



AMALA COLLEGE OF NURSING

(An undertaking of Amala Cancer Hospital Society)

Amala Nagar P.O., Thrissur-680 555, Kerala, India.

Website : www.amalanursingcollege.org

FIRST CYCLE NAAC ACCREDITATION 2022

CRITERION 4

INFRASTRUCTURE AND LEARNING RESOURCES

4.3. Library as a Learning Resource

4.3.1 Features of KOHA-Library Handbook

Submitted to

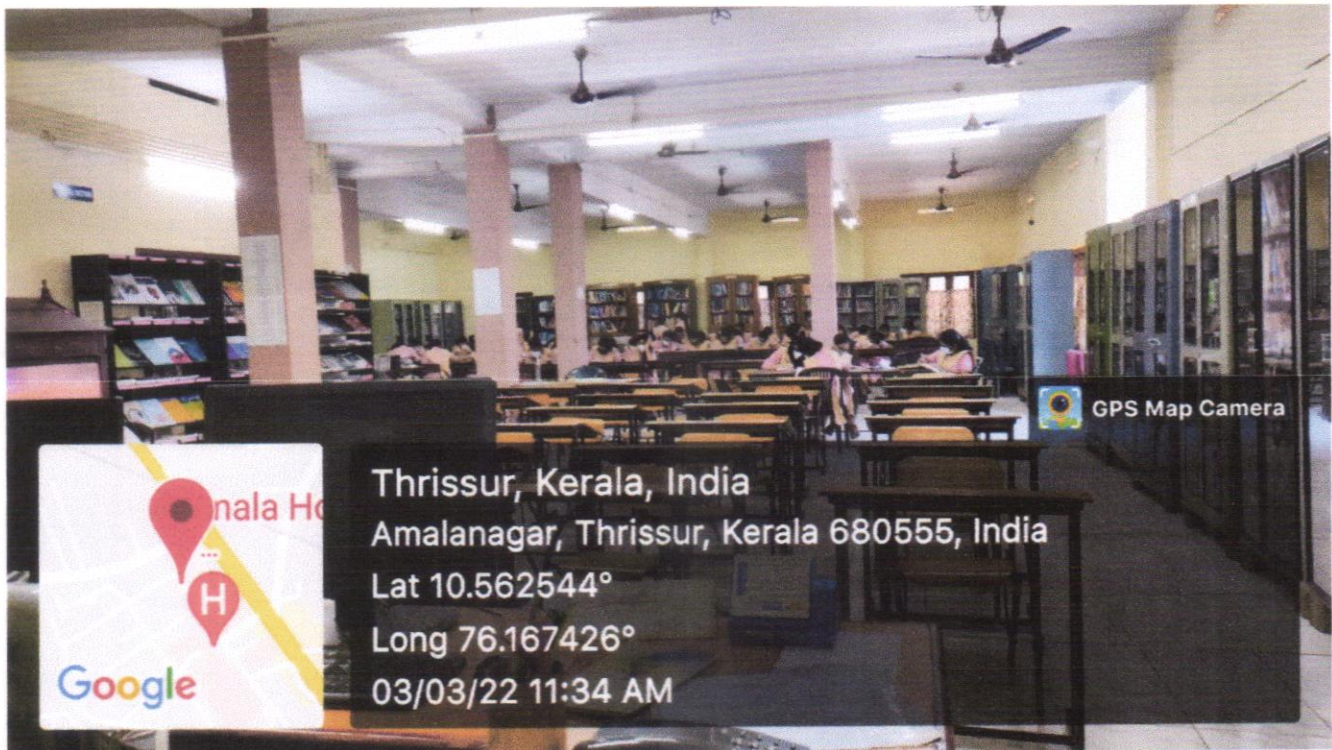


THE NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

AMALA COLLEGE OF NURSING

LIBRARY HANDBOOK

2021-2022



Amala Nagar, Thrissur-680 555, Kerala, India

www.amalanursingcollege.org

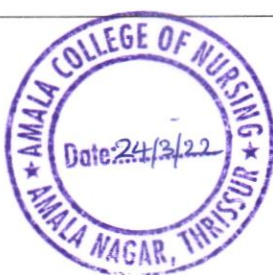
Email: amalacnl@gmail.com




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Prof. Dr. RAJEE REGHUNATH
PRINCIPAL
AMALA COLLEGE OF NURSING
AMALA NAGAR P.O., THRISSUR-680 555

TABLE OF CONTENTS

SI. NO.	DESCRIPTION	PAGE NO
1	Vission and Mission	3
2	Introduction	4
3	ACON Library	5
4	Working Hours	5
5	Library Floor Plan	6
6	Library Membership and Circulation	7
7	Library Rules and Regulations	8
8	Library Resources	9
9	Library Committee	10
10	Library Operations	12
11	KOHA Software	20
12	Sections of the Library	31
13	Library Services	31
14	Library Organizations	40
15	Library Policy	44
	Annexure 1: Book Suggestion Form	50
	Annexure 2 : Library Feedback Form	51




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VISION AND MISSION

Our vision

To establish a Center of Excellence providing value-added education that combines effective teaching focused academic exposure and productive research with the aim of training healthcare personnel with professionalism and spirit of love and service as their hallmarks"


Our mission

1. Appointing faculty known for their academic excellence and who are committed to carrying out the institutional mission.
2. Forming effective health care personnel marked by up-to-date knowledge, professional skills, and with an inclusive, global outlook, in eco-friendly ambience.
3. Promoting the capacity for critical thinking, communication, collaboration and creativity.
4. Instilling compassionate love towards all especially the poor and the marginalized.
5. Encouraging innovative research that will benefit humanity.
6. Inspiring the students to become life-long learners.
7. Creating an atmosphere conducive to the students imbibing spiritual and ethical values.
8. Providing top-up skills to enhance the employability quotient.
9. Providing state-of-the-art infrastructure

Motto

Everything Exist for Wellbeing




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2. INTRODUCTION

Amala College of Nursing Library (ACON) has an important role in our Institution. We provide number of services to all. Our Library Members, includes students, researchers and faculties and also any one could approach our library with the prior sanction of principal.

Library – this word is derived from a Latin word ‘liber’, meaning “book.” Padmashri Dr. Ranganathan is considered as the Father of Library Science in India. His notable contributions to the field were his five laws of library science. It shows about the principles of operations in a library system.

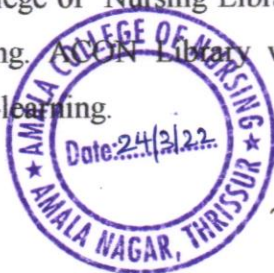
These are the laws:

- i. Books are for use.
- ii. Every reader his/her books.
- iii. Every book its reader.
- iv. Save the time of the reader.
- v. Library is a growing organization.


Academic libraries do not exist by themselves; they exist to serve the objectives of the educational system of which they hold a position.

The primary objectives of an academic institution are: Conservation and preservation of knowledge; Expansion of ideas and dissemination of knowledge with the help of interpretation; research and publication; and dissemination of knowledge through teaching extension services. The libraries in academic institutions help to achieve these objectives.

Amala College of Nursing Library (ACON) was established in 2005 a main part of Amala College of Nursing. ACON Library was equipped with necessary learning resources to promote research and self-learning.



~ 4 ~


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ACON Library

Latest editions of nursing books are procured every year and offered for reference. The library was attached with nursing college building. It has an external reading area.

The main library services are provided only to the Staff, Students & others with prior sanction from the principal. Our library was fully automated with Koha Library Software. Koha is a fully featured and scalable library management system.

4. WORKING HOURS


The Library is kept open on all the working Days except the Government Holidays and Sundays. On the basis of the need, it is kept opened in some holidays for the benefit of the students.

Monday to Saturday - 9.00am to 9.00pm.

Sunday – Holiday

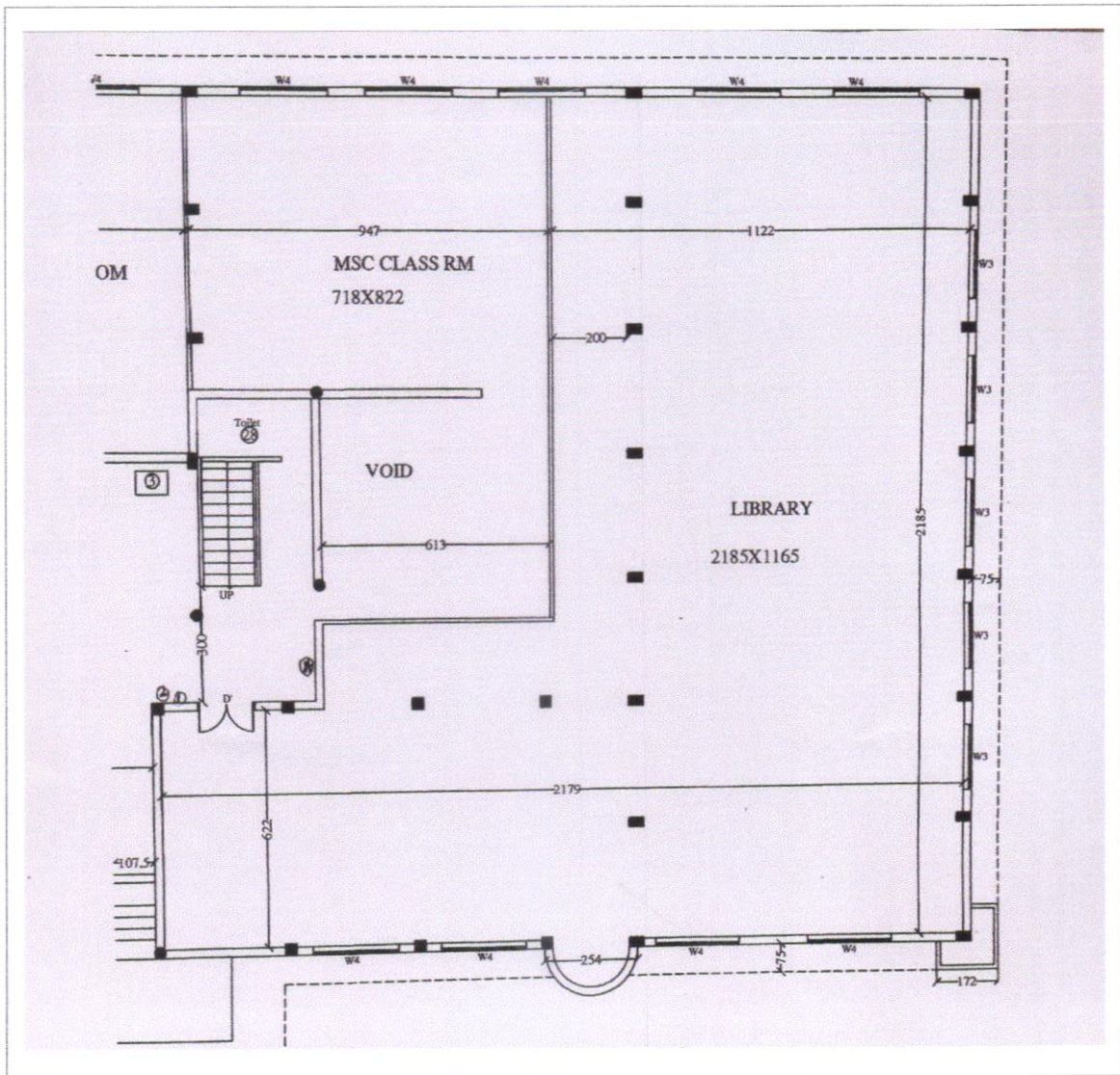
Second Saturday – As required




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5. LIBRARY FLOOR PLAN

Layout and Floor Area : 362.80 sq.m.



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6. LIBRARY MEMBERSHIP AND CIRCULATION

All students, faculty, and employees of the Institute are entitled to the membership of the Library.

Entitlement for Number of Books to be Borrowed and Loan Period:

Sl. No.	Categories of Membership	Loan Privilege	No. of Books	Loan Period	Overdue Charges
1.	Faculty	Reference Issue	1	One day	Rs.2/-day
		General Issue	3	10 days	Rs.2/-day
2.	M.Sc.(N)Students	General Issue	3	3 days	Rs.2/-day
3.	B.Sc.(N)Students	General Issue	1	3 days	Rs.2/-day




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7. LIBRARY RULES AND REGULATIONS

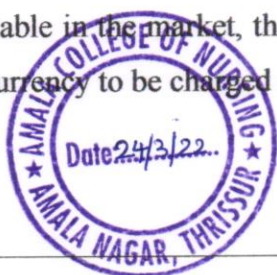
Policies for students

- The hours at which the library will be open: The library is open during 9.00 a.m. to 9.00 p.m. on all working days from Monday to Saturday every week. The library will remain closed on national and public holidays mentioned below:-Republic day, Ramzan, Bakrid, Vishu, Good Friday, Easter, May 1st, Independence day, Thiruvonam, Gandhi Jayanthi, Mahanavami, Thrissur Pooram and Christmas.
- Strict silence should be maintained in and around the library.
- Personal belongings like files, books, bags are not allowed inside the library.
- Students must bring their identity cards while coming to the library.
- All Library Visitors must enter their details such as Name, Batch/Department, Time In & Out, Sign, Purpose etc. in the gate register.
- Students are permitted to take one (1) book at a time and can hold it for 3 days only.
- Rs.2/- per day will be charged if the book is not returned.
- The extension of due date may be given if the book is not returned
- The Journals, pamphlets, dictionaries and reference books must be read in the library and may not be taken out of the library.
- The person who has borrowed the book must replace the book if it is damaged /missed.
- Missing/ writing / underlining in the books will be viewed seriously.
- Use of cell phones and eatables are not allowed in the library.
- No due certificate must be produced at the end of every year for appearing university exam
- Violation of rules is punishable.


Cost Recovery of Books Lost by the Library Members

Following is the approved criteria for recovering the cost of lost books by Library members:

The lost book should be replaced by a new book with its same edition or in case the book is out of print or not available in the market, then double the cost mentioned in the Accession the cost of the book in foreign currency to be charged at the current conversion rate of the currency.




~ 8 ~


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8. LIBRARY RESOURCES

- Total Number of Books : 4290
- Reference Books : 790
- Total Number of CD- Rom : 350
- Online Journals : 2
- Foreign Journals : 12
- Indian Journals : 23
- Total Number of Bound Volumes : 344
- Projects : 124
- Total Number of Thesis/Dissertations : 119
- ALUMNI Donated Books : 54
- Reprographic section
- Printer [color and black & white]
- Scanner
- Wi-Fi facilities




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9. LIBRARY ADVISORY COMMITTEE

Introduction

A group of people, who are there to perform certain duties. This committee advises the librarian on his area of responsibility and carries out responsibilities. This coordinates the library services and helps to provide high class library services in the institution.

Functions

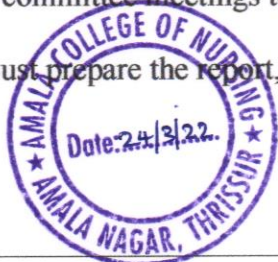
- To be support the functioning of the library so that, it can felicitate the library development plans by advocating the library development activities with the management.
- To act as a channel of communication and dialogue between the library and its users.
- To plays an advisory role regarding library on matters of general policy, planning, programs, goals and objectives in its support of teaching, learning, research and community-based needs of the institution.

Objectives/duties of committee


- It shall normally meet in the beginning of the academic year
- To provide general instruction to library
- To review the functioning of the library with regards to its support to the academic programme of the institute.
- To outline the library collection and development policy as and when requires.
- To monitor and evaluate the trends and development in information technology, networking, automation, library cooperation and timings etc.

Library advisory committee meeting

- Library advisory committee meetings to be conducted every 6 months
- Chief librarian must prepare the report, minutes etc.



~ 10 ~


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- A meeting minutes register must be maintained
- Library budget is discussed and done in library advisory committee.

Members of library advisory committee

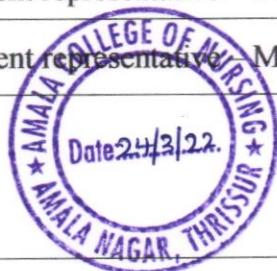
SL.NO	MEMBER	DESIGNATION
1	Fr. Antony Mannummel, CMI	Asst. Director
2	Prof. Dr. Rajee Reghunath	Principal
3	Sr. Litha Lizbeth	Vice Principal
4	Prof. Lekshmi M	HOD
5	Mrs. chanlin Chacko	HOD
6	Mrs. Bincy KB	Secretary
7	Mrs. Gladis George C	Chief librarian
8	Mr. Davis KO	Asst. Librarian
9	Student representative – BSc (N)	Member
10	Student representative – MSc (N)	Member

Purchase of books/ journals

- Books and journals are purchased based on the concurrent academic needs, expert suggestions and recommendation under library advisory committee after discussion.

