


Study of GOVT.COLLEGE FOR WOMEN, BEGUMPET (A) HYDERABAD
Department of Library Science (LIBRARY PROFILE – 2020-21)
Librarian Details

Sl.No	Description	Particulars		
1	Name of the Librarian (in capital Letters)	Dr. DEVI REDDY RADHIKA		
2	Father's Name	D.V.Narayana Reddy		
3	Residential Address	1-2-606/80/107, opposite to Indira park,L.I.C.Colony,Hyderabad-500080		
4	Present Designation, Department and Name of the College	Librarian, Govt. Degree College for Women, Begumpet (A),Hyderabad - 500016		
5	Date of Birth	07-06-1980		
6	Caste/Community	OC, Hindu		
7	Academic Qualifications (Evidence to be enclosed)	M.A, M.L.I.Sc, M.Phil, P.hd.		
8	Designation	Librarian		
9	Date of Entry into service	02-07-2009		
10	No.of Orientation courses University of Hyderabad	01	From 19-5-2011	To 15-06-2011
i	No.of Refresher courses	03	From	To
ii	Osmania university		02-7-2012	23-7-2012
iii	University of Hyderabad		08-12-2017	28-12-2017
iv	Moulana Urdu University		10-10-2019	23-10-2019
10	Training programmes attended as Lecturer	13(Thirteen)		
11	Places of work as Lecturer	1. Government Degree College for Women,Khammam. 2.Pingle Government College for Women,Waddepalli,Warangal, 3.Government Degree College, Bellampally		
12	Date of working in the present station	21-12-2020		



13	Publication of Papers	6	1.Importance of Guru-Shishya relationship in the modern educational system.	2011
			2.Role of Electronic Books for Libraries in Future	2012
			3.Use of Library services among post graduate women students.	2014
			4.Quality of work life of Library professionals in special libraries in Andhra Pradesh:A case study.	2016
			5.Let us save "HER"	2018
			6. Awareness and usage of social media: A study of Government Degree college students,Bellampally ,Mancherial.	2019

Assistant Librarian Details

Sl.No	Description	Particulars	
1	Name of the Asst. Librarian (in capital Letters)	M.Raghavendra	
2	Father's Name		
3	Residential Address		
4	Present Designation, Department and Name of the College	Asst. Librarian, Govt. Degree College for Women, Begumpet (A),Hyderabad - 500016	
5	Date of Birth	22-10-1965	
6	Caste/Community	OC, Hindu	
7	Academic Qualifications (Evidence to be enclosed)	B.Com, C.Li.Sc	
8	Designation	Assistant Librarian	
9	Date of Entry into service	01-10-1983	
10	Working in the present station from	27-03-2021	

GOVT.COLLEGE FOR WOMEN, BEGUMPET HYDERABAD
Department of Library Science

INTRODUCTION:

Library is considered as the center for information storage and retrieval. It performs a supplementary and complementary role in teaching-learning and research activity. The services of the library contribute significantly to the development in information services particularly the e-learning process. Libraries today shoulder newer responsibilities in higher education wherein classroom teaching plays a facilitating role and the library becomes the primary learning resource. In spite of the dawn of e-Books and Online resources available at the click of a mouse, the necessity of books and the library is relevant ever to day.

The Department of Library Science is located centrally in the College premises for the convenient use of students and staff. Library is a place of learning and plays an important role in the education of students. The college Library comprises learning resources i.e. Books, Periodicals, Magazines & various Journals for use of UG & PG students. The Library is computerized with NEWGENLIB package of VERUS Solutions. There is a separate Reading Room and Reference Section in the Library to inculcate the reading habit and to train the students in using the Library through Orientation classes. A separate visitor's register is maintained for the use of students and staff.

