Central Library

SHMM Government Degree College Anantnag.

No: DCA/LIB/25/ 01 Dated 17/07/2025

Notice

In reference to the order issued by the esteemed Principal, Central library is organizing a one-day Professional Development Programme scheduled to be held on 24/07/2025 (Thursday) from 11 am onwards for all the non-teaching staff (including local funds) of the college at the College Central Library.

Content outlines for hands on training and briefing:

- Basic knowledge of Library procedures and systems.
- Inventory Management.
- Shelving and rectification.
- Circulation support.
- Maintaining equipment and tools.
- Collection maintenance and organization.
- Basic user services.
- Technical support.
- Security.

For further details and enquiries, kindly contact Mr. Adil Bashir (8803228109).

LIBRARIAN

Copy to:

- Coordinator IQAC for Information.
- Notice board/office file.
- In charge Website for necessary action.

Report of the Professional Development Programme for non-teaching staff of the college

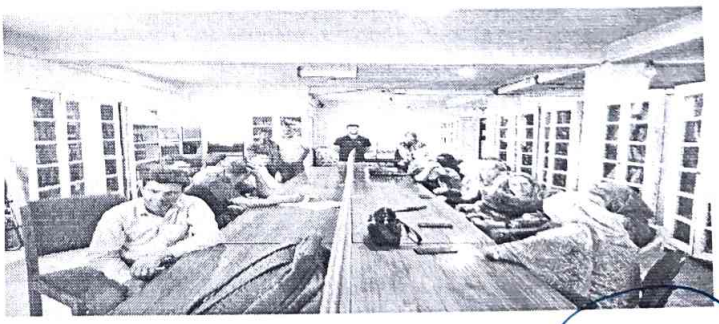
The Central Library organized a Professional Development Programme for the college's non-teaching staff on July 24, 2025. The programme aimed to upraise the staff's understanding of library operations and systems, ultimately enhancing their ability to support the library's mission and contribute to a more seamless user experience. Non-teaching staff from various departments of the college attended the programme. Mrs. Sabiha Zehra (Librarian), in her welcoming remarks, highlighted the importance of this professional development opportunity, revealing a clear picture of the modern library and its evolving role as a hub of information, collaboration, and innovation.

Moving beyond the basic, the session on library procedures and systems overviews the intricate workflows that govern a library's daily procedures. The discussion on inventory management explored the challenges and best practices of maintaining accurate records in a dynamic environment. Security in libraries, a critical yet often overlooked aspect, was examined through the lens of both physical and digital asset protection. The complexities of shelving and rectification, far from being mere mechanical tasks, were presented as crucial elements of efficient access and retrieval. Discussions on circulation support moved beyond simply issuing and returning books, focusing on the human element and the importance of fostering a welcoming environment for patrons. Maintaining equipment and tools was approached strategically, emphasizing preventative maintenance and the role of technology in streamlining processes. Collection maintenance and organization was framed as a keeper endeavour, emphasizing the importance of understanding user needs and maintaining the integrity of the collection. Basic user services were dissected with a focus on anticipatory service and the importance of going beyond the issue/return procedures to provide truly helpful guidance. Finally, the session on technical support provided a glimpse into the increasingly important role of technology in modern libraries and equipped participants with the basic troubleshooting skills needed in this digital age.









Signature of the Organiser

Signature of the Principal

Copy to: Office, IQAC

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List of participants/attendees in one-day Professional Development Program organized by the Central Library.

Date:

S. No.	Name	Designation	Department	Signature
01	Jasi Jan	Lab. Beare	Medical Centre	
02	Afroza	Lab Assist	Biotechnolg	
03	Ishrat	orderly	Biotechnolg	
04	Muneera.	Lab Assist	Staetics	
05	Bilkeesa Akhter	CFE	Adm.	
06	Shaheena Akhter	CFE	Music	
07	Rakshanda Akhter	CFE	English	
08	Gulshana Akhter	CFE	Botany	
09	Tabsum Akhter	Statistics	CFE	
10	Nusrat Jan	CFE	Chemistry	
11	Ulfat Jan	CFE	BCA	
12	Meema Jan	CFE	Phy. Edu	
13	Dr, Urmeena	Contractual	History	

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Date:

S. No.	Name	Designation	Department	Signature
1	Imtiyaz Ah Bhat	Orderly	E.V.S.	
2	Aajaz Ahmad	Lab Bearer	E.V.S/Botany	
3.	Tariq Ahmad itoo	"	Seed tech.	
4.	Sameer Khalil	"	Botany	
5.	Owais Ah. Mir	"	Stord	
6.	Rijaz Ah. Dar	"	Admission Section	
7.	TARIQ Amin.	"	Zoology	
8	FAROOQ AHMAD			
9	Fayaz Ah Dar.	Attdt	Office	
10	M. Rfzd. Sheikh	Steno	Hindi	
11	Parvez Ah Dar	Orderly	Library	
12	Mumtaza Begum	L.D.C	Acct	
13	Suneel Ah Shah	Lab Attendant	Urdu	
14	Nasir Ahmad	L/B	History	
15	Bashir Ah Wani	"		
16	Javid Iqbal Mir	"		
17	Majeed Dhobi	"		
18	Nighat	Orderly	Media Studies	