Members of library purchase committee

SL.NO	MEMBER	DESIGNATION
1	Fr. Antony Mannummel, CMI	Asst. Director
2	Prof. Dr. Rajee Reghunath	Principal
3	Sr. Litha Lizbeth	Vice Principal & OBG HOD
4	Prof. Lekshmi M	Med.Sur. HOD
5	Mrs. Chanlin Chacko	Ped. HOD
6	Mrs. Bincy KB	Psy. HOD
7	Dr. Molly John (Sr. Merly John)	Comm. HOD
8	Mrs. Gladis George C	Chief librarian
9	Student representative – BSc (N)	Member
10	Student representative – MSc (N)	Member

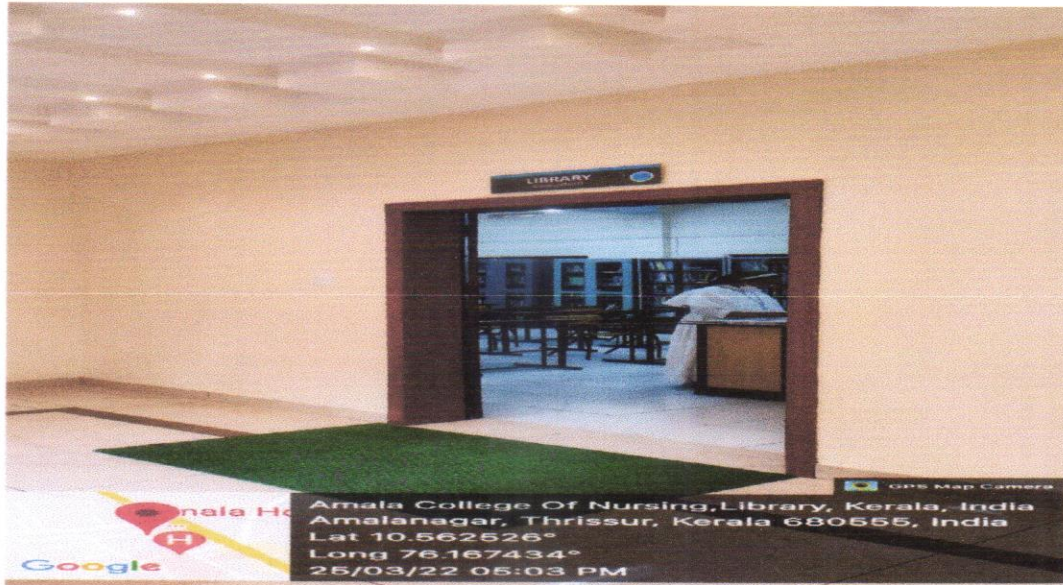


~ 11 ~

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10. LIBRARY OPERATIONS

It is the duty of the library to select right type of book to right person at right time and to preserve the books with care. Library acquires books and other resources through purchase, gift and exchange. The main duty of library is the acquisition of learning resources. Identification, evaluation, selection, processing and making it available to the users is the primary responsibility of the library.




i. Selection and Acquisition

Staff and students can suggest the books, Journals and other resources to be purchased for the library through the suggestion form by the recommendation of department heads or class coordinators with the prior sanction from the principal.

After the purchasing process, each item will be entered into the accession Register and KOHA Library Software. After this, each item will get a new stock number/serial number as its accession number.




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vi. Stock Verification

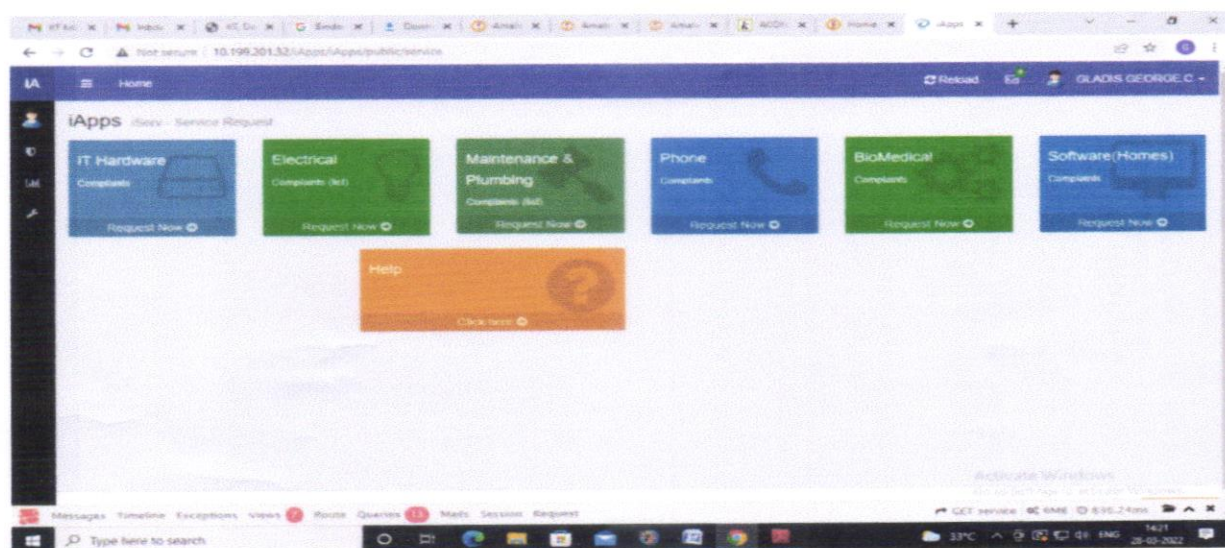
Physical verification of the library stocks has to be carried out to identify the losses, identifying misplaced documents, identifying documents that need repair, etc. The verification has to be carried out by library staff every year.

vii. Maintenances

Document maintenance includes shelving, dusting and cleaning, preparation and maintenance of guides and location charts, shifting and rearrangements.

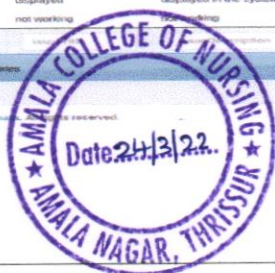
Library Maintenance was down by our supportive departments, Electrical, IT Section etc. The requisition form was submitted through our LAN networking system, ONE AMALA.

Library maintenance IT Application [iApps]



Complaint Register

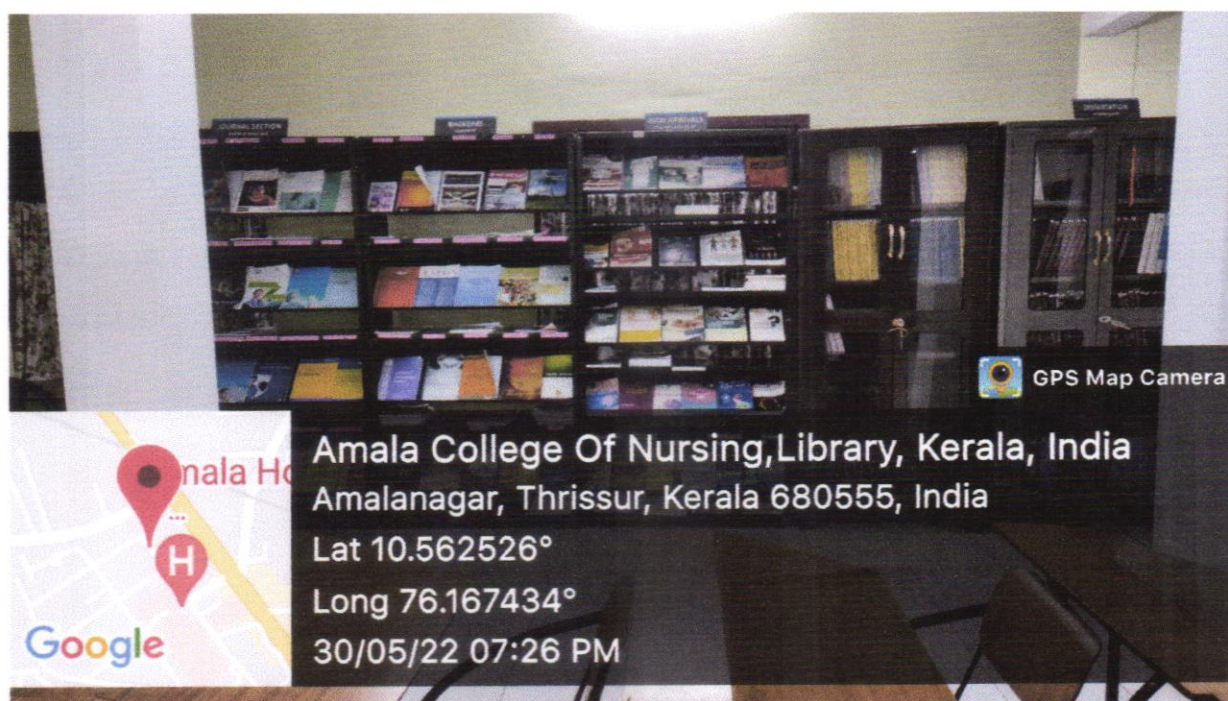
Requester	Issue Title	Issue Description	Request Location	Requested Time	Status	Completed Time
COM#11456	System (Near Photocopy) complaint	System (Near Photocopy) complaint	Central Library	16-05-2022 04:17:00	Completed	18-05-2022 11:24:53
COM#11361	Can't add KOHA Backup data to Pendrive	Can't add KOHA Backup data to Pendrive	Central Library	26-04-2022 08:16:41	Completed	27-04-2022 06:35:21
COM#11360	Desktop complaint	desktop complaint	Central Library	26-04-2022 03:05:35	Completed	27-04-2022 06:35:19
COM#11362	any time a message is displayed in the system	any time a message is displayed in the system	Central Library	23-04-2022 09:17:16	Completed	23-04-2022 03:45:51
COM#11365	not working	Working	Central Library	18-04-2022 09:37:49	Completed	21-04-2022 03:13:35



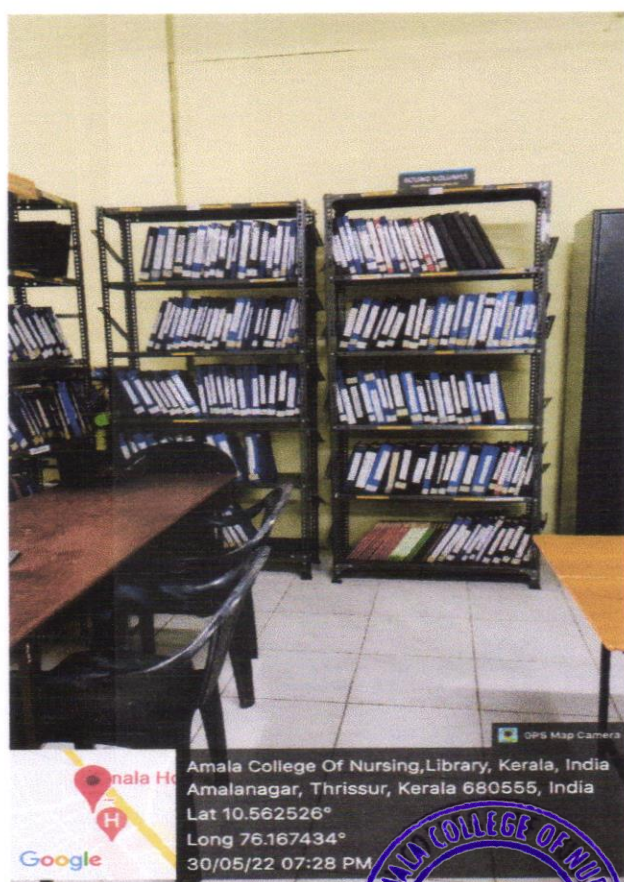
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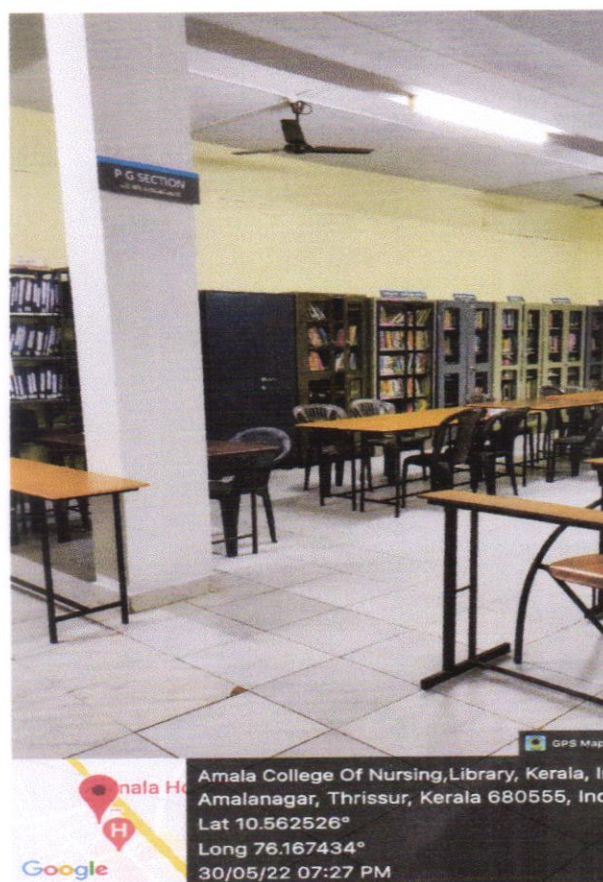
Journals and Magazines



Bound Volume



PG Section



15 ~

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Arrangements Of Books Location Board

SHELF NUMBER	TITLES	CLASSIFICATION NUMBER
	COMPUTER SCIENCE	001.6
1	DICTIONARY	019
	ENCYCLOPEDIA	030
1,2	PSYCHOLOGY	150
2	SOCIOLOGY	306.46
3	NURSING EDUCATION	370
	GENERAL ENGLISH	545
4	GENETICS	573.21
6	BIOSTATISTICS	610.072
4,5,6	FUNDAMENTALS OF NURSING	610.73
6	NURSING RESEARCH	610.730 72
	& BIOSTATISTICS	
7	PSYCHIATRY	610.736 8
8	ANATOMY	611
9	PHYSIOLOGY	612
	BIO CHEMISTRY	612.015
10	NUTRITION	613.2
10,11	COMMUNITY HEALTH NURSING	614
12	PHARMACOLOGY	615
12,13	MEDICINE	616
13	MICROBIOLOGY	616.01
	EMERGENCY MEDICINE	616.025
	FIRST AID	616.025 2
	CRITICAL CARE MEDICINE	616.028
14	PATHOLOGY	616.07
	CARDIOVASCULAR MEDICINE	616.12
	HEMATOLOGY	616.15
	RESPIRATORY	
	& PULMONARY MEDICINE	616.2
	GASTROENTEROLOGY	616.33
	DERMATOLOGY	616.5
	UROLOGY	616.6
15	NEPHROLOGY	616.61
	NEUROLOGY	616.8
	MEDICINE OTHER DISEASES	616.9
	ONCOLOGY	616.994
16,17	MEDICAL SURGICAL NURSING	617
17	ORTHOPEDICS	617.3
	ENT	617.51
	OPHTHALMOLOGY	617.7
	ANAESTHESIOLOGY	
	& PAIN MANAGEMENT	617.96
18,19	OBSTETRICS & GYNAECOLOGY	618
19,20	PEDIATRICS	618.92
	GERIATRICS	618.97
21	NURSING MANAGEMENT	
	& ADMINISTRATION	658
22	LITERATURE	800



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Dewey Decimal Classification [DDC] 10 Basic Subject Division

Second Summary The Hundred Divisions

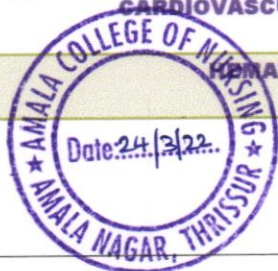
000 Computer science, knowledge & systems	500 Science
010 Bibliographies	510 Mathematics
020 Library & information sciences	520 Astronomy
030 Encyclopedias & books of facts	530 Physics
040 [Unassigned]	540 Chemistry
050 Magazines, journals & serials	550 Earth sciences & geology
060 Associations, organizations & museums	560 Fossils & prehistoric life
070 News media, journalism & publishing	570 Life sciences; biology
080 Quotations	580 Plants (Botany)
090 Manuscripts & rare books	590 Animals (Zoology)
100 Philosophy	600 Technology
110 Metaphysics	610 Medicine & health
120 Epistemology	620 Engineering
130 Parapsychology & occultism	630 Agriculture
140 Philosophical schools of thought	640 Home & family management
150 Psychology	650 Management & public relations
160 Logic	660 Chemical engineering
170 Ethics	670 Manufacturing
180 Ancient, medieval & eastern philosophy	680 Manufacture for specific uses
190 Modern western philosophy	690 Building & construction
200 Religion	700 Arts
210 Philosophy & theory of religion	710 Landscaping & area planning
220 The Bible	720 Architecture
230 Christianity & Christian theology	730 Sculpture, ceramics & metalwork
240 Christian practice & observance	740 Drawing & decorative arts
250 Christian pastoral practice & religious orders	750 Painting
260 Christian organization, social work & worship	760 Graphic arts
270 History of Christianity	770 Photography & computer art
280 Christian denominations	780 Music
290 Other religions	790 Sports, games & entertainment
300 Social sciences, sociology & anthropology	800 Literature, rhetoric & criticism
310 Statistics	810 American literature in English
320 Political science	820 English & Old English literatures
330 Economics	830 German & related literatures
340 Law	840 French & related literatures
350 Public administration & military science	850 Italian, Romanian & related literatures
360 Social problems & social services	860 Spanish & Portuguese literatures
370 Education	870 Latin & Italic literatures
380 Commerce, communications & transportation	880 Classical & modern Greek literatures
390 Customs, etiquette & folklore	890 Other literatures
400 Language	900 History
410 Linguistics	910 Geography & travel
420 English & Old English languages	920 Biography & genealogy
430 German & related languages	930 History of ancient world (to ca. 499)
440 French & related languages	940 History of Europe
450 Italian, Romanian & related languages	950 History of Asia
460 Spanish & Portuguese languages	960 History of Africa
470 Latin & Italic languages	970 History of North America
480 Classical & modern Greek languages	980 History of South America
490 Other languages	990 History of other areas



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Classification numbers used in ACON library

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6	BIOSTATISTICS	610.072
4,5	FUNDAMENTALS OF NURSING	610.73
6	NURSING RESEARCH	610.730 72
7	PSYCHIATRY	610.736 8
8	ANATOMY	611
9	PHYSIOLOGY	612
	BIO CHEMISTRY	612.015
10	NUTRITION	613.2
10,11	COMMUNITY HEALTH NURSING	614
12	PHARMACOLOGY	615
12,13	MEDICINE	616
13	MICROBIOLOGY	616.01
14	EMERGENCY MEDICINE	616.025
	FIRST AID	616.025 2
	CRITICAL CARE MEDICINE	616.028
	PATHOLOGY	616.07
	CARDIOVASCULAR MEDICINE	616.12
	HEMATOLOGY	616.15



