केंद्रीय विघालय

KENDRIYA VIDYALAYA

_____

तत् त्वं पूषन् अपावृणु

केन्द्रीय विद्यालय संगठन

पुस्तकालयाध्यक्ष की दैनिकी

LIBRARIAN'S DIARY

Year: _____

पुस्तकालयाध्यक्ष का नाम:

Name of the Librarian:

अनुक्रमणिका

INDEX

S. No	HEADING	Page No.
1.	Resume of the Librarian	
2.	Code of Conduct for Teachers	
3.	Academic and Non-academic Responsibilities	
4.	Details of the In-service Courses attended	
5.	Details of Publications/Awards/Recognitions	
6.	Transfer Details	
7.	Library Time Table	
8.	Details of the Library Budget	
9.	Library Statistics	
10.	List of Periodicals and Newspapers	
11.	List of Library Committee Members	
12.	Record of Library Committee Meetings	
13.	List of Readers' Club Committee Members	
14.	Record of Readers' Club Committee Meetings	
15.	Record of Staff Meetings	
16.	Annual Library Activity Plan (ALAP)	
17.	Summary of Monthly Library Activities	
18.	Summary of Quarterly Readers' Club Activities	
19.	Details of Best Readers/Library users	
20.	Month-wise details of Library Technical / Managerial works done	
21.	Details of Projects / Innovations / Experiments undertaken	
22.	Details of collaborative learning activities with Teachers and Students	
23.	Details of Electronic/Online Library Services/Activities	
24.	Record of Career Guidance related activities	
25.	List of professional reading, done by the Librarian	
26.	Details of work done other than Librarianship	
27.	Record of CL/CCL/HPL/EL	

पुस्तकालयाध्यक्ष का पूर्ण विवरण
1. RESUME OF THE LIBRARIAN

1. Name of the Librarian :
   पुस्तकालयाध्यक्ष का नाम

2. Qualifications :
   शैक्षणिक योग्यताएँ

3. Seniority No. :
   वरीयता संख्या

4. Employee Code :
   कर्मचारी कोड

5. Date of Birth :
   जन्म तिथि

6. Date of joining KVS :
   के. वि. संगठन में कार्य-भार सँभालने की तिथि

7. Date of joining present KV :
   मौजूदा केंद्रीय विद्यालय में कार्य-भार सँभालने की तिथि

8. Qualification in NCC, Scouting, etc. :
   एन. सी. सी., स्काऊट आदि की योग्यता

9. GPF/CPF No. :
   भविष्य निधि/ अंशदाई भविष्य निधि खाता संख्या

10. PAN No. :
    स्थायी आयकर खाता संख्या

11. Residential Address with Phone No. & Email Id :
    आवासीय पता एवं दूरभाष संख्या

आचरण संहिता
2. CODE OF CONDUCT

Article 59. For Teachers

The provisions of the CCS (Conduct) Rules, 1964 shall apply mutatis mutandis to all the employees of the Kendriya Vidyalaya Sangathan. In addition to this, the following code of conduct shall also be applicable to teachers. Violation of these shall make an employee liable for action under the CCS (CCA) Rules, 1965.

1. Every teacher shall, by precept and example, instill in the minds of the pupil, entrusted to his care, love for the motherland.

2. Every teacher shall, by precept and example, inculcate in the minds of his pupils respect for law and order.

3. Every teacher shall organize and promote all school activities which foster a feeling of universal brotherhood amongst the pupils.

4. Every teacher shall, by precept and example, promote tolerance for all religions amongst his pupils.

5. No teacher shall be a member of any political party or carry on activities either openly or in camera in support of any such party. He shall also not have any association with either any political party or any organization which has been declared by the Sangathan to be carrying out its activities against the aims, objects and functions of Kendriya Vidyalayas.

6. The teacher shall always be on the alert to see that his pupils do not take active part in politics.

7. No teacher shall be a member of the State or Central Legislature. He shall resign his job before contesting for elections as a candidate.

8. Every teacher shall take a stand against unhealthy and bad customs and practices in modern society and must strive his best to instill in the minds of his pupils the principles of co- operation and social service.

