# केन्द्रीय विद्यालय KENDRIYA UIDYALAYA



# पुस्तकालयाध्यक्ष की दैनिकी LIBRARIAN'S DIARY

पुस्तकालयाध्यक्ष का नाम Name of the Librarian

 $egin{array}{c} \mathbf{Session} ext{-} \\ \mathbf{Visit\ the\ library\ blog} \\ \mathbf{at} \end{array}$ 

http://

<u>.wordpress.com</u>



| S.N | HEADING   |
|-----|---|
| 0   |   |
| 1.  | Library Time Table  |
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# पुस्तकालय समय-सारणी Library Time Table

| DAY      | ı | II | III | IV |      | V | VI | VII | VIII |
|----------|---|----|-----|----|------|---|----|-----|------|
| Mon.     |   |    |     |    |      |   |    |     |      |
| Tue.     |   |    |     |    |      |   |    |     |      |
| Wed.     |   |    |     |    | RECE |   |    |     |      |
| Thu.     |   |    |     |    | SS   |   |    |     |      |
| Fri.     |   |    |     |    |      |   |    |     |      |
| Sat.     |   |    |     |    |      |   |    |     |      |
|          |   |    |     |    |      |   |    | _   |      |
| DAY      | - | II | III | IV |      | V | VI | VII | VIII |
| Mon.     |   |    |     |    |      |   |    |     |      |
| Tue.     |   |    |     |    |      |   |    |     |      |
| Wed.     |   |    |     |    | RECE |   |    |     |      |
| Thu.     |   |    |     |    | SS   |   |    |     |      |
| Fri.     |   |    |     |    |      |   |    |     |      |
| Sat.     |   |    |     |    |      |   |    |     |      |
| <b>-</b> |   |    |     |    |      |   |    |     |      |
| DAY      | - | II | III | IV |      | V | VI | VII | VIII |
| Mon.     |   |    |     |    |      |   |    |     |      |
| Tue.     |   |    |     |    |      |   |    |     |      |
| Wed.     |   |    |     |    | RECE |   |    |     |      |
| Thu.     |   |    |     |    | SS   |   |    |     |      |
| Fri.     |   |    |     |    |      |   |    |     |      |
| Sat.     |   |    |     |    |      |   |    |     |      |

#### 

| Budget allotted for | tile year( ) . ns                            |        |
|---------------------|--|--------|
| Month               | No. of books/periodicals/multimedia accessed | Amount |
| April               |  |        |
| May                 |  |        |
| June                |  |        |
| July                |  |        |
| August              |  |        |
| September           |  |        |
| October             |  |        |
| November            |  |        |
| December            |  |        |
| January             |  |        |
| February            |  |        |
| March               |  |        |
| TOTAL-              |  |        |

#### **Quarterly Library Statistics**

April to June 20\_\_\_\_

| 1  | Total number of books                                       |
|----|---|
| 2  | Number of text books  |
| 3  | Number of Reference books.                                  |
| 4  | Number of General( fiction and non-fiction) books           |
| 5  | Subject-wise number of Books                                |
| 6  | Number of Periodicals                                       |
| 7  | Number of Multimedia  |
| 8  | Number of Users   |
| 9  | Number and percentage of collection issued on any given day |
| 10 | Number of books issued during a stated period               |
| 11 | Average books issued per user per unit time                 |
| 12 | Number of recommendations received for purchase of books    |
|    | per year  |
| 13 | Number of new books added in the quarter                    |

#### **Quarterly Library Statistics**

July to September 20\_\_\_\_

| 1  | Total number of books                                       |  |
|----|---|--|
| 2  | Number of text books  |  |
| 3  | Number of Reference books.                                  |  |
| 4  | Number of General (fiction and non-fiction) books           |  |
| 5  | Subject-wise number of Books                                |  |
| 6  | Number of Periodicals                                       |  |
| 7  | Number of Multimedia  |  |
| 8  | Number of Users   |  |
| 9  | Number and percentage of collection issued on any given day |  |
| 10 | Number of books issued during a stated period               |  |
| 11 | Average books issued per user per unit time                 |  |
| 12 | Number of recommendations received for purchase of books    |  |
|    | per year  |  |
| 13 | Number of new books added in the quarter                    |  |

