

4.3.5. In-person and remote access usage of library and the learner sessions/library usage programmes organized for the teachers and students (data for the preceding academic year).



PRIYADARSHINI
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PDCH/Cir/Library/Mar-2023

Date: 01.03.2023

CIRCULAR

The Library orientation programme for I-year BDS students will be held on 14/03/2023 from 9.30 am to 10.30 am. All first-year BDS students are directed to attend the programme without fail.

The programme will be coordinated by Dr R. Veera Kumar and Dr D. Rupak Kumar.

Copy to:

1. I Year BDS
2. Chairman office
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4.3.5 LIBRARY ORIENTATION PROGRAM

Date: 14/03/2023

Time: 9.30 am – 10.30 am

Venue: PDCH - Main Library

Coordinators: Dr R Veera Kumar, Dr D Rupak Kumar

The library orientation programme was organized for 1st year B.D.S. students for the academic section (2023-2024). The following Rules and regulations were discussed for the students.

1. All student members should produce library membership cards for library materials to be issued.
2. No reference books, magazines, or counter copy books are issued as they are allowed only for reference in the library.
3. The student member is responsible for loss or damage of issued materials in which case payment of material cost or replacement of material (latest edition with bill) along with fine will be demanded. (based on the librarian's discretion)
4. Issued reading materials should be returned in the prescribed time mentioned below, failing which, will attract a fine of 2 INR/day. (Two Indian rupees per day).
5. All student members should return issued books, replace the damaged or lost books clear all pending dues at the end of the academic year and get no-due certificate for obtaining a hall ticket.
6. Loss of library membership cards should be reported to library staff in written format immediately.
7. Any misuse of a library membership card will result in strict disciplinary action


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Library Orientation Program

A Library Orientation Program is organized every academic year for first-year BDS students to orient them on the facilities and services in the library. The students are given a library tour in groups. Dr R. Veera Kumar, Chairperson of the Library Committee, described the access to books, journals, dissertations, newspapers magazines and sections. Students were explained how to mark in and out time with signatures in the library register. They were also explained about the procedure to get the library books issued.

Dr D. Rupak Kumar described the other library facilities like reprography, printing, and own book reading rooms. The students are also shown access to the virtual library for educational reference and electronic databases. Step-by-step hands-on guidance on accessing the digital databases for literature search is demonstrated. Remote accessibility of the digital databases is also explained. They were provided with essential credentials to access e-learning resources like DELNET, e-consortium etc., seamlessly.

Chief Librarian Mr A.Vasu MLIS, explained the library membership process and its importance to the students. The role of Integrated library management software (ILMS) in library workflow was demonstrated. Some features like searching the location of books in the library and issuing and return of library books were demonstrated step by step to the students.

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CHAIRPERSON
PDCH - LIBRARY COMMITTEE
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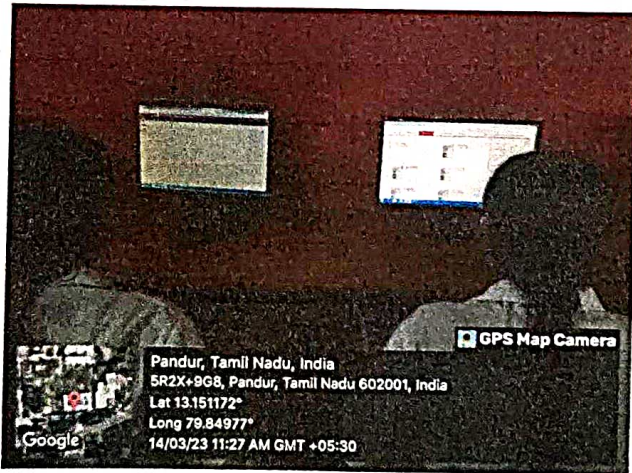
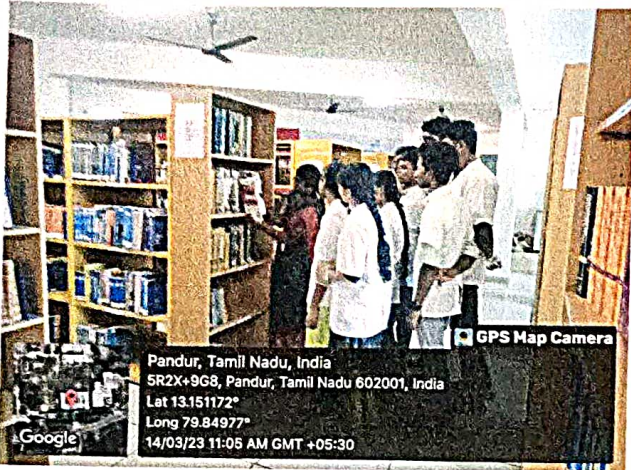
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4.3.5 LIBRARY ORIENTATION PROGRAM