9. Every teacher shall co-operate with and secure the co-operation of other persons in all activities which aim at the improvement of the moral, mental and physical well-being of pupils.

10. Every teacher shall be strictly impartial in his relations with all his pupils. He shall be sympathetic and helpful particularly to the slow learners.

11. Every teacher shall be a learner throughout his life not only to enrich his own knowledge, but also of those who are placed in his care. He shall plan out his work on approved lines and do it methodically and vigilantly, eschewing all extraneous considerations.

12. Every teacher shall regard each individual pupil as capable of unique development and of taking his due place in the society, and help him to be creative as well as co-operative.
13. Every teacher shall be temperate and sober in his habits. He shall scrupulously avoid smoking, chewing of betel leaves and such other undesirable habits in the presence of students and within the precincts of the Vidyalaya.

14. Every teacher shall have an exemplary moral character. His dealing with the members of the opposite sex in the Vidyalaya or outside, shall not be such as would cause reflection on his character or bring discredit to the Vidyalaya.

15. Every teacher shall take pride in his calling and try to promote the dignity and solidarity of his profession.

16. Every teacher shall be an advocate of freedom of thought and expression and the development of scientific temper in himself and his students.

17. No teacher shall indulge in or encourage any form of malpractice connected with examinations or other school activities.

18. Confidential matters relating to the institution and the Department shall not be divulged by any teacher.

19. No teacher shall undertake private tuition or private employment or otherwise engage himself in any business.

20. Every teacher shall be clean and trim. He shall not be casual and informal, while on duty. His dress shall be neat and dignified. He shall on no account be dressed so as to become an object of excitement or ridicule or pity at the hands of students and his colleagues.

21. Every teacher shall be punctual in attendance in respect of his class work as also for any other work connected with the duties assigned to him by the Principal. He shall realize that he is a member of the team and shall help in developing a corporate life in the school.

22. Every teacher shall abide by the rules and regulations of the Vidyalaya and show due respect to the constituted authority, diligently carrying out instructions issued to him by the superior authority.

23. Every teacher shall avoid monetary transaction with the pupils and parents and refrain from exploiting his Vidyalaya influence for personal ends. He shall generally conduct his personal matters in such a manner that he does not incur a debt beyond his means to repay.

24. No teacher shall prepare or publish any text-book or keys or assist directly or indirectly in their preparation, or use such publications without obtaining prior approval of the Sangathan.

25. No teacher shall engage himself as a selling agent or canvasser for any publishing firm/trader.

26. No teacher shall apply for an assignment or job outside the Sangathan directly. He shall invariably forward his application through proper channel.

27. No teacher shall present his grievances, if any, except through proper channel, nor will he canvass for any non-official or outside influence or support in respect of any matter pertaining to his service in the Vidyalaya.

28. Every teacher shall consider Vidyalaya property and funds as if placed in trust with him and shall exercise the same with prudence and care as he would do in respect of his own property or funds.

29. No teacher shall accept or permit any member of his family or any other person acting on his behalf to accept any gift from any pupil, parent or any person with whom he has come into contact by virtue of his position in the Vidyalaya except as provided under Rule 13 of the CCS (Conduct) Rules, 1964.

30. No teacher shall, except with the previous sanction of the Sangathan, give any talk on the radio, publish any statement or document either in his own name or anonymously, pseudonymously or in the name of any other person , which has the effect of an adverse criticism of any current or recent policy or action of the Central Government or a State Government, or which is capable of embarrassing the

relations between the Central Government and a State Government or between the Central Government and the Government of any foreign state.

31. No teacher shall, except with the previous sanction of the competent authority, ask for or accept contribution or other collections in cash or in kind in pursuance of any object whatsoever.

32. It shall be the duty of every teacher:
    (i) To respect the National Flag and the National Anthem.
    (ii) To promote harmony and the spirit of common brotherhood amongst all the people of India transcending religious, linguistic and regional or sectional diversities and to renounce practices derogatory to the dignity of women.
    (iii) To develop scientific temper, humanism and spirit of enquiry and reform.
    (iv) To safeguard public property and to abjure violence.
    (v) To strive towards excellence in all spheres of individual and collective activity so that the nation constantly rises to higher levels of endeavor and achievement.

