



CRITERION 4

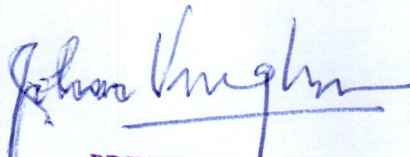
SUPPORTING DOCUMENT

4.2.4 Percentage per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1. Number of teachers and students using library per day over last one year



S. No.	Content	Page. No.
1.	Book consultation statistics July 2018- March 2020	3
2	Method of computing per day usage of library	4
3	N-LIST online user details	4
4	Statistics of N-List users for latest academic year	5
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8	Notice regarding the library timing during exam days	9
9	Minutes of library committee meeting	10


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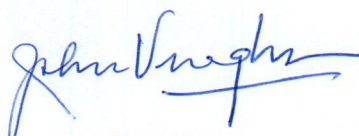




**St. Stephen's College
1. Books Consultation Statistics
July-2018 – March 2020**

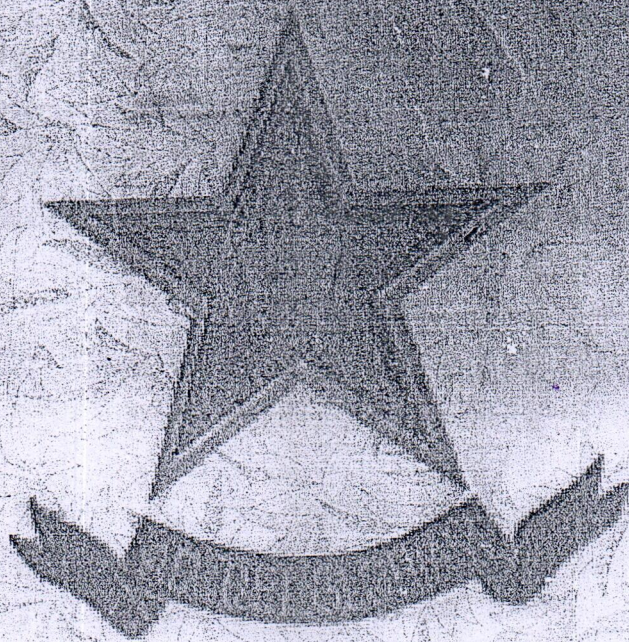
S. No.	Month	Total number of books consulted	Total working days	Average Books consulted per day
1	July 2018	1814	09	201.55
2	August 2018	11456	24	458.24
3	September 2018	14607	23	635.08
4	October 2018	12442	20	622.10
5	November 2018	12578	23	546.87
6	December 2018	4484	11	407.636
7	January 2019	13651	24	568.79
8	February 2019	14964	24	623.50
9	March 2019	10407	23	452.47
10	April 2019	13433	23	584.04
11	May 2019	12746	22	579.36
12	July 2019	1317	8	164.62
13	August 2019	9314	24	389.20
14	September 2019	10196	24	424.83
15	October 2019	9138	25	365.52
16	November 2019	8349	25	333.96
17	December 2019	1321	13	101.61
18	January 2020	7454	27	276.07
19	February 2020	4072	24	169.66
20	March 2020	2491	16	155.68
	Total	176234	413	426.71

On average 426.71 books consulted per day. (Calculation is based on the data collected for a pre covid academic years from July 2018- March 2020)


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"Text book"
Library



ST. STEPHEN'S COLLEGE BOOKS CONSULTATION STATISTICS

John Vargha
PRINCIPAL
ST. STEPHEN'S COLLEGE
DELHI-110007



STATISTICS REPORT

Total Number of Books Consulted = 1814

Total Working Days = 9 days

Average Books Consulted Per Day = 201.5556

Note (if any)

(Staff)

Thomas Smith

Meenakshi

T. S.

(Librarian)

The Bursar

John Duggan
PRINCIPAL
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Fax 2766 2324

BOOKS CONSULTATION STATISTICS

August Month 2018

Date	Number of Books Consulted at Main Hall	Number of Books Consulted at Library Ext Hall	Number of Books Consulted at First Floor	Total
1-Aug-18	120	70	150	340
2-Aug-18	135	76	170	381
3-Aug-18	138	82	160	380
4-Aug-18	129	75	120	324
5-Aug-18	140	80	180	400
6-Aug-18	149	76	196	421
7-Aug-18	155	69	192	416
8-Aug-18	170	58	180	408
9-Aug-18	172	63	189	424
10-Aug-18	175	76	192	443
11-Aug-18	190	89	200	479
12-Aug-18	210	92	230	532
13-Aug-18	Independence day			
14-Aug-18	230	65	215	510
15-Aug-18	145	76	110	331
16-Aug-18	144	72	180	396
17-Aug-18	250	99	195	544
18-Aug-18	240	82	200	522
19-Aug-18	Eid			
20-Aug-18	210	75	215	500
21-Aug-18	205	83	230	518
22-Aug-18	212	65	210	487
23-Aug-18	230	89	240	559
24-Aug-18	225	82	246	553
25-Aug-18	230	76	210	516
26-Aug-18	226	81	240	547
27-Aug-18	224	69	232	525
28-Aug-18				
29-Aug-18				
30-Aug-18				
31-Aug-18				

25 days

John Singh
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11,456

(4)

STATISTICS REPORT

Total Number of Books Consulted = 11,456

Total Working Days = 25 days

Average Books Consulted Per Day = 458.24

Note (if any)

(Staff)

Prin S. D.
M. K. S. D.

Librarian

(Librarian)

The Bursar

John V. Singh
PRINCIPAL
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BOOKS CONSULTATION STATISTICS

Sep...Month 2018

Date	Number of Books Consulted at Main Hall	Number of Books Consulted at Library Ext Hall	Number of Books Consulted at First Floor	Total
1-9-18	210	67	215	492
3-9-18				
4-9-18	225	72	250	547
5-9-18	230	89	267	586
6-9-18	254	92	275	621
7-9-18	260	85	292	637
8-9-18	270	75	295	640
10-9-18	290	98	270	658
11-9-18	250	88	282	620
12-9-18	275	72	295	642
13-9-18	269	75	300	644
14-9-18	296	72	290	658
15-9-18	270	82	270	622
17-9-18	252	89	280	621
18-9-18	292	90	296	678
19-9-18	285	76	269	630
20-9-18	276	75	275	626
21-9-18	—	—	—	
22-9-18	275	80	310	665
24-9-18	256	96	320	672
25-9-18	296	110	310	716
26-9-18	278	105	292	675
27-9-18	286	99	300	685
28-9-18	265	89	296	650
29-9-18	256	90	276	622
30-9-18	—	—	—	
	23 days			14,607

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6

STATISTICS REPORT

Total Number of Books Consulted = 14,607

Total Working Days = 23 days

Average Books Consulted Per Day = 635.086957

Note (if any)

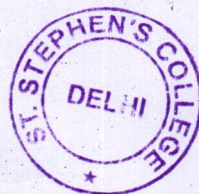
(Staff)

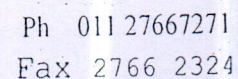
Meenakshi

(Librarian)

The Bursar

Principal
ST. STEPHEN'S COLLEGE
DELHI-110007

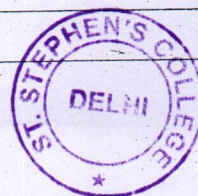




Octo...Month 2018

20 days -

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8

STATISTICS REPORT

Total Number of Books Consulted = 12,442

Total Working Days = 20 days.