	RESPIRATORY & PULMONARY MEDICINE	616.2
	GASTROENTEROLOGY	616.33
15	DERMATOLOGY	616.5
	UROLOGY	616.6
	NEPHROLOGY	616.61
	NEUROLOGY	616.8
	MEDICINE OTHER DISEASES	616.9
	ONCOLOGY	616.994
16,17	MEDICAL SURGICAL NURSING	617
17	ORTHOPEDICS	617.3
	ENT	617.51
	OPHTHALMOLOGY	617.7
	ANAESTHESIOLOGY & PAIN MANAGEMENT	617.96
18,19	OBSTETRICS & GYNAECOLOGY	618
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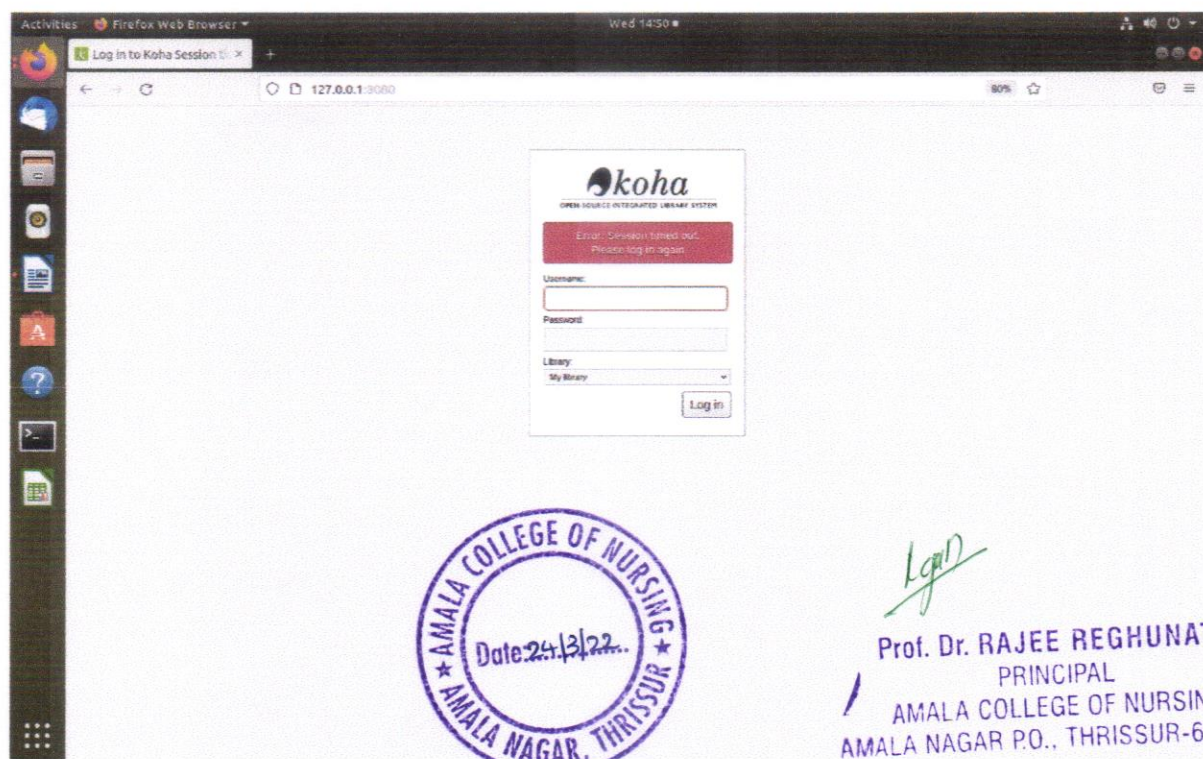
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11. KOHA SOFTWARE

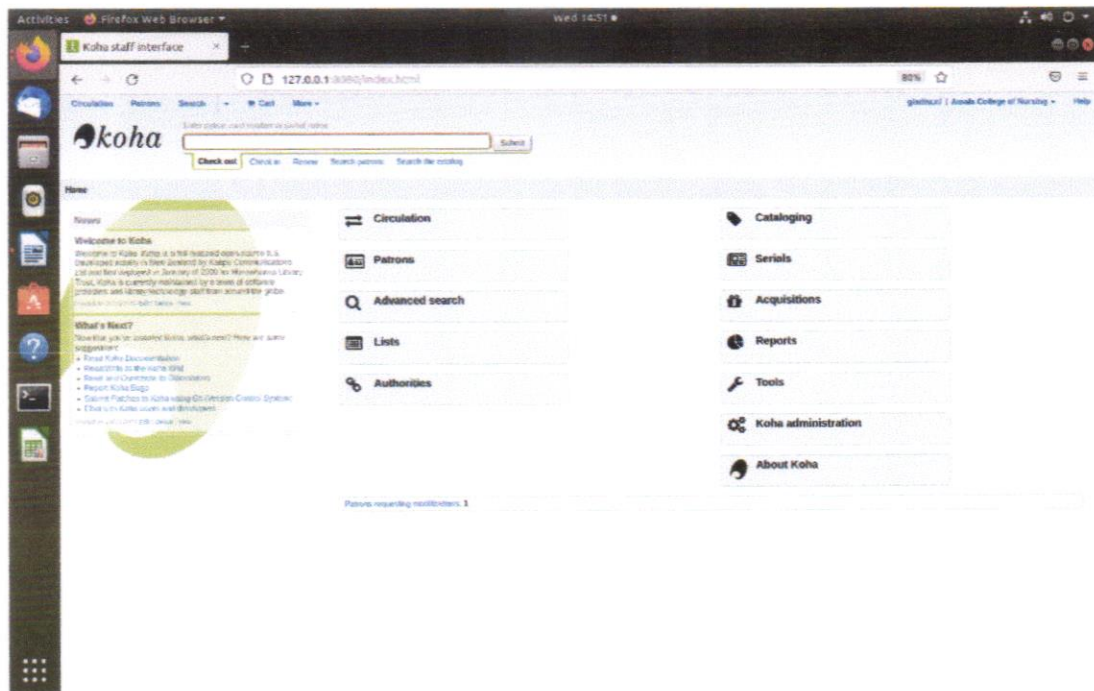
All in-house activities of the Library including Collection Development, Cataloguing, Circulation, Electronic Resources Management, etc. are fully computerized using KOHA, Version 21.05.08.000

Koha is the first free software library automation package. In use worldwide, its development is steered by a growing community of users collaborating to achieve their technology goals. Koha's feature set continues to evolve and expand to meet the needs of its user base. KOHA was originally implemented in 1999. Since then with number of updates and increase in the functionalities it is being adopted by thousands of libraries worldwide. KOHA's 21.05.08.000 Version was used in our library.

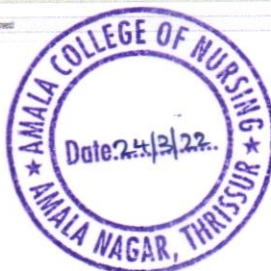
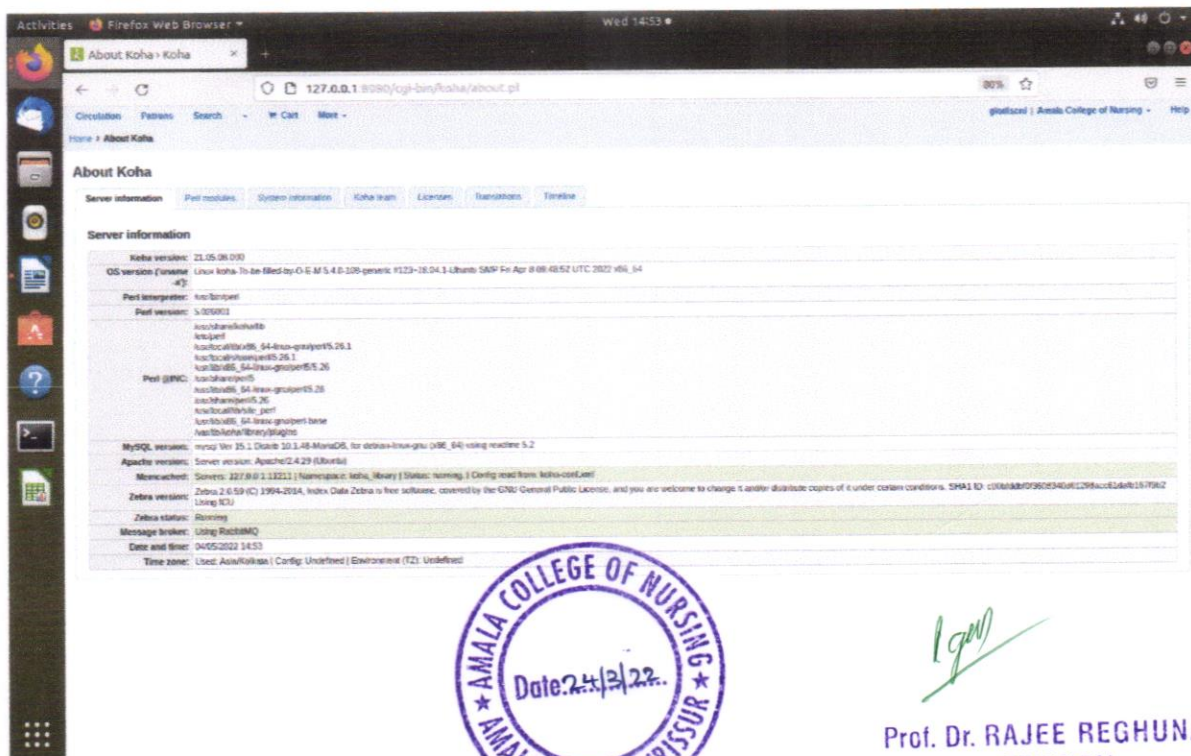
KOHA Staff Interface Login



KOHA Admin Login



About KOHA



19/04
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KOHA Perl module

Activities Firefox Web Browser Wed 14:53

About Koha > Koha

127.0.0.1:8080/cgi-bin/koha/about.pl

80% ☆

gladiscart | Amala College of Nursing - Help

Home > About Koha

Server information Perl modules System information Koha team Licenses Translations Timeline

About Koha

Perl modules

Algorithm::CheckDigits (0.5)	AnyEvent (0.8)	AnyEvent::HTTP (0.13)	Archive::Extract (0.8)
Archive::Zip (1.38)	Any::URI (0.5)	Authen::CAS::Client (0.05)	Biblio::EndnoteStyle (0.06)
Business::ISBN (2.004)	Business::ISBN (0.05)	Bytes::Random::Secure (0.06)	CGI (0.11)
CGI::Carp (1.06)	CGI::Compile (0.17)	CGI::Emulate::PSGI (0.03)	CGI::Session (0.2)
CGI::Session::Driver::Memcached (0.04)	CPAN::Meta (2.150010)	Cached::Memcached (1.00)	Cached::Memcached::Fast::Safe (0.06)
Class::Accessor (0.4)	Class::Factory::Util (0.1)	Class::Inspector (1.02)	Clone (0.27)
Crypt::Eksblowfish::Crypt (0.008)	DBD::Mock (0.01)	DBD::MySQL (0.02)	DBD::mysql (0.04)
DBI (1.64)	DBI::Class::Schema::Loader (0.07048)	DBIx::RunSQL (0.15)	Data::Dumper (2.167)
Data::ICal (0.12)	Data::Calc (0.4)	Date::Manip (0.40)	DateTime (0.66)
DateTime::Event::ICal (0.08)	DateTime::Format::ICal (0.09)	DateTime::Format::MySQL (0.06)	DateTime::TimeZone (1.20)
Dev::Cover (0.08)	Digest::MD5 (0.05)	Digest::SHA (0.40)	Email::Address (0.06)
Email::Date (1.00)	Email::MessageID (0.00)	Email::Sender (1.00000)	Email::Stuffer (0.01)
Exception::Class (1.0)	File::Copy (0.02)	File::Path (0.07)	File::Slurp (0.01)
File::Temp (0.02)	Font::TTF (0.05)	GO (0.06)	GD::Barcode::UPCE (0.1)
Getopt::Long (2.0)	Getopt::Std (0.06)	Graphics::Magick (0.19)	Gettext::URL (0.08)
HTML::Entities (3.00)	HTML::FormatText (2.0)	HTML::Scrubber (0.01)	HTTP::Cookies (0.05)
HTTP::OAI (0.2)	HTTP::Request::Common (0.01)	HTTPD::Bench::ApacheBench (0.01)	IPC::Cmd (0.06)
JSON (2.07)	JSON::Validator (0.01)	LWP::Protocol::https (0.03)	LWP::Simple (0.01)
LWP::UserAgent (0.01)	Library::CallNumber::LC (0.01)	Lingua::Image (0.01)	Lingua::Stem (0.01)
Lingua::Stem::Snowball (0.01)	List::MoreUtils (0.01)	List::Util (0.01)	Locale::Currency::Format (0.01)
Locale::Language (0.01)	Locale::Messages (0.01)	Locale::PO (0.01)	Locale::Text::TTF (0.01)
Log::Log4perl (0.01)	MARC::Charset (0.01)	MARC::File::XML (0.01)	MARC::Record (0.01)
MARC::Record::XML (0.01)	MIME::Base64 (0.01)	MIME::Lite (0.01)	MIME::QuotedPrint (0.01)
Module::Perl (0.01)	Module::Bundled::Files (0.01)	Module::CPANfile (0.01)	Module::Load::Conditional (0.01)
Module::Pluggable (0.01)	Module::Mejicious (0.01)	Module::OpenAPI (0.01)	Module::Netmask (0.01)
Net::CIDR (0.01)	Net::LDAP (0.01)	Net::LDAP::Filter (0.01)	Net::Netmask (0.01)
Net::OAI2::AdministrationServer (0.01)	Net::SFTP::Foreign (0.01)	Net::Server (0.01)	Net::Ssl (0.01)
Net::Z3950::SimpleServer (0.01)	Net::Z3950::ZOOM (0.01)	Number::Format (0.01)	OpenOffice::OODoc (0.01)
PDF::AFIP (0.01)	PDF::Form::HTML (0.01)	PDF::Reuse (0.01)	PDF::Reuse::Barcode (0.01)
PDF::Table (0.01)	POD::Text (0.01)	Pod::Text::Formatters (0.01)	Plack::Middleware::LangWatch (0.01)
Plack::Middleware::ReverseProxy (0.01)	Readonly (0.01)	SMS::Send (0.01)	Schedule::At (0.01)
Search::Elasticsearch (0.01)	Selenium::Remote::Driver (0.01)	Sereal::Decoder (0.01)	Sereal::Encoder (0.01)
String::Random (0.01)	String::Random (0.01)	Sys::CPU (0.01)	Template (0.01)
Template::Plugin::HTMLToText (0.01)	Template::Plugin::JSON::Escape (0.01)	Template::Plugin::Stash (0.01)	Term::ANSIColor (0.01)

KOHA Administration

Activities Firefox Web Browser Wed 14:57

Administration > Koha

127.0.0.1:8080/cgi-bin/koha/admin/admin-home.pl

80% ☆

gladiscart | Amala College of Nursing - Help

Home > Administration

System preferences defaults

Search system preferences Check out Search the catalog

Share content with Mana KB?

You haven't decided if you want to activate Mana Knowledge Base. Change your Mana KB settings.

Share anonymous usage statistics with the Koha community?

You haven't decided if you want to activate usage statistic sharing in Koha yet. Change your stats settings. This feature gives the Koha developers valuable information regarding how Koha is being used and helps to drive decisions during the development cycle.

Koha administration

Global system preferences

Manage global system preferences like MARC fields, date format, administrator email, and templates.

Search

Hint: Configure these parameters in the order they appear.

Basic parameters

Libraries

Define libraries

Library groups

Define hierarchical library groups

Item types

Define item types used for circulation rules

Authorized values

Define categories and authorized values for them

Patrons and circulation

Patron categories

Define patron categories

Circulation and fines rules

Define circulation and fines rules for combinations of libraries, patron categories, and item types

Patron attribute types

Define external attributes identifiers

Library transfer items (Advanced)

Catalog

MARC bibliographic framework

Create and manage bibliographic frameworks that define the characteristics of your MARC records (field and subfield definitions) as well as templates for the MARC editor

Koha to MARC mapping

Define the mapping between the Koha relational database (SQL) and the MARC bibliographic records

MARC bibliographic framework test

Checks the MARC structure. If you change your MARC bibliographic framework it is recommended that you run this tool to test for errors in your database

Authority types

Create and manage authorities frameworks that define the characteristics of your MARC records (field and subfield definitions)

Classification schemes

Define classification schemes (e.g. call number schemes) used by your collection. Also define filing rules used for sorting call numbers and splitting rules for splitting them

Record matching rules

Manage rules for automatically matching similar records during record export

OAI sets configuration

Manage OAI sets

Item search fields

Manage custom fields for item search

Search engine configuration (Elasticsearch)

Manage indexes, boosters, and their mappings to Elasticsearch fields and subfields

