompanied sports students during intercollegiate competitions and college games as team official during 2013 and 2014.

CRITERIA VI

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1.1 Representation of the librarian in various academic bodies/ committees of the institution helps in the active participation of library in various academic activities. Library thus gets an opportunity to play an active role in the overall development of the students and also to get involved in the quality improvement of the institution.

Year	Representation in Committees/ Clubs
2012 - 13	Staff Council, Library Committee (Secretary), SQAC
2013 - 14	Staff Council, Library Committee (Secretary), Women's Study Unit
2014 - 15	Staff Council, Library Committee, Women's Study Unit, FIST Committee
2015 – 16	Staff Council, Library Committee (Secretary), Women's Study Unit, Reader's Club, FIST Committee
2016 - 17	Staff Council, Library Committee (Secretary), Reader's Club, CPE committee
2017 - 18	Staff Council, Library Committee (Secretary), Reader's Club, Literary Club, Purchase Committee, Website Committee, RUSA committee

6.2.1 CPE committee

Participated in the preparation of the document for Additional Criteria for the selection of colleges for CPE in the second cycle.

6.2.3 Library automation

All the operations in the library are automated using open sources ILMs KOHA. Barcode labels for library resources are created and printed in the library itself.

Library is equipped with CCTV for better surveillance.

Entry and exit to the library is managed by Biometric Access Control device. Students are provided with Smart cards and staff members are provided with Fingerprint access. The gate entry reports are generated from the device.

6.2.3 Implementation of e-governance in areas of operation			
1. Planning and Development 2. Administration 3. Finance and Accounts 4. Student Admission and Support 5. Examination			
Areas of e governance	Name of the Vendor with contact details		Year of implementation
Library Automation Software Upgradation and Installation of Digital Library	Focuz Towers, 682024	Infotech, Idappally, Cochin	2017 – 18

6.2.4 Library Committee

The well stocked and fully computerized college library has an effective committee headed by the Principal as the chairman, Librarian as the secretary, staff and students representatives. Library committee discusses and decides on various aspects of Collection Development such as purchase of books and other resources, fund allocation, setting up of Book Bank, implementation of Digital Library, Annual Library Stock verification, weeding out of outdated, damaged and worn out materials.

The committee also takes initiative for the improvement of the College library facilities including extension of membership facilities to research scholars and ex-students, library renovation and improvement of physical facilities, smart cards for members and SMS facility to send reminders to staff for overdue books. Library committee takes great interest in conducting extension activities such as book exhibitions, book talks, competitions and sessions for the UG & PG students regarding N list, Plagiarism and Information literacy.

Important decisions and systematic planning pertaining to the efficient functioning of the library is undertaken during the library committee meeting being held two or three times a year as the need arises. Minutes of the meetings are maintained in the library

The library committee met on 11 October 2013 and discussed the importance of setting up book bank for all the students. It was decided to extend the library membership facilities to research scholars under the guidance of the facilities in the college. It was also decided to conduct orientation on N list database for all freshers joining undergraduate and postgraduate courses. In 2014, the committee gathered once for the meeting on 6th March. It was decided to lend 3 books for a period of one month for the research scholars upon recommendation from the concerned faculty. As per the decision of the library committee the feedback on library was collected from the final year students. The committee also decided to conduct a newspaper based quiz competition and the winners will be acknowledged during the general assembly.

As decided earlier during the meeting held on 6th March 2014, the college library organized 'Book Talk' as part of Reading Week Celebration and Reader's Club was inaugurated. Library committee meeting held on 6th October 2015 discussed on the conduct

of National workshop sponsored by UGC and recommended the formation of a separate advisory committee. The advisory committee met two times for the smooth conduct of the same. Library committee further suggested that a book exhibition be organized during the academic year. As per the suggestion, Professional Books, Kochi organized a book exhibition on 11th January 2016. The possibility of extension of library building to the first floor and the setting up of a browsing area in the ground floor of the library was also examined during the meeting.

The library advisory committee met on 14th July 2016 and decided to install CCTV in the library for better monitoring. The teachers suggested that shelf guides be provided in the library for easy access to books and other resources. It was decided to conduct competitions such as 'Identify the Author' contest and Bookmark designing as an initiative of the Reader's Club.

On 2017 21st July, the library committee members came together to discuss fund utilization from the scheme 'colleges with potential for excellence'. The amount allocation was done for different disciplines for the purchase of books and journals.

The role of the library advisory committee is not limited to monitoring and evaluating library resources and services but to connect the students and faculty to a world of knowledge and information resources, to enhance their reading skills and promote the use of the library facilities.

6.3.2 Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

Attended 3 days National Workshop on “Managing eresources in academic libraries” from 20 - 22nd March 2014, organised by the Department of Library and Information Science, University of Kerala.

Participated and presented a paper titled “**Biometric attendance management system in library**” in the National conference on Best Practices and Innovations in Library and Information Centres organised by KCLA and Kerala State Higher Education Council during 18-20 February 2016.