Average Books Consulted Per Day = 622.1

Note (if any)

(Staff)

Meenakshi
Meenakshi

[Signature]
(Librarian)

The Bursar

[Signature]
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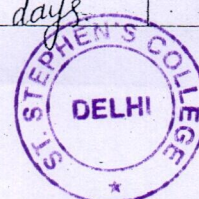
Ph 011 276672
Fax 2766 23

BOOKS CONSULTATION STATISTICS

Nov. Month .. 2018

Date	Number of Books Consulted at Main Hall	Number of Books Consulted at Library Ext Hall	Number of Books Consulted at First Floor	Total
1-Nov-2018	270	89	320	679
2-Nov-18	210	78	290	578
3-Nov-18	225	75	280	580
5-Nov-18	252	80	295	627
6-Nov-18	225	76	250	551
7-Nov-18	Diwali	—	—	—
8-Nov-18	180	65	206	451
9-Nov-18	170	54	217	441
10-Nov-18	160	36	200	396
12-Nov-18	240	42	260	542
13-Nov-18	220	55	205	480
14-Nov-18	230	69	210	509
15-Nov-18	245	75	258	578
16-Nov-2018	255	60	269	584
17-Nov-18	276	69	250	595
19-Nov-18	285	72	262	619
20-Nov-18	292	73	272	637
21-Nov-18	— Eid	—	—	—
22-Nov-18	280	65	262	607
23-Nov-18	Guarunank birthday	—	—	—
24-Nov-18	210	56	205	471
26-Nov-18	220	64	210	494
27-Nov-18	230	75	256	561
28-Nov-18	220	67	265	552
29-Nov-18	210	76	230	516
30-Nov-18	205	75	250	530
			5722	
Total days	5,310	1546	= 23 days	12578

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(10)

STATISTICS REPORT

Total Number of Books Consulted = 12,578

Total Working Days = 23 days

Average Books Consulted Per Day = 546.87

Note (if any)

(Staff)

Manoj

(Librarian)

The Bursar

John Dwyer
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BOOKS CONSULTATION STATISTICS

Dec. Month 2018

Date	Number of Books Consulted at Main Hall	Number of Books Consulted at Library Ext Hall	Number of Books Consulted at First Floor	Total
1 Dec 2018	220	67	235	522
2 Dec 2018	210	57	240	507
3 Dec 2018	236	86	296	618
4 Dec 2018	240	82	276	598
5 Dec 2018	235	76	289	600
6 Dec 2018	—	—	—	—
7 Dec 2018	108	40	150	298
8 Dec 2018	102	35	142	279
9 Dec 2018	110	30	135	275
10 Dec 2018	109	36	132	277
11 Dec 2018	107	45	123	275
12 Dec 2018	99	23	113	235
13 Dec 2018	—	—	—	—
14 Dec 2018	<i>Total</i>	<i>11 days</i>	<i>2</i>	<i>4484</i>
15 Dec 2018	—	—	—	—
16 Dec 2018	—	—	—	—
17 Dec 2018	—	—	—	—
18 Dec 2018	—	—	—	—
19 Dec 2018	—	—	—	—
20 Dec 2018	—	—	—	—
21 Dec 2018	—	—	—	—
22 Dec 2018	—	—	—	—
23 Dec 2018	—	—	—	—
24 Dec 2018	—	—	—	—
25 Dec 2018	—	<i>Christmas Day</i>	—	—
26 Dec 2018	—	—	—	—
27 Dec 2018	—	—	—	—
28 Dec 2018	—	—	—	—
29 Dec 2018	—	—	—	—
30 Dec 2018	— <i>Sunday</i>	—	—	—
31 Dec 2018	—	—	—	—
	1748 1776	577 577	1935 2131	4484 4484

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STATISTICS REPORT

Total Number of Books Consulted = 4484

Total Working Days = 11 days

Average Books Consulted Per Day = 407.636

Note (if any)

(Staff)

Mr. Singh

Meenakshi

(Librarian)

The Bursar

[Signature]
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BOOKS CONSULTATION STATISTICS

Jan..Month 2019.

Date	Number of Books Consulted at Main Hall	Number of Books Consulted at Library Ext Hall	Number of Books Consulted at First Floor	Total
1 Jan 2019	—	<i>winter break</i>	—	—
2 Jan 2019	150	70	140	360
3 Jan 2019	230	85	290	605
4 Jan 2019	195	76	310	581
5 Jan 2019	225	74	312	611
7 Jan 2019	221	64	289	574
8 Jan 2019	208	56	230	494
9 Jan 2019	210	67	250	527
10 Jan 2019	240	85	259	584
11 Jan 2019	236	92	292	620
12 Jan 2019	263	72	229	564
13 Jan 2019	272	65	215	552
15 Jan 2019	294	69	172	535
16 Jan 2019	249	75	220	544
17 Jan 2019	216	85	240	541
18 Jan 2019	232	79	236	547
19 Jan 2019	245	82	256	583
21 Jan 2019	230	90	276	596
22 Jan 2019	246	70	290	606
23 Jan 2019	276	65	286	627
24 Jan 2019	256	72	276	604
25 Jan 2019	263	84	259	606
26 Jan 2019	—	<i>Republic day</i>	—	—
28 Jan 2019	236	76	263	575
29 Jan 2019	289	56	276	621
30 Jan 2019	242	68	284	594
31 Jan 2019				
24 days	5,124	1,777	6,150	13,651

John Varghese
PRINCIPAL
ST. STEPHEN'S COLLEGE
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24 days



14

STATISTICS REPORT

Total Number of Books Consulted = 13651

Total Working Days = 24 days

Average Books Consulted Per Day = 568.791

Note (if any)

(Staff)

Thm Sris
Meenakshi

(Librarian)

The Buyer

John Vargha
PRINCIPAL
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BOOKS CONSULTATION STATISTICS

Feb...Month 2019.

Date	Number of Books Consulted at Main Hall	Number of Books Consulted at Library Ext Hall	Number of Books Consulted at First Floor	Total
1-2-2019	210	85	230	505
2-2-2019	230	76	225	531
4-2-2019	240	89	270	599
5-2-2019	260	92	290	642
6-2-2019	250	104	283	637
7-2-2019	260	99	273	632
8-2-2019	276	85	286	647
9-2-2019	259	72	296	627
11-2-2019	277	69	269	615
12-2-2019	288	78	288	654
13-2-2019	275	82	296	653
14-2-2019	269	92	278	639
15-2-2019	272	97	282	651
16-2-2019	296	94	238	628
18-2-2019	299	73	258	630
19-2-2019	287	120	276	683
20-2-2019	276	103	249	628
21-2-2019	296	97	272	665
22-2-2019	285	98	290	673
23-2-2019	258	72	295	625
25-2-2019	286	75	210	571
26-2-2019	276	89	273	638
27-2-2019	267	63	265	595
28-2-2019	299	52	245	+ 596
24 days	6,491	+ 2036	+ 6437	14964

John Singh
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(16)

STATISTICS REPORT

Total Number of Books Consulted = 14,964

Total Working Days = 24 days

Average Books Consulted Per Day = 623.5

Note (if any)

(Staff)

Thm mis

Meenakshi

bp

(Librarian)

The Busser

John Dingle
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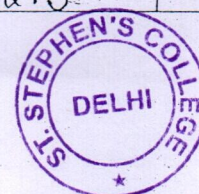
Ph 011 2766727
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BOOKS CONSULTATION STATISTICS