AIMS & OBJECTIVES OF THE LIBRARY

1. To inculcate and encourage good reading habits by regularly introducing new library material.
2. To organize student orientation sessions regarding library and its resources.
3. To propagate the essence of the Five Laws of Library Science.
4. To ensure a peaceful atmosphere in the library.
5. To provide additional information through book material and also through internet in order to supplement class room topics.
6. To provide access to internet, OPAC and e-resources to the library users.
7. To provide information regarding career/employment.

LIBRARY INFORMATION

Books are for use. All books are kept under Open Access to facilitate students and teachers. Provision of Reference Section is made in the Library for spot reference and textbook reading. Reference books like Dictionaries, Encyclopedias, Yearbooks, subject reference books etc., are open for reference within the library. They are not available for home lending. Identified copies of text books are kept for reference in the Text Book Reference Section.

All the textbooks and other books are issued to students and staff. All the bonafide students admitted in the college as per the nominal rolls are issued books for home reading for a period of 15 days. Renewal facility is provided if the same books are not in demand from other students.

The students are required to produce the **College identify card** for borrowing books and should return the books before the due date i.e. within 15 days to avoid inconvenience to other students.

Accommodation:

The library is situated in two big halls.

- (i) Library & Reference Room with an area of 100' X 20' =2000sft.
- (ii) Reading Room with an area of 50'X20'=1000sft.

Library Working Hours: 9:30 A.M to 5:30 P.M on all working days.

LIBRARY ADVISORY COMMITTEE

The library committee is an advisory body complementing the Librarian for smooth and effective functioning of the library. The Committee members meet frequently to review and discuss matters relating to progressive development and modifications needed in the library.

The Advisory Committee advises the Principal on the purchase of books, subscription of periodicals, maintenance and general policy of the functioning of the library.

S.No.	NAME	DEPARTMENT	POSITION
1.	Dr. G Sunitha	Principal	Chairman
2.	Dr. D Radhika	Librarian	Convener
3.	Dr. Rafiya begum	Asst. Prof. of Chemistry	Member
4.	Smt. Uma maheswari	Asst. Prof. of commerce	Member
5.	Dr. P Satyanarayana	Asst. Prof. of Economics	Member
6	Dr.Rajani	Asst. Prof. of Zoology	Member
6.	Dr. K Geetha	Asst. Prof. of Sanskrit	Member

BOOKS ACQUISITION POLICY

The Government College for Woman, Begumpet has a Policy of fair book acquisition policy. The books are purchased with the Knowledge of Library Advisory Committee. The in charge - Lecturers submit the indent of required books to the Principal which will in turn be forwarded to the Librarian with necessary endorsement and availability of budgets in consultation with Librarian .Such lists will be put up for finalization in the Library Committee by the Librarian for approval .All the approved books would be ordered for supply the approved Books Suppliers basing on their Quotations.

Automation

The library books are completely computerized. However Present the library is automated partially for the circulation, module OPAC (Online Public Access Catalogue). The Library Database is created and updated with 25,705 records in **New GenLib (Verus Solutions)** It is installed and functioning since 2016. Library operations are being automated with barcode & barcode readerfacility.

Systems intheLibrary: 03

1. Server with LibraryDatabase.
2. OPAC for the clientele/Users with CD/DVDfacility.

FACILITIES:

The College Library is facilitated with a wide collection, organizingoptimum utilization of services with the objective of user satisfaction. They are detailed here under.

Collection

College Library has a collection of Books, Journals & Periodicals, CDs & DVDs. Compact Disks and DVDs are provided for the use of students and teachers for reference within the Library. Students are trained to use the Library through orientation classes. The subject-wise books are detailed in Annexure 1&2.