#### **Quarterly Library Statistics**

#### October to December 20\_\_\_\_

| 1  | Total number of books                                       |
|----|---|
| 2  | Number of text books  |
| 3  | Number of Reference books.                                  |
| 4  | Number of General( fiction and non-fiction) books           |
| 5  | Subject-wise number of Books                                |
| 6  | Number of Periodicals                                       |
| 7  | Number of Multimedia  |
| 8  | Number of Users   |
| 9  | Number and percentage of collection issued on any given day |
| 10 | Number of books issued during a stated period               |
| 11 | Average books issued per user per unit time                 |
| 12 | Number of recommendations received for purchase of books    |
|    | per year  |
| 13 | Number of new books added in the quarter                    |

#### **Quarterly Library Statistics**

#### January to March 20\_\_\_\_

| 1  | Total number of books                                       |  |
|----|---|--|
| 2  | Number of text books  |  |
| 3  | Number of Reference books.                                  |  |
| 4  | Number of General( fiction and non-fiction) books           |  |
| 5  | Subject-wise number of Books                                |  |
| 6  | Number of Periodicals                                       |  |
| 7  | Number of Multimedia  |  |
| 8  | Number of Users   |  |
| 9  | Number and percentage of collection issued on any given day |  |
| 10 | Number of books issued during a stated period               |  |
| 11 | Average books issued per user per unit time                 |  |
| 12 | Number of recommendations received for purchase of books    |  |
|    | per year  |  |
| 13 | Number of new books added in the quarter                    |  |