March Month 2019

Date	Number of Books Consulted at Main Hall	Number of Books Consulted at Library Ext Hall	Number of Books Consulted at First Floor	Total
1-March-19	109	33	55	197
2-March-19	103	34	65	202
4-3-19	Holidays		—	—
5-3-19	210	75	155	440
6-3-19	225	85	226	536
7-3-19	230	78	210	518
8-3-19	250	80	250	580
9-3-19	210	50	260	520
11-3-19	258	75	267	600
12-3-19	262	82	259	603
13-3-19	275	50	210	535
14-3-19	269	60	226	555
15-3-19	296	70	230	596
16-3-19	270	65	210	545
18-3-19	108	45	112	265
19-3-19	115	42	105	262
20-3-19	—		—	—
21-3-19	Holi		—	—
22-3-19	103	32	26	161
23-3-19	107	39	45	191
25-3-19	196	59	195	450
26-3-19	202	75	172	449
27-3-19	210	92	210	512
28-3-19	215	95	226	536
29-3-19	220	99	236	555
30-3-19	240	96	263	+ 599
31-3-19	Sunday		—	—
Total 23 days	4683	+ 1511	+ 4213	= 10,407

Principal's Signature
PRINCIPAL
ST. STEPHEN'S COLLEGE
DELHI-110007



18

STATISTICS REPORT

Total Number of Books Consulted = 10,407

Total Working Days = 23 days

Average Books Consulted Per Day = 452.478

Note (if any)

(Staff)

Ther Sind
Manabli

Librarian)

The Bursar

John Douglas
PRINCIPAL
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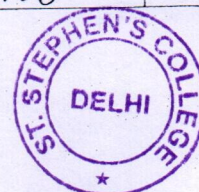
Ph 011 27667271
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BOOKS CONSULTATION STATISTICS

April Month 2019

Date	Number of Books Consulted at Main Hall	Number of Books Consulted at Library Ext Hall	Number of Books Consulted at First Floor	Total
1-4-19	250	90	325	665
2-4-19	240	80	324	644
3-4-19	275	76	296	647
4-4-19	259	82	272	613
5-4-19	269	95	284	648
6-4-19	210	55	260	525
7-4-19	290	110	340	740
8-4-19	299	102	320	721
9-4-19	220	89	305	614
10-4-19	236	75	302	613
11-4-19	216	80	296	592
12-4-19	225	82	292	599
13-4-19	246	83	283	612
14-4-19	248	76	276	600
15-4-19	—	Holidays	—	—
16-4-19	260	57	205	522
17-4-19	—	Holidays	—	—
18-4-19	280	69	263	612
19-4-19	296	72	239	607
20-4-19	277	78	240	595
21-4-19	275	66	230	571
22-4-19	296	72	250	618
23-4-19	—	Dismissal Services	—	—
24-4-19	110	25	150	285
25-4-19	175	29	180	384
26-4-19	200	30	176	406
27-4-19	—	—	—	—
28-4-19	—	—	—	—
29-4-19	—	—	—	—
30-4-19	—	—	—	—
23 days	5652	+ 1673	+ 6108	= 13433

John Wright
PRINCIPAL
ST. STEPHEN'S COLLEGE
DELHI-110007



20

STATISTICS REPORT

Total Number of Books Consulted = 13433

Total Working Days = 23 days

Average Books Consulted Per Day = 584.0434

Note (if any)

(Staff)

Manish

(Librarian)

The Bursar

Principal
ST. STEPHEN'S COLLEGE
DELHI-110007





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Fax 2766 232

BOOKS CONSULTATION STATISTICS

May Month 2019

Date	Number of Books Consulted at Main Hall	Number of Books Consulted at Library Ext Hall	Number of Books Consulted at First Floor	Total
1-May 2019	230	90	270	590
2 may 2019	246	76	285	607
3 may 2019	267	80	300	647
4 may 2019	275	82	302	659
5 may 19	300	90	285	675
7 may 19	301	96	292	689
8 may 19	299	87	285	671
9 may 19	275	80	265	620
10 may 19	262	72	256	590
11 May 19	265	74	260	599
13 may 19	257	89	272	618
14 May 19	286	65	286	637
15 may 19	296	72	256	624
16 may 19	275	65	264	604
17 may 19	210	76	246	532
18 may 19	225	89	216	530
19 may 19	220	75	220	515
21 may 19	250	57	209	516
22 may 19	246	63	202	511
23 may 19	264	46	219	529
24 may 19	272	36	109	417
25 may 19	210	46	110	366
27 may 19				
28 may 19				
29 may 19				
30 may 19				
31 may 19				
22 days	5731	1606	5409	12746

John Vengal
PRINCIPAL
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(22)

STATISTICS REPORT

Total Number of Books Consulted = 12,746

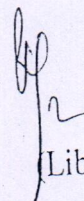
Total Working Days = 22 days

Average Books Consulted Per Day = 579.363

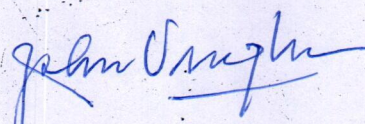
Note (if any)

(Staff)

Tom Smith
Mannafshi


(Librarian)

The Buses


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STATISTICS REPORT

Total Number of Books Consulted = 1317

Total Working Days = 8 days

Average Books Consulted Per Day = 164.625

Note (if any)

(Staff)

1. The ...
2. ...

(Librarian)

John Singh
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BOOKS CONSULTATION STATISTICS

Aug. Month 2019

Date	Number of Books Consulted at Main Hall	Number of Books Consulted at Library Ext Hall	Number of Books Consulted at First Floor	Total
1-Aug-2019	150	70	160	380
2 Aug 2019	186	56	175	417
3 Aug 2019	175	72	186	433
5 Aug 2019	190	63	112	365
6 Aug 2019	180	75	146	401
7 Aug 2019	182	92	138	412
8 Aug 2019	175	39	147	361
9 Aug 2019	160	46	197	403
10 Aug 19	126	52	182	360
11 Aug 19	—	Eid ul-Adha	—	—
13 Aug 19	172	57	165	394
14 Aug 19	158	54	162	374
15 Aug 19	—	Independence day	—	—
16 Aug 19	162	59	158	379
17 Aug 19	— 186	64	128	378
19 Aug 19	155	72	176	403
20 Aug 19	197	81	144	422
21 Aug 19	181	84	170	435
22 Aug 19	165	56	120	341
23 Aug 19	156	67	110	333
24 Aug 19	—	Janmashtami	—	—
26 Aug 19	163	52	150	365
27 Aug 19	172	79	130	381
28 Aug 19	190	84	140	414
29 Aug 19	156	68	180	404
30 Aug 19	159	52	165	376
31 Aug 19	173	61	176	410
	+	+	+	+

31 days

4069 *John Vaughn* 4555

+ 371 9341

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26

STATISTICS REPORT

Total Number of Books Consulted = 9341

Total Working Days = 211 days

Average Books Consulted Per Day = 389.208

Note (if any)

(Staff)

(Librarian)

1. Thana S. Singh
2. Meenakshi

John Singh
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Delhi-110007 Ph.no: 011- 27667271

