From

Librarian Sree Narayana College Chengannur

То

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.

SREE NARAYANA OUR

Kindly grant permission to conduct the course.

Thanking you.

Yours faithfully Ratheeskumar

(Librarian)

EGE

Chengannur

25/1/2019







Sree Narayana College Chengannur

Affliated 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, Liibrary 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

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



SREE NARAYANA COLLEGE CHENGANNUR 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

SI.No	Ad.No	Name	Class Signature
1	9569	Aparna R	BA.Eco. Anone
2	9720	Anju Prasannan	BA.Eco.
3	9605	Sree lekshmi N	BA Eco Bucht 1mi
4	9714	Unnikrishnan	BSc. Phy. Cemperoham
5	9617	DepaPramod	Bsc Math. Despromet
6	9801	Akshaya.A	MSc. Phy Allerge
7	9803	Lekshmi Prasad	MSc Phy. Advanced
8	9811	Aswathi Manibabu	MSc Phy. Alurany
9	9822	Athira.P Nair	MSc Phy. Rachanghan
10	9830	Raghi raghu	MSc Phy. Model
11	9802	Midhula, P	MSc chemistry desting
12	9809	Reshma Pushkaran	- Change
13	9815	Krishna S	" Neime
14	9825	Ajil. ST	MSc Chemistry
15	9257	Arya.G	BA Economic Appa
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17	9262	Meghamjohan	" Maghayoun
18	9262	Abhaya Sarath	BA Atting
19	9281	Archana Krishnan	BA Aschunden



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20	9282	Smruthi S	BSc Physics Section
21	9357	Krishnapriya	- Jesundan
22	9364	Jinu Kashmeer "	Templanter
23	9369	Sreekuttan	" Orebutten
24	9377	Reshma .	· Reating
25	9381	Sumi.L	- Verme
26	9385	Ahalya Babukuttan	Antallycome
27	9294	Gulmesh	BSc Physics Chamb
28	9323	Anju	" Argen
29	9331	Rakhi R Kuruppu	Pathitrit
30	3337	Vidya L	- vote
31	3361	Akhil Krishnan	" Filler
32	9297	Sreelekshmi	BSc Chemistry Section
33	9306	Seethal	. Stethe
34	9339	Aarymool	- Asyanol
35	9372	Arya Asok	" House
36	9370	Dhanya krishnan	" Or ganother
37	9226	Aswathy Harikumar	BSc Chemisry
38	9227	Anjali	9. That
39	9283	Krishna KP	BSc Chemisry

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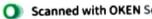
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Mr. Ratheeskumar N Librarian Dr. M S Latha Principal in Charge