Acquisition parameters

Currencies and exchange rates

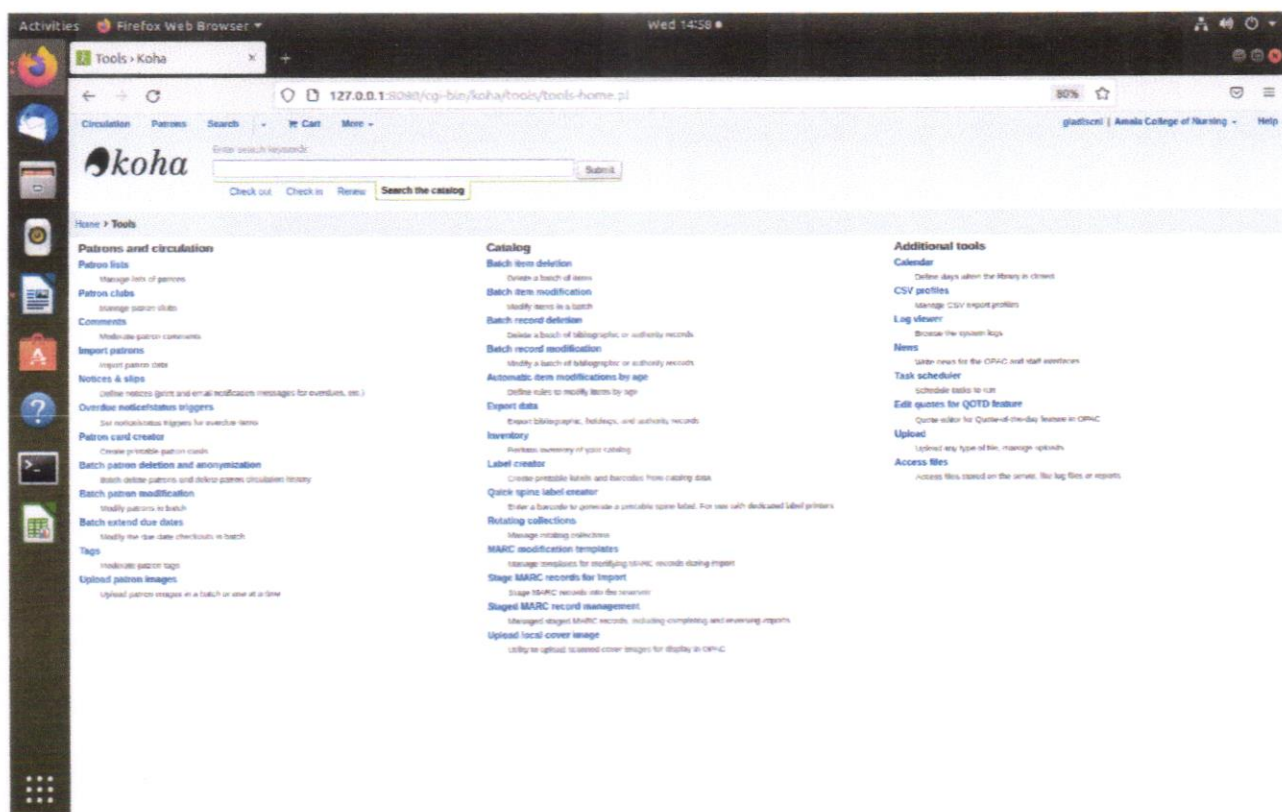
Define currencies and exchange rates used for acquisitions

Budgets

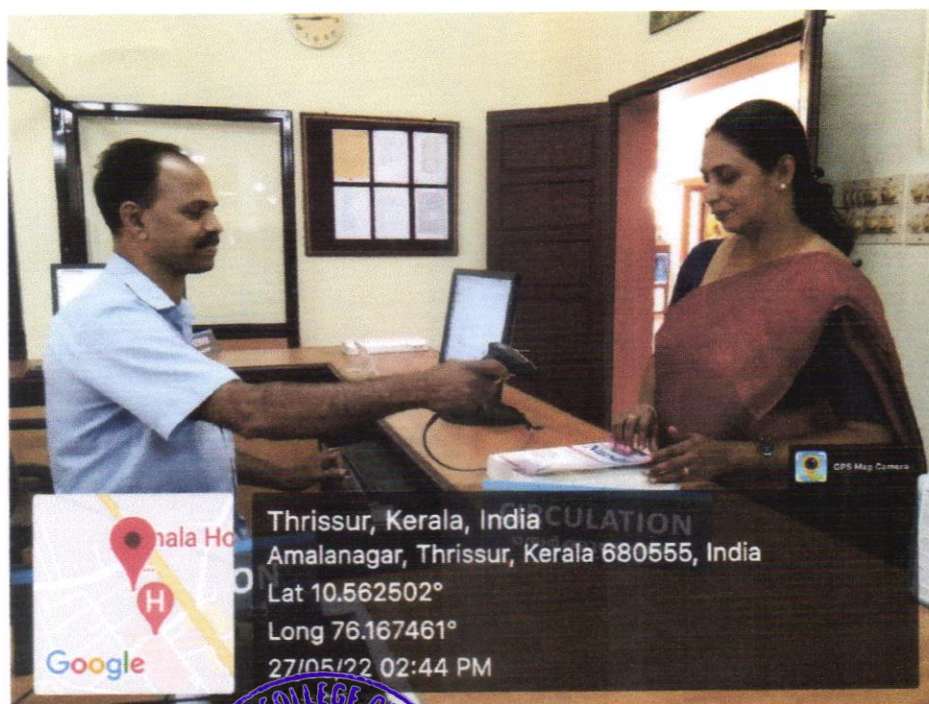


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KOHA Tools



KOHA Circulation



23 ~

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Circulation – Patron

Activities Firefox Web Browser Wed 15:00

Checking out to Lecturer: x

127.0.0.1:8080/cgi-bin/koha/circulation.pl?borrowernumber=394

80% Amala College of Nursing Help

Circulation Patron Search Cart More

Enter patron card number or serial number

Check out Check in Renew Search the catalog

Home > Circulation > Checkouts > Lecturer Tracy Abraham (Tr Ma) (A118035458)

Lecturer Tracy Abraham (Tr Ma) (A118035458)

Check out settings

Checking out to Lecturer Tracy Abraham (Tr Ma) (A118035458)

Enter item barcode

Check out

Attention: Overdue Patron has ITEMS OVERDUE. See highlighted items below

Messages: Add a new message

1 Checkout(s) 2 Items Restrictions

Number of checkouts by item type

Columns Export

Due date	Title	Record-level item type	Item type	Collection	Location	Home library	Checked out on	Checked out from	Call number	Copy number	Charge	Fine	Price	Renew select all none	Check in select all none	
05/04/2022	Levin's Medical Surgical Nursing 1 Assessment and Management of clinical problems Vol.2 by Levin 3630	Reference	Reference			Amala College of Nursing	02/04/2022 22:54	Amala College of Nursing	417.0		0.00	0.00	0.00	0 Yes (out of 2 renewal requests)		
Totals:												0.00	0.00	0.00	0	Renewal due date: Forgive fines on return

Always show checkouts immediately

Renew or check in selected items Remove all

KOHA Advanced Search

Activities Firefox Web Browser Wed 15:02

Advanced search > Catalog: x

127.0.0.1:8080/cgi-bin/koha/catalogue/search.pl

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Circulation Patron Search Cart More

Enter patron card number or serial number

Check out Check in Renew Search the catalog

Home > Advanced search

Advanced search

Go to item search

Search More options Clear fields

Search for

Keyword Keyword Keyword

Item type

Limit to any of the following:

Books Sound Volume Electronic Devices Journal Project Publications / Articles Question Papers Reference Syllabus Thesis / Dissertations

Subtype limits

Any audience Any content Any format Additional content types

Location and availability



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KOHA Cataloguing New MARC Record

The screenshot shows the 'Add MARC record' page in a web browser. The browser's address bar shows the URL: `127.0.0.1:8080/uy-bin/kuha/cataloging/addbiblio.pl?traworkcode=5K5`. The page has a navigation bar with 'Home', 'Cataloging', and 'Add MARC record'. Below the navigation bar, the title 'Add MARC record' is displayed. The main content area contains a form with several MARC fields, each with a label, a subfield indicator, a description, and a text input box. The fields are: 000 (LEADER), 003 (CONTROL NUMBER IDENTIFIER), 005 (DATE AND TIME OF LATEST TRANSACTION), 008 (FIXED-LENGTH DATA ELEMENTS - GENERAL INFORMATION), 020 (INTERNATIONAL STANDARD BOOK NUMBER), 022 (INTERNATIONAL STANDARD SERIAL NUMBER), 082 (DEWEY DECIMAL CLASSIFICATION NUMBER), 190 (PERSONAL NAME), and 245 (TITLE STATEMENT). Each field is marked as 'Required'.

KOHA Cataloguing New Items

Activities Firefox Web Browser Wed 15:09

items > new by new (Record #4869)

127.0.0.1:9080/cgi-bin/koha/cataloging/addItem.pl?biblionumber=4869

90% ☆

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Circulation Patrons Search Cart More

koha

Search the catalog and/or holdings

Cataloging search Check out Check in Renew Search the catalog

Home > Cataloging > Edit new by new (Record #4869) > Items

Items for new by new (Record #4869)

Add item

1 - Last status

2 - Materials specified (bound volume or other part)

3 - Item for loan

4 - Collection code

5 - Home library

6 - Current library

7 - Shelving location

8 - Date acquired

9 - Source of acquisition

10 - Cost, normal purchase price

11 - Serial enumeration / chronology

12 - Shelving control number

13 - Full call number

14 - Barcode

15 - Copy number

16 - Koha item type

17 - Topic

Required

Add item Add & duplicate Add multiple copies of this item

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Date 24/3/22

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KOHA Reports Library

Activities Firefox Web Browser Wed 15:18

127.0.0.1:8080/cgi-bin/koha/reports/guided_reports.pl?phase=libse-saved

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koha Enter patron card number or partial name:

Home > Reports > Guided reports wizard > Saved reports

Saved reports

Filter:

Run reports:

Saved reports

ID	Report name	Type	Group	Subgroup	Notes	Author	Creation date	Last edit	Last run	Public	JSON URL	Cache expiry (seconds)	Saved results	Actions
1	Accession Register Sorted by Barcode Number Report	Catalog				Gladis George C (2)	22/01/2020	12/02/2022 15:43	2004/2022 15:13	No	cgi-bin/koha/reports/libse-1	300		<input type="button" value="Run"/>
2	Borrowerslist					Gladis George C (2)	25/04/2020 12:58	18/04/2022 10:54		No	cgi-bin/koha/reports/libse-2	300		<input type="button" value="Run"/>
3	Date used List of Item	Acquisitions				Gladis George C (2)	05/12/2020	05/12/2020 11:06	2004/2022 11:40	No	cgi-bin/koha/reports/libse-3	10		<input type="button" value="Run"/>
4	Direct Library Item Type report	Circulation				Gladis George C (2)	12/01/2022	12/01/2022 15:47	13/04/2022 12:29	No	cgi-bin/koha/reports/libse-4	300		<input type="button" value="Run"/>
5	All Department Issue					Gladis George C (2)	13/01/2022	13/01/2022 12:36		No	cgi-bin/koha/reports/libse-5	300		<input type="button" value="Run"/>
6	Check in List of Books (Date used)					Gladis George C (2)	13/01/2022	01/04/2022 14:59	13/04/2022 12:42	No	cgi-bin/koha/reports/libse-6	300		<input type="button" value="Run"/>
7	Date used Circulation Report					Gladis George C (2)	13/01/2022	01/04/2022 14:33	18/04/2022 10:53	No	cgi-bin/koha/reports/libse-7	300		<input type="button" value="Run"/>
8	Over Due Details					Gladis George C (2)	13/01/2022	01/04/2022 15:05	18/04/2022 10:53	No	cgi-bin/koha/reports/libse-8	300		<input type="button" value="Run"/>
9	Subjectarea report					Gladis George C (2)	02/02/2022	02/02/2022 18:53	18/04/2022 10:53	No	cgi-bin/koha/reports/libse-9	300		<input type="button" value="Run"/>
10	Accession Register: Multiple Issues					Gladis George C (2)	18/02/2022	18/02/2022 15:17	01/04/2022 11:10	No	cgi-bin/koha/reports/libse-10	300		<input type="button" value="Run"/>

KOHA Borrowers List

Activities Firefox Web Browser Wed 15:20

127.0.0.1:8080/cgi-bin/koha/reports/guided_reports.pl?reports=2&phase=run-this-report

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koha Enter patron card number or partial name:

Home > Reports > Guided reports wizard > Saved reports > Borrowerslist (2) > Run

Borrowerslist (2)

Total number of results: 262 (26 shown)

Match operators with all visible records

Rows per page: 25

cardnumber	username
10001	Gladis
17000	Gladis George C
M20000173	AK
B200001081	MARY CELIA
ACN1000000002	Dona RO
ACN1101008	Maryland
TSACN1001	Rajee Reghunath
TSACN1002	St. Liba Lutheth
TSACN1003	Lakshmi G
TSACN1004	St. Mervy John (Moly John)
TSACN1005	St. Joseph C. S. C
TSACN1006	Charles Chacko
TSACN1007	St. Chrysostom
TSACN1008	Joseph KP
TSACN1009	Ancatha VB
TSACN1010	Moly Thomas
TSACN1011	St. Gaby James
TSACN1012	Mary Thomas Joseph
TSACN1013	Rinu David
TSACN1014	Fenny Paul K

127.0.0.1:8080/cgi-bin/koha/circ/circulation-home.pl

Legit

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KOHA Date Wise Item List

Date wise List of Item (3)
Total number of results: 11
Rows per page: 20

dateaccessioned	barcode	itemcallnumber	author	title	emurchean	location	publishercode
2022-04-25	QP012			Question Paper M.Sc. Nursing 2020-2021			
2022-04-25	QP012		Kerala University of Health Science	Question Paper M.Sc. Nursing 2021			
2022-04-25	QP012		Kerala University of Health Science	Question Paper M.Sc. Nursing 2020-2021			Kerala University of Health Science MG University, Kottayam
2022-04-25	QP012			Question Paper M.Sc. Nursing			
2022-04-25	QP012		Amala Vishwa Vidyapeetham	Question Paper			
2022-04-25	QP012		Calicut University	Question Paper		Calicut University	
2022-04-25	QP012		MG University	Model Question Papers		MG University	
2022-04-25	QP012		Calicut University	Model Question Papers		Calicut University	
2022-04-25	QP012		MG University	Model Question Papers		MG University	
2022-04-25	QP012			Model Question Papers			

All Department Issue Report

All Department Issue (5)
Total number of results: 50 (20 shown)
Rows per page: 20

dateaccessioned	freebranch	itemcallnumber	barcode	title	author	itemcallnumber
2022-01-12 16:37:44	ACON	PRDL	1257	Psychiatry for nurses	Nanda, S	620 736 6 NND
2022-01-12 16:38:34	ACON	PRDL	1213	Textbook of postgraduate psychiatry (vol-2)	Vijaya J N & Ahuja, Nig	620 736 6 VNA
2022-01-12 16:41:26	ACON	PRDL	1440	Psychopharmacology treatment of psychiatric disorders	Ananth, Jambur	620 736 6 ANA
2022-01-12 16:41:56	ACON	PRDL	1210	Textbook of postgraduate psychiatry (vol-1)	Vijaya J N	620 736 6 VNA
2022-01-12 16:42:17	ACON	PRDL	1660	Psychiatric mental health nursing: concepts of care in evidence-based practice	Thermon, Mary C	620 736 6 TCD
2022-01-12 16:42:21	ACON	PRDL	1357	Textbook of psychiatric nursing	Kapoor, Sheila	620 736 6 KAP
2022-01-12 16:42:47	ACON	PRDL	1354	Textbook of psychiatric nursing	Kapoor, Sheila	620 736 6 KAP
2022-01-12 16:43:07	ACON	PRDL	8947	Mental Health Nursing	Kawthra R D	620 736 6 KAW
2022-01-12 16:43:13	ACON	PRDL	3907	Aguide to Mental Health & Psychiatric Nursing	Sreenivas R	620 736 6 SRE
2022-01-12 16:43:17	ACON	PRDL	1376	Principles & practice of psychiatric nursing	Stuart, Carl W	620 736 6 STU
2022-01-12 16:43:17	ACON	OBGND	2651	Textbook of Midwifery & Obstetrical Nursing	Abraham Nancy	620 ABR
2022-01-12 16:43:17	ACON	OBGND	3724	Holland & Beers Manual of Obstetrics	Geetha Shresh N	620 DAF
2022-01-12 16:43:17	ACON	OBGND	3905	D.C.Datta's Textbook of Obstetrics	Konar Hiranil	620 KON
2022-01-12 16:43:17	ACON	OBGND	1890	Essentials of Gynecology	Anukuman Sabaratham (et al.)	620 APR
2022-01-12 16:43:17	ACON	OBGND	1452	Mutlak & Menon's clinical obstetrics	Mutlak, A L	620 MUD
2022-01-12 16:43:17	ACON	OBGND	1481	Prog. manual for undergraduates gynecology	Parkunil, V G	620 PAD
2022-01-12 16:43:17	ACON	OBGND	2185	Obstetric nursing outline	Madden Yonied	620 MAS
2022-01-12 16:43:17	ACON	OBGND	2727	Principles and practice of obstetrics and gynecology	Datta Pankaj	620 DDA
2022-01-12 16:43:17	ACON	OBGND	2728	Principles and practice of obstetrics and gynecology	Datta Pankaj	620 DDA
2022-01-12 16:43:17	ACON	OBGND	1987	Essentials of Obstetrics	Anukuman Sabaratham (et al.)	620 ANU



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Checkin List (Date wise)

Activities Firefox Web Browser Wed 15:27

Report Over Due Details

127.0.0.1 8080/cgi-bin/koha/reports/guided_reports.pl?reports=5&phase=Run this report&limit=20&want_full_chart=80%

Circulation Patrons Search Cart More

koha Enter patron card number or partial name

Check out Check in Renew Search the catalog

Home > Reports > Guided reports wizard > Saved reports > Over Due Details (8) > Run

Run reports

Save reports

Reports dictionary

Useful resources

Koha report library

Koha database schema

Over Due Details (8)

Total number of results: 55 (20 shown)

Rows per page: 20

Barcode	Issuance number	Barcode	Title	Author
650 OUT	1407	650 OUT	Text book of gynecology	Dutta, D C
618 BAS	951	618 BAS	Textbook of midwifery and reproductive health nursing	Burmanappa B T
370 SAN	2189	370 SAN	Learning and Teaching nursing	Sankaranarayanan
370 GUD	3576	370 GUD	Nursing Education principles and concepts	Sudha R
650 ABR	2621	650 ABR	Textbook of Midwifery & Obstetrical Nursing	Abraham Nitya
370 NEE	226	370 NEE	Textbook of nursing education	Neeraja K P
370 NEE	3600	370 NEE	Textbook of communication and education technology for nurses	Neeraja K P
370 BAS	1444	370 BAS	Nursing education	Burmanappa B T
370 SAN	2149	370 SAN	Learning & Teaching Nursing	Sankaranarayanan B & Sanku B
626 394 DIC	2813	626 394 DIC	Cervical Cancer	Dizon, Den S
626 394 MAR	2229	626 394 MAR	Essentials of clinical oncology	Marth Robert de W
614 BAX	4056	614 BAX	Textbook of Community Health Nursing-II	Saxena, Ravi Prakash
626 730 72 REG	3490	626 730 72 REG	Text book of Nursing Research	Reghunath Rajee
618 735 8 ELA	3495	618 735 8 ELA	Management of Nursing Services and Education	D. Chakravarthy Bhaskara Rao
615 GAO	3445	615 GAO	Textbook of Pharmacology for nurses	Grover, J K
613 2 SHA	4206	613 2 SHA	Textbook of Nutrition	Sharma Monika
614 PRA	3710	614 PRA	Community Health Nursing-II	Prasanna Grassa G
658 JOC	3297	658 JOC	Principles & Practice of nursing management & administration	Jayashree V
620 739 9 KCH	2525	620 739 9 KCH	Modern Clinical psychology	Kachar, Sheelam J
356 MAN	3705	356 MAN	Psychology for nursing	Margel S K Di