Ph 011 2766727
Fax 2766 232

BOOKS CONSULTATION STATISTICS

..Sep..Month 2019

Date	Number of Books Consulted at Main Hall	Number of Books Consulted at Library Ext Hall	Number of Books Consulted at First Floor	Total
2-9-19	175	85	110	370
3-9-19	162	90	170	422
4-9-19	154	65	130	349
5-9-19	142	76	190	408
6-9-19	135	65	172	372
7-9-19	129	76	201	406
8-9-19	190	72	198	460
9-9-19	—	Muharram	—	
10-9-19	195	30	116	341
11-9-19	184	49	146	379
12-9-19	169	52	172	393
13-9-19	178	64	155	397
14-9-19	184	110	175	469
15-9-19	156	120	194	470
16-9-19	176	140	145	461
17-9-19	188	163	174	525
18-9-19	196	123	143	462
19-9-19	160	115	135	410
20-9-19	172	124	136	432
21-9-19	175	142	158	475
22-9-19	190	139	142	471
23-9-19	165	156	124	445
24-9-19	167	143	110	420
25-9-19	152	162	115	429
26-9-19	—	Sunday	—	—
27-9-19	199	105	126	430
28-9-19				
29 days	3918 4093	+ 2466	+ 3637	= 10196

John Dwyer
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DELHI-110007



28

STATISTICS REPORT

Total Number of Books Consulted = 10196

Total Working Days = 24 days

Average Books Consulted Per Day = 424.833

Note (if any)

(Staff)

1. *Ther Singh*

2. *Meenakshi*

(Librarian)

John Singh

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BOOKS CONSULTATION STATISTICS

Oct. Month 2019

Date	Number of Books Consulted at Main Hall	Number of Books Consulted at Library Ext Hall	Number of Books Consulted at First Floor	Total
1-10-19	120	40	150	310
2-10-19	—	<i>Gandhi Jayanti</i>		—
3-10-19	126	30	140	296
4-10-19	163	40	170	373
5-10-19	136	50	162	348
7-10-19	147	70	195	412
8-10-19	—	<i>Dussehra</i>		—
9-10-19	121	75	159	355
10-10-19	142	63	111	316
11-10-19	153	86	125	364
12-10-19	135	72	154	361
14-10-19	175	95	145	415
15-10-19	158	42	176	376
16-10-19	182	33	163	378
17-10-19	128	29	158	315
18-10-19	110	140	142	392
19-10-19	102	150	146	398
20-10-19	99	75	163	337
22-10-19	92	120	175	387
23-10-19	75	165	166	406
24-10-19	72	159	178	409
25-10-19	65	136	110	311
26-10-19	110	164	140	414
28-10-19	104	142	130	376
29-10-19	95	157	145	397
30-10-19	92	162	112	366
31-10-19	85	125	116	326
<i>35 days</i>	2987	2420	3731	9138

John Varghese
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DELHI-110007



30

STATISTICS REPORT

Total Number of Books Consulted = 9138

Total Working Days = 25 days

Average Books Consulted Per Day = 365.52

Note (if any)

(Staff)

1. *Thur Singh*
2. *Meenakshi*

(Librarian)

John Varghese
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Ph 011 27667271
Fax 2766 2324

BOOKS CONSULTATION STATISTICS

Nov Month 2019

Date	Number of Books Consulted at Main Hall	Number of Books Consulted at Library Ext Hall	Number of Books Consulted at First Floor	Total
1-11-19	102	60	110	272
2-11-19	115	70	120	305
4-11-19	120	76	146	342
5-11-19	122	55	121	298
6-11-19	142	42	108	292
7-11-19	125	45	112	282
8-11-19	165	52	145	362
9-11-19	154	70	154	378
11-11-19	144	40	139	373
12-11-19	—	Guru Nanak Jayanti		—
13-11-19	163	70	158	391
14-11-19	136	72	175	383
15-11-19	175	92	110	377
16-11-19	155	55	109	319
18-11-19	129	64	121	314
19-11-19	136	77	135	348
20-11-19	141	55	154	350
21-11-19	125	80	125	330
22-11-19	142	74	163	379
23-11-19	153	59	176	388
25-11-19	175	76	139	390
26-11-19	99	56	120	275
27-11-19	103	72	140	315
28-11-19	110	75	130	315
29-11-19	105	60	136	301
30-11-19	90	70	110	270
25 days	3326	1667	3356	8349

John Singh
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(32)

STATISTICS REPORT

Total Number of Books Consulted = 8349

Total Working Days = 25 days

Average Books Consulted Per Day = 333.96

Note (if any)

(Staff)

(Librarian)

1. Thiruv. S. S. S.
2. Meenapathi

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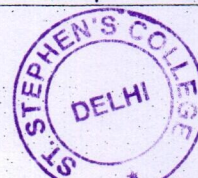
Ph 011 2766727
Fax 2766 232

BOOKS CONSULTATION STATISTICS

Dec..Month ..2019

Date	Number of Books Consulted at Main Hall	Number of Books Consulted at Library Ext Hall	Number of Books Consulted at First Floor	Total
2-Dec 2019	105	70	110	= 285
3 Dec 2019	110	76	120	= 306
4 Dec 2019	120	15	20	= 155
5 Dec 2019	30	20	35	= 85
6 Dec 2019	20	10	16	= 46
7 Dec 2019	-	-	-	= -
8 9 Dec 2019	25	15	21	= 61
10 Dec 2019	26	16	25	= 67
11 Dec 2019	29	12	30	= 71
12 Dec 2019	24	17	29	= 70
13 Dec 2019	26	19	35	= 80
14 Dec 2019	22	10	21	= 53
15 16 Dec 2019	10	05	06	= 21
17 Dec 2019	10	05	06	= 21
18 Dec 2019				
19 Dec 2019				
20 Dec 2019				
21 Dec 2019	winter break			
23 Dec 2019				
24 Dec 2019				
25 Dec 2019	-	-	-	-
26 Dec 2019				
27 Dec 2019				
28 Dec 2019				
29 Dec 2019	-	-	-	-
30 Dec 2019				
31 Dec 2019				
	557	290	474	= 1321

[Signature]
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39

STATISTICS REPORT

Total Number of Books Consulted = 1321

Total Working Days = 13 days

Average Books Consulted Per Day = 101.61

Note (if any)

(Staff)

1. *Ankur Singh*
2. *Meenakshi*

(Librarian)

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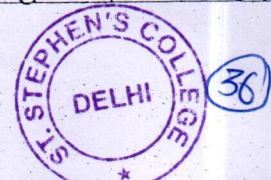
Ph 011 2766727
Fax 2766 237

BOOKS CONSULTATION STATISTICS

..Jan Month 2020

Date	Number of Books Consulted at Main Hall	Number of Books Consulted at Library Ext Hall	Number of Books Consulted at First Floor	Total
1 Jan 2020	90	40	50	= 180
2 Jan 2020	76	42	75	= 193
3 Jan 2020	110	65	89	= 264
(5) 4 Jan 2020	102	72	74	= 248
6 Jan 2020	145	65	123	= 333
7 Jan 2020	112	70	110	= 292
8 Jan 2020	115	85	103	= 303
9 Jan 2020	107	65	108	= 280
10 Jan 2020	86	79	46	= 211
(12) 11 Jan 2020	125	62	142	= 329
13 Jan 2020	124	54	120	= 298
14 Jan 2020	115	44	109	= 268
15 Jan 2020	110	50	120	= 280
16 Jan 2020	120	60	130	= 310
17 Jan 2020	126	75	145	= 346
(19) 18 Jan 2020	162	90	159	= 411
20 Jan 2020	155	85	165	= 405
21 Jan 2020	135	72	154	= 361
22 Jan 2020	156	70	145	= 371
23 Jan 2020	110	50	70	= 230
24 Jan 2020	115	60	75	= 250
(26) 25 Jan 2020	80	75	68	= 223
27 Jan 2020	102	80	59	= 241
28 Jan 2020	91	82	42	= 215
29 Jan 2020	85	64	55	= 204
30 Jan 2020	77	73	62	= 212
31 Jan 2020	+ 65	+ 56	+ 75	= 196
	2996	1785	2673	= 7454