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S.No.	Name of the student	Year of Study	Signature
1	ABIYASHREE M	I YR BDS	<i>Abiyashree M</i>
2	AGALYA S	I YR BDS	<i>Agalya S</i>
3.	AKASH A	I YR BDS	<i>Akash A</i>
4.	AKASH S	I YR BDS	<i>Akash S</i>
5.	AKSHAYA G	I YR BDS	<i>Akshaya G</i>
6.	AMRUTH BABU R	I YR BDS	<i>Amruth Babu R</i>
7	ANITHA P	I YR BDS	<i>Anitha P</i>
8.	ANUSHA K	I YR BDS	<i>Anusha K</i>
9	ANUSHA N	I YR BDS	<i>Anusha N</i>
10	ARBAN R	I YR BDS	<i>Arban R</i>
11	ARI P	I YR BDS	<i>Ari P</i>
12	ASMA FARHEEN M	I YR BDS	<i>Asma Farheen M</i>
13	BENNITA RAISING D	I YR BDS	<i>Bennita Raising D</i>
14	BHARATHI SHREE P	I YR BDS	<i>Bharathi Shree P</i>
15	BHAVADHARANI K	I YR BDS	<i>Bhavadhara K</i>
16	DANIEL CHAKRAVARTHY N A	I YR BDS	<i>Daniel Chakravarthy N A</i>
17	DAYANATHANAPACKI YAM B	I YR BDS	<i>Dayanathanapacki Yam B</i>
18	DEEPIKA D	I YR BDS	<i>Deepika D</i>
19	DHANASRI S	I YR BDS	<i>Dhanasri S</i>
20	DHARSHINIPRIYA C	I YR BDS	<i>Dharshini Priya C</i>
21	GOPIKA P	I YR BDS	<i>Gopika P</i>

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22	GOPINATH A	I YR BDS	Gopinath
23	GUGANI S	I YR BDS	Gugan
24	HAADHIYA T	I YR BDS	Haadhiya T
25	HANIYA SHARMEEN U	I YR BDS	U-Haniya Sharmeen
26	HARINI S	I YR BDS	S. Harini
27	INDHU A	I YR BDS	Indhu A
28	IRUTHIKA J	I YR BDS	Iruthika
29	ISWARYA K	I YR BDS	K. Iswarya
30	JAISRI S	I YR BDS	S. Jaisri
31	JUMANA FATHIMA N	I YR BDS	J. Fathima
32	JASMINE E	I YR BDS	E. Jasmine
33	JOY SHELOMITH O	I YR BDS	Joy Shelomith O
34	JUDSON SAMUEL R	I YR BDS	Judson Samuel R
35	KALAIIVANI J	I YR BDS	K. Kalaiivani J
36	KARTHIKEYAN N	I YR BDS	N. Karthikeyan
37	KAVIYA M	I YR BDS	K. Kaviya M
38	KEERTHIKA M	I YR BDS	M. Keerthika
39	KIRUTHICK RAJ S	I YR BDS	R. Kiruthick Raj S
40	KIRUTHIKA R	I YR BDS	R. Kiruthika
41	MADHAN N	I YR BDS	N. Madhan
42	MADHUMIDHA J	I YR BDS	J. Madhumidha
43	MADHUMITHA.M	I YR BDS	M. Madhumitha
44	MAHALASKHMI C	I YR BDS	C. Mahalaskhmi
45	MARLIYA M	I YR BDS	M. Marliya
46	MERLIN.S	I YR BDS	S. Merlin

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47	MONIKA E	I YR BDS	Monika
48	MONIKA P	I YR BDS	Monika-P.
49	MONISHA PREETHI M	I YR BDS	M.M.P.P.H.
50	MUGILAN S	I YR BDS	S. Mugilan
51	MUKITHA M	I YR BDS	Mukitha M.
52	MUZHUMATHI A	I YR BDS	Muzhumathi A.
53	NIVASH R	I YR BDS	Nivash R.
54	PAVITHRA A	I YR BDS	Pavithra A.
55	POOJA SAKTHI S	I YR BDS	Pooja Sakthi S.
56	SUHANI.A.M	I YR BDS	Suhani A.M.
57	SUJITHA S	I YR BDS	Sujitha S.
58	SURENDAR S	I YR BDS	Surendhar S.
59	SYED TAIYABA FATHIMA	I YR BDS	Syed Taiyaba Fathima
60	TAMIL KUMARAN M	I YR BDS	Tamil Kumaran M.
61	THAMARAI SELVI R	I YR BDS	R.Thamarai Selvi
62	SHAFRA SIMIN S	I YR BDS	Shafra Simin S.
63	SHAISTA FARHEEN S H	I YR BDS	Shaista Farheen S.H.