Subject wise Report

Activities Firefox Web Browser Wed 15:28

Report Subjectwise report

127.0.0.1 8080/cgi-bin/koha/reports/guided_reports.pl?reports=9&phase=Run this report¶m_name=Subject

Circulation Patrons Search Cart More

koha Enter patron card number or partial name

Check out Check in Renew Search the catalog

Home > Reports > Guided reports wizard > Saved reports > Subjectwise report (9) > Run

Run reports

Save reports

Reports dictionary

Useful resources

Koha report library

Koha database schema

Subjectwise report (9)

Total number of results: 192 (20 shown)

Rows per page: 20

Barcode	Issuance number	Title	Author	Ed/Issuance number	Copyright date	Location	Type	ExtractValue(extended_data, 'id', 'tag="104"') nullIfNot([code="A"])
611 SRN	1	Textbook of anatomy: with colour atlas, 1	Singh, Indarjit	3	2003	BK	Anatomy	
611 SRN	2	Textbook of anatomy: with colour atlas, 2	Singh, Indarjit	3	2003	BK	Anatomy	
611 SRN	3	Textbook of anatomy with colour atlas, 3	Singh, Indarjit	3	2003	BK	Anatomy	
611 WAW	9	Dress and Wilson anatomy and physiology in health and illness	Wauugh, Anne	9	2002	BK	Anatomy-Physiology	
611 CHA	4	B.D. Chaurasia's human anatomy: regional and applied dissection and clinical: vol 1, upper limb, thorax	Chaurasia, B. D	4	2004	BK	Anatomy	
611 CHA	4	B.D. Chaurasia's human anatomy: regional and applied dissection and clinical: vol 2, upper limb, abdomen & pelvis	Chaurasia, B. D	4	2004	BK	Anatomy	
611 CHA	4	B.D. Chaurasia's human anatomy: regional and applied dissection and clinical: vol 3, head, neck and brain	Chaurasia, B. D	4	2004	BK	Anatomy	
611 TOR	20	Principles of anatomy and physiology	Tortora, J Gerald	20	2003	BK	Anatomy-Physiology	
611 STA	39	Gray's Anatomy: the anatomical basis of clinical practice	Standring, Susan	39	2005	BK	Anatomy	
611 STA	39	Gray's Anatomy	Standring, Susan	39	2005	BK	Anatomy	
611 PRU	7	Anatomy simplified (for nursing & paramedical students)	Paul, Anwarima	7	2003	BK	Anatomy	
611 CHA	5	B.D. Chaurasia's handbook of general anatomy	Chaurasia, B. D	5	2005	BK	Anatomy	
611 CHA	8	B.D. Chaurasia's handbook of general anatomy	Chaurasia, B. D	8	2004	BK	Anatomy	
611 WAW	4	View in anatomy: abdominal tract, central nervous system (Part 2)	Wauugh, Anne	4	2003	BK	Anatomy-Physiology	
611 SRN	1	Anatomy and physiology for nurses	Singh, Indarjit	1	2005	BK	Anatomy-Physiology	
611 SRN	1	Anatomy and physiology	Singh, Indarjit	1	2005	BK	Anatomy-Physiology	
611 DRA	1	Gray's anatomy for students	Drake, Richard L	1	2005	BK	Anatomy	
611 WAT	11	Anatomy and physiology for nurses	Watson, Roger	11	2004	BK	Anatomy-Physiology	
611 WAW	9	Dress and Wilson anatomy and physiology in health and illness	Wauugh, Anne	9	2003	BK	Anatomy-Physiology	
611 WAW	9	Dress and Wilson anatomy and physiology in health and illness	Wauugh, Anne	9	2003	BK	Anatomy-Physiology	



~ 28 ~

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Daily Local Use Report

Activities Firefox Web Browser Wed 15:29

Report Daily Utilization

127.0.0.1:8080/cgi-bin/koha/reports/guided_reports.pl?reports=11&phase=Run this report

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Search

Enter patron card number or personal name

Submit

Check out Check in Renew Search the catalog

Home Reports Guided reports wizard Saved reports Daily Utilization Report (localuse) (11) Run

Run reports

Saved reports

Reports dictionary

View dictionary

Useful resources

Koha report library

Koha database schema

Run report Edit Duplicate Delete Run report Schedule Download Show SQL code Create chart Patch all data for chart

Daily Utilization Report (localuse) (11)

Total number of results: 94 (20 shown)

Rows per page: 20

barcode	title	author	ResType	datetime
2262	Pocket Book on Laboratory tests for nurses	Pranika	BR	2022-02-23 10:27:59
1903	Common diagnostic Procedures for Nurses	Meri Raja and Cengiz Cyrus	BR	2022-02-25 10:28:12
3427	Microbiology for Diploma in GNM (General nursing & Midwifery)	Baveya, c p	BR	2022-02-25 12:55:53
3584	Practical manual of haematology	Sh Nageswari K	BR	2022-02-25 12:58:45
711	Textbook of human technology with color atlas	Singh Indrjit	BR	2022-02-25 12:58:48
711	Textbook of human technology with color atlas	Singh Indrjit	BR	2022-02-25 12:59:31
123	Guidelines for preventing HIV, HBV and other infections in the health care setting	WHO	BR	2022-02-25 13:14:16
1963	Management of Nursing Services and Education	Narayanan	BR	2022-02-30 15:23:44
1963	Management of Nursing Services and Education	Narayanan	BR	2022-02-30 15:24:06
2874	Textbook of Sociology	Narayan Kumar	BR	2022-02-30 15:24:48
4167	Applied Psychology	Sharma, Harish Kumar	BR	2022-02-30 15:25:08
2472	Textbook of sociology for nursing students	Ganesh P	BR	2022-02-30 17:35:32
174	Dictionary of pharmacy	Sharma, Sankar	BR	2022-02-30 17:35:45
1377	Teaching nursing: developing a student-centered learning environment	Young, Lynne E	BR	2022-04-02 11:17:10
3537	Nursing Education principles and concepts	Sudha R	BR	2022-04-02 11:17:38
1351	A concise text book on psychiatric nursing	Bhadda, M S	BR	2022-04-02 11:19:19
3207	Nursing Science	Silvaachari B	BR	2022-04-02 11:19:10
3212	A Concise text book of advanced nursing practice	Baskaran P Shobane	REF	2022-04-02 11:20:17
3462	Jaypee's Nurses, Dictionary for nurses and Allied Healthcare Professionals	U N Panda	BR	2022-04-04 10:41:14
3462	Jaypee's Nurses, Dictionary for nurses and Allied Healthcare Professionals	U N Panda	BR	2022-04-04 10:41:20

Duplicate Title Report

Activities Firefox Web Browser Wed 15:30

Report Duplicate-title

127.0.0.1:8080/cgi-bin/koha/reports/guided_reports.pl?reports=12&phase=Run this report

gladiscan | Amala College of Nursing Help

Search

Enter patron card number or personal name

Submit

Check out Check in Renew Search the catalog

Home Reports Guided reports wizard Saved reports Duplicate-title (12) Run

Run reports

Saved reports

Reports dictionary

View dictionary

Useful resources

Koha report library

Koha database schema

Run report Edit Duplicate Delete Run report Schedule Download Show SQL code Create chart Patch all data for chart

Duplicate-title (12)

Total number of results: 449 (20 shown)

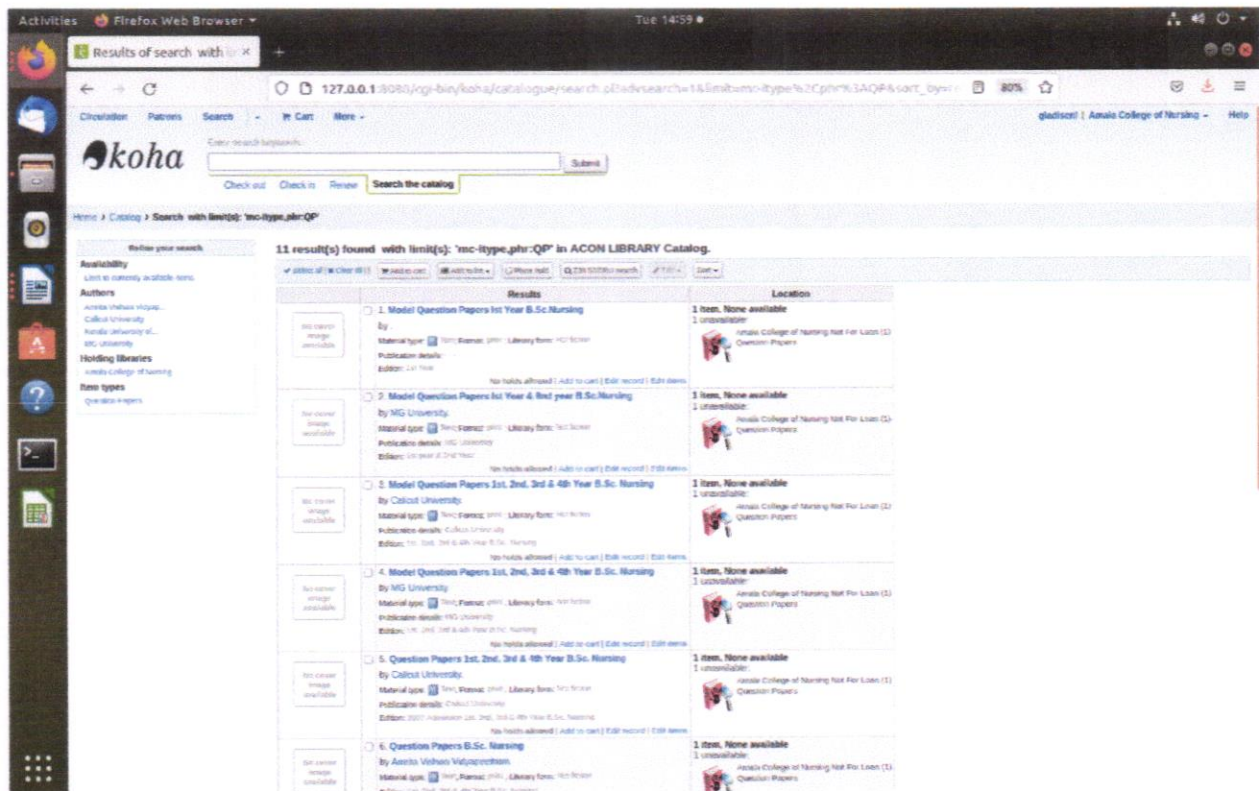
Rows per page: 20

barcode	title	author
4615, 4440	Structured Teaching Program On Knowledge Regarding Consequences Of Internet Addiction And Its Prevention Among Adolescents	Nanda G
3667, 3668, 3669	A composition singing the generations of the South India	Master CHAN
3491, 3492	A Guide to Mental Health & Psychiatric Nursing	R Sreenivas
3383, 3457	A guide to Mental Health & Psychiatric Nursing	Sreenivas R
1428, 1429	A guide to mental health and psychiatric nursing	Sreenivas, R S
2314, 2375	A Guide to the X-Ray Department	Gokulman Myer
3122, 3124	A handbook for the teachers	Gopalakrishnan N
3759, 3770	A reference manual for nurses on community care nursing	Nancy St
1434, 1435, 1436, 1437, 1438, 1439	A short text book of psychiatry	Ahuja, Nita
2444, 2445, 2446, 2447, 2448	A short textbook of Nursing Research	Reghunath Rajee
4641, 4477	A Study To Assess The Correlation Between Biological Variables And Menstrual Profile Among Nursing Students In Selected Nursing Colleges In Thrissur District	Verghese, Trina N
4635, 4673	A Study To Assess The Effect Of Honey On Prevention Of Radiation Induced Oral Mucositis Among Head And Neck Cancer Patients Undergoing Radiation Therapy In Amala Institute Of Medical Science Thrissur	Ajith Arya V
4642, 4478	A Study To Assess The Effect Of Laughter Therapy On Stress Among Old Age People Residing In Selected Old Age Homes Thrissur District	Oppen, Milus
4640, 4476	A Study To Assess The Effect Of Pelvic Floor Exercise On Urinary Incontinence Among Elderly Women Living In Selected Old Age Home In Thrissur And Palakkad Districts	Sreenivas R
4651, 4576	A Study To Assess The Emotional Intelligence Level Of Stress And Coping Strategies Among Bsc Nursing Students Of Selected Nursing Colleges Thrissur	Daily
4655, 4580	A Study To Assess The Level Of Stress And Its Predictors Among Post Mastectomy Patients Receiving Adjuvant Therapy	Sreejitha
4613, 4614	A Study To Assess The Prevalence Of Dental Caries And Knowledge On Dental Hygiene Among Lower Primary Students In A Selected School In Thrissur	Babu, Bhojith et al
4652, 4575	A Study To Assess The Prevalence Of Postpartum Depression And Its Associated Factors Among Postnatal Mothers In Amala Institute Of Medical Science Thrissur	Adhira
4023, 4440	A Study To Assess The Effect Of Foot And Ankle Exercise On Intraabdominal Muscle Cramps Among Patients Undergoing Haemodialysis In Amala Institute Of Medical Science Thrissur	Mathew, Debin
3493, 3494	A Textbook of Mental Health Nursing	Ramkumar Gupta



~ 29 ~

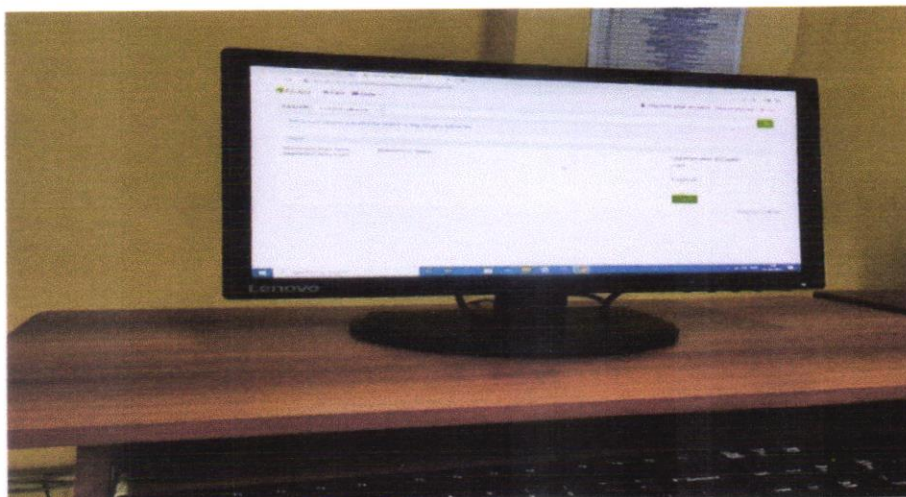
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KOHA Question Bank

KOHA in ACON Library

Our library software KOHA was installed in the year of 2015 as partial. We can do our library functions as like cataloguing, circulation, reporting, Online Public Access Catalogue through (OPAC), Stock Verification etc. are done with our software KOHA.



~ 30 ~

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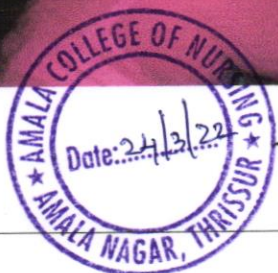
12. SECTIONS OF THE LIBRARY

The sections are organized into seven major collections, viz..., Issue section, Reference section, Current journal & Back issues, Bound journal collection, CD-ROM collection, B.Sc.[N] Projects, M.Sc.[N] Dissertations. Books are organized according to Dewey Decimal Classification [DDC].

13. LIBRARY SERVICE

a. Circulation Service

Circulation section handles the front desk operations of the Library and is very important because it is first contact point for faculty and users to the library. The library user services were concerned with the issue, return, and renewal of documents to the members of the Library. Besides faculty, students, research scholars and supporting staff of Institute with the prior sanction of principal. It assists the readers in locating library material. The section is also responsible for providing orientation to new entrants (UG, PG & Research scholars), casual and special visitors. It attends to inter-library loan requests and helps students to visit other libraries. The sections answer queries of readers about circulation in general. Readers may approach the Reference and Membership Counter for information or any assistance in the use of the library collections and services.