33. If a teacher is convicted by a Court of Law or arrested, it shall be his duty to inform his immediate superior the fact of his conviction or arrest and the circumstances connected therewith as soon as it is possible for him to do so. Failure to do so, will be regarded as deliberate suppression of material information.

34. (a) Every teacher shall at all times
    (i) Maintain absolute integrity.
    (ii) Maintain devotion to duty.
    (iii) Do nothing which is unbecoming of an employee of the Sangathan
    (b) Nothing contained in part (a) of this Article shall be deemed to take away or abridge the right of a teacher:-
    (i) To appear at any examination to improve his qualification;
    (ii) To become or to continue to be a member of any Literary, scientific or professional organization;
    (iii) To make any representation for the redressal of any bonafide grievances, subject to the condition that such representation is not made in any rude or indecorous language.

35. Every teacher shall ensure that he/she should not use mobile phones in the class rooms in order to avoid teaching process.

36. It is the responsibility of the class teacher or the teachers to ensure security and safety of the children under his control and supervision in the discharge of his duties. The teachers who are to escort children to excursions, tours, Scout& Guide camp, NCC Camps, & Sports Meets, etc., shall ensure the safety and security of the children.

    A teacher is described as a role model, a guru from time immemorial and he should maintain moral and ethical values and set an example to the children. He must not demonstrate un ethical activities towards the children. He should keep reasonable distance from the female students and female teachers and shall not indulge in un welcome sexually determined behaviour like (i) physical contact and advances(ii) demanding or requesting for sexual favours (iii) passing on sexually coloured remarks (iv) showing any pornography and(v) any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

शैक्षिक एवं गैर शैक्षिक उत्तरदायित्व
3. ACADEMIC AND NON-ACADEMIC RESPONSIBILITIES

Academic Responsibilities	Non-Academic Responsibilities

सेवाकालीन प्रशिक्षण का विवरण
4. DETAILS OF IN-SERVICE COURSES/WORKSHOPS ATTENDED

S. No.	Course/Workshop attended	Duration		Venue
		From	To	
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				

10.				

5. DETAILS OF PUBLICATIONS/AWARDS/RECOGNITIONS

S. No	Name of the Award/Recognition OR Title of the Publication	Received from OR Imprint	Year
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			

स्थानांतरण विवरण
6. TRANSFER DETAILS

S. No	Kendriya Vidyalaya	Period of Stay		Grounds of Transfer
		From	To	
1				
2				

पुस्तकालय समय सारिणी
7. LIBRARY TIME TABLE

(Entries to be made in pencil only)

दिन DAYS	1.कालांश 1.Period	2.कालांश 2.Period	3.कालांश 3.Period	4.कालांश 4.Period	BREAK भोजनअंतराल	5.कालांश 5.Period	6.कालांश 6.Period	7.कालांश 7.Period	8.कालांश 8.Period
सोमवार Monday									
मंगलवार Tuesday									
बुधवार Wednesday									
बृहस्पतिवार Thursday									
शुक्रवार Friday									
शनिवार Saturday									

पुस्तकालय आय व्यय पत्र
8. DETAILS OF THE LIBRARY BUDGET

Financial Year : .....

Total Budget allocation for the Library (A) : .....

BOOKS							
S. No.	**Quarter**	**Amount spent (Rs)**		**Number of New Books added**		**Librarian's Signature**	**Principal's Signature**
		Hindi	English	Hindi	English		
1.	April-June						
2.	July-September						
3.	October-December						
4.	January-March						
	TOTAL (B) (31st March)						

PERIODICALS, NEWSPAPERS & MULTIMEDIA					
S. No.	**Quarter**	**Periodicals & Newspapers (Rs)**	**Multimedia (Rs)**	**Librarian's Signature**	**Principal's Signature**
1.	April-June				

2.	July-September				
3.	October-December				
4.	January-March				
	TOTAL (C) (31st March)				

Total Amount spent in the year (B+C) : Rs……..

