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

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SREE NARAYANA COLLEGE
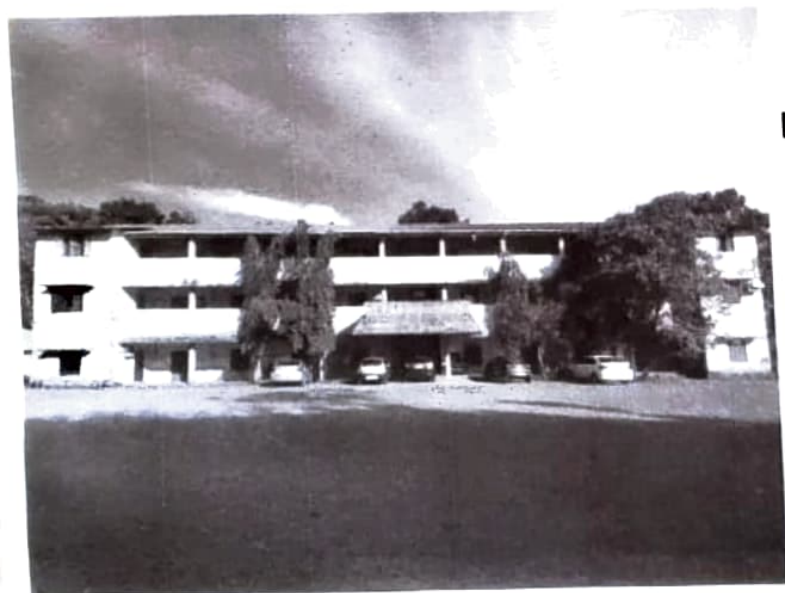CHENGANNUR

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

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"

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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

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
1	9569	Aparna R	BA.Eco.
2	9720	Anju Prasannan	BA.Eco.
3	9605	Sree lekshmi N	BA Eco.
4	9714	Unnikrishnan	BSc .Phy.
5	9617	DepaPramod	Bsc Math.
6	9801	Akshaya.A	MSc.Phy
7	9803	Lekshmi Prasad	MSc Phy.
8	9811	Aswathi Manibabu	MSc Phy.
9	9822	Athira.P Nair	MSc Phy.
10	9830	Raghi raghu	MSc Phy.
11	9802	Midhula,P	MSc hemistry
12	9809	Reshma Pushkaran	"
13	9815	Krishna S	"
14	9825	Ajil. ST	MSc Chemistry
15	9257	Arya.G	BA Economic
16	9259	sarany.s	"
17	9262	Meghamjohan	"
18	9262	Abhaya |Sarath	BA
19	9281	Archana Krishnan	"

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

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ATTENDANCE REGISTER

Name of Course ...LIBRARY MANAGEMENT... Teacher(S) .... Month (S) ...February... 2018-19 No. of Instructional Hours ......12 Hours.

Sl. No.	Name of Student	Date / Hour	No. of Days Present
1	APARNA·R		12
2	ANJU PRASANNAN		12
3	SREE LEKSHMI N		12
4	UNNIKRISHNAN		11
5	DEPA PRAMOD		11
6	AKSHAYA·A		11
7	LEKSHMI PRASAD		11
8	ASWATHI MANIBABU		11
9	ATHIRA·P·NAIR		11
10	RACHI RAGHU		11
11	MIDHULA·P		12
12	RESHMA PUSHKARAN		12
13	KRISHNA·S		11
14	AJIL·ST		12
15	Arya·CM		12
16	Sumnja·s		10
17	megha M·John		12
18	Akhaya Saralh		11
19	Archana krishnan		11
20	Suruthi·S		12
21	krishna priya		12
22	Jinu kashmeer		12
23	Sreekuttan		12
24	Reshma		12
25	Sumi·L		11
26	Ahalya Babukuttan		12
27	Coulmish		12
28	Anju·		12
29	Aghi·s kuruppu		12
30	Vidya·L		12
31	Akhil krishnan		11
32	Sreelekshmi·		12
33	Seethal		12
34	Aryamol		12

Signature of Teacher

Signature of HOD

2018-19

Name of Course .... Teacher(S) .... Month (S) ...Febawary... No. of Insructional Hours ...12 Hours...

Sl. No.	Name of Student	Date / Hour	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28					No. of Days Present
35	Arya Asok					x	x	x		x	x	x			x						x	x	x		x	x		x								12
36	Dhanya Krishnan					x	a	x		x	x	x			x					x	x	x			x	x		x								11
37	Aswathy Harikumar					x	x	a		x	x	x			x					x	x	x			x	x		x								10
38	Anjali					x	x	x		x	x	x			x					x	x	a			x	x		x								11
39	Krishna K.P					x	x	x		x	x	x			x					x	x	x			a	x		x								11

Signature of Teacher

Signature of HOD

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CHENGANNUR

2018-2019

ATTENDANCE   REGISTER

Name of Course ...LIBRARY MANAGEMENT... Teacher(S) .....1..... Month (S) .....march..... No. of Insructional Hours .....19 Hours.....

