

GOVT. OF NCT OF DELHI
DIRECTORATE OF EDUCATION
LIBRARY BRANCH
OLD SECRETARIAT, DELHI
(edu.librarybranch@gmail.com)

NO. DE/101/11/Lib.Br/field support /2017/524

Date 01/07/2019

CIRCULAR

SUBJECT: Allotment of mentee schools to 102 Nodal Librarians for Field Support

Reference -Circular No.DE/101/11/Lib.Br./field support/2017/555 dated 09/05/2019.

A one-day Workshop regarding various check points to a fully functional Library in each school was conducted for Nodal Librarians at RPVV, Civil lines (School ID: 1207113). Various points regarding effective School Library Management System were brought into focus during the workshop. The duties of the Nodal Librarians shall be as follows:

- Sensitizing Librarians/Teacher-Incharge/Assistant Teachers about all the important Circulars in respect of School Libraries.
- Procurement of books under the Head "Improvement of School Libraries-Supply and Material" and assisting the respective Librarians/Teacher Incharge/Assistant Teachers in effective management of the Online Module.
- Completion of file of Mega Book Fair 2018-19 as specified vide Circular No. DE/101/21/Lib.Br./ Procurement of Books/2018-19/01 dated 3/01/2019.
- Entry of Library Books in the Online Library Module on MIS.
- Issue-return/Circulation records to be maintained by the Librarian/Teacher Incharge/Assistant Teachers.
- Process of Stock Verification that is to be carried out by librarian/Teacher Incharge/Assistant Teachers.
- Process of Condemnation to be carried out in school libraries with respect to: -
 1. Condemnation of books

2. Permissible loss of books

3. Weeding out of books

- Functioning of Middle school libraries in 400 select schools.
- Planning and execution of library activity week in the assigned schools.
- Management of Class Room Libraries in all the primary sections of Sarvodaya Vidyalayas assigned to them.

Each of the Nodal Librarian^f has been allotted mentee schools as per the list attached.

For effective and smooth functioning of Nodal Librarian Programme, the Nodal Librarians shall visit the mentee schools once in two months (@ two schools per day) as per the following schedule:

S. No.	Months of visit for Field Support	Submission of Report to Library Branch
1	July-August, 2019	1 st week of September -2019
2	October-November, 2019	1 st week of December- 2019
3	December-January, 2019 -20	1 st week of February- 2020

The Consolidated report of the field visit must be submitted in the prescribed format in (Annexure -C) through mail only at edu.librarybranch@gmail.com.

This issues with the prior approval of the Competent Authority.


11/7/19
(Anima Horo)
DDE (Library)

Encl: 1. List of Mentee Schools of 102 Nodal librarians (Annex. A) (Pg 4-10)
2. Checklist for Field Visit (Annex. B) (Pg 11-17)
3. Consolidated report format for Field Visit (Annex. C) (Pg. 18)

All Heads of Government Schools through DEL-E

No.DE/101/11/Lib.Br/field support /2017/ 524

Date: 01/07/2019

1. PS to Secretary (Education)
2. PS to Director (Education)
3. PS to Spl. DE (Admn.)
4. PS to Spl.DE (IT)
5. PS to Addl.DE (School)
6. All RDE/DDE (District /Zone)
7. Spl. Director (IT)
8. 9.OS (IT)for uploading on MIS
9. 10.Guard File


(Anima Horo)
DDE (Library)

LIST OF MENTEE SCHOOLS OF 102 NODAL LIBRARIANS (2019-20)