#### **List of Periodicals**

| NIEV     |                                      | · · · · · | NCEPT IOUDNALS                      | W                |
|----------|--------------------------------------|-----------|-------------------------------------|------------------|
|          | WS & INFORMATION (International)     | 41        | NCERT JOURNALS                      | ┪                |
| 1.<br>2. | Time (W)                             |           | Journal of Indian Education (Q)     | =<br>W           |
|          | Newsweek (W)                         | 42        | Bhartiya Adhnik Shiksha (Hindi) (Q) | 4                |
|          | IEWS & INFORMATION (National)        | 43        | Primary Shikshak (Hindi)(Q)         | e<br>e           |
| 3.       | Frontline (F)                        | 44        | Primary Teachers (Q)                | k                |
| 4.       | Outlook (English & Hindi) (W)        | 45        | School Science (Q)                  | -                |
| 5.       | India Today (English & Hindi) (W)    |           | COMPUTER SCIENCE & IT               | l 'y             |
| 6.       | The Week (W)                         | 46        | Digit (M)                           | , ,              |
| 7.       | Reader's Digest (M)                  | 47        | Computer Active (M)                 | l ′ <sub>F</sub> |
| 8.       | Sambhashan Sandesh (Sanskrit)<br>(M) | 48        | Electronics For You (M)             | =<br>F           |
|          | WOMEN'S MAGAZINES                    | 49        | PC Quest (M)                        | 0                |
| 9.       | Women's Era (F)                      | 50        | Digital Learning (M)                | l r              |
| 10.      | Grihashobha (Hindi) (F)              |           | CAREER                              | ↓ ¦              |
| 11.      | Sarita (Hindi)(F)                    | 51        | Employment News (W)                 | n                |
|          | EDCATIONAL                           | 52        | Career 360 (M)                      | l ï              |
| 12.      | Competition Success Review (M)       | SOCIE     | TY, BUSINESS                        | g                |
| 13.      | Civil Service Chronicle (M)          | 53        | Yojna (English & Hindi) (M)         | h                |
| 14.      | Pratyogita Darpan (Hindi) (M)        | 54        | Business India (M)                  | t                |
| 15.      | Junior Science Refresher (M)         | CHILD     | REN'S MAGAZINES                     | - 1              |
| 16.      | G.K.Today (M)                        | 55        | Magic Pot (W)                       | У                |
| 17.      | G.K.Refresher (M)                    | 56        | Tell Me Why (F)                     | ;                |
| 18.      | Competition Refresher (M)            | 57        | Children's World (M)                | M                |
| 19.      | Competition Master (M)               | 58        | Champak (English & Hindi) (F)       | =                |
| 20.      | HFI Education Today (M)              | 59        | Chahndamama (M)                     | M                |
| 21.      | Education Digest (M)                 | 60        | Junior Chandamama (M)               | 0                |
| 22.      | Education Trend (M)                  | 61        | Gokulam (M)                         | n                |
| 23.      | Labour India Brilliant Student (M)   | 62        | Wisdom (M)                          | t                |
| 24.      | Mathematics Today (M)                | 63        | Wit (M)                             | h                |
| 25.      | Physics Today (M)                    | 64        | Children's Digest (M)               |                  |
| 26.      | Chemistry Today (M)                  | 65        | Tinkle, Tinkle Digest (M)           | У .              |
| 27.      | Biology Today (M)                    | 66        | PCM Children's Magazine (M)         | ,<br>B           |
|          | SCIENCE & ENVIRONMENT                | 67        | Sandarbh (Hindi)(M)                 | M                |
| 28.      | National Geographic Magazine (M)     | 68        | Bal Bharti (Hindi)(M)               | =                |
| 29.      | Scientific American (M)              | 69        | Bal Hans(Hindi) (F)                 | В                |
| 30.      | Resonance (M)                        | 70        | Nandan (Hindi) (M)                  | ĺ                |
| 31.      | Current Science (M)                  | 71        | Nanhe Samrat (Hindi)(M)             | M                |
| 32.      | Science Reporter (M)                 | 72        | Dimdima (Hindi) (M)                 | О                |
| 33.      | Down To Earth (F)                    | 73        | Chakmak (Hindi) (M)                 | n                |
| 34.      | Terra Green (M)                      |           | ARTS & SPORTS                       | t                |
| 35.      | Geo (M)                              | 74        | Art India (M)                       | h                |
| 36.      | Geo Junior (M)                       | 75        | Sports Star (W)                     |                  |
| 37.      | Invention Intelligence (M)           |           | HEALTH                              | У                |
| 38.      | India 2047 (M)                       | 76        | My Doctor (M)                       | ;                |
|          |                                      |           |                                     |                  |

| 39. | Knowledge Quest (M) | SERVICE MATTERS |                  |   |  |  |  |
|-----|---------------------|-----------------|------------------|---|--|--|--|
| 40. | Cub/Sanctuary (BM)  | 77              | Swamy's News (M) | = |  |  |  |
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#### **List of Periodicals**

| S.No. |                           | Periodicity |
|-------|---------------------------|-------------|
|       | Name of the<br>Periodical |             |
| 1.    |                           |             |
| 2.    |                           |             |
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| S. No. | Name of the Newspaper | Language |
|--------|-----------------------|----------|
| 1.     |                       |          |
| 2.     |                       |          |
| 3.     |                       |          |
| 4.     |                       |          |
| 5.     |                       |          |
| 6.     |                       |          |
| 7.     |                       |          |
| 8.     |                       |          |
| 9.     |                       |          |
| 10.    |                       |          |