Chaired a session in the Two Day seminar on “Secular Democracy and its Significance in Comptemporary Society”, Organised by the Dept. Of History and Human Rights Forum at St. Joseph’s College for Women, Alappuzha, January 20-21, 2017.

Delivered a technical session on “Information Literacy- Googling in Library” in the Workshop ‘Libraries Rekindled’ on Design of Course Modules for College Libraries, Kerala Agricultural University, Thrissur, May 19-20, 2017.

Participated in the regional workshop on “DELNET discovery services, Open source software, emerging technologies in knowledge management, academic integrity and plagiarism & communication skills for LIS professionals” organised by DELNET-Developing Library Network, New Delhi in collaboration with Kerala University of Fisheries & Ocean Studies, Kochi on 2nd August 2017.

Attended workshop on Moodle organised by St. Joseph’s College for Women, Alappuzha on 15th and 16th November 2017.

Ms. Asha Louise, Library Assistant, attended a training programme on “Best Practices and Effective Communication in library” at St. Teresa’s College, Ernakulam on 1st October 2016.

6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

College library organised a Two day National Workshop on “ **Marketing of Information Services and Products and Plagiarism.**” on 11th and 12th December 2015, sponsored by UGC.

6.3.3 Average number of professional development / administrative training programs organized by the Institution for teaching and non teaching staff during the last five years						
Year	Sl. No.	Title of the professional development program organised for non-teaching staff	Title of the administrative training program organised for non-teaching staff	Dates (from-to)	No. of participants (Teaching staff)	No. of participants (Non-teaching staff)
2015	1	National Workshop on Marketing of Information Services and Products & Plagiarism		11-12 December 2015	15	

6.3.4 Average percentage of teachers attending professional development programmes viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programme during the last five years

Librarian attended the 143 rd Orientation Programme conducted by UGC -Human Resource Development Centre, University of Kerala, Trivandrum, from 22/04/2015 to 19/05/2015.

6.3.4 Average percentage of teachers attending professional development programs, viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Programs during the last five years

Year	Number of teachers who attended	Title of the professional development program	Date and Duration (from – to)
2015	1	143rd Orientation Programme at UGC HRDC, University of kerala, Trivandrum	22 April 2015 – 19 May 2015

6.5.3 Fresher's Orientation towards library resources

Library orientation by presentation method is imparted to the freshers joining UG and PG classes every year.

6.5.4 Quality assurance initiatives of the institution

Monthly report statistics of library usage is prepared and filed and handed over to IQAC.

Data prepared and submitted for National Institutional Ranking Framework (NIRF).

6.5.5 Incremental improvements made during the preceding five years

i) Annual increment in library resources:

Year	Books	Periodicals	Computers	UPS	Server
2012 - 13	42847	64	7	7	
2013 – 14	43872	72	5	5	
2014 – 15	44426	70	5	5	
2015 – 16	44642	73	5	1 2 kVA	
2016 – 17	45732	75	12	2 (2 kVA & 3 kVA)	
2017 - 18	46785	76	12	2 (2 kVA & 3 kVA)	1

i) Extension of library building was done in the year 2015 – 16. Library stack room was extended to first floor.

ii) Resources such as SSP handouts were added to collection.

iii) Developed digital library using DSpace open source software system in 2017 - 18

iv) Library catalogue made available on web (WEBOPAC) in 2017 - 18

v) Library blog replaced with a new library web page which acts as a single point of access for all the resources of the library.

vi) Continuous upgradation of library automation software KOHA.

CRITERIA VII

INSTITUTIONAL VALUES AND BEST PRACTICES

7.2 Best Practices

Library continuously organises events and competitions that motivate the students to come to the library and to inculcate the habit of reading in them. One of the best initiative is the “Annual Best User” award that is given every year to the outgoing student from Under Graduate batch who make the efficient use of library and its services. Data is gathered through gate register maintained in the library. Usage data is compiled through circulation data of library resources. Best user is selected based on the above data and observations.

Year	Annual Best User	Department
2013 - 14	Meenu Krishna	Commerce
2014 - 15	Shilly Jimmy	History
2015 - 16	Aiswarya S	Mathematics
2016 - 17	Shifana Koya	Physics
2017 - 18	Anakha T B	Mathematics

Another initiative from the library started in the year 2016 – 17 to impart a week long training to selected students of Ist semester from all the departments on library classification system. This helps the students to easily locate books from the shelves and also to keep the books in order according to the Dewey Decimal System of Classification followed in library. Library book racks are assigned to the students of concerned department to ensure that books are kept in order all throughout the year. Attendance register is maintained for the same. Certificates are distributed to the best performers.

FUTURE PLANS

To implement RFID

To increase the number of yearly addition of books

To increase the number of computers in library for browsing.



“Libraries have historically served as our nation’s great equalizers of knowledge”.

- ALA