John V...
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STATISTICS REPORT

Total Number of Books Consulted = 7454

Total Working Days = 27 days

Average Books Consulted Per Day = 276.07

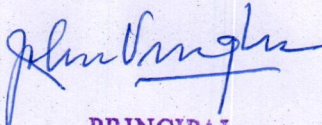
Note (if any)

(Staff)

1. Mr. S. S.

2. Meenakshi

(Librarian)


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Ph 01127667
Fax 2766 2

BOOKS CONSULTATION STATISTICS

Feb ... Month *2020*

Date	Number of Books Consulted at Main Hall	Number of Books Consulted at Library Ext Hall	Number of Books Consulted at First Floor	Total
1 Feb 2020	70	+ 40	+ 30 =	140
✓ 2 Feb 2020	<i>Sunday</i>	45	35 =	—
3 Feb 2020	55	36	22 =	113
4 Feb 2020	67	26	15 =	108
5 Feb 2020	77	35	25 =	137
6 Feb 2020	80	40	28 =	148
7 Feb 2020	94	45	26 =	165
8 Feb 2020	56	57	30 =	143
✓ 9 Feb 2020	<i>Sunday</i>	—	— =	—
10 Feb 2020	75	76	45 =	196
11 Feb 2020	64	79	36 =	179
12 Feb 2020	56	62	42 =	160
13 Feb 2020	78	64	32 =	174
14 Feb 2020	88	68	42 =	198
15 Feb 2020	76	86	27 =	189
✓ 16 Feb 2020	<i>Sunday</i>	—	— =	—
17 Feb 2020	75	42	29 =	146
18 Feb 2020	57	56	42 =	155
19 Feb 2020	97	89	28 =	214
20 Feb 2020	88	72	30 =	190
21 Feb 2020	93	56	65 =	214
22 Feb 2020	86	55	39 =	180
✓ 23 Feb 2020	<i>Sunday</i>	—	— =	—
24 Feb 2020	75	72	42 =	189
25 Feb 2020	69	80	63 =	212
26 Feb 2020	72	75	60 =	207
27 Feb 2020	65	64	34 =	163
28 Feb 2020	76	+ 56 +	20 =	152

1789

John Varghese
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1431

852



STATISTICS REPORT

Total Number of Books Consulted = 4072

Total Working Days = 24 days

Average Books Consulted Per Day = ~~4072~~ 169.66

Note (if any)

(Staff)

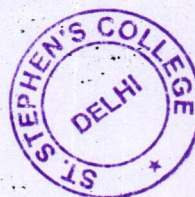
Man Singh

Man Singh

(Librarian)

John Dingle

PRINCIPAL
ST. STEPHEN'S COLLEGE
DELHI-110067





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(North Campus, University of Delhi
Delhi-110007 Ph.no: 011- 27667271

Ph 011 27667271
Fax 2766 232

BOOKS CONSULTATION STATISTICS

Mar..Month 2020

Date	Number of Books Consulted at Main Hall	Number of Books Consulted at Library Ext Hall	Number of Books Consulted at First Floor	Total
✓ 1 Mar 2020	Sunday	—	—	—
2 Mar 2020	40	30	60	= 130
3 Mar 2020	50	26	50	= 126
4 Mar 2020	95	28	47	= 170
5 Mar 2020	96	46	15	= 157
6 Mar 2020	87	23	8	= 118
7 Mar 2020	82	26	14	= 122
✓ 8 Mar 2020	Sunday	—	—	—
9 Mar 2020	101	33	20	= 154
10 Mar 2020	—	—	—	—
11 Mar 2020	97	55	62	= 214
12 Mar 2020	88	82	76	= 246
13 Mar 2020	68	59	42	= 169
14 Mar 2020	56	76	35	= 167
✓ 15 Mar 2020	Sunday	—	—	—
16 Mar 2020	86	54	34	= 174
17 Mar 2020	75	72	26	= 173
18 Mar 2020	66	82	30	= 178
19 Mar 2020	42	40	28	= 110
20 Mar 2020	35	26	22	= 83
	Lockdown.			
	1164	758	569	= 2491

John Varghese
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ST. STEPHEN'S COLLEGE
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40

STATISTICS REPORT

Total Number of Books Consulted = 2491

Total Working Days = 16 days

Average Books Consulted Per Day = 155.68

Note (if any)

(Staff)

Man Singh

Meenakshi

(Librarian)

John Dwyer

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2. Method of computing per day usage of library

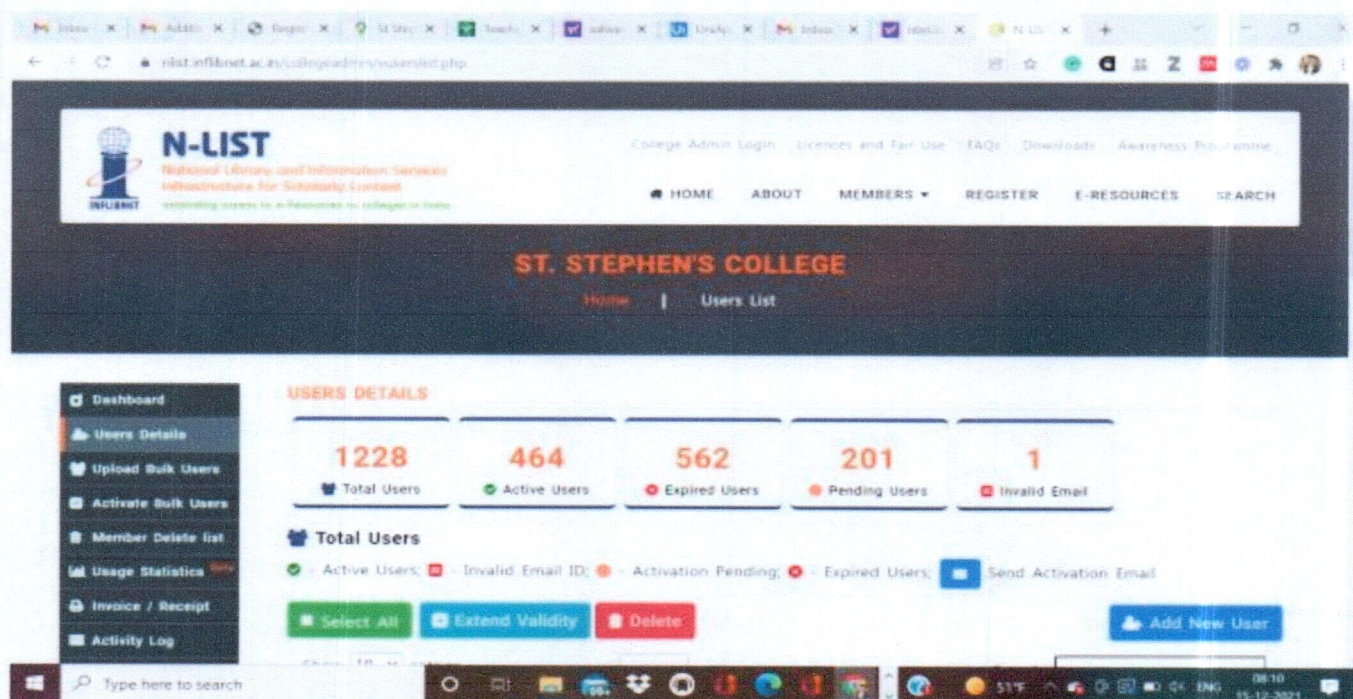
Explanation:

Due to the fact that the library was closed for physical access due to the pandemic in 2020- 21, we have no data from that year of library use. As per the estimate of the library, an average of **220-260 students and teachers came to the library every day in 2019-20 (15-18% approximately)**. This data is maintained in a physical register.