#### **Class Library Statistics**

|                     | Class Elbrary Statistics     |                         |   |                        |  |  |  |             |               |  |  |  |                |  |  |  |  |  |   |  |  |   |  |                 |
|---------------------|------------------------------|-------------------------|---|------------------------|--|--|--|-------------|---------------|--|--|--|----------------|--|--|--|--|--|---|--|--|---|--|-----------------|
| C I a s s & D i v . | Name of the<br>Class teacher | N o o f s t u d e n t s | r | No. of books<br>issued |  |  |  |             | Date of issue |  |  |  | Date of return |  |  |  |  |  | Sig<br>nat<br>ure<br>of<br>Cla<br>ss<br>Tea<br>che<br>r |  |  | Sig<br>nat<br>ure<br>of<br>the<br>Lib<br>rari<br>an |  | Re<br>ma<br>rks |
| I<br>I<br>A         |                              | 5<br>0                  |   |                        |  |  |  | 2<br>/<br>4 |               |  |  |  | 2<br>/<br>6    |  |  |  |  |  |   |  |  |   |  |                 |
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# **Library Committee Members**

| <b>Head of the Committee-</b> |            |
|-------------------------------|------------|
|                               | Principal  |
| Member Secretary-             |            |
|                               | Librarian  |
| <b>Teacher Members-</b>       |            |
| 1.                            |            |
| 2.                            |            |
| 3.                            |            |
| 4.                            |            |
| 5.                            |            |
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| <b>Students Members-</b>      |            |
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| 3.                            | VII        |
| 4.                            | to<br>XII  |
| 5.                            | All        |

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|            |                                 |        |       |                             | Principal |   |
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|            |                                 |        |       |                             |           |   |
|            |                                 | Re     | eade  | r's Club Committee Memb     | pers      |   |
|            |                                 |        |       | SESSION- 20                 |           |   |
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|            | ASS RI                          | EPRES  |       | ATIVES- Name of the Members | Remarks   |   |
|            | ASS RI<br>S.<br>No.             |        | SENTA | ATIVES- Name of the Members | Remarks   |   |
|            | ASS RI<br>S.<br>No.             | EPRES  | No    |                             | Remarks   |   |
|            | ASS RE                          | EPRES  | No    |                             | Remarks   |   |
|            | ASS RE                          | EPRES  | No    |                             | Remarks   |   |
|            | ASS RE  S.  No.  1.  2.  3.  4. | EPRES  | No    |                             | Remarks   |   |
|            | ASS RE                          | EPRES  | No    |                             | Remarks   |   |

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| S.<br>No.  | Cla<br>ss | No | Name of the Members | Remarks |
| S.   |           |    | Name of the Members | Remarks |
| S.<br>No.<br>26.   |           |    | Name of the Members | Remarks |
| S.<br>No.<br>26.<br>27.                                    |           |    | Name of the Members | Remarks |
| S.<br>No.<br>26.<br>27.<br>28.                             |           |    | Name of the Members | Remarks |
| S. No. 26. 27. 28. 29. 30.                                 |           |    | Name of the Members | Remarks |
| S. No. 26. 27. 28. 29. 30. 31.                             |           |    | Name of the Members | Remarks |
| S. No. 26. 27. 28. 29. 30. 31. 32.                         |           |    | Name of the Members | Remarks |
| S. No. 26. 27. 28. 29. 30. 31. 32. 33.                     |           |    | Name of the Members | Remarks |
| S. No. 26. 27. 28. 29. 30. 31. 32. 33. 34.                 |           |    | Name of the Members | Remarks |
| S. No. 26. 27. 28. 29. 30. 31. 32. 33. 34. 35.             |           |    | Name of the Members | Remarks |
| S. No. 26. 27. 28. 29. 30. 31. 32. 33. 34. 35. 36.         |           |    | Name of the Members | Remarks |
| S. No. 26. 27. 28. 29. 30. 31. 32. 33. 34. 35. 36. 37.     |           |    | Name of the Members | Remarks |
| S. No. 26. 27. 28. 29. 30. 31. 32. 33. 34. 35. 36. 37. 38. |           |    | Name of the Members | Remarks |
| S. No. 26. 27. 28. 29. 30. 31. 32. 33. 34. 35. 36. 37.     |           |    | Name of the Members | Remarks |