Thamarai Selvi

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PDCH/Cir/Library/Feb-2023

Date: 15.02.2023

CIRCULAR

The Library orientation programme for newly joined faculty members will be held on 28/02/2023 from 9.30 am to 10.30 am. All newly joined faculty members are directed to attend the programme without fail.

The programme will be coordinated by Chief Librarian Mr A. Vasu MLIS and Assistant Librarian Mrs M. Sumathi MLIS.

Siv. Thangam

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2. M.D office
3. CEO office
4. All Departments
5. Notice board



Siv. Thangam

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4.3.5 Library Orientation Program for Staff

Date: 28/02/2023

Time: 9.30am – 10.30am

Venue: PDCH – Main Library

Coordinators: Mr. A. Vasu MLIS, Mrs. M. Sumathi MLIS.

The Library Orientation Program for newly joined Staff is designed to familiarize teaching faculty with the resources and services available at our library. This program aims to enhance their understanding of the library's role, optimize their ability and promote a knowledgeable work environment.

Introduction to Library Services:

An overview of library services, their relevance to staff responsibilities, and borrowing policies were explained.

Training:

Demonstration of the library's online catalogue and database access, along with training on navigating and effectively utilizing e-books, journals, and other digital resources were done and staff were provided with relevant credentials to access e-library resources. An overview of the digital library interface and website, along with a brief introduction to the various sections and search functionalities was demonstrated. Providing step-by-step guidance on accessing the digital library from different devices (computers, tablets, smartphones) and demonstrating the process of logging in, creating user profiles, and understanding account settings. Addressing common issues users may encounter and provide information on support channels, including helpdesk contacts and online resources.

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Collections:

A tour of the library facility to familiarize staff with different sections and an introduction to various collections, including books, journals, periodicals, and digital resources. An overview of the extensive journal collection available in the digital library, along with guidance on searching for specific articles, browsing by subject, and accessing full-text content.

Professional Development Resources:

Highlighting resources available for staff professional development and emphasizing the role of the library in supporting continuous learning and skill enhancement.

Procedures:

Explanation of library policies, encompassing opening hours, fines, and patron behaviour, along with a discussion on rules and regulations of the library.

Promoting Library Outreach:

Encouraging staff to actively promote library resources and services within their respective departments and facilitating collaboration between library staff and other departments for mutual benefit.

The Library Orientation Program for Staff is designed to empower our staff with the knowledge and skills necessary to excel in their roles and contribute to the overall success of our institution. By fostering a strong connection between staff and library resources, we aim to create a dynamic and informed community that embraces the valuable role the library plays in the academic and professional pursuits of our organization. By guiding users through key features and functionalities, this session intends to empower faculty to maximize their learning and research experiences.

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CHAIRPERSON
LIBRARY COMMITTEE
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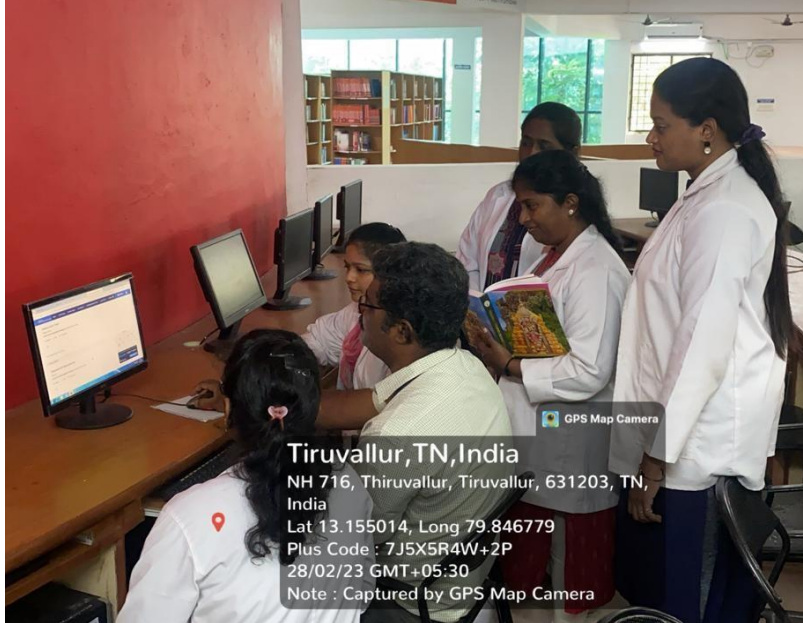


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LIBRARY ORIENTATION PROGRAMME



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LIST OF ATTENDEES

S.NO	STAFF NAME	SIGNATURE
1	Dr Anjana Rajendran	
2	Dr S.Lekha Priyadarshini	
3	Dr M.Sasikala	
4	Dr K.Gnanambikai	
5	Dr P.Divya	


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