

## DUTIES AND RESPONSIBILITIES OF LIBRARIANS

- 1) They shall organise and administer the libraries in such a way so as to make them the workshops of scholars and the intellectual arenas of the Teachers and the students.
- 2) They shall guide the students in respect of selection of books.
- 3) They shall deal with the books and readers, matching their interests and needs.
- 4) They shall play a crucial role in the procurement, classification, cataloguing of books and in offering personal assistance to readers.
- 5) They shall assist the researchers, teachers and the students.
- 6) They shall attend to the routine clerical duties of accession and issue of books.
- 7) They shall assist the members of the Teaching Staff to carry out the Annual Stock Verification work and shall be held responsible for the proper maintenance of Library Registers and Accounts.
- 8) They shall discharge such other duties as may be entrusted to them by the principals from time to time.

## PHYSICAL CULTURE INSTRUCTORS

If the curricular activities help the students to develop their mind, extra-curricular activities like sports and games help them to develop their body. The presence of one in the absence of the other is a liability to the nation. The colleges are the nurseries where budding sportsmen grow and have scope to display their inborn talents which can rise to National and International Standards. The instructors shall be responsible to nurture such qualities among the students by proper training.

*B.T. Kumar*

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