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Librarian (Convener)

# **Record of Library Committee Meetings**

| Date of Meeting | Gist of Decisions/Suggestions | Follow up taken |
|-----------------|-------------------------------|-----------------|
|                 |                               |                 |
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|                 | ecord of Library Committee Mee |                 |
| Date of Meeting | Gist of Decisions/Suggestions  | Follow up taken |
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| Reco            | rd of Reader's Club Committee M | leetings        |
|-----------------|---------------------------------|-----------------|
| Date of Meeting | Gist of Decisions/Suggestions   | Follow up taken |
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| Reco | rd of Reader's Club Committee N                               | /leetings                |
|------|---|--------------------------|
| Reco | rd of Reader's Club Committee N Gist of Decisions/Suggestions | leetings Follow up taken |
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# **ANNUAL LIBRARY ACTIVITY PLAN (ALAP)**

| S.No | Event  | Proposed Months/ | Activities   |  |
|------|--|------------------|--|--|
|      |  | Periodicity      |  |  |
| 01   | International Children's Book Day (02 April) | April            | Exhibition, Book review writing competition, Discussions   |  |
| 02   | AmbedkarJayanti (14<br>April)                | April            | Exhibition of books on or by Dr B.R.Ambedkar   |  |
| 03   | World Book and<br>Copyright Day (23 April)   | April            | Exhibitions, Literary competitions, Meet the author programmes   |  |
| 04   | Functional Activities                        | April            | <ol> <li>Stock verification</li> <li>Library Orientation sessions</li> <li>Preparation of Book Issue Cards</li> <li>Constitution of Library Committee and Reader's Club</li> <li>Preparation of the list of books/documents recommended for condemnation/weeding out.</li> <li>Issue of books for Class Libraries</li> </ol> |  |

|      |                                     |                     | 7. Final reminder of overdue books  |
|------|-------------------------------------|---------------------|---|
|      |                                     |                     | 8. Preparation of list of books for binding   |
| 05   | Inauguration of Reader's Club       | April               | Beginning of Reader's Club activities for the session   |
| 06   | Functional Activities               | May-June            | 1. Preparation and display of list of defaulters  |
|      |                                     |                     | 2. Auction of written off books   |
|      |                                     |                     | <ul><li>3. Submission of defaulter's list to the office.</li><li>4. Data collection for updating the member</li></ul> |
|      |                                     |                     | database  |
|      |                                     |                     | 5. Preparation of Library/ ID Cards   |
| 07   | Functional Activities               | July                | 1. Starting the circulation of books  |
|      |                                     |                     | 2. Meeting of Library Committee   |
|      |                                     |                     | 3. Meeting of Reader's Club   |
|      |                                     |                     | 4. Meeting of Class library Book selection Committee  |
|      |                                     |                     | 5. Renewal of subscription to periodicals   |
|      |                                     |                     | 6. Publication of Library Bulletin/Newsletter   |
| 08   | Harry Potter Birthday               | July                | HP Quiz, Writing Birthday wishes, Book talk, HP   |
|      | celebration (31 July)               |                     | Book jacket designing, Assembly programmes,<br>Exhibition of HP books   |
| 09   | MunshiPremchand                     | July                | Exhibition of books by Munshi Premchand and   |
| 10   | Day (31 July) Functional Activities | August              | related competitions  Preparation of book suggestion/recommendation   |
| 10   | Punctional Activities               | August              | lists Selection of books by visiting the local book shops by the Committee members                                    |
| 11   | Hiroshima Day (6<br>August)         | August              | Remembering the victims, "Against War" exhibition   |
| 12   | Independence Day (15 Aug.)          | August              | Exhibition of books on freedom struggle   |
| S.No | Event                               | Proposed            | Activities  |
|      |                                     | Months/ Periodicity |   |
| 13   | <b>Functional Activities</b>        | September           | 1. Issue of books to class libraries (2)  |
|      |                                     |                     | 2. Career Development Programme   |
|      |                                     |                     | 3. Meeting of Library Committee   |
| 14   | Teacher's Day (5 Sept.)             | September           | Exhibition of books on or by Dr S.Radhakrishnan   |
| 15   | Hindi Fortnight                     | September           | Exhibition of popular Hindi books in the library and related competitions   |
| 16   | <b>Functional Activities</b>        | October             | Publication of Library Bulletin/Newsletter Preparation and display of list of defaulters                              |
| 17   | Gandhi Jayanthi (2 Oct.)            | October             | Exhibition of books on or by Mahatma Gandhi and Non violence  |
| 18   | U.N.Day (24 Oct.)                   | October             | Exhibition of books on United Nations and other International organisations   |

