

From

Librarian
Sree Narayana College
Chengannur

To

Principal
Sreenarayana College
Chengannur

Sir

The General Library of Sree Narayana College Chengannur would like to conduct a certificate course on "**Library Management**". The course is intended to provide the basic knowledge on Library Science to our students.

Kindly grant permission to conduct the course.

Thanking you.

Yours faithfully


Ratheeskumar

(Librarian)

Chengannur

25/1/2019

Permitted

Jahn

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CHENGANNUR



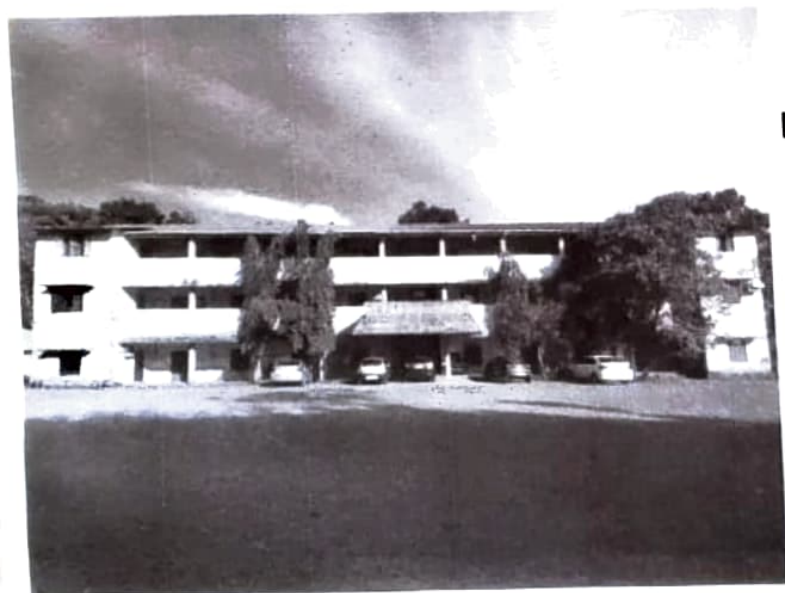


Sree Narayana College Chengannur

Affiliated to University of Kerala
NAAC accredited with Grade B

CERTIFICATE COURSE ON LIBRARY MANAGEMENT

Course coordinator: **Mr. N Rathees Kumar**
Librarian
SN College Chengannur
Contact Number: **8281797929**



SREE NARAYANA COLLEGE, CHENGANNUR

MINUTES OF THE MEETING OF BOARD OF STUDIES on 29-01-19

ATTENDEES:-

1. Dr. M.S. Ltha (Principal In Charge)
2. Smt. Bindu V K (Convener, Library Advisory Committee)
3. Dr. Venu S (IQAC Coordinator)
4. Smt. Sreedevi Gopalakrishnan
5. Dr. V. Shree Ranjini

Venue:-Principal's Chamber

Agenda:- Review of Certificate Course proposal

Minutes

1. Revised the certificate course proposal submitted by General Library, SN College Chengannur
2. Approved the syllabus and proposal of the certificate course on "Library Management"

Submitted

Latha

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CERTIFICATE COURSE ON "LIBRARY MANAGEMENT"

The Certificate course on "Library Management" provide the students, awareness about the basic facts of library Management. The purpose of the certificate course is to provide students with theoretical knowledge and practical knowledge in specific areas. The Certificate Course in Library Management is intended to provide the students, awareness about the basic facts and laws of Library management, the structure and functions of Library and the various services provided by a Library. The candidates who wish to undergo this course can acquire sufficient knowledge & experience in the day to day functioning small school libraries and public libraries.

Programme structure

Certificate programme in Library Management is designed with 30 instructional hours. It include Lecture hours and practical hours. On completion certificates are issued by Sree Narayana College. The medium of instruction and examination shall be English and Malayalam.

SYLLABUS

Unit-1: Library Management- 5Hrs.

Planning, organizing ,Staffing, Leading and Controlling

Unit-2: Functions of Library-5Hrs.

Over seeing library operations, Managing the Library Budget, Inter Library Loan

Unit-3: Budgeting -5Hrs.

Lump Sum, Formula, Line item, performance/Function. Zero based budgeting

Unit-4: Annual report- 5hrs


Visitation and Programming, Finances and Staffing, Circulation and Holdings

Unit-5: Stock verification-5Hrs

Continues verification, Periodical Verification

Reference

1. Library Management-CK.Sharma,Kiran Singh
2. Library Management:A Practical Guide for Librarians: Bridgit Mc Cafferty
3. Library Management,A Praactical 101: A Practical Guide; American Library of Congress
4. Library Administration And Management:-Krishna kumar


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SREE NARAYANA COLLEGE, CHENGANNUR