~ 31 ~

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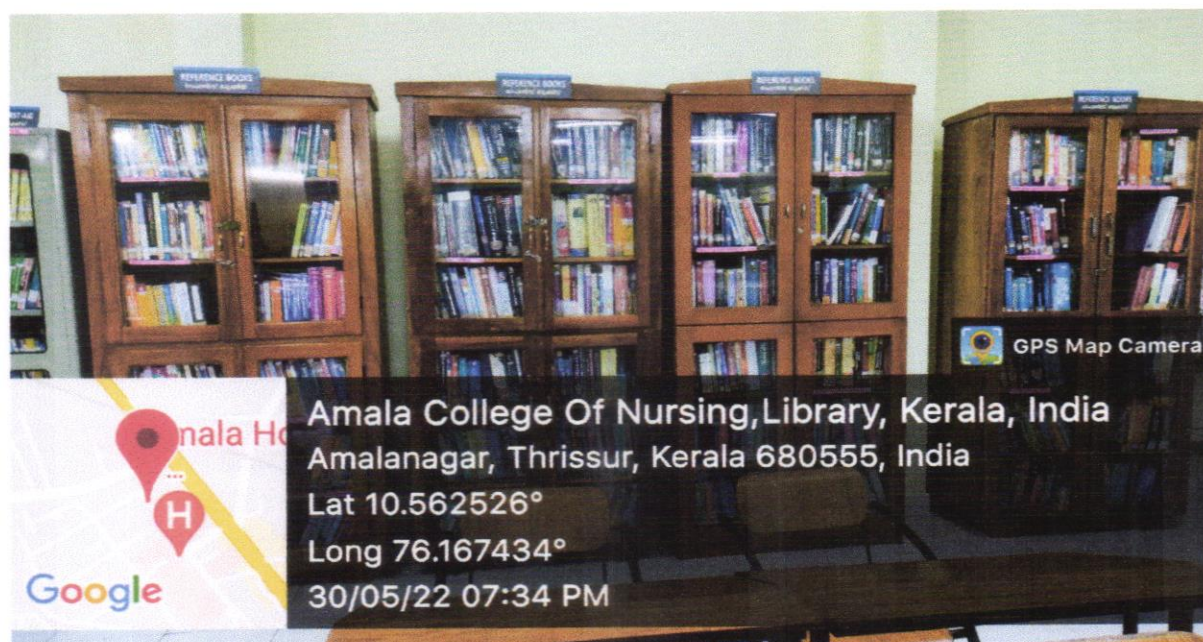
b. Current Awareness Service

The current Awareness Service provides the users with a list of latest documents and new issues of journals on specific subjects available in the library. Thus the user comes to know about new collection of library. Faculty publications photocopy copies of article published by the faculty in various periodicals are filed in the library.

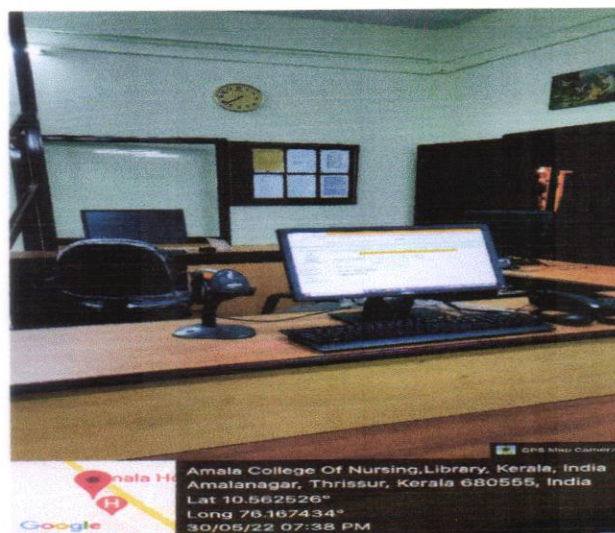
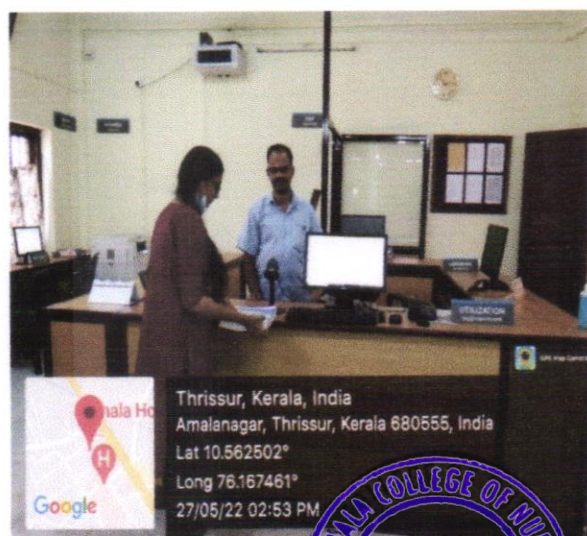
c. Reference Service

Reference service is considered as the heart of Library services. A good reference service depicts good collection. Users can also contact staff on duty for any assistance. The Library maintains a separate reference collection consisting of Latest Editions and rare books. It was arranged according to its call number order.

Reference books shelves



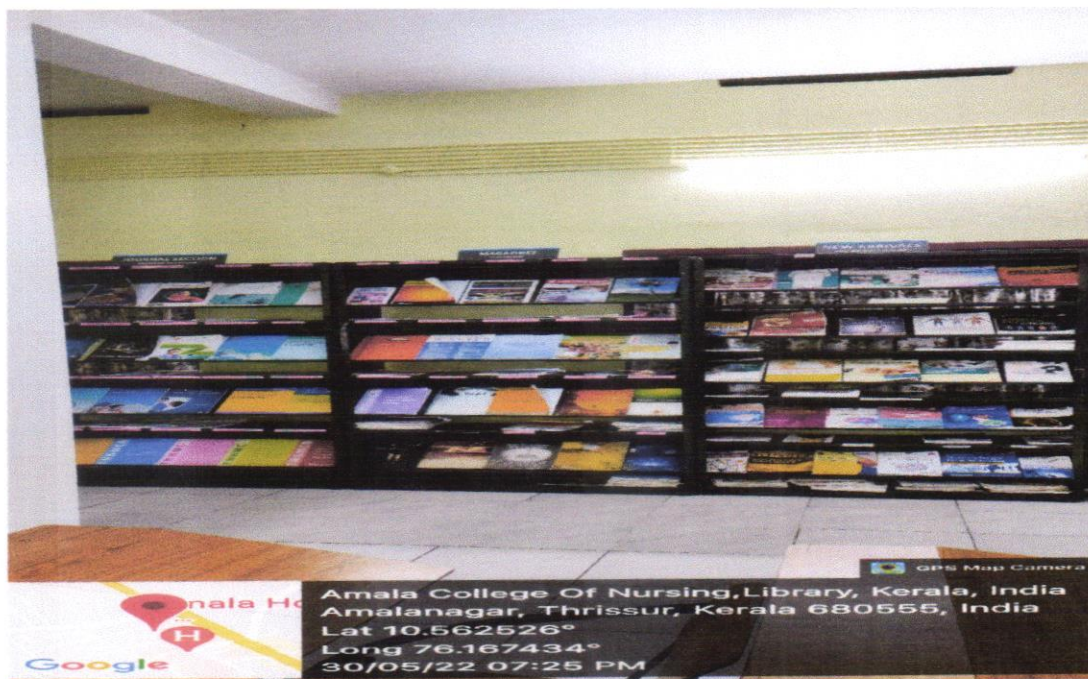
Utilization Entry



~ 32 ~

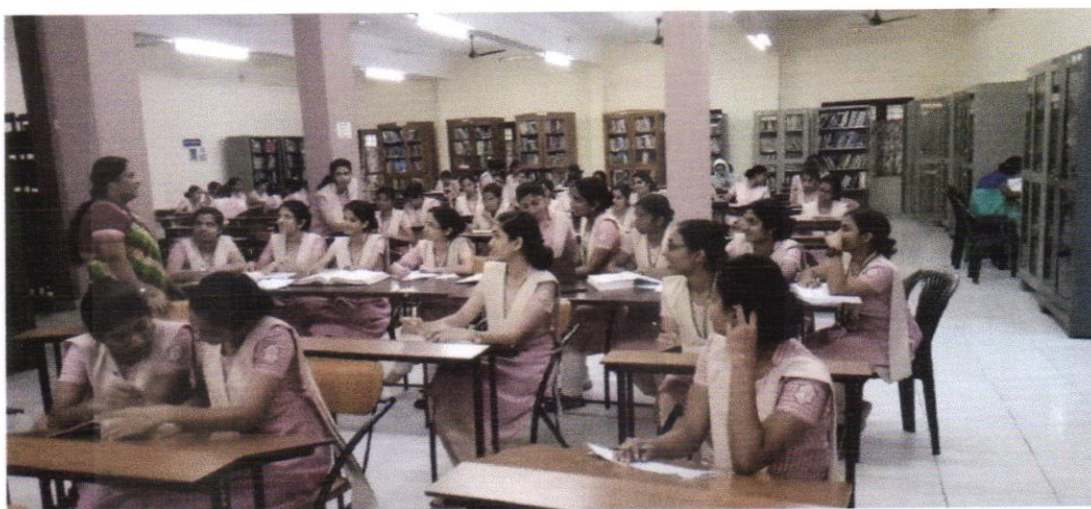
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New Arrivals shelf



d .User Education Service

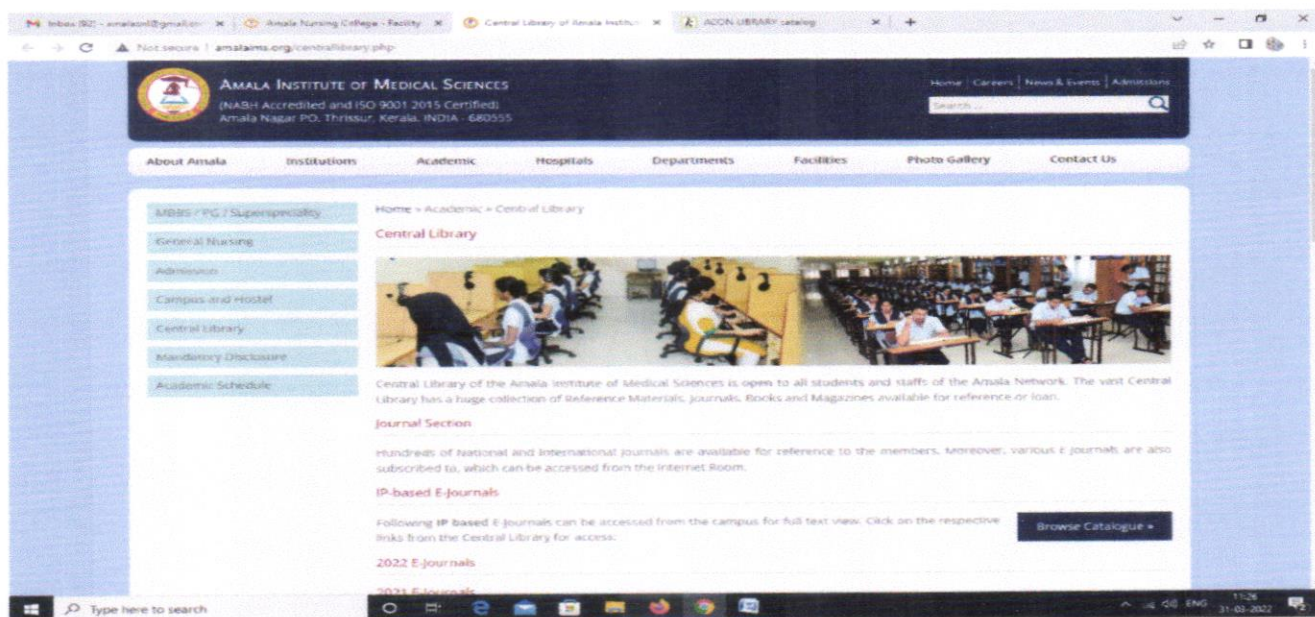
User education is mainly concerned with providing guidance and instructions to the readers in the proper use of library collections and services, individually or collectively. The user education usually consists of the information regarding library hours; rules and regulations of the library like lending of books, reference service, photocopying, bibliographic services; computer assisted facilities like browsing of Internet, search engines, searching of e-books and e-journals, subject gateways, free and open source digital material available on the net and their search for use under digital library system, use of CD-Rom, OPAC etc.



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e. Inter-Library Loan (ILL)

The Library arranges books and journals from other libraries in India on Inter-Library Loan (ILL) and reciprocal basis. Copies of research articles are also arranged under a resource sharing arrangement from Central Library. The Library is also a member of the DELNET and utilizes its services.




Resources Sharing

As a part of MoU with our mentor, St Thomas College (Autonomous), Thrissur, we have provisions for sharing various types of resources. The shared resources are listed as follows:

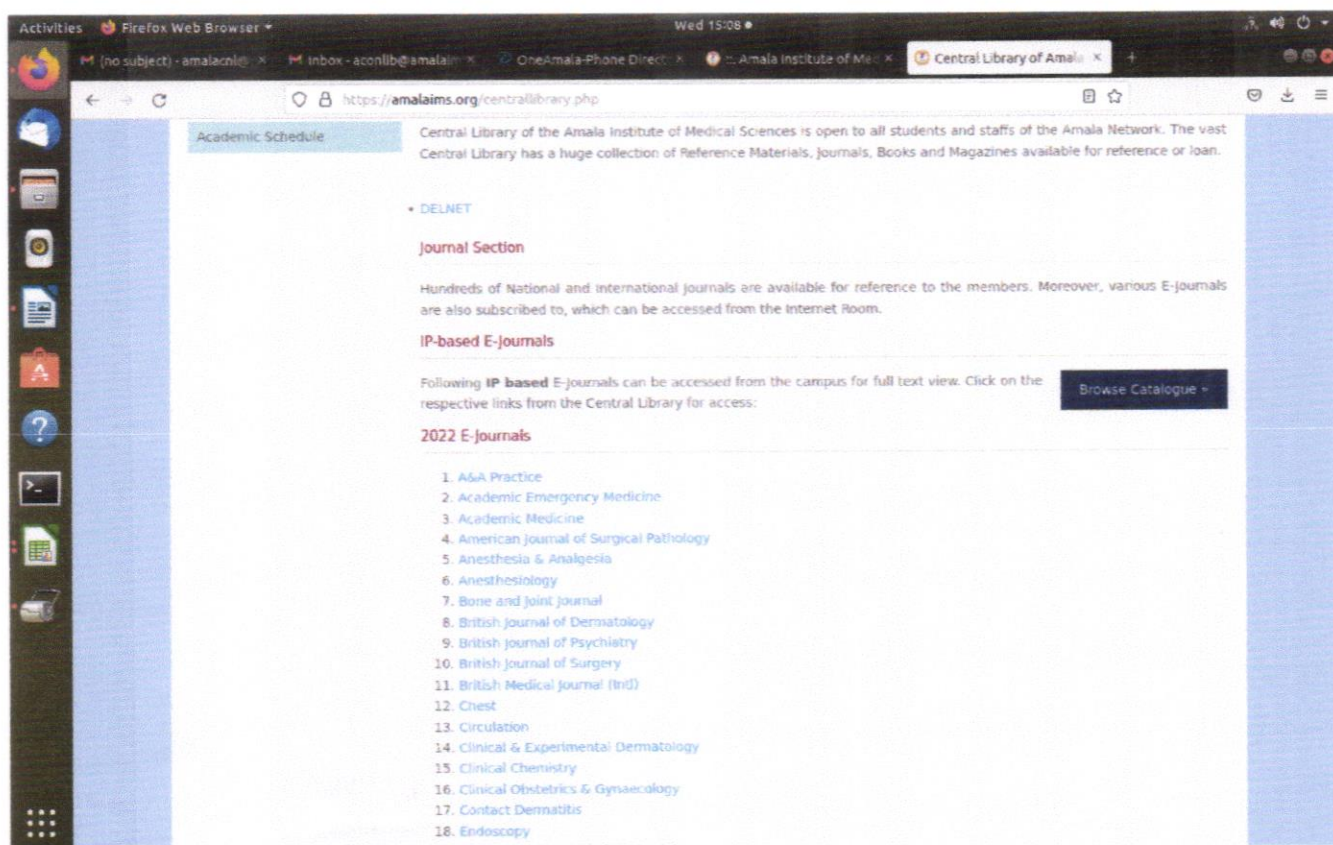
- Articles and books which are not available in our campus libraries are shared through inter-library loan
- Electronic articles which are not accessible to our students, researchers, and faculty members are shared on the basis of the fair dealing principle from consortia like E-ShodhSindhu
- Articles and theses of our researchers are checked for plagiarism with tools like iThenticate and Original




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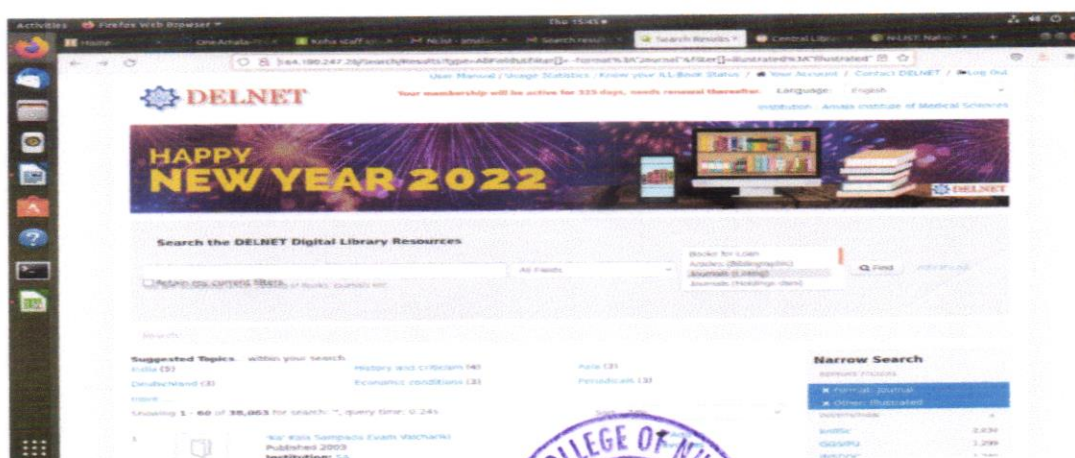
f. Online Journals