| 19  | National unity day 31stoct                               | October          | Exhibition of books on or by SardarVallabhai Patel                                    |
|-----|--|------------------|---|
| 19  | International School                                     | October          | Talk by an eminent (local) TGT (LIS) and  |
|     | Library Day (ISLD) &                                     |                  | other Activities,   |
|     | Month  |                  | "Smart Web Searcher" competition  |
| 20  | <b>Functional Activities</b>                             | November         | 1. User awareness programmes for Teachers   |
|     |  |                  |   |
| 0.1 |  | NY 1             | 2. zInformation literacy sessions   |
| 21  | Children's Day (14 Nov.)                                 | November         | Exhibition of books on or by Jawaharlal Nehru,  |
| 22  | N. C. I.D.I. C.  | NT 1             | Competitions  |
| 22  | National Education                                       | November         | Exhibition of books on or by Dr Abdul   |
|     | Day (11 Nov.)  |                  | Kalam Azaad, Essay writing, newspaper reading   |
|     | National Library Weak                                    | November         | competitions  Exhibition of rare hooles in the library                                |
| 23  | National Library Week (3 <sup>rd</sup> Week of November) | November         | Exhibition of rare books in the library Competitions: Book review, Storytelling, Book |
| 23  | (3 Week of November)                                     |                  | reading ,Literary quiz, Designing   |
|     |  |                  | Bookmarks, Assembly programmes, "Find the   |
|     |  |                  | book", Library cultural programmes, etc   |
| 24  | Indira Gandhi's Birthday                                 | November         | Exhibition of books on Indira Gandhi and other  |
|     | (19 Nov.)  |                  | Indian Prime Ministers  |
| 25  | <b>Functional Activities</b>                             | December         | Organizing programmes for class Libraries   |
|     |  |                  | Issue of books to class libraries (3)   |
| 26  | Army Flag Day (7 Dec.)                                   | December         | Exhibition of books on Indian Army and warfare  |
|     |  | No               | ext Year  |
| 27  | <b>Functional Activities</b>                             | January          | Publication of Library Bulletin/Newsletter  |
|     |  |                  | User awareness programme on Exam oriented   |
|     |  |                  | resources in the Library  |
|     |  |                  | Exhibition of Multimedia CD/DVDS  |
| 28  | Republic Day (26   | January          | Exhibition of books on "India: Society and  |
|     | January)   |                  | constitution"   |
| 29  | Martyr's Day (30   | January          | Exhibition of books on or by freedom fighters   |
|     | January)   |                  |   |
| 30  | National Youth Day (12                                   | January          | Display of Books on or by Swami Vivekananda   |
|     | Jan.)  |                  |   |
| 31  | <b>Functional Activities</b>                             | February         | i. Returning of class library books   |
|     |  |                  | ii. Reminders to defaulters   |
|     |  |                  | ii. Stopping the circulation of books to students                                     |
| 22  | Cofor Into west D (7                                     | E ala            | iv. Meeting of Library Committee  |
| 32  | Safer Internet Day (7                                    | February         | Online/cyber safety workshops, talks, exhibitions,                                    |
| 22  | Feb.)  | Moroh            | etc<br>Stock verification   |
| 33  | Functional Activities                                    | March Other rout | Stock verification ine functional activities  |
| 34  | Book Fairs   | 03 times a       |   |
|     | DOOK FAILS   | year             | In collaboration with external agencies   |
| 36  | Preparation of Library                                   | Quarterly        | As per the Library Policy   |
| 2.5 | statistics   | D 1 1            |   |
| 37  | Checking of Library note books                           | Regularly        | Class VI-IX   |
| 38  | Display of New Arrival<br>List                           | Regularly        | As and when needed  |
| 39  | Retro conversion of                                      | Regularly        | As and when needed and parallel to other activities.                                  |
|     | documents  | Regularry        | 715 and when needed and paramet to other activities.                                  |
|     | documents  | <u> </u>         |   |