3. N-LIST online user detail

Number of users using library through e-access

In December 2021, NLIST webpage for usage recorded the following for online access through NLIST.



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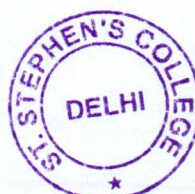




4. Statistics of N-List users for latest academic year

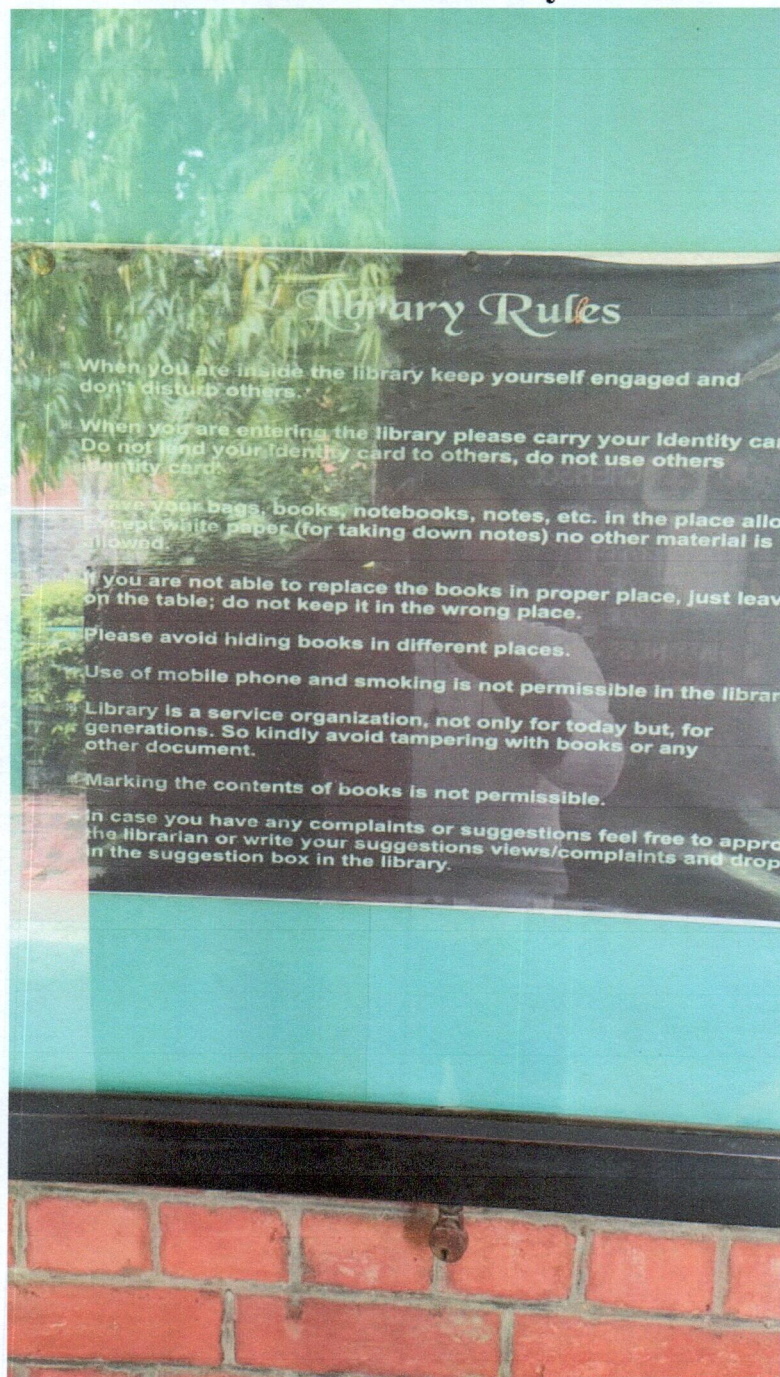


[Signature]
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5. Rules/notices for library users



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6. Last page of accession register



2021-22 पुस्तिका REGISTER									
प्रकाशन स्थान एवं प्रकाशक Place & Publisher	वर्ष Year	पृष्ठ Pages SUB.	खण्ड Vol.	प्राप्ति स्थान Sources	मूल्य Cost	वर्गीक Class No.	ग्रन्थांक Book No.	बिल नं० व तिथि Bill No. & Date	टिप्पणी Remarks
Oxford University Press	2020	V		Global Book Distributors	1295-00	854.121	B17N	130 25/3/21	
"	2019	V		"	1295-00	854.057	F96R	"	
"	2019	V		"	895-00	854.057	B51A	"	
"	2019	V		"	1495-00	854.05	P39E	"	6776
Aakar	2020	V	Vol-1	Brigwasi Book Distributors	1050-00	854.02	M52M v.1	1942 24/3/21	(138654)
Aakar	2020	V	Vol-2	"	1050-00	854.02	M52M v.2	"	
Aakar	2020	V	Vol-3	"	1050-00	854.02	M52M v.3	"	
Aakar	2020	V	Vol-4	"	1050-00	854.02	M52M v.4	"	3570
Cambridge University Press	2016	MISC (C)		Prestige Publishers	1295-00	532	L59W	258 26/3/21	(142224)
Wiley	2018	"		"	969-00	510.02	K96A	"	
"	2018	"		"	969-00	510.02	K96A	"	2748
earson	2011	MISC (E)		Brigwasi Book Distributors	779-00	547.59	9341	1933 24/3/21	(144972)
earson	2011	"		"	779-00	547.59	534H	"	
"	2013	"		"	949-00	546	H90J	"	
uma Publishing	2019	"		"	2495-00	546	L65A	"	4252
eritage Publishers	2021	MISC		Global Book Distributors	695-00	891.21	M70B	139 31/3/21	(149224)
"	2021	MISC		"	695-00	891.21	M70B	"	1182 (150406)
ications Division	"	X	v.1	Mahender Singh	590	330.954 v.1	540B I2E	446 31.3.21	501 (150907)
"	"	"	v.2	"	590	330.954 v.2	540B I2E	"	
arper Collins P. India	2020	X		Global Book Distributors	799-00	330.954	P141	002 9-8-21	679
en Lane Penguin Books	2021	X		"	899-00	723.254	528H	005 17-8-21	764 (1444)
ke Marach & scutes	2015	B		Computer Craft Publications	1400	519.4	M92H	7629 19.8.21	
"	"	"		"	1400	519.4	M92H	"	
"	"	"		"	1400	519.4	M92H	"	
"	"	"		"	1400	519.4	M92H	"	4760 (6203)

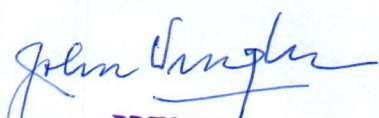
John Singh
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DELHI-110007