ANNEXURE- A

S.NO	District	Zone	Name of the Nodal Librarian & Employee ID	School Name & School ID	Mentee School's IDs (Alloted to Nodal Librarian)
1	East	1	MONIKA SHARMA (19940187)	Jhilmil Colony-SBV (1001105)	1001002, 1001012, 1001018, 1001022, 1001026, 1001106, 1001109, 1001111,
2	East	1	MANOJ KUMAR (20162714)	Kanti Nagar-SBV (1001004)	1001009, 1001024, 1001105, 1001110, 1001194, 1001196, 1001204, 1001208
3	East	1	BABITA SHARMA (20060098)	Bhola Nath Nagar, No.1-SKV (1001018)	1001001, 1001004, 1001006, 1001008, 1001023, 1001102, 1001104, 1001151
4	East	2	ARCHANA (19945115)	Mandawali, No.2- SKV (1002368)	1002001, 1002005, 1002023, 1002032, 1002181, 1002189, 1002190, 1002367, 1002368, 1002399
5	East	2	NEELAM RAKHRA (19860521)	Patparganj-SKV (1002031)	1002002, 1002006, 1002020, 1002022, 1002024, 1002029, 1002034, 1002039, 1002175, 1002351,
6	East	2	MANOJ KR SINGH (20000649)	Shakarpur, No.2-SBV (Ishwar Chand) (1002004)	1002010, 1002014, 1002016, 1002025, 1002026, 1002036, 1002177, 1002183, 1002187, 1002198, 1002263, 1002352
7	East	2	SANJEEV NAGAR (20160929)	Vasundhra Enclave-GBSSS (1002362)	1002004, 1002013, 1002027, 1002182, 1002184, 1002185, 1002192, 1002193, 1002196, 1002363, 1002400
8	East	2	ARCHANA AHUJA (19960231)	Mayur Vihar, Phase II, Pkt.B-SKV (Annie Besant) (1002029)	1002003, 1002007, 1002008, 1002015, 1002028, 1002031, 1002033, 1002186, 1002199, 1002354
9	East	2	SANTOSH KUMAR (20161070)	East Vinod Nagar-SBV (Jai Prakash Narayan) (1002007)	1002012, 1002037, 1002180, 1002191, 1002195, 1002197, 1002350, 1002369, 1002360, 1002362
10	East	3	SUDHIR KUMAR (20102207)	Chander Nagar-GBSSS (1003007)	1003003, 1003025, 1003027, 1003028, 1003030, 1003036, 1003153, 1003261, 1003265
11	East	3	VINEET KUMAR (20160864)	Old Seelampur -SBV (1003265)	1003001, 1003002, 1003009, 1003013, 1003024, 1003152, 1003202, 1003204, 1003264
12	East	3	FARHAT CHAUDHARY (20161020)	Gandhi Nagar, No.1-SKV (1003027)	1003004, 1003007, 1003012, 1003026, 1003033, 1003034, 1003035, 1003205, 1003260

13	North East	4	MANOJ KUMAR (20160844)	Ghonda, No.2-GBSSS (1104007)	1104004, 1104005, 1104006, 1104015, 1104019, 1104020, 1104021, 1104025, 1104029, 1104143, 1104400
14	North East	4	PRAVESH KUMAR SHARMA (20161098)	Khajoori Khas-GBSSS (1104015)	1104002, 1104010, 1104012, 1104022, 1104026, 1104150, 1104153, 1104261, 1104262, 1104419, 1104420
15	North East	4	KALPANA NIMESH (20100879)	Vijay Park-GGSSS (1104029)	1104149, 1104151, 1104001, 1104008, 1104009, 1104018, 1104023, 1104024, 1104027, 1104003
16	North East	4	ANJU KUMARI (20162660)	YAMUNA VIHAR C-1, SKV (1104018)	1104007, 1104011, 1104014, 1104017, 1104028, 1104142, 1104336, 1104406, 1104417, 1104418, 1104335
17	North East	5	ROHTASH KUMAR (20000157)	New Seelampur, No.1-SBV (1105004)	1105008, 1105009, 1105011, 1105014, 1105015, 1105018, 1105020, 1105025, 1105108, 1105112, 1105115, 1105238
18	North East	5	POONAM KUMARI (19890422)	Gautam Puri-GGSSS (1105023)	1105002, 1105003, 1105023, 1105026, 1105107, 1105110, 1105113, 1105116, 1105117, 1105229, 1105241, 1105248
19	North East	5	MADHU YADAV (20005016)	Shahadara, G.T. Road-SKV (Mani Ben Patel Bharti Mahila) (1105110)	1105001, 1105005, 1105006, 1105013, 1105022, 1105024, 1105028, 1105029, 1105109, 1105111
20	North East	5	MOHD NAIM (20120220)	Shastri Park-GBSSS (1105011)	1105004, 1105007, 1105017, 1105019, 1105021, 1105236, 1105239, 1105242, 1105246, 1105247, 1105249, 1105114
21	North East	6	SHIV JEE SHARMA (20025300)	Nand Nagri, Janta Flats-GBSSS (1106004)	1106011, 1106012, 1106018, 1106021, 1106023, 1106026, 1106115, 1106116, 1106119, 1106281
22	North East	6	VINEET KUMAR CHAUDHARY (20162298)	Ashok Nagar-GBSS (1106010)	1106006, 1106007, 1106020, 1106024, 1106112, 1106114, 1106118, 1106123, 1106252, 1106261, 1106265,
23	North East	6	MANOHAR PATHAK (20161931)	Mandoli Extension-GBSSS (1106265)	1106002, 1106005, 1106009, 1106010, 1106019, 1106025, 1106117, 1106120, 1106256, 1106258, 1106259
24	North East	6	ANUPRIYA RAI (20160833)	Nand Nagri Extn., F-1, F-2, GGSS (1106026)	1106001, 1106003, 1106004, 1106014, 1106022, 1106113, 1106122, 1106263, 1106264, 1106279
25	North	7	ASHOK KR. SRIVASTAV (19850599)	Shakti Nagar, No.1-GBSSS (1207019)	1207011, 1207013, 1207016, 1207017, 1207035, 1207037, 1207038, 1207039, 1207041, 1207042,
26	North	7	JYOTI SAINI (20160941)	Chabi Ganj, Kashmiri Gate-GGSSS (1207042)	1207008, 1207012, 1207014, 1207015, 1207022, 1207033, 1207043, 1207107, 1207113
27	North	7	RAHUL KUMAR (20162640)	Timar Pur-SBV (1207012)	1207004, 1207027, 1207032, 1207034, 1207108, 1207109, 1207112, 1207114, 1207236
28	North	7	SURENDRA PRATAP SINGH (20182371)	Mukund Pur Village - GBSS (1207236)	1207005, 1207009, 1207019, 1207036, 1207110, 1207111, 1207116, 1207117, 1207230, 1207255

