No. 4767/LIB/22
MC LIBPMU)-3183/2020

Dated: 21·04·2022

ANUPAM SAHA, IAS
State Project Director

To

All District Education Officers -Cum-DPCs,
Odisha.

Sub: Functioning of e-library in the Transformed High schools under 5T initiative.
Ref: This office Letter No. 4432 dated 13.04.2022.

Sir,

In inviting a reference to the subject cited above, I am to say that, 1,075 schools have been transformed in the first phase under HST- 5T initiative. In the second phase, 3,349 schools are being transformed under HST-5T. As e-Libraries have been installed in all the transformed high schools for improvement of quality education, it is the responsibility of all the stake holders to ensure the functioning of e-Libraries.

The following SOP shall be ensured by DEO, ADEO and HMs in all the Transformed High Schools towards functioning of e-Libraries.

1. Specific period to be allotted (for each section in e-Libraries) in the time table and to ensure attendance of students.
2. Stock register to be maintained in the e-Library for books available in the e-Library physically.
3. "Issue/return of books register" to be maintained in the e-Library for reading and issue of books.
4. Computers to be installed in the e-Library for use of students.
5. E-Contents provided by OSEPA through HDD should be uploaded in the computers installed in the e-Library for use of students.
6. 2 to 3 books to be issued to a student with proper signature of the students in the issue register for book review and reading at home.
7. The students will prepare presentation in standard format for book review.
8. Respective class teacher will evaluate the presentation and submit to the HM concerned.
9. Cataloging should be done alphabetically to arrange the books and e-Content available at e-library for easy access by students.

10. Daily reporting on the functioning of e-Library should be done in the prescribed format as per the time table.
   - Report from HM to DEO shall reach within 4PM.
   - Report from DEO to OSEPA shall reach within 5PM.

Yours faithfully

State Project Director

Memo No 4768/LIB/22   Date 21.04.2022

Copy forwarded to all Collector & DMs, Odisha, for kind information & necessary action.

State Project Director

Memo No 4769/LIB/22   Date 21.04.2022

Copy to PS to Principal Secretary to Govt. S & ME Department, Odisha, Bhubaneswar for kind information of principal secretary.

State Project Director

Format for "Maintenance of Stock" Register in the e-Library (at school level)

Sl. No.	Name of Book	Name of Author	Signature of Library In-Charge	Signature of HM	Remark
1	2	3	6	7	8

Format for "issue of Books" Register in the e-Library (at school level)

Sl. No.	Name of Student	Class & Section	Period	Date	Name of Book	Signature	Remark
1	2	3	4	5	6	7	8

Format for "Book Review" Register for use of e-Library (at school level)

Sl. No.	Name of Student	Class & Section	Name of Book	Name of Author	Topic to be Reviewed	Date of issue	Date of return
1	2	3	4	5	6	7	8

Signature of Student	Signature of Library In-Charge	Date of submission of Presentation	Remark
9	10	11	12

Format for daily reporting of HM to DEO at 4PM   Format-IV

Name of District	Name of Block	Name of School	UDISE Code of School	Library Functional (Yes/NO)	Book Issue Return/ register maintained (Yes/No)	No. of Period allotted in a week	No. of Computer installed in the e-Library	Number of Computer functional
1	2	3	4	5	6	7	8	9
e-Content Uploaded in Library computer (Yes/No)	Total Enrollment of Class IX	Total e-Content used by students (In Number)	Total Physical Book used by the Students (In Number)	Total Enrollment of Class X	Total e-Content used by students (In Number)	Total Physical Book used by the Students (In Number)	Date	
10	11	12	13	14	15	16	17	

Format for daily reporting of DEO to OSEPA at 5PM   **Format-V**

Sl. No.	Name of District	Total no. of schools in Phase-1	Total no. of e-Libraries	Total no. of e-Libraries used today	Total no. of students used e-Library today
1	2	3	4	5	6