

Volume 6

Annex 6.74a: Record of Digital library and its services.

MONTHLY REPORT

Employee Name: AMRIT SHAHI

Section: IT

Month: Feb/March, 2021

Task:

- Collected demographics information along with P.P size photo, created user id and forwarded to prepare ID card for BBA 8th and MBA 2nd semester students.
- EMIS library reviewed and solved problem accordingly
- LMS and Virtual Classes login issue resolved according to student's request
- Helping faculty members and staff to overcome the IT related issue.
- Checking computers, networks, projectors as per request and solve the issue accordingly
- Installed Antivirus and necessary hardware as per the faulty request
- Follow up and helping to prepare the MIS, EMS and AMS tender document.
- Provided necessary input for MUSOM Website and Request to deployed Online Exam and Entrance Exam form to Developer team

- I. Average number of book issued/returned per day. [55]

Total Book Issue: **35**

Total Book Return:**20**

- II. Average no. of users visited/Documents consulted per month

Total visited per month: **310**

- III. Please furnish the information on number of Log-ins[2]
- IV. E-library services/E-documents delivered per month [150]
- V. Ration of library books to number of students enrolled
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