7. Library notice for students to access DELNET services

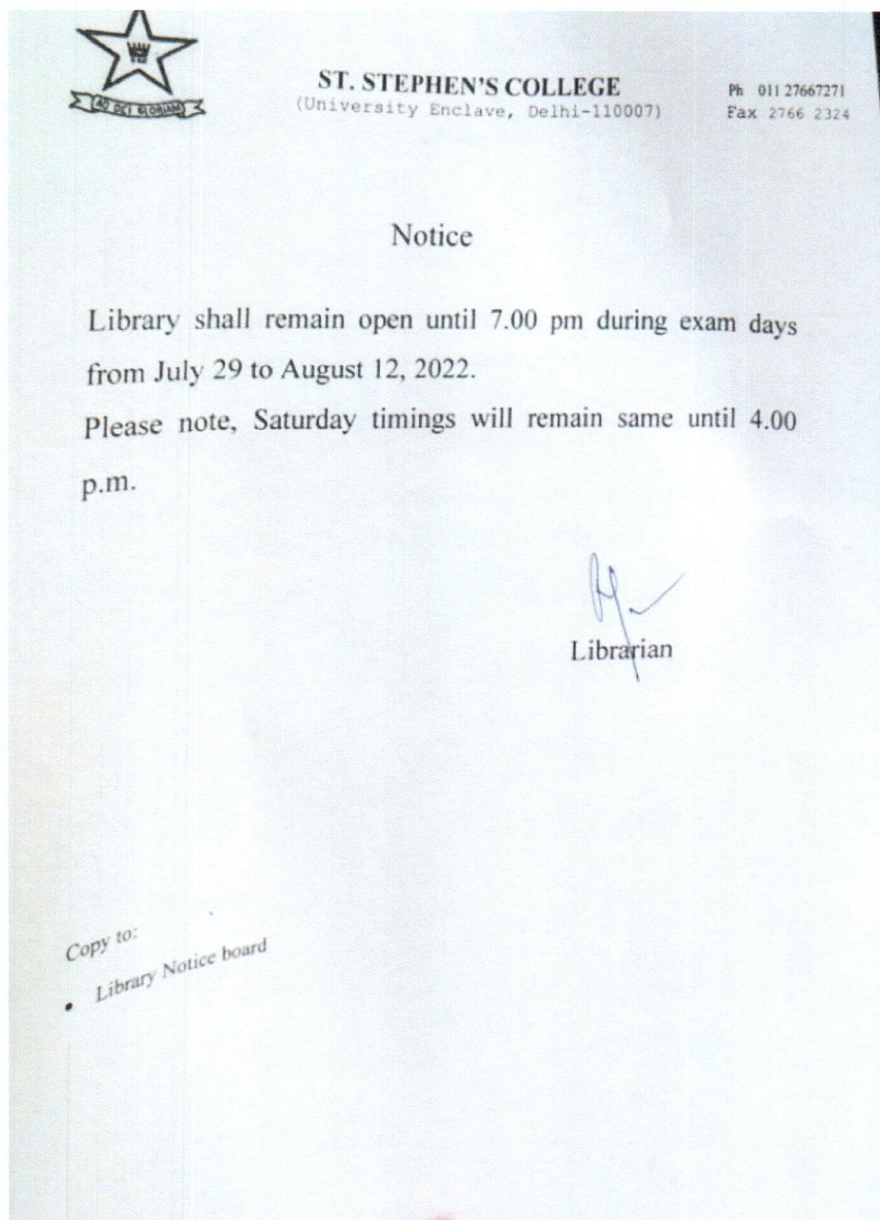
	ST. STEPHEN'S COLLEGE (University Enclave, Delhi-110007)	Ph 011 27667271 Fax 2766 2324
March 10, 2022		
Notice		
<p>College Library is an institutional member of the Developing Library Network (DELNET), through which we extend various services of the network to our library members. Details about DELNET services are available at: https://delnet.in/</p> <p>Therefore, those who would like to make use of any service of the DELNET may contact the library staff at the Circulation/Help Desk counter.</p>		
 Librarian		
<p>Copy to:}</p> <ol style="list-style-type: none">1. Library Notice Board2. Notice Board Faculty Room in the Library		

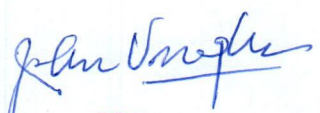

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8. Notice regarding the library timing during exam days





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9. Minutes of Library Committee meeting 2017

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(North Campus, University of Delhi, Delhi-110007)

Minutes of the Library Committee Meeting

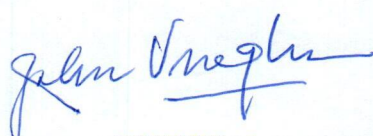
Meeting of the Library Committee was held on September 27, 2017 at 3.00 p.m. in the Principal's Office. Following members of the Committee attended the meeting:

- Prof. John Varghese-Principal
- Dr. Renish G Abraham-Bursar
- Ms. Leema Mohan Paliwal
- Dr. A.D. Mathur
- Mr. S.K. Chakraborty
- Dr. Rohit Wanchoo
- Mr. Sanjeev K. Grewal
- Dr. Jacob Cherian
- Dr. Radha Mohan
- Dr. Amrita Tulika
- Dr. Raj Kumar Bhardwaj-Librarian

Dr. Saxena, expressed her inability to attend the meeting because of a class for foreign students. Dr. Shamim Ahmed also communicated his non-availability due to another meeting in the University. Principal welcomed all members of the Committee and thanked them for attending the meeting. The Committee discussed the agenda items as follows:

1) The Committee discussed Minutes of the previous meeting dated December 2, 2016. An issue was raised relating to charging of fine from faculty members for late return of books. It was highlighted by the members that faculty were facing problems due to the present practice. Furthermore, members mentioned that the process of renewal of borrowed books is time consuming. The Committee looked into various aspects of the issue and decided to withdraw the decision taken in the meeting dated December 2, 2016 to impose fine on faculty members for late return of books. However, it was decided that the books recall system would remain in practice. The Committee also decided that if faculty members fail to return the book within seven days after recall, a hefty fine may be charged by the Library.

The Committee also discussed the process of weeding out of books and decided that all departments must complete the process before January 31, 2018. The Committee went through the Minutes of the meeting of the Sub-committee on 'Budget allocation for video library' held on Feb. 13, 2017 and accepted its recommendations. However, one member raised the issue that the present network does not allow access of CDs/DVDs on the network. The Committee also suggested identifying free video contents useful to students and teachers. It was also suggested that copies of such CDs/DVDs which



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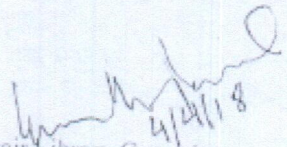
are available online may be discarded. It was also decided that VHS which are not functional may be weeded out from the library collection.


The Committee decided that old library books which are freely available online can be linked with the library catalogue. Subsequently, the print volumes of same books may be weeded out.

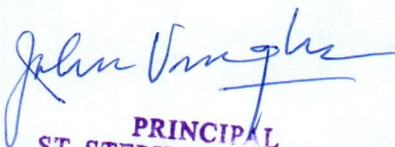
Minutes of the meeting held on December 2, 2016 were passed unanimously.