29	North	8	REKHA LOHIA (19980714)	Inder Lok-SKV (1208090)	1208001, 1208014, 1208015, 1208018, 1208021, 1208091, 1208095, 1208219
30	North	8	ASHISH KUMAR (20161031)	Model Basti-GBMS (1208010)	1208002, 1208016, 1208017, 1208027, 1208029, 1208030, 1208090, 1208229, 1208232
31	North	8	RUCHI (20161060)	Naya Bazar, Sushila Mohan Marg- (Co-ed) Sec. School (1208091)	1208004, 1208006, 1208010, 1208011, 1208013, 1208023, 1208025, 1208092
32	North West A	9	LATA RANI (20000401)	Shalimar Bagh, Block BT-SV (1309005)	1309002, 1309004, 1309017, 1309022, 1309023, 1309024, 1309025, 1309030, 1309033, 1309124
33	North West A	9	POONAM SINGH (19940154)	New Police Lines-SV (1309004)	1309003, 1309005, 1309007, 1309008, 1309011, 1309012, 1309026, 1309027, 1309028, 1309032
34	North West A	9	DIGVIJAY SINGH (20100871)	Palla Majra-GBSSS (1309269)	1309253, 1309261, 1309262, 1309264, 1309265, 1309266, 1309267, 1309268, 1309270, 1309274
35	North West A	9	MAMTA SAINI (20100905)	Azadpur Colony-GSSSS (1309127)	1309001, 1309036, 1309126, 1309128, 1309167, 1309254, 1309263, 1309271, 1309279
36	North West A	9	RENU SHARMA (19981065)	Model Town, No. 2, GSSSS (1309126)	1309010, 1309031, 1309034, 1309127, 1309129, 1309130, 1309272, 1309273, 1309125
37	North West A	9	AZAD SINGH (20007512)	Jahangirpuri, Block A- SBV (1309253)	1309013, 1309255, 1309256, 1309257, 1309258, 1309259, 1309260, 1309269, 1309280
38	North West A	10	JAI PRAKASH (20051966)	Holambi Kalan-G(CO-ED)SSS (1310030)	1310005, 1310007, 1310010, 1310015, 1310017, 1310039, 1310041, 1310169, 1310399, 1310407, 1310429,
39	North West A	10	SHOBIT KR DUBEY (20060191)	GHOGA G(CO-ED)SSS (1310400)	1310004, 1310019, 1310026, 1310033, 1310042, 1310247, 1310414, 1310415, 1310430, 1310460
40	North West A	10	PARVESH (19970449)	Khera Kalan-SKV (Baba Nane Nath) (1310039)	1310009, 1310014, 1310030, 1310031, 1310034, 1310045, 1310157, 1310161, 1310420
41	North West A	10	VIJAY KR SWAMI (19991068)	Barwala-G(Co-ed)SSS (1310161)	1310002, 1310008, 1310025, 1310032, 1310043, 1310049, 1310168, 1310395, 1310411, 1310431
42	North West A	10	NAVEEN KUMAR (20160830)	Narela, Sect. A-6, Pkt-2 -GBSSS (1310430)	1310022, 1310036, 1310164, 1310166, 1310170, 1310400, 1310408, 1310409, 1310410, 1310458
43	North West B	11	RAJENDER KRISHAN (20100906)	Ashok Vihar, Block D-GBSSS (1411014)	1411015, 1411019, 1411022, 1411026, 1411029, 1411031, 1411034, 1411035, 1411040
44	North West B	11	MAHESH VASHISHT (20160835)	Keshavpuram, No.2-SKV (1411029)	1411003, 1411007, 1411009, 1411014, 1411021, 1411027, 1411028, 1411032, 1411037