Our Central Library has the subscription of national and international IP based E-journals. *The users at the Amala campus can access the subscribed E-journals at <http://amalaims.org/centrallibrary.php>*



g. Delnet

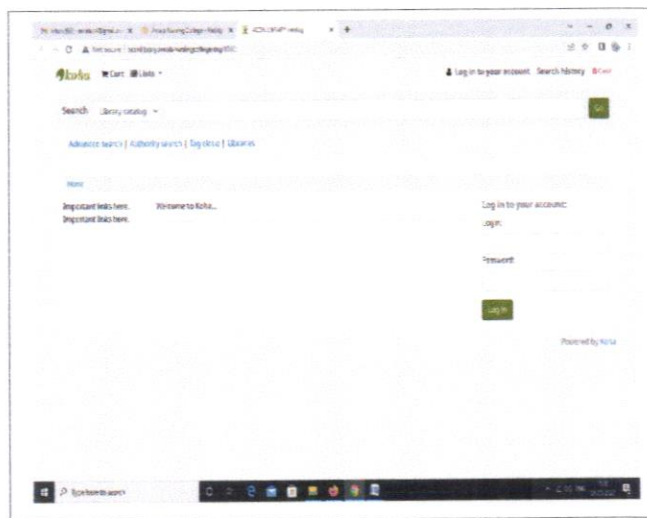
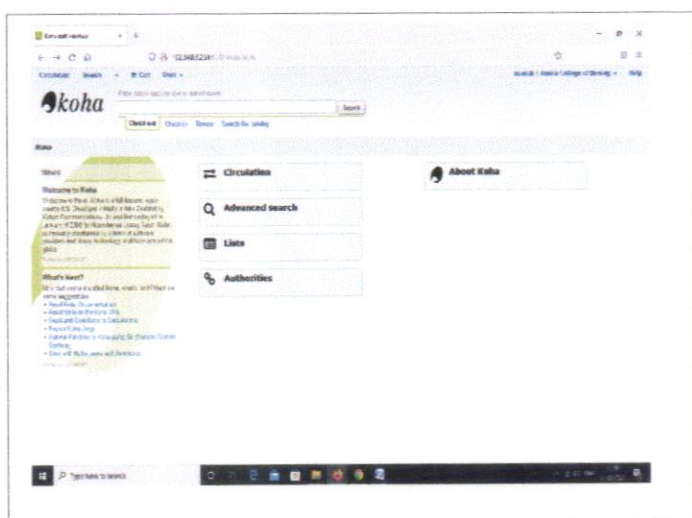
The Central Library, Amala Institute of Medical Sciences, Thrissur is a member of DELNET. The users at the Amala campus can access databases hosted by DELNET at <http://164.100.247.26/>



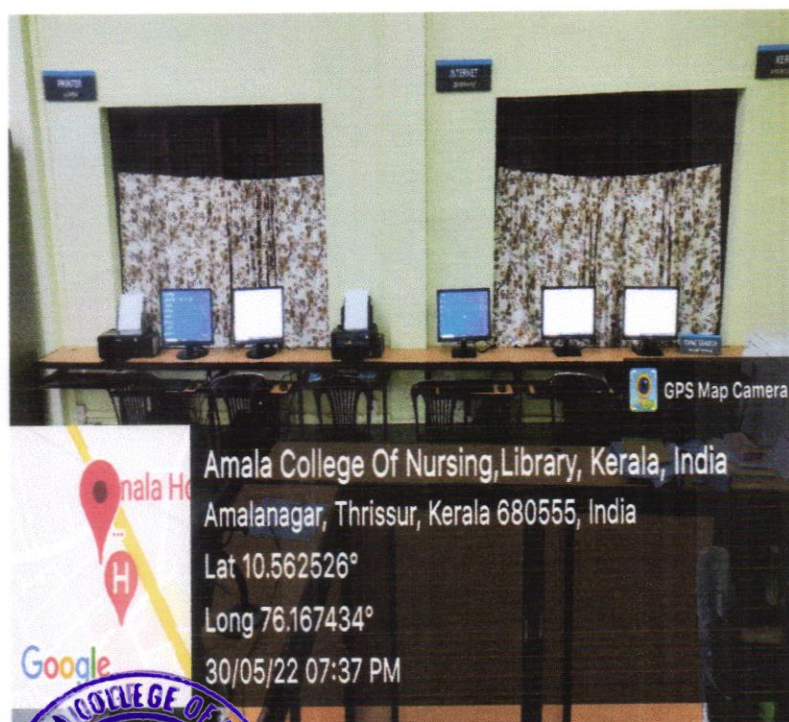
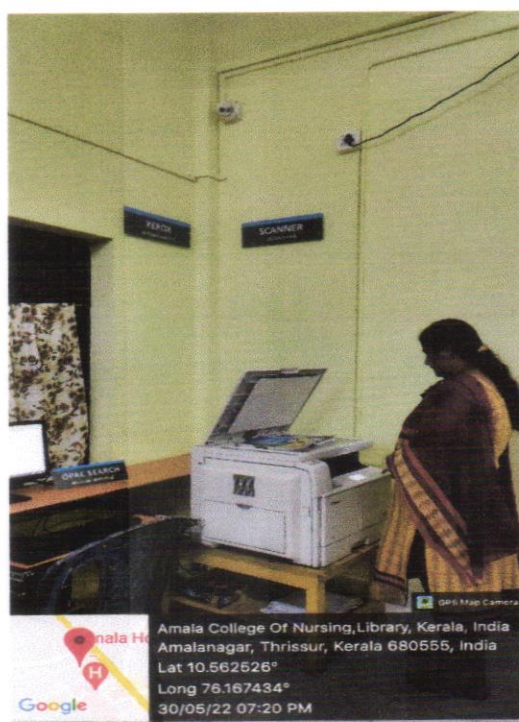
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h. OPAC (Online Public Access Catalogue)

The Library's Online Public Access Catalogue (OPAC) can be accessed on Intranet and Internet to search all the records available in the ACON Library database through a web-based search interface. The OPAC can be searched by author, title, subject, keywords, classified number, publisher, etc. The OPAC also provides information about new arrivals of journals/books, etc. in the Library. The Web OPAC can be accessed at <http://aconlibrary.amalanursingcollege.org:8082/> or through <http://www.amalanursingcollege.org/facility/library>



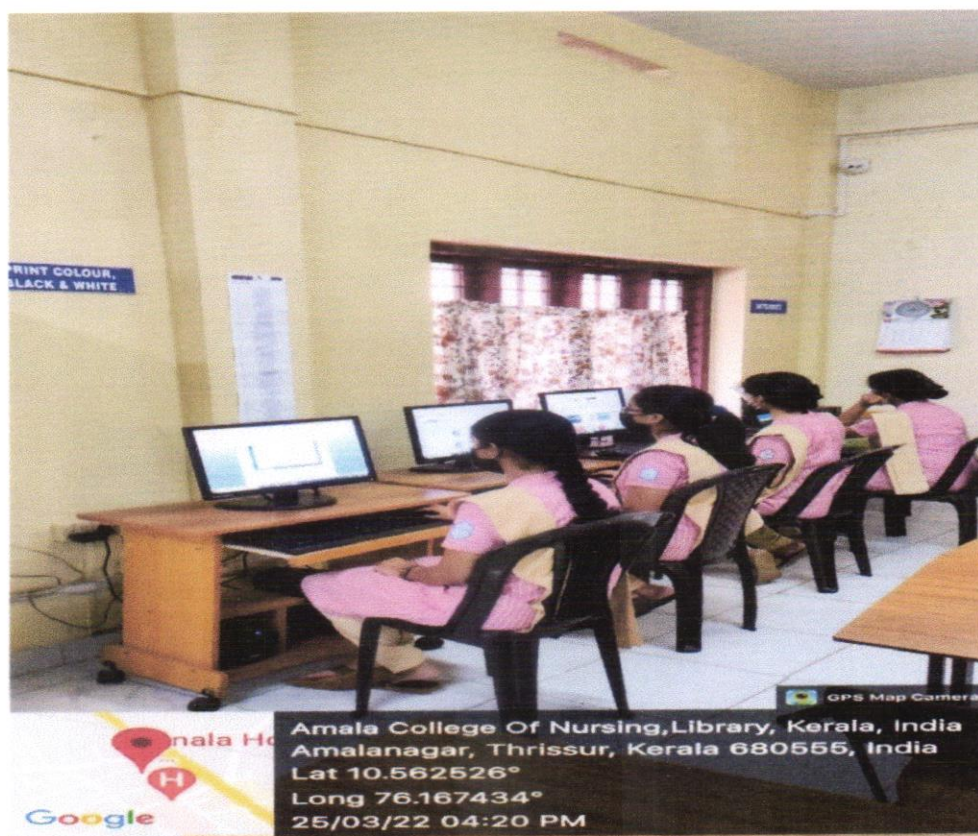
The Library provides photocopying facility within the premises of the Library on payment basis.



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Sl.No.	Details	Rates
1	Internet Browsing	Rs.5/- for 30 Minutes
2	Photocopy	Rs.1/- per copy
3	Print (Black & White)	Rs.2/- per page
4	Colour Print	Rs.10/- per page
5	Scanning (colour)	Rs.2/- per page
6	Scanning (Black & White)	Rs.1/- per page

J. Internet Services and Free Wifi

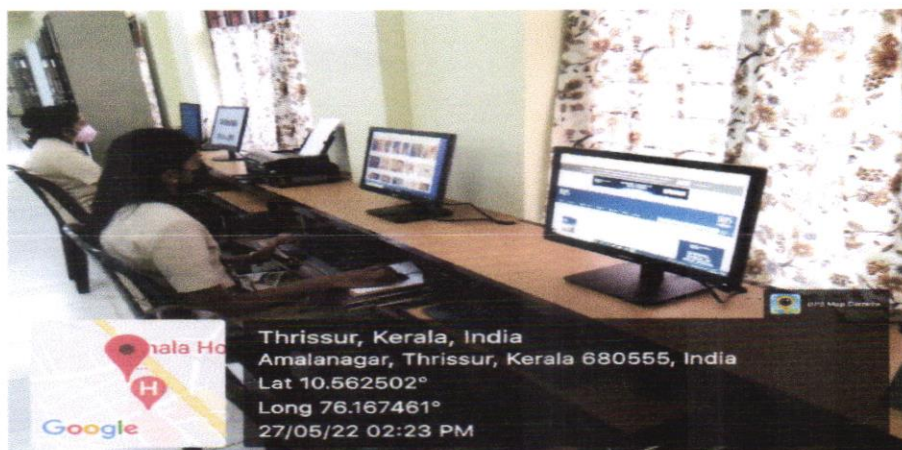


k. Computer and Networking Facilities



Legend
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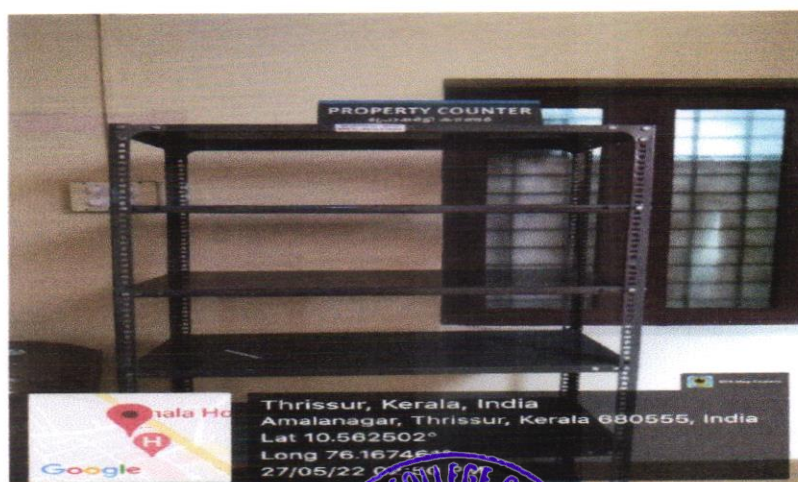
Library has its sub-LAN which is connected to the Campus LAN Computer Lab for the users of the Library as well.



l. Reading room

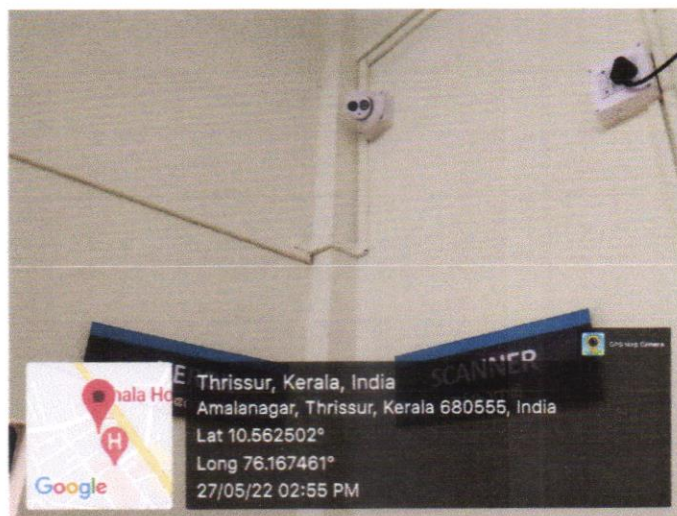


m. Property Counter



19/5/22
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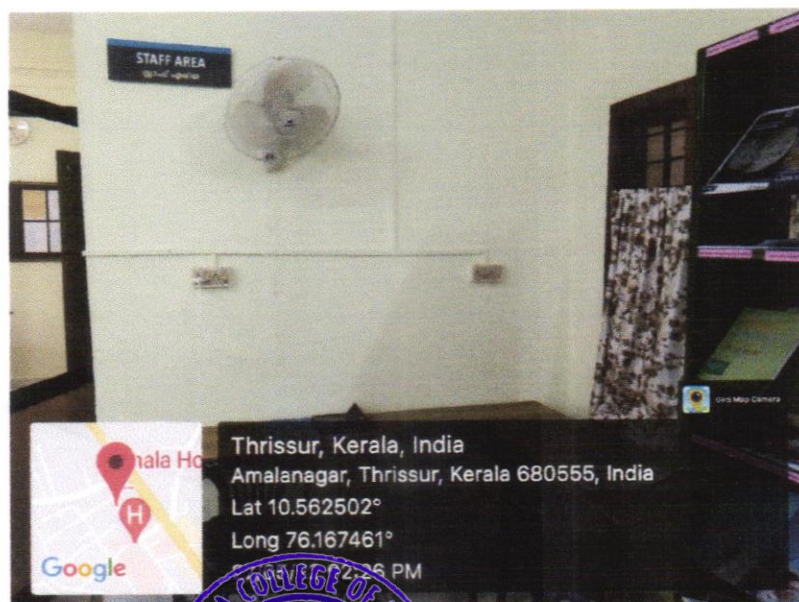
n. CCTV Monitoring



m. Previous Question Papers



n. Faculty Area



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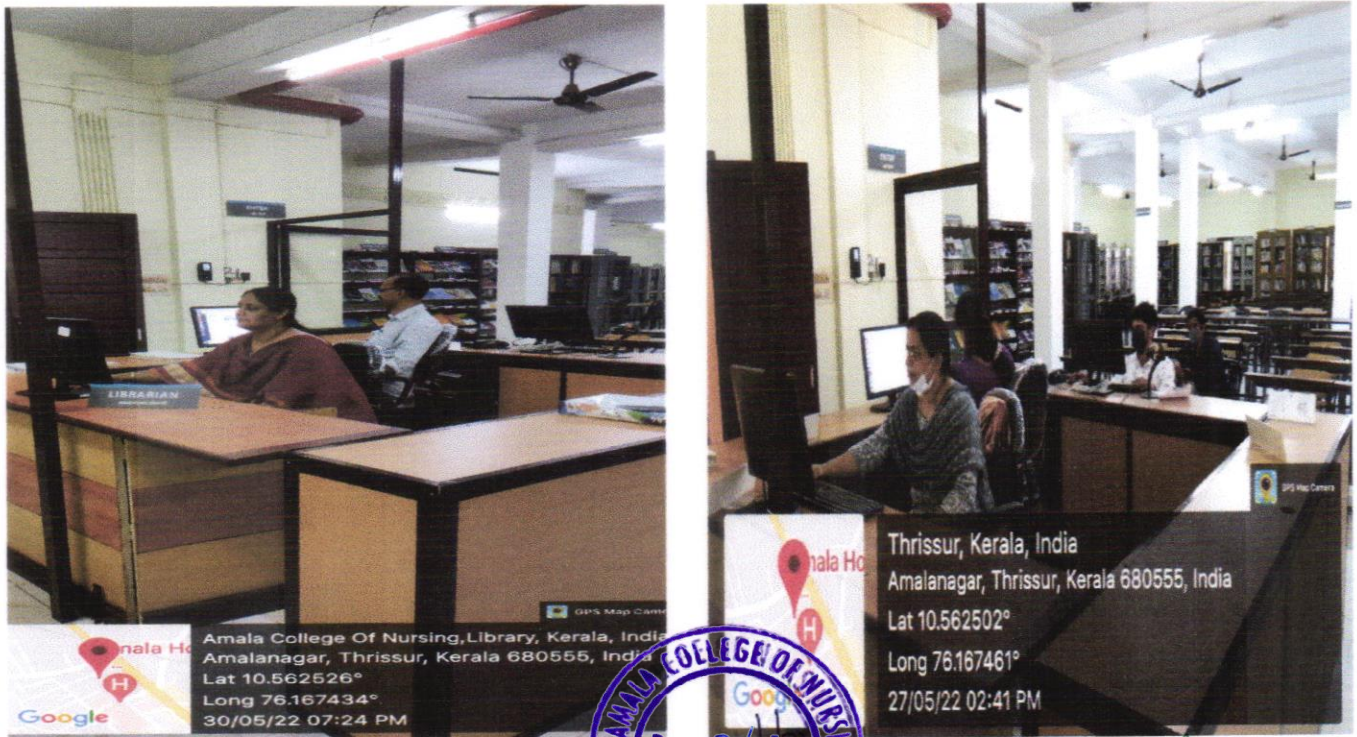
m. Washing Area



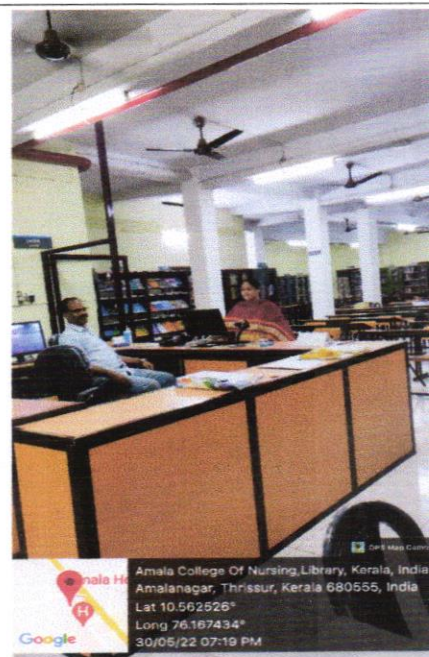
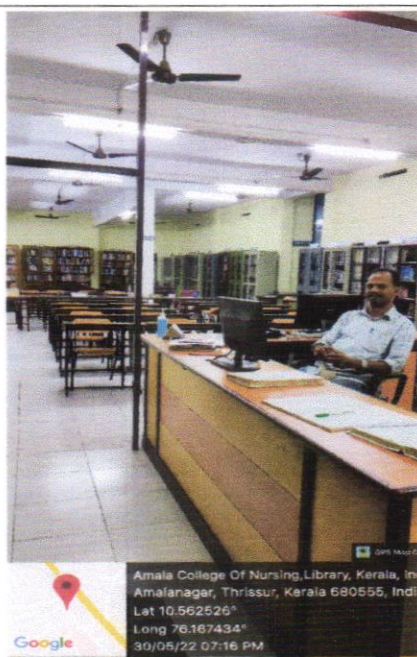
- Other Services :**
- Information aid
 - Library use statistics
 - User feedback practice through different formats
 - Suggestion box and timely response

14. Library Organization

The ACON Library has been organized into the following functional units:



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Library Functions

It is the duty of the library to select right type of book to right person at right time and to preserve the books with care. Library acquires books and other resources through purchase, gift and exchange. The main duty of library is the acquisition of learning resources. Identification, evaluation, selection, processing and making it available to the users is the primary responsibility of the library.