LIBRARY STATISTICS

Books

UG	23932
PG	1773
Total:	25705

Reading Room

Journals	10
Magazines	08
Competitive Magazines	04
CDs/DVDs	145
News papers	11
Back Volumes	29

Expenditure on Books & Journals Statement of Expenditure incurred in the last Seven Years

S.No	Items/Books	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	Total
		Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.
1	Autonomy	7221	5992	30000	0	0	0	0	43213
2	UGC XIIth Plan	46944	270609	0	0	24833	0	0	342386
3	Special fee	29666	0	46692	9100	0	540	22460	108458
4	Incentives & Awards	0	0	0	323885	0	0	0	323885
5	RUSA	0	0	0	0	217529	0	0	217529
Total:		83831	276601	76692	332985	242362	540	0	1013011
1	News Papers	9518	10276	10349	14073	15343	18418	21042	99019
2	Journals	2596	10333	7977	10972	14371	15902	12695	74846
Total:		179776	573811	171710	691015	514438	35400	56197	2222347

Books: Total amount spent during the last Six years is Rs.10,13,011/-

Journals: Total amount spent during the last Six years is Rs.1,40,128/-

The College Library is enriched with a vast material on various branches of knowledge which cater to the needs of the academic growth of students belonging too under graduate as well as post graduation levels .

Circulation

Books are issued to students and staff of the college. Each student is permitted to borrow a maximum of 3 books for UG and 4 books for PG for a period of 15 days. Circulation Module is operated successfully under automation environment.

Visitors Statistics

The College Library has witnessed a good response in terms of its users and visitors for the purpose of consultation and reference. The Librarian's personal assistance is always ensured. The visitor's statistics is provided for the last 5 years.

S.No.	Year	No. of Visitors per day
1	2013-14	40
2	2014-15	55
3	2015-16	70
4	2016-17	65
5	2017-18	125
6	2018-19	135

Services:

Reading Room

A separate reading room is provided for reading the newspapers, periodicals, journals and magazines. The following is the list of available reading material:

Journals	10
General Periodicals	08
Competitive Magazines	04
Newspapers	11

E- Corner (Electronic corner)

The Library is provided with Internet facility through e-Corner to facilitate students with two computer terminals of Broadband connectivity. The Library collection is linked to the e-Corner through LAN for online browsing of mails and electronic journals along with Library OPAC (Online Public Access Catalogue search). Lists of websites are provided in the e-corner. About 63 free On-line journals can be browsed from this e- corner. The users are prohibited to use Floppies, Pen Drive etc to avoid transfer of viruses. The electronic facility is provided only to access information from various sources and make note it in personal notebooks.

Inter-Library Loan facility

Since 2008-09, the Librarian has introduced Inter Library loan (ILL) facility for acquiring material that is not available in the college library. A Memorandum of Understanding is agreed with the following three colleges in the City and required books are being borrowed from them as per the demands of the students and the staff members. The institutions under MOU are:

1. St. Ann's College for Women, Mehidipatnam,Hyderabad.
2. Kasturba Gandhi College for Women,Marredpally,Secunderabad.
3. Shadan Women's College, Khairatabad,Hyderabad.

Other supporting academic activities of the Library

Clipping Service :

News paper clippings are collected and kept for reference in the library on useful topics. The students can gather information on specified topics for compiling them in one file. Clippings related to career opportunities, advertisements and current topics are also displayed in the readingroom.

Career Guidance:

Students are provided with information on career opportunities, advertisements of DSC, APPSC and competitive examinations etc., The Librarian takes extra care to inform the students about various opportunities both for advanced studies and employment

REFERENCE SERVICE: Library offers reference service within the library to all the students and staff.

Current Awareness Service (CAS)

(Latest Arrivals)

The Library has introduced CAS from 2008-09. This service enables the students and teachers concerned to gain information about current titles for their guidance and reference.

Copies of Current Awareness Service are exhibited on the Library Notice Board. Book jackets of the latest arrivals are also exhibited on "Latest Arrivals" Notice Board.

Book Bank:

Book Bank scheme is established to offer better services to the SC & ST students. Under this scheme the books are issued to SC & ST students.

Reprography:

Reprographic facility is provided in the Library. Sections/Pages of the books are referred by the students and staff members are allowed for photocopying. Entire books, complete chapters are prohibited for photocopying in the Reprography Unit.