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45	North West B	11	NIRMALA DASAUNI (19910364)	Kailash Enclave-SV. (1411005)	1411008, 1411011, 1411017, 1411041, 1411042, 1411123, 1411178
46	North West B	11	SANJAY KUMAR (20160885)	Shakurpur, No.2-GBSSS (1411011)	1411001, 1411002, 1411005, 1411016, 1411030, 1411038, 1411043, 1411046, 1411124, 1411125
47	North West B	12	VEENA GANDHI VERMA (20171038)	Sultanpuri, Block BC-GGSSS (1412035)	1412001, 1412005, 1412006, 1412022, 1412026, 1412082, 1412084, 1412088, 1412089, 1412248
48	North West B	12	MANOJ KUMAR (20160980)	Pooth Kalan-SBV (1412007)	1412008, 1412014, 1412019, 1412027, 1412035, 1412083, 1412085, 1412086, 1412288, 1412291
49	North West B	12	PRAVIN KUMAR (20182382)	Mongolpuri, Block D GBSSS (1412130)	1412013, 1412018, 1412025, 1412033, 1412079, 1412087, 1412254, 1412259, 1412289, 1412290
50	North West B	12	PRADEEP KUMAR (19991061)	Nithari Village- GBSS (1412259)	1412007, 1412016, 1412091, 1412091, 1412093, 1412095, 1412131, 1412132, 1412133, 1412253, 1412258,
51	North West B	12	SWATI KHERA KHANNA (20120115)	Mangolpuri, Block-C, S(Co-ed)Sr. Sec. Vidyalaya (1412022)	1412002, 1412009, 1412011, 1412024, 1412029, 1412030, 1412031, 1412080, 1412090, 1412130
52	North West B	13	PRAMOD PAWAR (19911126)	Rohini, Sector 2 - G(Co-ed) Sarvodaya Vidyalaya (1413006)	1413002, 1413011, 1413013, 1413019, 1413026, 1413030, 1413069, 1413078, 1413079, 1413267, 1413336
53	North West B	13	RAMESHWAR MEENA (20161052)	Sawada(Ghevra) Colony H-Block- SV (1413267)	1413001, 1413003, 1413006, 1413009, 1413025, 1413028, 1413075, 1413181, 1413266, 1413268, 1413323
54	North West B	13	KITTY SHARMA (19890304)	ROHINI, SEC-16- GGMS (1413318)	1413010, 1413071, 1413074, 1413076, 1413284, 1413319, 1413320, 1413333, 1413340, 1413023
55	North West B	13	SUNITA JAIN (19910021)	Rohini, Sector 11-G(Co-ed)SSS (1413023)	1413004, 1413016, 1413022, 1413027, 1413067, 1413070, 1413077, 1413316, 1413317, 1413318
56	WestA	14	KHURSHID ALI (19970740)	Tilak Nagar, No.2-SBV (1514006)	1514003, 1514004, 1514005, 1514008, 1514011, 1514012, 1514013, 1514014, 1514016, 1514110
57	WestA	14	GUDDU SHARMA (20162289)	Janakpuri, Block B, No.2-SBV (Shaheed Capt. Anuj Nayyar) (1514008)	1514006, 1514017, 1514018, 1514019, 1514021, 1514022, 1514023, 1514112
58	WestA	15	HEMA NARANG (19975084)	Madipur, No.1-GGSSS (1515028)	1515001, 1515007, 1515010, 1515017, 1515023, 1515024, 1515025, 1515026, 1515030, 1515139
59	WestA	15	SURESH CHANDER (20101449)	Jaidev Park-SV (1515001)	1515002, 1515003, 1515004, 1515005, 1515006, 1515018, 1515019, 1515021, 1515022, 1515028, 1515029
60	WestA	16	ANITA RANI (19910905)	Shadi Khampur-GBSSS (1516011)	1516003, 1516010, 1516018, 1516021, 1516022, 1516025, 1516027, 1516030, 1516104, 1516143

