



2018 - 2019

# Annual Report

**LIBRARY**

# Profile

College library aims to support the academic activities of the institution with the cooperation of teaching faculty, administrative staff and the students. Every year, efforts are made to improve the facilities and resources of the library by increasing the collection, improving the infrastructure and organising programmes to motivate the students to use the library efficiently.

## CRITERIA I

18 students of IIIrd  
DC History visited  
MG University  
Library on 8th  
February 2019 for  
reference purpose  
as part of their  
project work.

# CRITERIA I

## Value added courses

Training on  
Mendeley  
Reference  
Management  
Software

E -  
Resources  
List and  
DELNET  
Library User  
Education  
(I P G and I  
U G )

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# Criteria II

2.2.1 User Orientation programme was conducted from 28th July 2018 to 2nd August 2018 for the 1st DC students who joined the college for Undergraduate programmes. They were introduced to library resources and facilities. They were given hands on training on how to search library catalogue.

## RESOURCE PERSON

Ms. Chitra S participated as resource person in the workshop on Mendeley Reference Management Software organized by the College Library and IQAC, St. Dominic's College, Kanjirappally on 5th March 2019.

# Criteria III

## EXHIBITION

As part of reading week celebrations, Literary club and Readers club jointly organised an exhibition cum sale of old books on 21st June 2018 in the Bakitha Hall. Around 200 students participated.

## FAN FICTION CONTEST

Literary club and Reader's club jointly organised a fan-fiction contest for the students on 18th September 2018 in the library reading room.

# Criteria IV

## 4.2 Library as a Learning Resource

Automation software

KOHA Open Source

ILMS

Version 16.05

### RESOURCES

Books 47662

Periodicals 70

e-Books 124809

Databases - N-list  
and DELNET

Library Catalogue is accessible at

<http://61.2.209.190:8001/>

# BY THE NUMBERS

Average number of teachers and students using library per day over last one year - 300

Percentage per day usage of library by teachers and students: 30

Library membership facilities are extended to external members for reference purpose by providing temporary membership.

# Criteria V

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.

Reader's Club in the college takes initiatives to promote the reading habit of the students by conducting various competitions and programmes.

Students are given guidance to collect information from print and online resources during the preparation of project.



# Criteria VI

## Strategy Development and Deployment

Quality improvement strategies adopted by the institution for each of the following

Library being the hub of learning activities incorporate ICT technologies in all its activities at operational and service level. Library automation software is updated regularly. Library always try to be equipped with latest edition of books and other reading materials. It also provides state of the art facilities to the students and staff for information search and retrieval. Students are trained regularly to search library catalogue and other databases and are also given guidance with regard to their project work. Students are also trained in shelf order maintenance. Institution always makes sure that every year provisions are made to enhance the infrastructure facilities of the library.

### REPRESENTATION IN COMMITTEES/ CLUBS

Staff Council, member  
Secretary of Library  
Committee, Coordinator  
of Literary Club, Member  
of Purchase Committee,  
Co-ordinator of Website  
Committee & Reader's  
Club

# Criteria VI

## Conference Participation/ Training attended

Mrs. Asha Louise, Library Assistant, attended the 'State Level Training Programme for non-teaching staff 2019' organised by the IQACs in the association of Latin Catholic Colleges at Fatima Matha National (Autonomous) college, Kollam on 11th May 2019.

Ms. Chitra S participated in the Two Day National Conference on 'Innovations and Transformations in Libraries (NCITL 2019)' organised by the Department of Library and Information Science, University of Calicut on 22nd and 23rd February 2019.

Librarian, Ms. Chitra S attended Refresher Course in Library and Information Science at HRDC, University of Calicut, from 23rd November 2018 to 13th December 2018.

# Criteria VII

**The library is the temple of learning, and learning has liberated more people than all the wars in history.”**

**- Carl T. Rowan**

**BEST USER AWARD**

**Ms. Blessy Sebastian  
(III DC BOTANY)**