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| 40  | Disposal of old          | Quarterly  | As per the rules   |
|     | newspapers and           |            |  |
|     | magazines                |            |  |
| 41  | Books/document           | As and     | Acquisition of resources shall be a dynamic activity   |
|     | selection and            | when       | and followed under the supervision of Library  |
|     | accessioning             | needed     | Committee  |
| 42  | Screening of VCDs        | Once in a  | Screening of Educational and issue based VCDs for  |
| 12  | Serecting of Vebs        | month      | primary children   |
| 43  | Reader's Club activities | Whole      | Seminars, Exhibitions, displays, competitions,   |
| 43  | Reader's Club activities | academic   | Meet the Author, Book discussions  |
|     |                          |            | Wieet the Author, Book discussions   |
| 4.4 | Y 11                     | year       | m  |
| 44  | Know your Library        | Once in a  | Tour to the library to understand its resources and  |
|     | Programmes (Library      | month      | activities   |
|     | orientation)             |            |  |
| 45  | Library Blogs, Digital   | Regularly  | Updating and maintenance   |
|     | library                  |            |  |
| 46  | Best Reader Awards       | Once in an | For best library users from each class. Distributed  |
|     |                          | year       | on the Annual Day function   |
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# **ANNUAL LIBRARY ACTIVITY PLAN (ALAP)**

| S.No | Event | Proposed<br>Months/<br>Periodicity | Activities |
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# ANNOAL LIBRART ACTIVITY PLAN (ALAP)

| S.No | Event | Proposed Months/ Periodicity | Activities |
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|      |      | <b>Monthly Library Activities</b> |         |
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| S.No | Date | Activity                          | Outcome |
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| S.No | Date | Activity | Outcome |
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| S.No | Date | Activity                   | Outcome |
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|      | Monthly Library Activities |          |         |  |
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# Quarterly Reader's Club Activities

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|  | Quarterly Reader's Club Activities |
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#### Month-wise details of Library Technical/Managerial works done

| MONTH | MONTH: |  |  |  |  |
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| S.No  | Date   | Details of the Technical/Managerial works done |  |  |  |
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| Month-wise details of Library Technical/Managerial works done  Month:  S.No Date Details of the Technical/Managerial works done |      |   |  |  |  |
|---|------|---|--|--|--|
| MONTH:  | S.No | Date  | Details of the Technical/Managerial works done |  |  |
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|   |      | Month-wise details of Library Technical/Managerial works done |  |  |  |
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#### Details of projects/innovations/experiments undertaken

| S.No | Date/Period | Details of projects/innovations/experiments undertaken |
|------|-------------|--|
|      |             |  |
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#### Details of collaborative learning activities done with teachers and students

| MONTH | l:          |                                 |  |
|-------|-------------|---------------------------------|--|
| S.No  | Date/Period | Name of the<br>Teacher/Students | Gist of the collaborative learning activity done |
|       |             | leacher/Students                | uone   |

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List of Professional Reading, done by the Librarian

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