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61	West A	16	MEENU KATHPALIA (19910076)	West Patel Nagar-SBV (1516143)	1516002, 1516011, 1516013, 1516017, 1516019, 1516068, 1516140, 1516141, 1516142
62	West B	17	PRAVIN KUMAR (20100910)	Nangloi-SBV (1617002)	1617001, 1617004, 1617010, 1617013, 1617017, 1617021, 1617024, 1617025, 1617027, 1617037
63	West B	17	PANKAJ (20162637)	Peera Garhi Village- SBV (1617254)	1617003, 1617007, 1617008, 1617009, 1617011, 1617015, 1617019, 1617028, 1617032, 1617033, 1617036, 1617137, 1617227
64	West B	17	AMIT SEHRAWAT (20162653)	Ranhaul- SBV (1617227)	1617002, 1617005, 1617030, 1617211, 1617214, 1617219, 1617223, 1617255, 1617258
65	West B	17	AMIT KUMAR (20160851)	Tikri Kalan- GBSSS (1617001)	1617006, 1617012, 1617014, 1617018, 1617026, 1617029, 1617035, 1617222, 1617254
66	West B	18	AJAY KUMAR (20120222)	Uttam Nagar, No.2-GBSSS (1618004)	1618008, 1618016, 1618018, 1618021, 1618057, 1618058, 1618065, 1618270, 1618278, 1618281
67	West B	18	ARUN MAGGO (20100908)	Vikas Puri, Block- F-G(Co-ed)SS (1618016)	1618002, 1618003, 1618004, 1618005, 1618006, 1618010, 1618015, 1618017, 1618019, 1618022, 1618062,
68	West B	18	DHANRAJ MEENA (19970739)	Matiyala SBV (1618001)	1618061, 1618063, 1618067, 1618070, 1618072, 1618192, 1618193, 1618264, 1618267, 1618269, 1618277,
69	West B	18	RENUKA SHARMA (19940148)	Binda Pur, Pocket-III-G(Co-ed)SS (1618269)	1618001, 1618009, 1618020, 1618059, 1618060, 1618064, 1618191, 1618312, 1618314, 1618316
70	South West A	19	PARWINDER SHARMA (19990114)	SV No. 3 Sec.-7 R K Puram ND (1719022)	1719002, 1719005, 1719006, 1719027, 1719029, 1719030, 1719102, 1719104
71	South West A	19	JITENDRA KUMAR THAKUR (20162595)	SV Co-ed Netaji Nagar ND (1719102)	1719001, 1719010, 1719022, 1719070, 1719073, 1719101, 1719105, 1719125, 1719130
72	South West A	20	RENU SHARMA (19940237)	SKV, Delhi Cantt (1720018)	1720001, 1720003, 1720005, 1720008, 1720021, 1720022, 1720023, 1720024, 1720029, 1720030, 1720033, 1720181
73	South West A	20	RITU TANWAR (20162290)	SKV, Naraina (1720022)	1720002, 1720010, 1720014, 1720015, 1720017, 1720018, 1720027, 1720028, 1720032, 1720034, 1720121, 1720174
74	South West B	21	SADHU RAM MEENA (19960158)	Palam Village, No.1- SBV (1821004)	1821006, 1821010, 1821014, 1821015, 1821018, 1821024, 1821027, 1821034, 1821038, 1821039, 1821041, 1821204
75	South West B	21	HEMANT LATA (19940179)	Dwarka Sector-6, Govt. (Co-ed) SSS (Site-I) (1821206)	1821001, 1821003, 1821025, 1821031, 1821033, 1821037, 1821136, 1821137, 1821203, 1821281, 1821285
76	South West B	21	BIJENDRI (20000530)	Mahavir Enclave-G(Co-ed)SS (1821136)	1821004, 1821016, 1821020, 1821028, 1821029, 1821030, 1821234, 1821242, 1821279, 1821282, 1821286

