Duty list w.e.f. August 2010 onwards

Name: Ms. Sangeeta Pal
Time: 9.00 a.m. to 5.30 p.m.
Lunch: 1.00 p.m. to 1.30 p.m.

1. Dusting and shelving of General, B. El. Ed., Economics, Computer Application, CT/PB and Journalism section books
2. Dusting of Reading hall.
3. Duty at the Check Post from 9.00 a.m. to 5.00 p.m.
4. To check thoroughly the bags, files and books etc. of the faculty/students/staff.
5. Any other work assigned by the Principal/Librarian from time to time.

Sangeeta Pal
26/08/10

Principal

Librarian
Duty List w.e.f. August 2010 onwards.

Name: Mr. Ranjod Singh

Time: 9.00 to 5.30 p.m.

Lunch: 12.30 to 1.00 p.m.


2. Duty at the Technical Section which includes stamping and pasting of the books and of the physical condition of the new books and to bring the Dok from office.

3. Sorting of books after collecting all the books from tables.

4. To relieve the staff at the Check Post for fifteen minutes around 10.00 a.m. and for lunch and duty at the Check Post if the concerned staff is on leave.

5. Maintenance of the Library which includes looking after the electricity requirements of the Library and getting repair the broken furniture etc.

6. Any other work as and when assigned by the Principal and Librarian

[Signatures]

Principal

Librarian
NEW DELHI

Duty list w.e.f. August 2010 onwards

Name : Mr. Manohar Lal
Time : 11.30 p.m. to 8.00 p.m.
Lunch : 4.30 p.m. to 5.00 p.m.

1. Duty at the Reference Counter which includes charging and discharging of books at the Reference Counter after checking the physical condition of the books and I card of the students, to paste the Due Date Slips and Pocket when required at the issue time.

2. Dusting and shelving of Psychology, Philosophy, Journalism, Gender Studies, Education, Sociology, General, and Photostat in the reference section and dusting of Reference Counter and cubicles and Sanskrit, Mathematics, Statistics and RR and RC books.

3. To remove the torn books from the shelves and hand them over to binding incharge.

4. Any other work assigned by the Principal/Librarian from time to time.

[Signatures]

Principal

Librarian
Duty List w.e.f. August 2010 onwards,

Name: Ms. Sunita
Time: 9.00 a.m. to 5.30 p.m.
Lunch: 12.30 p.m. to 1.00 p.m.

2. Duty at the Library Counter from 9.00 a.m. to 4.30 p.m. and checking of forms of lost cards.
3. To relieve the counter staff for Lunch from 1.00 p.m. to 1.30 p.m. and for 15 minutes around 10.30 a.m. to 10.45 a.m. and to close the counter after arranging of Library Cards.
4. To remove the torned books from the shelves and hand them over the binding incharge.
5. Any other work assigned by the Principal/Librarian from time to time.

[Signatures]

Principal

Librarian
LADY SHRI RAM COLLEGE FOR WOMEN: LIBRARY
NEW DELHI
Duty list w.e.f. August 2010 onwards

Name : Mr. Anil David
Time : 9.00 a.m. to 5.30 p.m.
Lunch : 1.00 p.m. to 1.30 p.m.

1. Duty at the reference counter which includes the charging and discharging of the books and checking of duplicate cards forms and to maintain the statistics of issue & return of books.

2. Dusting and Shelving of Syallabus, Question Papers, History, Political Science, Commerce, English, B.A Programme and Economics books of T & T/S Section.

3. To remove the torn books from the shelves and hand them over binding in charge.

4. Any other work assigned by the Principal/Librarian from time to time.

[Signatures]

Principal

Librarian

20/8/11
Duty list w.e.f August 2010 onwards.

Name : Mr. Kishori Lal
Time : 9.00 a.m. to 5.30 p.m.
Lunch: 1.00 a.m. to 1.30 p.m.

1. Duty at the circulation counter from 9.00 a.m. to 4.30 p.m. which includes charging and discharging of books, checking of duplicate cards forms, arranging the borrower's cards, sending the reminders for overdue books and maintenance of circulation statistics.

2. To detain the torn books from circulation and send them to the binding section.

3. To get the fine collected for the overdue books and journals in the fine box and arrange for its opening and depositing with the cashier after counting.

4. Any other work assigned by the Principal/Librarian from time to time.

Note: To relieve the counter Attendant for lunch 12.30 p.m. to 1.00 p.m. and for 15 minutes at 10.15 a.m. and to open the Library if the concerned staff is on leave.

[Signatures]

PRINCIPAL

LIBRARIAN
Duty List w.e.f. August 2010 onwards.

Name : Mr. Kartar Chand
Time : 9.00 a.m. to 5.30 p.m.
Lunch : 1.00 p.m. to 1.30 p.m.

1. Inputting of bibliographical data and accessioning of books on computer and completion work.
2. Filing of papers and maintenance of files.
3. Work related with procurement and maintenance of stock.
4. Work related with the membership and borrower's cards of users.
5. Marking of sequences on the books to be transferred.
7. To get the Library open and closed if the concerned staff is on leave.
8. Any other work assigned by the Principal/Librarian as and when required.

PRINCIPAL

LIBRARIAN

26-8-10
LADY SHRI RAM COLLEGE FOR WOMEN: LIBRARY
NEW DELHI

Duty List w.e.f. August 2010 onwards.

Name : Ms. Nita Kapur
Time : 9.00 a.m. to 5.30 p.m.
Lunch : 1.00 p.m. to 1.30 p.m.

1. Classification and cataloguing of books and supervision of Acquisition Section and Periodical Section and shelving.
2. To get the Library open in the morning
3. Any other work assigned by the Principal/Librarian from time to time
4. Preparation of agenda in consultation with Librarian for Library Committee meetings and attending the meetings to take minutes etc.

[Signatures]

PRINCIPAL

LIBRARIAN

[Date] 26/8/15
Name: Mr. Kartar Chand (Semi Professional Assistant)

1. Inputting of bibliographical data and accessioning of books on computer and completion work.
2. Filing of papers and maintenance of files.
3. Work related to binding of the journals.
4. Work related with procurement and maintenance of stock. 5. Work related with the membership and borrower's cards of students, teachers and non-teaching staff.
7. Any other work assigned by Principal/Librarian
Duty List w.e.f. August 2010 onwards

Name       : Mr. Manoj Pant
Time       : 9.00 to 5.30 p.m.
Lunch      : 1.00 to 1.30 p.m.

1. Dusting and shelving of Book Bank books, TE, Urdu, Bound Journals, Commerce and REACH section books and the dusting of the Technical Section.
2. Work related to maintenance of newspapers.
3. To open the Library in the morning.
4. Duty at the Librarian’s Office.
5. Any other work assigned by the Principal/Librarian.
6. To close the library at the official time, unless otherwise intimated by Principal.

NOTE: Maintenance of computers and sorting of the books if the concerned staff is on leave.

[Signatures]

PRINCIPAL

LIBRARIAN

Reconnecl

Manoj Pant

26.08.10
Name: Mr. Manoj Pant (Library Attendant)

1. Dusting and shelving of Book Bank books, TE, Urdu, Bound Journals, Commerce and REACH section books.
2. Work related to maintenance of newspapers.
3. Dusting of the Technical Section and computers in the Reference Section.
4. To open the Library in the morning.
5. Duty at the Librarian’s Office.
6. Any other work assigned by Principal/Librarian.