Balance (A-(B+C)) (+/-) : Rs……

Number and cost of Books written off in the preceding year:

……Rs……

पुस्तकालय **सांख्यिकी**

9. LIBRARY STATISTICS

A. RESOURCES

S. No.	**Quarter**	**Total No. of books as per Acc. Reg.**	**Total No of Books (after condemntn)**	**Number of Ref. Books**	**Number of Text Books**	**No. of Books in English**	**No. of Books in Hindi**	**No. of Books classified for Class Libraries**	**Subject-wise number of Books**		**Number of Periodicals**	**Number of Multimedia (CDs/ DVDs)**	**Librarian's Signature**	**Principal's Signature**
1.	**April-June**								GK & Comp. Sc.					
									Philosophy					
									Religion					
									Social Science					
									Language					
									Science					
									Technology					
									Arts					

									Literature					
									Geography & History					
2.	**July-September**								GK & Comp. Sc.					
									Philosophy					
									Religion					
									Social Science					
									Language					
									Science					
									Technology					
									Arts					
									Literature					
									Geography & History					
3.	**October-Decemb**								GK & Comp. Sc.					
									Philosophy					
									Religion					
									Social Science					
									Language					
									Science					
									Technology					
									Arts					
									Literature					
									Geography & History					

	er													
4.	January-March								GK & Comp. Sc.					
									Philosophy					
									Religion					
									Social Science					
									Language					
									Science					
									Technology					
									Arts					
									Literature					
									Geography & History					

पुस्तकालय **सांख्यिकी**

LIBRARY STATISTICS

B. USERS & CIRCULATION

S. No.	Quarter	Total Number of Users: Class Libraries (Classes I-V)	Total Number of Users: Classes VI-XII	Total Number of books issued per quarter: Classes VI-XII	Average No. of books issued per user per quarter (Classes VI-XII)	Highest Number of books issued on given day (mention the date and number)	No. of Books issued to Staff Members	Number of recommendations received for purchase of new books	Librarian's Signature	Principal's Signature

1.	**April-June**									
2.	**July – Sept.**									
3.	**October-Dec.**									
4.	**January-March**									

पत्रिकाओं और समाचार पत्रों की सूची

10. LIST OF PERIODICALS AND NEWSPAPERS

S. No.	Name of the Periodical & Periodicity (W/FN/M/Q/Bi-Annually/Annually)	No. of copies	S. No.	Name of the Periodical & Periodicity (W/FN/M/Q/Bi-Annually/Annually)	No. of copies
1.	Time (W)	1	2.	Frontline (FN)	1
3.	Outlook (W)	1	4.	India Today (W)	1
5.	National Geographic (M)	1	6.	The Week (W)	1
7.	Reader's Digest (M)	1	8.	Business India (FN)	1
9.	Women's Era (FN)	1	10.	Sarita (FN)Hindi	1
11.	Grihasobha (FN) Hindi	1	12.	Yojna (M)	1
13.	Education World (M)	1	14.	Mentor (M)	1
15.	Mathrubhumi (W) Mal	1	16.	Bhashaposhini (M)	1
17.	Competition Success Review (M)	1	18.	Junior Science Refresher (M)	1
19.	Pratyogita Darpan (M)	1	20.	Civil Service Chronicle (M)	1
21.	G. K. Today (M)	1	22.	G. K. Refresher (M)	1
23.	Physics For You (M)	1	24.	Chemistry Today (M)	1
25.	Mathematics Today (M)	1	26.	Biology Today (M)	1
27.	Education Today for IX - XII (M)	1	28.	Brilliant Student for IX-XII	1
29.	Journal of Indian Education (Q)	1	30.	Primary Teacher (Q)	1