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77	South West B	21	PARVEEN KUMAR (20000636)	Sagarpur, No.1-GBSSS (1821006)	1821005, 1821007, 1821017, 1821022, 1821026, 1821032, 1821035, 1821036, 1821206, 1821237, 1821244, 1821280
78	South West B	22	VIRENDER KUMAR (20100914)	Surhera-SV (1822003)	1822004, 1822007, 1822012, 1822013, 1822014, 1822031, 1822033, 1822039, 1822040, 1822048, 1822059, 1822178
79	South West B	22	ADARSH KUMAR MISRA (20051958)	Najafgarh Stadium-GGSSS (1822177)	1822002, 1822003, 1822044, 1822047, 1822058, 1822060, 1822061, 1822063, 1822245, 1822258, 1822263, 1822301
80	South West B	22	RAJESHWARI DEVI (20160848)	Shikar Pur-SV (1822007)	1822005, 1822006, 1822010, 1822024, 1822025, 1822027, 1822037, 1822051, 1822064, 1822176, 1822247, 1822249,
81	South West B	22	KAJORE MAL MEENA (20000716)	Khaira-GBSSS (1822064)	1822009, 1822015, 1822028, 1822050, 1822055, 1822056, 1822057, 1822065, 1822066, 1822177, 1822257, 1822262
82	South	23	SALMAN ALI KHAN (20162287)	Dr. Ambedkar Nagar, Sector V, No.1- GBSS (1923016)	1923005, 1923008, 1923009, 1923010, 1923011, 1923013, 1923016, 1923021, 1923066, 1923080
83	South	23	BARKHA (20110161)	Dr. Ambedkar Nagar, Sector IV, No.2- GGSSS (1923045)	1719106, 1923012, 1923017, 1923037, 1923044, 1923056, 1923060, 1923065, 1923351, 1923393
84	South	23	RAJESH DAHIYA (20100859)	Saket, Block J-SBV (Vir Chander Singh Garhwal) (1923056)	1719069, 1923004, 1923036, 1923041, 1923051, 1923055, 1923057, 1923058, 1923068, 1923071, 1923072
85	South	23	NISHA (20110076)	R.K. Puram, Sector 2, No.1-SV (1719069)	1719013, 1719103, 1923019, 1923045, 1923046, 1923047, 1923050, 1923078, 1925032, 1925333
86	South	24	PRAMOD KUMAR TALAN (20161021)	Chattarpur, Acharya Tulsi SBV (1923081)	1720026, 1720031, 1720173, 1923014, 1923020, 1923048, 1923059, 1923070, 1923079, 1923354, 1923355
87	South	24	LALIT (20162647)	GBSSS, AYA NAGAR (1923354)	1923003, 1923023, 1923026, 1923031, 1923061, 1923063, 1923064, 1923358, 1923359, 1923360
88	South	24	MADHU AGGARWAL (19940100)	Neb Sarai-G(Co-ed)SS (1923031)	1923015, 1923018, 1923027, 1923033, 1923038, 1923042, 1923052, 1923062, 1923069, 1923081
89	New Delhi	26	QAISER RAZA KHAN (19990089)	GBSSS PANDARA ROAD (2026003)	2026001, 2026002, 2026004, 2127020
90	Central & New Delhi	27	RAJESH RANJAN (20162598)	Ajmeri Gate, Gali Bansi Koyle Wali (Urdu Medium)-GBMS (2127032)	2127002, 2127004, 2127005, 2127014, 2127016, 2127018, 2127031, 2127179, 2127180
91	Central & New Delhi	27	RAJNI SHARMA (19910037)	Dayanand Road-SKV (2127016)	2127002, 2127006, 2127017, 2127021, 2127023, 2127024, 2127025, 2127030, 2127032
92	Central & New Delhi	27	MOHD SHARIF (19890289)	Darya Ganj, Pataudi House-SBV (2127003)	2026003, 2127001, 2127003, 2127003, 2127015, 2127026, 2127027, 2127034

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93	Central	28	VASUNDHARA (19981227)	Prasad Nagar-SKV (Baba Ramdev) (2128020)	2128001, 2128002, 2128008, 2128019, 2128021, 2128023, 2128025, 2128032
94	Central	28	RENU KUMARI (19940174)	East Park Road-GGSS (2128025)	2128006, 2128014, 2128018, 2128020, 2128031, 2128007
95	South East	25	MANJU CHABRA (19915241)	East of Kailash, No.1-GGSSS (1924032)	1924001, 1924014, 1924023, 1924025, 1924027, 1924033, 1924038, 1924041, 1924042, 1925059, 1925335
96	South East	25	SHARAD KUMAR (20162643)	Masjid Moth- Sarvodaya(Co-ed) Vidyalaya (1925246)	1924003, 1924009, 1924018, 1924032, 1924037, 1924039, 1924043, 1925049, 1925052, 1925418, 2026005
97	South East	25	GURMEET KAUR (19970646)	Nehru Nagar-G(Co-ed)SSS (1924041)	1924004, 1924005, 1924031, 1924044, 1925003, 1925005, 1925029, 1925033, 1925246, 1925334
98	South East	29	SEEMA (20110160)	Molar Band-GGSS No.3 (1925190)	1925009, 1925037, 1925042, 1925050, 1925053, 1925057, 1925359, 1925360, 1925399, 1925400, 1925401, 1925402
99	South East	29	SNIGDHA CHOUDHARY (19940155)	Kalkaji, No.2-SKV (1925038)	1925011, 1925012, 1925016, 1925024, 1925039, 1925041, 1925045, 1925048, 1925055, 1925060, 1925250, 1925430
100	South East	29	DEEPTI (20161032)	Madanpur Khadar- GGSSS (1925404)	1923357, 1925002, 1925006, 1925007, 1925035, 1925249, 1925339, 1925340, 1925341, 1925356, 1925403, 1925431
101	South East	29	EKTA (20000518)	Badarpur, No.1-GGSSS (1925042)	1925015, 1925031, 1925051, 1925054, 1925062, 1925190, 1925247, 1925248, 1925342, 1925345, 1925353, 1925404
102	South East	29	LALITA (19940309)	Tuglakabad, Railway Colony-SKV (Rani Jhansi) (1925031)	1923346, 1925014, 1925017, 1925020, 1925027, 1925038, 1925040, 1925046, 1925056, 1925058, 1925061, 1925432