- 2) Members discussed the proposed library budget for 2017-18. The Bursar disclosed to the Committee that due to non-availability of students' data pertaining to GE courses, the present budget is proposed on the basis of the old formula. The Head of Physical Education Department pointed out that more than 55 students are enrolled in the Department. Therefore, budget for books on Physical Education must be raised. The Committee decided that 10% of the budget allocated to smaller departments can be allocated to Physical Education. The Budget 2017-18 was passed unanimously by the Committee.
- 3) The Librarian highlighted the need for educating students about library online resources and library services. He proposed to provide extension services to students and teachers. It was decided that at the start of session, the librarian would be allowed to go to classes to explain library resources and services so that all the students are aware of the available library resources and services. This will promote use of the library.
- 4) Committee members also discussed summer vacation timings to undertake maintenance and stock verification work. It was noted that due to the semester system time availability to do stock verification and books maintenance is limited. Therefore, additional staff must be provided by the Estate Officer to the Library during summer break.
- 5) Members of the Committee also discussed up gradation of the library automation facility. It was explained that through the upgraded facility, students and teachers would be able to access the catalogue any time anywhere. Further, library users could renew and reserve books online. In this connection, the Librarian suggested upgrading of the ICT infrastructure to enable such services. All the members supported the proposal for up gradation of library automation.

The Principal thanked all the members for attending the meeting.


Chair Library Committee



Librarian


PRINCIPAL
ST. STEPHEN'S COLLEGE
DELHI-110007





Minutes of Library Committee meeting 2018

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Minutes of the Library Committee Meeting

A meeting of the library committee was held on May 2, 2018, at 3.00 p.m. in the Principal's office. The following members of the committee were present at the meeting:

- ❖ Prof. John Varghese –Principal
- ❖ Dr. Renish G Abraham –Bursar
- ❖ Mrs. Leema Mohan Paliwal
- ❖ Dr. A.D Mathur
- ❖ Dr. Rohit Wanchoo
- ❖ Dr. Karen Gabriel
- ❖ Ms. Poonam Kalra
- ❖ Dr. Radha Mohan
- ❖ Dr. Amrita Tulika
- ❖ Dr. Raj Kumar Bhardwaj
- ❖ Dr. Shamim Ahmed

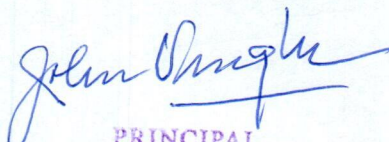
Dr. Neelam Sexena conveyed her inability to attend the meeting because of a meeting at the University. Dr. Sanjay Rao Ayde also conveyed his non-availability due to an appointment with the Doctor.

The Principal welcomed all the members present at the meeting. The Librarian explained the agenda items to the members. Subsequently, the reporting items were presented by the Librarian.

The Committee discussed the minutes of the previous meeting held on September 27, 2017. The Committee decided that if any faculty members fails to return books within seven days of recall, a fine of Rs. 10/- may be charged. Committee also decided that Head of the Department will also coordinate with the Librarian to conduct the orientation programme for 1st-year students. The Committee decided that orientation programme may also be organized for 2nd and 3rd-year students, on the demand of students. Subsequently, the minutes of the meeting was passed unanimously.

Proposed by Dr. A.D Mathur and seconded by Dr. Shamim Ahmed.

1) The Committee discussed the proposed College library budget 2018-19. A budget prepared by the sub-committee using the new formula was presented at the meeting. Committee discussed the new formula and raised issue relating to MIL courses. It was suggested that in the next year's budget, a special allocation may be done for MIL courses. The allocated amount should be allocated in proportionate to the number of students. An additional Rs. 20000/- was allocated as special grant for the MIL courses viz., Hindi, English and Urdu. It was decided that 50% of the total amount will be given to the English Department and remaining given equally to Hindi and Urdu departments. The Committee also deliberated upon the possibilities of engaging college students as interns in the library in-house work for a period of one month. A certificate may be given by the library to the students after the internship. However, the Committee...


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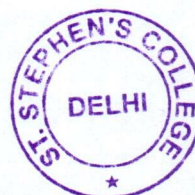
The Committee passed the budget 2018-19 unanimously. However, the Committee also decided to review weight of the formula every year.

- 2) The Committee discussed the weeding out of books and decided that selected books will be weeded out. Committee also empowered the Heads of the Departments to weed out books from the stock. The selected books will be kept outside the library in the lawn, and faculty members and students would be allowed to take away any book/s of their choice. However, first preference shall be given to faculty members to take away the weeded out books. Subsequently, these books will be deleted from the library catalogue. Furthermore, the Committee decided that weeding out should be done by all departments annually.
- 3) The Committee deliberated upon the use of recycled paper in the library. However, the agenda item was deferred because of non-availability of data whether the recycled stationary items are cheap or not.
- 4) Seepage problem in the library was also discussed. The Bursar explained that the estimated cost of repair of the roof is approximately Rs. 10 lakh and the same will be done after due process. Committee decided that the Estate Officer should be instructed to present a detailed report relating to the seepage problem and repair of the library roof to the Principal.
- 5) The Committee also discussed the interlibrary loan (ILL) service of Developing Library Network (DELNET). DELNET provides books on ILL through this facility. It was decided to take membership of DELNET so that students and faculty members can benefit by using the service.

The Committee also discussed the possibilities of sensor-based lights for energy conservation. However, the Committee could not reach any decision. The Librarian also requested all members to explore possibilities of endowments for the library so that infrastructure can be revamped.

The Principal thanked all members for attending the meeting.

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Minutes of Library Committee meeting 2021

St. Stephen's College
Delhi - 110007
India

SSCL/2021/..... Dated 18th February 2021

SUB: MINUTES OF LIBRARY SUB-COMMITTEE MEETING

The Library Sub-Committee Meeting was conducted in the Bursar's office on February 18, 2021 at 12.30 p.m. The Bursar, Dr. Renish G. Abraham was in the Chair and the following members were present:

1.	Dr. Soofia Siddique	-	Convener, Library Committee
2.	Mr. Vishal Joseph	-	Librarian
3.	Mr. Kishori	-	Special Invitee

MINUTES

1. It was discussed that due to the pandemic situation, it was not possible to purchase books in the current financial year. Hence, it was recommended that the funds should be utilized towards Infrastructural Development in the Library.
2. It was further decided that the Budget 2020-21 should be prepared accordingly by the Librarian and placed before the Committee for its approval.
3. The Librarian placed various ideas before the committee towards library infrastructural development which were accepted for recommendation to the Library Committee.
4. The Librarian was given the responsibility to list out all such items (equipments, furniture and other requisite items) required at the Library and get them approved by the Committee.
5. Dr. Soofia Siddique placed a suggestion for the Web Opac facility to be restored. It was recommended that in coordination with the IT Department, arrangements should be made to make this facility available through the College Website. Along with this, it was also recommended that the information which was available at the Library Website earlier should now be made available through the Library Section of the College Website.
6. At the end, it was also discussed that some funds should be kept for purchase of those books which are essentially required by different departments and also to adjust the expenditure which has already been incurred towards the same. It was recommended that an amount of Rs. 2,00,000/- should be allocated towards the purchase of such books.

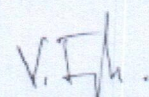
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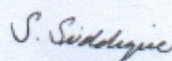


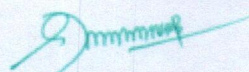


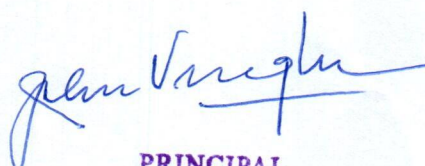
7. The matter of the renovation of the roof of new building along with the old building was also discussed. The Chairperson informed that the same has been approved. The Librarian thanked the Principal and the Bursar for their support and kind approval towards the same.

The meeting ended with a vote of thanks.


Librarian


Convener
Library Committee


Chairperson
Library Sub-Committee


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