31.	Primary Shikshak (Q)	1	32.	School Science (Q)	1
33.	Digit (M)	1	34.	Electronic For You (M)	1
35.	Sports star (W)	1	36.	Parents World (M)	1
37.	Employment News (W)	1	38.	Discovery Science (M)	1
39.	Geo Kids (M)	1	40.	Manorama Arogyam (M)	1
41.	Magic Pot (W) Eng	4	42.	Yug Vartha (M) Hindi	1
43.	Children's Digest (M)	4	44.	Champak (M) Hindi	8
45.	Tell Me Why (M)	4	46.	PCM Children's Magazine (M)	4
47.	The Youngest (M)	2	48.	Chandamama (M)	4
49.	Tinkle (M)	4	50.	Champak (M) English	4
S. No	**Name of the Newspaper & No. of copies**	**Language**	**S. No.**	**Name of the Newspaper & No. of copies**	**Language**
1.	The Hindu (4)	Eng	2.	Times of India (1)	Eng
3.	The New Indian Express (3)	Eng	4.	Economic Times (1)	Eng
5.	Business Line (1)	Eng	6.	Mathrubhumi (1)	Eng
7.			8.		Mal

पुस्तकालय समिति सदस्यों की सूची

11. LIST OF LIBRARY COMMITTEE MEMBERS

S. No	Position	Name of the Member	Designation
1.	**Chair Person**		Principal
2.	**Member Secretary**		TGT(Librarian)
Teacher Members (Name & Designation)			
1.		2.	
3.		4.	
5.		6.	

Student Members (Name, Class & Division)			
1.		4.	
2.		5.	
SUB COMMITTEE MEMBERS			
1.	Book Selection		
2.	Stock Verification		
3.	Class Library		

पुस्तकालय समिति की बैठकों का विवरण

12. RECORD OF LIBRARY COMMITTEE MEETINGS

Date of Meeting:	
Gist of the Decisions/Suggestions	**Follow up taken**

पुस्तकालय समिति की बैठकों का विवरण

12. RECORD OF LIBRARY COMMITTEE MEETINGS

Date of Meeting:	
Gist of the Decisions/Suggestions	**Follow up taken**

पुस्तकालय समिति की बैठकों का विवरण

12. RECORD OF LIBRARY COMMITTEE MEETINGS

Date of Meeting:	
Gist of the Decisions/Suggestions	**Follow up taken**

पुस्तकालय समिति की बैठकों का विवरण

12. RECORD OF LIBRARY COMMITTEE MEETINGS

Date of Meeting:	
Gist of the Decisions/Suggestions	**Follow up taken**

पाठक संघ के सदस्यों की सूची

13. LIST OF READERS' CLUB COMMITTEE MEMBERS

S. No	Position	Name of the Member	Class & Div.
1.	President		
2.	Secretary		
Class Representatives			
3.	Class VI		
4.	Class VII		
5.	Class VIII		
6.	Class IX		
7.	Class X		
8.	Class XI		
9.	Class XII		
Teacher Members		Name of the Teacher	Designation
10.			
11.			
	Convener		
12.			