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Annexure - B

CHECKLIST

FOR LIBRARY FIELD VISIT

1.	Name of the School Visited	
2.	School ID	
3.	Field Support Visit No with Date	
4.	DISTRICT	
5.	ZONE	
6.	Name and Contact No. of HOS	
7.	Name of Librarian in Existing Library a) Employee Id b) Contact No.	
8.	Name of the Teacher Incharge/ Guest Librarian for Middle School Library (newly setup) applicable in 400 select schools only) a) Employee Id c) Contact No.	

(9) INFRASTRUCTURE, BOOK PROCURMENT & BOOK ISSUE SYSTEM

(a)	Does a Library Exists in School	Yes /No
(b)	Is School included in 400 select School List (2017-2018)	Yes/No/NA
	If yes, are two Libraries (existing Libraries and New Middle Library) running in separate rooms.	Yes/No/NA
	If No, specify the reason and steps taken	
(c)	Are records maintained separately for the two Libraries	Yes/No/NA
	If No, specify the reason and steps taken	
(d)	Is Middle Library handled by Teacher Incharge/Guest Librarian against post of WET (if applicable)	Yes/No/NA
	If No, specify the reason and step taken	
(e)	Is proper seating arrangement is there in (a) Existing Library	Yes/No
	(b) Middle Library (If applicable)	Yes/No/NA
(f)	Are Newspapers & Magazines displayed in (a) Existing Library	Yes/No
	(b) Middle Library (If applicable)	Yes/No/NA
(g)	No. of Newspapers subscribed in (a) Existing Library	1/2/3/4/5/NA
	(b) Middle Library (If applicable)	1/2/3/4/5/NA
(h)	No. Of Magazines subscribed in (a) Existing Library	1/2/3/4/5/6/7/8/9/10/11/NA
	(b) Middle Library (If applicable)	1/2/3/4/5/6/7/8/9/10/NA
(i)	Is there any computer available in the Library?	Yes/No
	If Yes, Is Computer Functional	Yes/No
	If No, specify reason and steps taken by HOS	

(j)	Is Internet Connection being available and functional with the Library Computer	Yes/No
	If No, specify reason and steps taken by HOS	
(k)	School Library Purchase Committee Exists	Yes/No
(l)	Books procured as per Direction of DOE	Yes/No
(m)	Total No. of available Books (a) Existing Library	
	(b) Middle Library (If applicable)	
(n)	(a) Whether Books are entered in the Online Library Management System (Only for Existing Library)	Yes/No
	(b) Total No. of issued Books till date.	
(o)	Periodicity of Issue and Return of Books	(Weekly/Fortnightly /Monthly)
(p)	Is Stock Verification done yearly	Yes/No
(q)	Date and year of last Stock Verification	
(r)	Is Condemnation done Annually/ Biannually/Triannually	
(s)	Date and year of last Condemnation done	
(t)	Does Readers Club Exist	Yes/No
(u)	Have Library Activities take place during Library Activity Week (April, August & November)	Yes/No
	If Yes, Name of the Library Activities	
(v)	Is Librarian handling any other than the Library	Yes/No
	If Yes, Name of charges	

(w)	Is record of DBTB and other support materials is still maintained by Librarian	Yes/No
	If Yes, Specify Reason	
	If No, Name of the Teacher Incharge	
(x)	Is record of DBTB and other support materials (PSA, Mental Math's, LEM, Student Dairies, Teacher Diaries etc.) is maintained properly and is carry forward next year	Yes/No
(y)	Initiative taken to inculcate Reading Habits	
(z)	i. Is Student edition of any of the Newspaper is subscribed by the School	Yes/No
	ii. If Yes, Name of the Activities based on Newspapers to have its maximum usage	