C.D. / DVD Collection:

CDs and DVDs are collected and arranged systematically. A separate list of CDs/DVDs is maintained in the Library. One system is reserved for OPAC search to allow browsing the CD & DVD's by students and teachers. Students and staff members make use of the available CDs and DVD's. CDs/DVDs are not allowed for home lending.

PG Library:

Special attention is paid to PG students. A separate PG Library is established and as of now is functioning from the UG Library a part from the regular services and facilities, the PG students avail facilities like materials leading to Research orientation. Advanced collections are being added to the Library on demand from the students and staff. There are 4 Post-Graduation Programmes in Mathematics, English, Organic chemistry and Commerce faculties. In addition to all the facilities provided to UG students, the PG students make use of OPAC and the internet for their projectworks.

OPEN ACCESS:

The Library functions is an Open Access environment. The students and the staff members are given free access to the library stacks for choosing the required material. All the Reference materials are kept in transparent glass shelves, and the rest of stacks are arranged systematically subject-wise in the Open racks. This facilitates the students and staff to get the book of their choice from the stacks with out anyeffort.

BEST PRACTICES

Thought for the day:

- Thought for the day is regularly Written by students on the black board in the reading room. Moral quotations are also displayed every day in the readingroom
- Best user of the Library is given a memento on the college AnnualDay.

Book Exhibition:

- The Library has conducted a Book Exhibition in the Reading Room on the occasion of the National Library Week on16/11/2017.
- A Gust lecturer was organized on 04-09-2019 for the benefit of the freshers.Prof. S. Yadagiri, Asst. Librarian, Osmania University is the resource person more than 100 students were attended thelecturer.

Future Plan

1. The College Library to be housed in a planned building.
2. A separate Digital section to be set up as part of the Library.
3. Separate rooms for reference books, journals and periodicals.
4. Budget allocation to be made for the subscription of more on-line journals.
5. Inter-library borrowing facility to be expanded covering colleges in and around Begumpet.

Annexure - 1
DEPARTMENT OF LIBRARY
LIBRARY STATISTIC
List of Books subject Wise

Arts Books	Total Books	Commerce Books	Science Books	Total Books
English	930	7622	Botany	1178
Telugu	1868		Zoology	868
Hindi	947		Chemistry	1615
Sanskrit	559		Microbiology	313
Political science	1049		Biotechnology	234
Public Administration	630		Mathematics	423
Economics	1017		Statistics	372
Journalism	123		Computers	1329
Communicative English	202			
Total	7325	7622		6332

List of Books Subjected Wise (P.G Courses)

Course	No. of Books
M.A (English)	401
M.Com	634
M.Sc (Org.Chemistry)	716
M.Sc (Maths)	105
M.Sc (Statistics)	80
Total	1936

Library Statistics

Arts	--	7325
Commerce	--	7622
Science	--	6332
General and Reference	--	309
P.G. Books	--	1936
SC, ST & Minority	--	850
UGC X th Plan	--	1331
Book Bank	--	<u>89</u>
Total		<u>25.705</u>

Annexure - 2

LISTOF Periodicals subscribed up to March' 2020

1. Kurukshetra
2. Yojana(Englis)
3. Yojana(Telugu)
4. ChemistryToday
5. BiologyToday
6. MathematicsToday
7. PhysicsToday
8. Women'sEra
9. TheWeek
10. The ManagementAccountancy

General Periodicals

1. FrontLine
2. The Careers360
3. India Today(English)
4. SportStar
5. WonderWorld
6. Wisdom
7. TeluguVidhyarthi
8. Sree Ramakrishna Prabha (Telugu)

Competitive Magazines

1. Competition SuccessReview
2. UdhyaSopanam
3. VijethaCompetition
4. EmploymentNews

Newspapers

1. DeccanChronicle
2. Times ofIndia
3. TheHindu
4. EconomicTimes
5. Eenadu
6. AndhraJyothi
7. Sakshi
8. Namastha Telangana(Telugu)
9. Velugu
10. HindiMilap
11. SiasatDaily