पाठक संघ की बैठकों का विवरण

14. RECORD OF READERS' CLUB COMMITTEE MEETINGS

Date	Gist of the Decisions/Suggestions	Follow up taken

पाठक संघ की बैठकों का विवरण

14. RECORD OF READERS' CLUB COMMITTEE MEETINGS

Date	Gist of Decisions/Suggestions	Follow-up taken

पाठक संघ की बैठकों का विवरण

14. RECORD OF READERS' CLUB COMMITTEE MEETINGS

Month & Date	Gist of Decisions/Suggestions	Follow-up taken

शिक्षक **सभा** का विवरण

15. RECORD OF STAFF MEETINGS

Month & Date	Important/Relevant Points

शिक्षक **सभा** का विवरण

15. RECORD OF STAFF MEETINGS

Month & Date	Important/Relevant Points

शिक्षक **सभा** का विवरण

15. RECORD OF STAFF MEETINGS

Month & Date	Important/Relevant Points

शिक्षक **सभा** का विवरण

15. RECORD OF STAFF MEETINGS

Month & Date	Important/Relevant Points

वार्षिक पुस्तकालय क्रियाकलाप योजना

16. ANNUAL LIBRARY ACTIVITY PLAN (ALAP)

APPENDIX-3

S. No	Event	Proposed Dates/Month	Activities
		2022	
1.	**National Reading Day-Reading Month**	June 19- July 18	**Inauguration of INFOBREAK** Reading Week Celebrations i. Inauguration: Reading day pledge ii. Meet the Author iii. Competitions (G.K. Hunt, Paint a Story) iv. Book Fair
2.	Inauguration of **Reader's Club**	June	Beginning of Reader's Club activities for the session
3.	**Library Orientation**	June	Class VI-VIII students & New students
4.	**International Day of Yoga** (21 June)	June	Display of Books on Yoga
5.	**Functional Activities**	June	i. Meeting of Library Committee ii. Issue of books to class libraries (1) iii. Preparation and display of List of defaulters iv. Data collection for updating the member database
6.	**Functional Activities**	July	i. Starting the circulation of books ii. Meeting of Reader's Club iii. Meeting of Class library Book selection Committee iv. Renewal of subscription to periodicals v. Auction of written off books
7.	**Premchand Jayani**	31 July	Display of books by Munshi Premchand. Digital collection.
8.	**D.E.A.R.**	July	Drop Everything And Read: The whole school reading programme
9.	Harry Potter Birthday celebration (31 July)	July-August	HP Quiz, Writing Birthday wishes, Book talk, HP Book jacket designing, Assembly programmes, Exhibition of HP books. Virtual eshibition.
10.	Book Fair	June-July	In collaboration with publishers.
11.	**Functional Activities**	August	i. Preparation of book suggestion/recommendation Lists ii. Selection of books by visiting the local book shops by the Committee members
12.	Hiroshima Day (6 August)	August	Remembering the victims, "Against War" exhibition. Online.
13.	Independence Day (9-23 Aug.)	August (13-18)	Exhibition of books on freedom struggle & Freedom fighters (Azadi ka Amrit Mahotsav)
14.	**Functional Activities**	September	i. Issue of books to class libraries (2) ii. Career Development Programme iii. Meeting of Library Committee
15.	Teacher's Day (5 Sept.)	September (3-6)	Exhibition of books on or by Dr S. Radhakrishnan
16.	International Literacy	Sept. 8	Essay writing contest

	Day		
17.	Hindi Fortnight	September	Exhibition of popular Hindi books in the library and related competitions
18.	**Functional Activities**	October	i. Publication of Library Bulletin/Newsletter ii. Preparation and display of List of defaulters
19.	Gandhi Jayanthi (2 Oct.)	October	Exhibition of books on or by Mahatma Gandhi and Non violence
20.	U. N. Day (24 Oct.)	October	Exhibition of books on United Nations and other International organisations
21.	International School Library Day (ISLD) & Month	October	Talk by an eminent (local) Librarian, Book Donation Drive, "*Smart Web Searcher"* competition.
22.	**Gift a Book & Get a Friend**	October	Library Social Connect Programme
23.	**Functional Activities**	November	i. User awareness programmes for Teachers ii. Information literacy sessions
24.	Children's Day (14 Nov.)	November	Exhibition of books on or by Jawaharlal Nehru, Competitions
25.	National Education Day (11 Nov.)	November	Exhibition of books on or by Dr Abdul Kalam Azaad, Essay writing, newspaper reading competitions
26.	National Library Week (3rd Week of November)	November	Exhibition of rare books in the library Competitions: Book review , Storytelling , Book reading , Literary quiz, Designing Bookmarks , Assembly programmes , "Find the book", Library cultural programmes, etc
27.	Indira Gandhi's Birthday (19 Nov.)	November	Exhibition of books on Indira Gandhi and other Indian Prime Ministers
28.	**Functional Activities**	December	i. Updating student's database ii. Organizing programmes for class Libraries iii. Issue of books to class libraries (3)
29.	Army Flag Day (7 Dec.)	December	Exhibition of books on Indian Army and warfare
		2023	
30.	**Functional Activities**	January	i. Publication of Library Bulletin/Newsletter ii. User awareness programme on Exam oriented resources in the Library iii. Exhibition of Multimedia CD/DVDS
31.	Republic Day (26 January)	January	Exhibition of books on "India: Society and constitution"
32.	Martyr's Day (30 January)	January	Exhibition of books on or by freedom fighters
33.	National Youth Day (12 Jan.)	January	Display of Books on or by Swami Vivekananda
34.	**Functional Activities**	February	i. Returning of class library books ii. Reminders to defaulters iii. Stopping the circulation of books to students iv. Meeting of Library Committee
35.	Safer Internet Day (7 Feb.)	February	Online/cyber safety workshops, talks, exhibitions, etc.
36.	**Functional Activities**	March-April	Stock verification
37.	**Face a Book Challenge, Edition5:** Summer Reading Challenge	April-May	Summer reading programme with 4 components and evaluation