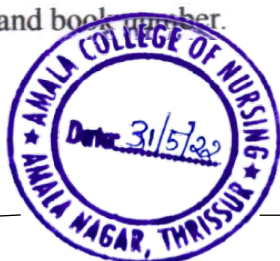
Selection and Acquisition

Staff and students can suggest the books, Journals and other resources to be purchased for the library through the suggestion form by the recommendation of department heads or class coordinators with the prior sanction from the principal.

After the purchasing process, each item will be entered into the accession Register and KOHA Library Software. After this, each item will have a new stock number/serial number as its accession number.

Classification & Cataloguing

After the acquisition process each item will be classified & catalogued with the Dewey Decimal Classification System. It was first published in the United States by Melvil Dewey in 1876. This system is used for the classification of items on the basis of its topic/ subject. This classification will help the library users to easily refer the library. Here we generate a call number with the combination of class number and book number.



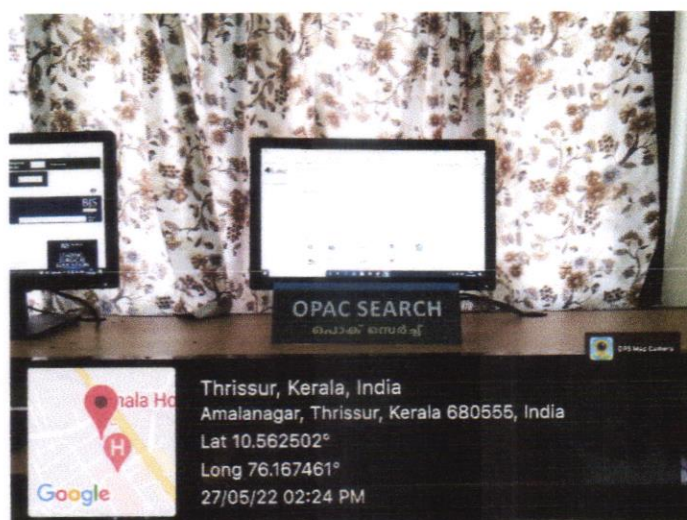
Lgnd
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We must arrange the books on the basis of this call number. It is also the support subject wise arrangement. It helps everyone to easily access the correct data to right person at right time and to preserve the books with care.

Books are classified according to the Dewey Decimal Classification Scheme and arranged on the shelves by call number.

Library OPAC

Online Public Access Catalogue is a catalogue consisting the details of collection of resources in the library. Most OPACs are searchable by author, title, subject, topic, key words, Acc.No, publisher, series and ISBN. Our library maintain a separate terminal for OPAC search.

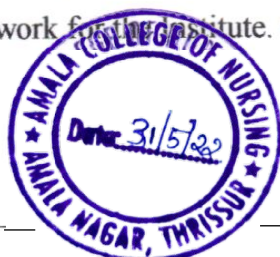


Electronic Resources

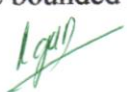
The Institute has access to over 38 full-text electronic journals and DELNET databases. The details and links to these electronic journals are available through our Library web site.

Binding

The Bindery looks after the maintenance of library documents. Our Binding section was performed most of the binding jobs for the Library. The Library Bindery also does the lamination, paper cutting, and bindery work for the institute. Our back issues of journals are bounded & kept it as Bound volumes in library.



42 ~

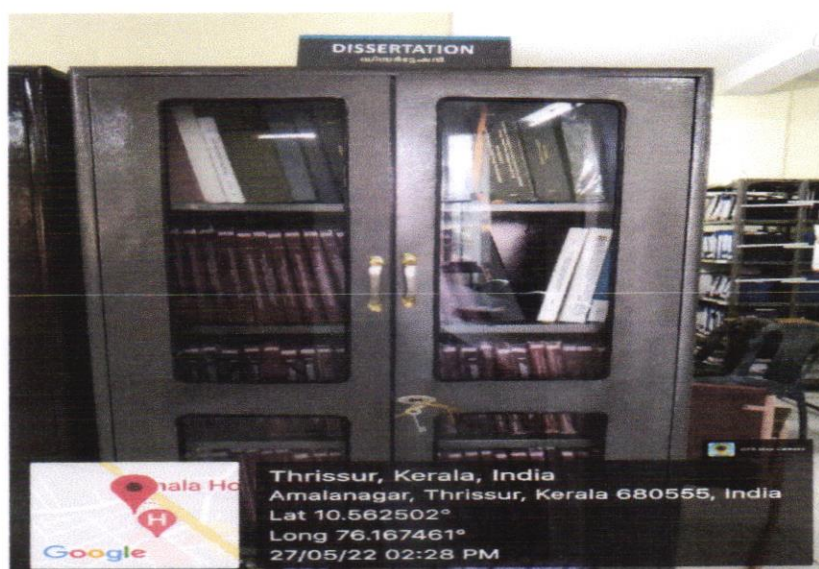

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Research Support Services and Outreach Programs

This section explores to support research and outreach services to the clientele of the Library using Research Information Management (RIM) and other library resources, services, and products. We at Central Library provide services, resources, products, and expertise to support every phase of your study, teaching, research and extension from discovery and design to creation and sharing.

Projects and Dissertations

A Good collection of Projects, Dissertations, and Thesis were kept in our library. This collection was allowed only for the reference not able to circulate.



Library membership

- On admission the library membership is given to the students as well as teachers through KOHA library management software by creating an user ID and password.
- Digital membership patrons to be maintained for each member.



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Library Policy

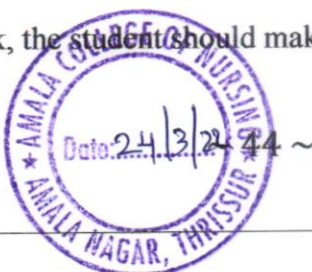
Issue of Books / Journals / Kindle /Projects / Cd, DVD


For UG course

- Unless otherwise mentioned, books are issued for a period of 3 days. Before the due date, the students can renew the permission to retain the book for another 3 days.
- Books must be returned on or before the due date.
- If a book is not returned on the due date, the borrower will have to pay an overdue charge at the rate of Rs 2/- per day.
- Repeated failure to return the books on time may lead to cancellation of the library facility.
- Before borrowing a book, the student should make sure that the book is in good condition.
- Mutilation of books, including underlining the books with pen or pencil, dogearing of pages, or removal of pages etc. is strictly prohibited. Students indulging in such practices, will be asked to replace the book.
- In case a book is lost by the student, the Chief Librarian's should be informed of the Loss immediately in writing. If the book cannot be traced within two weeks, the borrower will be asked to replace the same edition book or pay the double the cost of marketing price of the book.

For faculty

- Unless otherwise mentioned, books are issued for a period of 10 days. Before the due date, the students can renew the permission to retain the book for another 10 days.
- Books must be returned on or before the due date.
- If a book is not returned on the due date, the borrower will have to pay an overdue charge at the rate of Rs 2/- per day.
- Repeated failure to return the books on time may lead to cancellation of the library facility.
- Before borrowing a book, the student should make sure that the book is in good condition.




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- Mutilation of books, including underlining the books with pen or pencil, dogearing of pages, or removal of pages etc. is strictly prohibited.
- In case a book is lost by the student, the Chief Librarian's should be informed of the Loss immediately in writing. If the book cannot be traced within two weeks, the borrower will be asked to replace the same edition book or pay the double the cost of marketing price of the book.

For PG students


- Unless otherwise mentioned, books are issued for a period of 3 days. Before the due date, the students can renew the permission to retain the book for another 3 days.
- Books must be returned on or before the due date.
- If a book is not returned on the due date, the borrower will have to pay an overdue charge at the rate of Rs 2/- per day.
- Repeated failure to return the books on time may lead to cancellation of the library facility.
- Before borrowing a book, the student should make sure that the book is in good condition.
- Mutilation of books, including underlining the books with pen or pencil, dogearing of pages, or removal of pages etc. is strictly prohibited. Students indulging in such practices, will be asked to replace the book.
- In case a book is lost by the student, the Chief Librarian's should be informed of the Loss immediately in writing. If the book cannot be traced within two weeks, the borrower will be asked to replace the same edition book or pay the double the cost of marketing price of the book.

For PhD scholars

- Unless otherwise mentioned, books are issued for a period of 10 days for in house scholars. Before the due date, the students can renew the permission to retain the book for another 10 days.



45 ~


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- Books must be returned on or before the due date.
- If a book is not returned on the due date, the borrower will have to pay an overdue charge at the rate of Rs 2/- per day.
- No books will be issued for part time scholars.
- Repeated failure to return the books on time may lead to cancellation of the library facility.
- Before borrowing a book, the student should make sure that the book is in good condition.
- Mutilation of books, including underlining the books with pen or pencil, dogearing of pages, or removal of pages etc. is strictly prohibited. Students indulging in such practices, will be asked to replace the book.
- In case a book is lost by the student, the Chief Librarian's should be informed of the Loss immediately in writing. If the book cannot be traced within two weeks, the borrower will be asked to replace the same edition book or pay the double the cost of marketing price of the book.

Issue of Reference books

- The rare as well as new edition books that are kept in the Reference shelf
- Reference books are to be used in the library itself by the students.
- Faculty can issue the reference book for a period of 24 hours.

Issue of journal / magazine

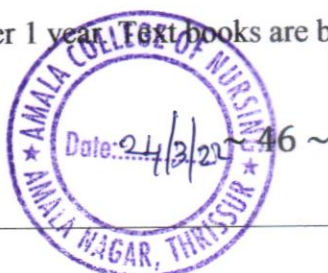
- Journals / magazines on the display rack (latest issue received) are to be read in the library


Issue of CD /DVD

- CD /DVD are issued to both faculty and students for a period of 3 days.

Bound volumes

- Bound volume are issued to both students for 3 days and faculty for the period of 10 days.
- Borrowers are expected to replace volume on time.
- Journals are binded after 1 year. Text books are binded when they are about to get damaged




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Annual stock verification

- Stock verification and checking is done by the library staff itself.

Computer accessing policy

- Students can access the computers facility in the library
- Register must be filled prior to use with in time and out time
- Total duration of browsing must be mentioned

Wi-fi policy

- Students can access the wi-fi facility in the lap top or computers only.
- Mobile phone pairing is not allowed for the students

Delnet policy

- Students must access to the Delnet system in the library for reference and further browsing.
- Data bases are available every time for each student and faculty within the campus wi-fi connection, hence the remote access is available for the students.

Library orientation policy


- Library orientation is given to all the new students and teachers during the orientation days
- When there is any innovative updation are made in the library, arrival of new books, introducing new computing or any other facilities, user orientation must be done.

Library maintenance service policy

- Library maintenance service is done through the iApps system in Hospital Management System.
- A register to be maintained to ensure the completion of maintenance work

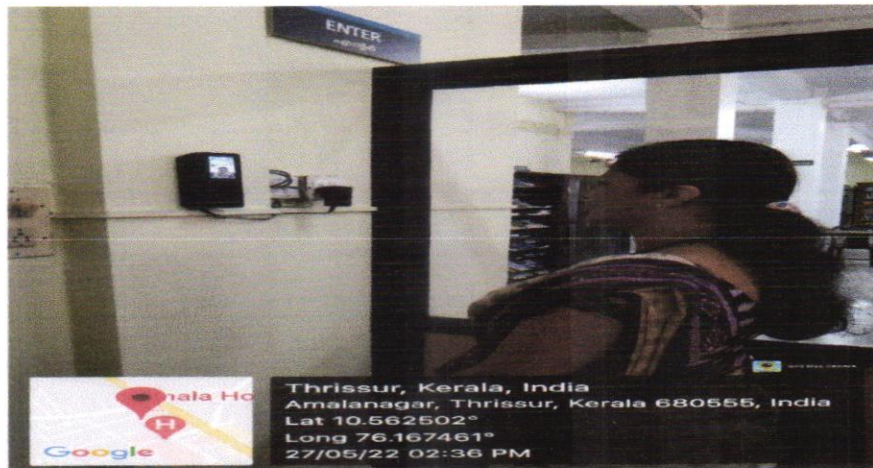


~ 47 ~


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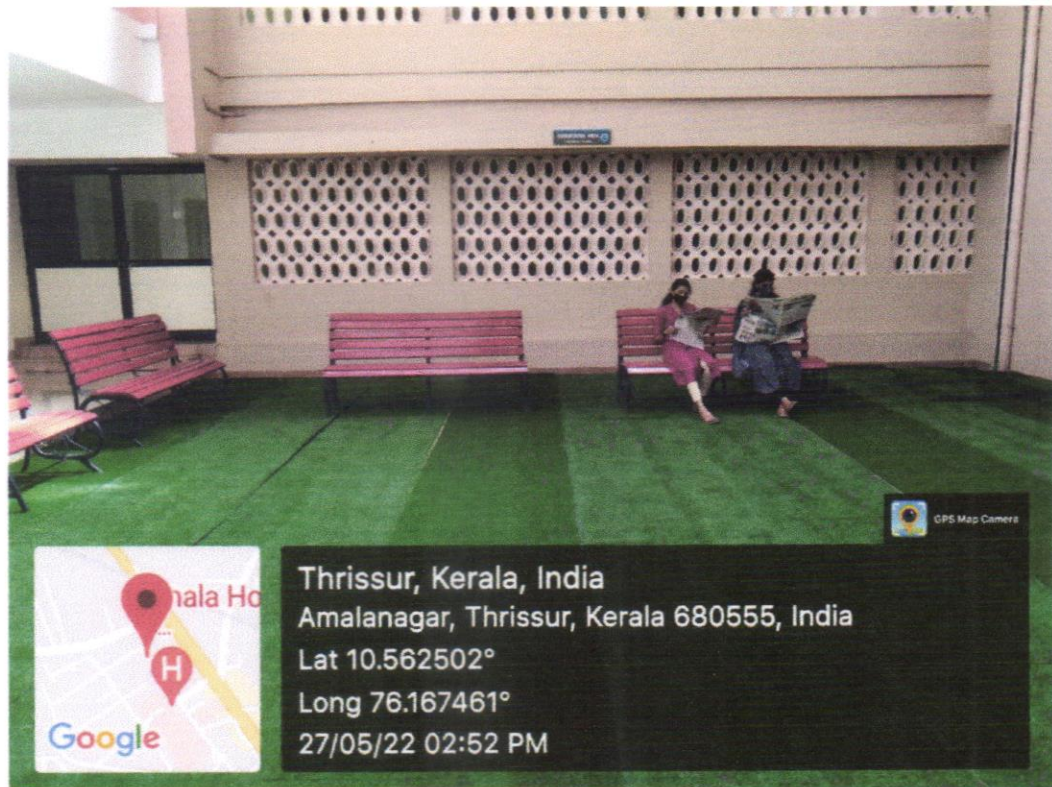
User entry

- Library entrance and exit must be done digitally.
- Each member should enter and exit from the library through separate pathways.
- Face detection for the entrance to library.



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Knowledge Area



News Paper



~ 49 ~

Lgum
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AMALA COLLEGE OF NURSING LIBRARY

Book Suggestion form for staffs /students for purchase in academic year-2019

ID. No.....

Dt.....
(for library use)

Year of Study (for students) :

Name (Faculty / staff) :

Signature.....

Dt:

Dept:..... Signature (H.O.D.):.....

*All the entries must be legible.

Sl. No.	Title (With ISBN)	Author(s)	Publisher	Edition Year	No. of Copies	Price	Category

*(a) General Book (Mostly for one copy) (b) Textbook (Mostly for more than one copy) (c) Reference Book (Mostly for one copy)

Approved


Principal

Librarian

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AMALA COLLEGE OF NURSING LIBRARY FEEDBACK – 2022

To improve the library services and the level of user satisfaction, your feedback is extremely important to us. Please fill this form and hand it over to the library staff.

Library user:

Faculty : ACON

Student : I B.Sc. (N)/II B.Sc. (N)/III B.Sc. (N)/IV B.Sc.(N)

: I M.Sc. (N)/II M.Sc. (N)

: Research (N)

How frequently do you visit the library?

Daily /Weekly /Monthly /Never

Direction: Kindly make (☐) mark against the most suitably perceived column

Sl. No.	Facilities	Highly Satisfied	Satisfied	Not Satisfied*
1.	Existing library rules and regulations			
2.	Availability of Books			
3.	Journals			
4.	Magazines			
5.	Newspapers			
6.	Number of books available for issue			
7.	Co-operation of library staff			
8.	Availability of Photostat facility			
9.	Colour printout			
10.	Internet facility			
11.	Over all Library services			
12.	E Resources			
13.	DELNET			
14.	Remote Access Library			

**Suggestions for improvement:*

**If not satisfied kindly fill the suggestions for improvement.*

Thank you for completing and returning this form.

Librarian



~ 51 ~

Principal

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