GENERAL LIBRARY

CERTIFICATE COURSE ON LIBRARY MANAGEMENT

List of enrolled Students in Certificate Course on Library Management. 2018-19

Sl.No	Ad.No	Name	Class	Signature
1	9569	Aparna R	BA.Eco.	<i>Aparna R</i>
2	9720	Anju Prasanna	BA.Eco.	<i>Anju Prasanna</i>
3	9605	Sree lekshmi N	BA Eco.	<i>Sreelekshmi N</i>
4	9714	Unnikrishnan	BSc .Phy.	<i>Unnikrishnan</i>
5	9617	DepaPramod	Bsc Math.	<i>DepaPramod</i>
6	9801	Akshaya.A	MSc.Phy	<i>Akshaya</i>
7	9803	Lekshmi Prasad	MSc Phy.	<i>Lekshmi Prasad</i>
8	9811	Aswathi Manibabu	MSc Phy.	<i>Aswathi Manibabu</i>
9	9822	Athira.P Nair	MSc Phy.	<i>Athira.P Nair</i>
10	9830	Raghi raghu	MSc Phy.	<i>Raghi raghu</i>
11	9802	Midhula,P	MSc chemistry	<i>Midhula,P</i>
12	9809	Reshma Pushkaran	" "	<i>Reshma Pushkaran</i>
13	9815	Krishna S	" "	<i>Krishna S</i>
14	9825	Ajil. ST	MSc Chemistry	<i>Ajil. ST</i>
15	9257	Arya.G	BA Economic	<i>Arya.G</i>
16	9259	sarany.s	"	<i>Sarany.s</i>
17	9262	Meghamjohan	"	<i>Meghamjohan</i>
18	9262	Abhaya Sarath	BA	<i>Abhaya Sarath</i>
19	9281	Archana Krishnan	BA	<i>Archana Krishnan</i>



20	9282	Smruthi S	BSc Physics	<u>Seetha</u>
21	9357	Krishnapriya	"	<u>Jashnigagan</u>
22	9364	Jinu Kashmir	"	<u>Jayashankar</u>
23	9369	Sreekuttan	"	<u>Sreebuthan</u>
24	9377	Reshma .	"	<u>Reshma</u>
25	9381	Sumi.L	"	<u>Sumi</u>
26	9385	Ahalya Babukuttan	"	<u>Ahalya</u>
27	9294	Gulmesh	BSc Physics	<u>Chandrasekhar</u>
28	9323	Anju	"	<u>Anju</u>
29	9331	Rakhi R Kuruppu	"	<u>Rakhi</u>
30	3337	Vidya L	"	<u>Vidya</u>
31	3361	Akhil Krishnan	"	<u>Akhil</u>
32	9297	Sreelekshmi	BSc Chemistry	<u>Seetha</u>
33	9306	Seethal	"	<u>Seethal</u>
34	9339	Aarymool	"	<u>Aarymool</u>
35	9372	Arya Asok	"	<u>Arya</u>
36	9370	Dhanya krishnan	"	<u>Dhanya</u>
37	9226	Aswathy Harikumar	"	<u>Aswathy</u>
38	9227	Anjali	"	<u>Anjali</u>
39	9283	Krishna KP	BSc Chemistry	<u>Krishna</u>



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ATTENDANCE

REGISTER


Name of Course Library management Teacher(S) 1

Month (S) MARCH No. of Instructional Hours 19 Hours

Sl. No.	Name of Student	Date Hour	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	No. of Days Present
25	Arya Ad	X	X		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	18
26	Dhanya Krishna	X	X		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	18
27	Ankita Venkatesh	X	X		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	17
28	Azali	X	X		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	19
29	Krishna K.P	X	X		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	17



BACE NARASIMHA COLLEGE
CHENNAI

Signature of Teacher 
Signature of HOD

ATTENDANCE

2018-19

Name of Course _____ Teacher(S) _____

Sl. No.	Name of Student	Date Hour	Month (S) <i>February</i>														No. of Days Present									
			1	2	3	4	5	6	7	8	9	10	11	12	13	14		15	16	17	18	19	20	21	22	23
35	Naga Babu					X	X	X			X	X	X													
36	Dhanya krishna				X	X	X			X	X	X														
37	Aswathy krishna				X	X	X			X	X	X														
38	Sajal				X	X	X			X	X	X														
39	Krishna K.P				X	X	X			X	X	X														

REGISTER

Month (S) *February* No. of Instructional Hours *12 Hours*

Month (S) <i>February</i>																								No. of Days Present
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	
X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X

Handwritten notes:
 - Sajal
 - Aswathy
 - Krishna
 - Naga Babu



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Signature of Teacher

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Signature of MOD

Sree Narayana College Chengannur Alappuzha, Kerala

Aided College Affiliated to the University of Kerala

NAAC accredited with Grade B



CERTIFICATE

This is to certify that has successfully completed the certificate course on "LIBRARY MANAGEMENT" conducted by the General Library, Sree Narayana College Chengannur during 2018-2019.

Mr. Ratheeskumar N
Librarian

Dr. M S Latha
Principal in Charge

2:42 pm