38.	**100 Days of Reading Programme**	June-Feb.	CBSE initiative to promote reading and FLN.
39.	**Workshop on Reading**	April-May	One Week Workshop on Reading
40.	**Infobreak**	June-Feb	10 Minutes G.K. sessions during the lunch-break
	Other Routine Functional Activities		
41.	Book Fairs	03 times/year	In collaboration with external agencies
42.	Preparation of Library statistics	Quarterly	As per the Library Guidelines
43.	Checking of Library note books	Regularly	Class VI-IX
44.	Display of New Arrival List	Regularly	As and when needed
45.	Retro conversion of documents	Regularly	As and when needed and parallel to other activities.
46.	Disposal of old newspapers and Magazines	Quarterly	As per the rules
47.	Books/document selection and accessioning	As and when needed	Acquisition of resources shall be a dynamic activity and followed under the supervision of Library Committee
48.	Screening of VCDs	Once in a month	Screening of Educational and issue based VCDs for primary children
49.	Reader's Club activities	Whole year	Seminars, Exhibitions, displays, competitions, Meet the Author, Book discussions
50.	Know your Library Programmes (Library orientation)	Beginning of the session	Tour to the library to understand its resources and activities
51.	Library Blogs, Digital Library	Regularly	Updating and maintenance
52.	Workshop on Reading	Annually	A 3 day workshop on reading
53.	**Career Guidance Programmes**	Throughout the year	Career corner and display of related materials on the bulletin board Blog: http://careercell.wordpress.com
54.	Class Libraries	As per Library Policy	Circulation of Books, Book reviews, library corner, activities, etc.
55.	Online Activities	Regular maintenance of Library Blogs and Social networks	BLOGS http://librarykvpattom.wordpress.com http://kvpattomemagazine.wordpress.com http://homeworksonline.wordpress.com http://careercell.wordpress.com http://facebookinfo.wordpress.com
56.	Reader of the Month	Monthly	One student and One Teacher will be selected every month. A certificate is given in the assembly. Profile with a photograph is published on the library website
57.	Best Reader Awards & Best Performer (FaB Challenge)	Annually	For best library users from each class and Best performer of the FaB Challenge. Distributed on the Annual Day function
58.	Publication of library bulletins, Newsletter.	Annually	Online journal.
59.	Little Open Library		Give a Book & Take a Book. Sharing with society.

पुस्तकालय के मासिक क्रियाकलाप का संक्षिप्त विवरण

17. SUMMARY OF MONTHLY LIBRARY ACTIVITIES

Month:			
Date	**Class & Div**	**Activities**	**Outcome**

पुस्तकालय के मासिक क्रियाकलाप का संक्षिप्त विवरण

17. SUMMARY OF MONTHLY LIBRARY ACTIVITIES

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Date	**Class & Div**	**Activities**	**Outcome**

पुस्तकालय के मासिक क्रियाकलाप का संक्षिप्त विवरण

17. SUMMARY OF MONTHLY LIBRARY ACTIVITIES

Month:			
Date	**Class & Div**	**Activities**	**Outcome**

पाठक संघ की त्रैमासिक गतिविधियों का संक्षिप्त विवरण

18. SUMMARY OF QUARTERLY READERS' CLUB ACTIVITIES

Quarter:		
S. No.	**Activities**	**Outcome**

पाठक संघ की त्रैमासिक गतिविधियों का संक्षिप्त विवरण

18. SUMMARY OF QUARTERLY READERS' CLUB ACTIVITIES

Quarter:		
S. No.	**Activities**	**Outcome**

पाठक संघ की त्रैमासिक गतिविधियों का संक्षिप्त विवरण

18. SUMMARY OF QUARTERLY READERS' CLUB ACTIVITIES

Quarter:		
S. No.	**Activities**	**Outcome**

पाठक संघ की त्रैमासिक गतिविधियों का संक्षिप्त विवरण

18. SUMMARY OF QUARTERLY READERS' CLUB ACTIVITIES

Quarter:

S. No.	Activities	Outcome

19. DETAILS OF BEST READERS/LIBRARY USERS

S. No.	Name of the student	Class & Div.

पुस्तकालय में किया गया तकनीकी/ प्रबंधकीय कार्य

20.MONTH WISE DETAILS OF LIBRARY TECHNICAL / MANAGERIAL WORKS DONE

पुस्तकालय में किया गया तकनीकी/ प्रबंधकीय कार्य

20.MONTH WISE DETAILS OF LIBRARY TECHNICAL / MANAGERIAL WORKS DONE

पुस्तकालय में किया गया तकनीकी/ प्रबंधकीय कार्य

20.MONTH WISE DETAILS OF LIBRARY TECHNICAL / MANAGERIAL WORKS DONE

पुस्तकालय में किया गया तकनीकी/ प्रबंधकीय कार्य

20.MONTH WISE DETAILS OF LIBRARY TECHNICAL / MANAGERIAL WORKS DONE

पुस्तकालय में किया गया तकनीकी/ प्रबंधकीय कार्य

20.MONTH WISE DETAILS OF LIBRARY TECHNICAL / MANAGERIAL WORKS DONE

पुस्तकालय में किया गया तकनीकी/ प्रबंधकीय कार्य

20.MONTH WISE DETAILS OF LIBRARY TECHNICAL / MANAGERIAL WORKS DONE

परियोजना/ नवीनीकरण एवं **प्रायोगिक** कार्यों का विवरण

21. DETAILS OF PROJECTS / INNOVATIONS / EXPERIMENTS UNDERTAKEN

S No	Duration	Details
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शिक्षकों एवं विद्यार्थिओं द्वारा सहयोग अधिगम गतिविधियों का विवरण

22. DETAILS OF COLLABORATIVE LEARNING ACTIVITIES WITH TEACHERS AND STUDENTS

S.No	Date	Name of the Teacher(s)/Students	Details

शिक्षकों एवं विद्यार्थिओं द्वारा सहयोग अधिगम गतिविधियों का विवरण

22. DETAILS OF COLLABORATIVE LEARNING ACTIVITIES WITH TEACHERS AND STUDENTS

S.No	Date	Name of the Teacher(s)/Students	Details

इलेक्ट्रॉनिक एवं ऑनलाइन सेवाओं का विवरण

23. DETAILS OF ELECTRONIC/ONLINE LIBRARY SERVICES/ACTIVITIES

S. No.	Service/Activity	Details
1.		
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व्यावसायिक **मार्गदर्शन** सम्बंधित लेखा

24. RECORD OF CAREER GUIDANCE RELATED ACTIVITIES

Date	Activity

पुस्तकालयाध्यक्ष द्वारा व्यवसायिक पठन-पाठन की सूची
26. LIST OF PROFESSIONAL READING, DONE BY THE LIBRARIAN

S. No.	Author, Title & Imprint	Gist/Relevance

अन्य कार्य जो व्यवसायिक कार्यों के उपरांत किये गए
27. DETAILS OF WORK DONE OTHER THAN LIBRARIANSHIP

Details	Sign of Principal/ V. Principal

अन्य कार्य जो व्यवसायिक कार्यों के उपरांत किये गए

27. DETAILS OF WORK DONE OTHER THAN LIBRARIANSHIP

Details	Sign of Principal/ V. Principal

लेखा-सी एल/ सी सी एल/ एच पी एल/ ई एल

28. RECORD OF CL / CCL / HPL / EL

S. No	Date		No. of Days	Nature of Leave	Remarks
	From	To			

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