Sl. No.	Name of Student	Date / Hour	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	No. of Days Present
1	Aparna. R		×	×		×	×	×	×	×	a	×	×	×	×	×		×	×	×	×	×												18
2	Anju Prasannan		×	×		a	×	×	×	×	×	×	×	×	a	×	×	×	×	a	×	×												16
3	Sree lekshmi. N		×	×		×	×	×	×	×	√	×	×	×	×	×	×	×	√	×	×	×	×												18
4	Unnikrishnan		×	×		×	×	×	a	×	×	a	×	×	×	×	×	×	×	×	a	×	×												16
5	Deepa pramod		×	×		×	×	×	×	×	×	×	×	×	×	×	×	×	×	×	×	×												18
6	Akshya. A		×	×		×	×	×	×	×	×	a	×	×	×	×	×	×	×	×	×	×												18
7	Lekshmi prasad		×	×		×	×	×	×	×	×	a	×	×	×	×	×	×	×	×	×	×												17
8	Aswathimani babu		×	a		×	×	×	×	×	×	×	×	×	×	×	×	×	×	×	×	×												17
9	Athira. p. Nair		×	×		×	×	×	×	×	×	×	×	×	×	×	×	×	×	×	×	×												18
10	Rakhi Raghu		×	×		×	×	×	×	×	×	×	×	×	a	×	×	×	×	×	×	×												18
11	Midhula. p		×	×		×	×	×	×	×	×	×	×	×	×	×	×	a	×	×	×	×												18
12	Reshma pushkaran		×	×		×	×	×	×	×	×	×	×	×	×	a	×	×	×	×	×	×												18
13	Krishna S		×	×		×	a	×	×	×	×	×	×	×	×	×	×	×	×	×	×	×												18
14	Anil. ST		×	×		×	×	×	×	×	×	×	×	×	×	×	×	×	×	×	×	×												18
15	Arya. G		×	×		×	×	×	×	×	×	×	a	×	×	×	×	×	×	×	×	×												18
16	Saranya. S		×	×		×	×	×	×	×	×	×	×	×	×	×	×	×	×	×	×	×												18
17	Megha kunjumon		×	×		×	×	×	×	×	×	a	×	×	×	×	×	×	×	×	×	×												18
18	Abhaya Sarath		×	×		a	×	×	×	×	×	×	×	×	×	×	×	×	×	×	×	×												18
19	Archana krishna		×	×		×	×	×	×	×	×	×	×	×	×	×	×	×	×	×	×	×												19
20	Sruthi. S		×	×		×	×	×	×	×	×	×	×	×	×	×	×	×	×	×	×	×												16
21	Krishna priya		×	×		×	×	×	×	a	×	×	×	×	×	×	×	×	×	×	×	×												19
22	Jijou kasinteed		×	×		×	×	×	×	×	×	×	×	×	×	a	×	×	×	×	×	×												18
23	Sreekuttan		×	×		×	×	×	×	×	×	×	×	×	×	×	×	×	×	×	×	×												19
24	Reshma		×	a		×	×	×	×	×	×	×	a	×	×	×	×	×	×	×	×	×												18
25	Sumi. L		×	a		×	×	a	×	×	×	×	×	×	×	×	×	a	×	×	×	×												17
26	Ahalya Balukuttan		×	×		×	×	a	×	×	×	×	×	×	×	×	×	×	×	a	×	×												18
27	Coulthish		×	×		×	×	×	×	×	×	×	×	×	×	×	×	×	×	×	×	×												18
28	Anju.		×	×		×	×	×	×	×	×	×	×	×	×	×	×	×	×	×	×	×												18
29	Rashi. R. kunju		×	×		×	×	×	×	×	×	×	×	×	×	×	×	×	×	×	×	×												19
30	Vidya. k		×	×		×	×	×	×	×	×	×	×	×	×	×	×	×	a	×	×	×												15
31	Akhil krishnan		×	×		×	×	×	×	×	×	×	×	×	×	×	×	×	×	×	×	×												18
32	Sreelekshmi		×	×		×	×	×	×	×	×	×	×	×	×	×	×	×	×	×	×	×												7
33	Seethal		×	×		×	×	×	×	×	×	×	×	×	×	×	×	×	a	×	×	×												18
34	Aryamol		×	×		×	×	×	×	×	×	×	×	×	a	×	×	×	×	×	×	×												18

Signature of Teacher

Signature of HOD

2018-19

ATTENDANCE

REGISTER

Name of Course .....Library management.... Teacher(S) ......I...... Month (S) .....march..... No. of Instructional Hours .....19 hour.....

Sl. No.	Name of Student	Date / Hour	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	31	No. of Days Present
35	Asha Asok		x	x		x	x	a	x	x		x	x	x	x	x	x	x	x	x	x	x											18
36	Manya krishnan		x	x		x	x	x	x		x	a	x	x	x	x		x	x	x	x												18
37	Anakha Harikumar		x	x		a	x	x	x	x		x	x	x	x	x		x	x	a	x	x											17
38	Anjali		x	x		x	x	x	x	x		x	x	x	x	x		x	x	x	x	x											19
39	krishna. k.p		x	x		x	x	a	x		x	x	x	x	x	x		x	x	a	x	x											17

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