(10) TIME TABLE FOR LIBRARY

S. No.	Class /Level	No. of Library periods per week to be allotted (in each section of class)	No. of Library Period allotted	No. of Library Periods Actually Effective	REMARKS
1.	Nur. - II	6			
2.	III - V	3			
3.	VI ---VIII	1			
4.	IX---X	1			
5.	XI---XII	1			

1) WHETHER HEAD OF THE SCHOOLS HAVE MAINTAINED THE FOLLOWING RECORDS
(Regarding Mega Book Fair): -

S. No.	Name of the Record	Yes/No
(i)	Circular No. DE/101/11/Lib.Br./2017/109 dated 18/01/2018 along with all its enclosures highlighting the fund allotted to the school.	
(ii)	Order of the competent authority at school level for setting up the committee/Committees at each level for purchase of Library books as specified in the circular mentioned at point 1 above.	
(iii)	The list of books chosen/ordered through the online module "Mega Book Fair 2017-18 & 2018-19" signed by each and every member of the respective Committee set up for the purpose.	
(iv)	The minutes of the meeting w.r.t purchase of books as per the limit of the fund allocated to the school.	
(v)	Hard copy of invoices of books of each Publisher ordered through the online module duly signed by the Head of the school and the members of the respective Committee/Committees.	
(vi)	Hard copy of the Online certificate duly signed by the Head of the School to each Publisher on receipt of books from them in good physical condition.	
(vii)	Entries of all books purchased should be made in Accession registers (Class room Library for Nursery to V, Library in select 400 Schools and Library for Senior Sec. School)	

(12) MANAGEMENT OF CLASS LIBRARY IN PRIMARY SECTIONS OF SARVODAYA VIDYALAYAS

(a)	Whether Class Room Library in Primary Sections Exists	Yes/No
(b)	Separate Class room Library in each section of Primary Class	Yes/No
(c)	Separate Accession Register exists for each section of Primary Class If No, Specify Reason	Yes/No
(d)	Separate Issue Register exists for each section of Primary Class	Yes/No
(e)	Whether Open Access in the Class Room Library Exists	Yes/No
(f)	Stock Verification done at the end of the Academic Year	Yes/No
(g)	Record of DBTB books maintained properly	Yes/No
(h)	Condemnation carried out	Yes/No

(13) "ROOM TO READ" LIBRARY IN PRIMARY CLASSES

(a)	Whether there is "Room to Read" Library in Primary Classes If Yes, (i) Number of Titles available (ii) Total number of copies available	Yes/No
(b)	Whether appointed teacher has been trained	Yes /No
(c)	Whether Children Library Management Committee Exists	Yes/No
(d)	Book check-in check-out record duly maintained	Yes/No

(14) CHALLENGES FACED BY THE SCHOOL

(15) OBSERVATIONS OF OFFICIAL OF LIBRARY BRANCH

(16) REMARKS BY THE HOS

(Sign. of HOS)

ANNEXURE-C

CONSOLIDATED REPORT FORMAT FOR FIELD VISIT

S. NO.	ZONE/ DISTRICT	SCHOOL NAME & SCHOOL ID	INFRASTRUCTURE		ALOTTEMENT OF LIBRARY PERIODS	MEGA BOOK FAIR FILE STATUS (Complete/ Incomplete)	MANAGEMENT OF CLASS LIBRARY(IF APPLICABLE)	BEST PRACTICES w.r.t. SCHOOL LIBRARY	CHALLENGES FACED w.r.t. SCHOOL LIBRARY
1			1. SCHOOL IN 400 SELECT SCHOOL LIST	Yes/No	Nur-II -				
			2. SEPARATE ROOMS FOR TWO LIBRARIES	Yes/No	III-V -				
			3. SUBSCRIPTION OF NEWSPAPERS & MAGAZINES (BOTH LIBRARIES)	Yes/No					
			4. NEWSPAPER & MAGAZINE DISPLAY (BOTH LIBRARIES)	Yes/No	VI-VIII -				
			5. TOTAL AVAILABLE BOOKS (BOTH LIBRARIES)						
			6. DATE OF LAST CONDEMNATION		IX-X -				
			7. DATE OF LAST STOCK VERIFICATION	Yes/No					
			8. ORGINIZATION OF LIBRARY ACTIVITY WEEK	Yes/No	XI-XII -				
			9. ACTIVITIES BASED ON STUDENT'S EDITION OF NEWSPAPER	Yes/No					
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									

NOTE: Profoma should be filled on the basis information filled in checklist as in Annexure - B