



सत त्वं पूषन् अपावृणु
केन्द्रीय विद्यालय संगठन

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5 days Offline workshop for Librarians of Hyderabad Region NEWSLETTER

For Librarians

27-10-2025 to 31-10-2025

Director's Message

Ms. Menaxi Jain, Deputy Commissioner & Director KVS ZIET Mysuru

Dear Participants, It gives me immense pleasure to welcome you all to this 5-day offline workshop organized for the librarians of Kendriya Vidyalaya Sangathan on the theme “Digitalization of Libraries & Practical Aspects of eGranthalaya 4.0: Libraries as Knowledge Hubs.” In today’s fast-evolving digital landscape, libraries are no longer confined to being mere storehouses of books. They have transformed into dynamic knowledge hubs that support learning, innovation, and information access for all. The implementation of e-Granthalaya 4.0 by NIC is a step in this direction, aimed at streamlining library operations, enhancing access to resources, and providing a unified digital library ecosystem across our Vidyalayas. This workshop is designed to equip our librarians with the knowledge, skills, and practical understanding necessary to make this digital transition seamless and effective. From cataloging and circulation to digital resource management and user engagement, the sessions will cover all key aspects of e-Granthalaya 4.0, with hands-on activities and expert guidance. I urge all participants to actively engage in the sessions, exchange ideas, and envision ways to make our libraries more accessible, resource-rich, and learner-centric. Let us embrace digital tools to transform our libraries into vibrant centres of knowledge dissemination, supporting the holistic development of every student and educator. Wishing you a fruitful and enriching learning experience.

Objectives of the 5 Days Offline Workshop for Librarians

- To provide hands-on training on the practical aspects of e-Granthalaya 4.0 for effective library automation and digital management.
- To develop understanding about the digitalization of libraries and the transition from traditional to modern digital libraries.
- To enhance the technical skills of librarians in using ICT tools, databases, and online information resources.
- To strengthen the concept of libraries as knowledge hubs that support teaching, learning, and research activities.
- To promote innovative and user-friendly digital services for improving access to information and resources.



“Training is not a task, it’s a transformation — turning effort into excellence, and learning into leadership.”



- To encourage resource sharing, collaboration, and networking among libraries through digital platforms.
- To align library digital initiatives with the objectives of the National Education Policy (NEP) 2020.
- To empower librarians to become facilitators of knowledge and promoters of digital literacy in their institutions.



Day wise outline of training session

Day 1 – 27th October 2025 (Mon)

The workshop began with the inaugural session followed by an address on the Importance of the Readership Programme by Shri B. S. Meena (ACD). Mr. Jilla Mohan introduced the basics of e-Granthalaya 4.0 to the participants, while Mr. Mani Babu Vajja discussed the Implementation of KVS Library Guidelines. The day ended with a session on AI Tools for Content Creation by Mr. Jilla Mohan.

Day 2 – 28th October 2025 (Tue)

Sessions on Digital Library Concepts and Tools were conducted by Mr. Mani Babu Vajja, covering practical aspects of digital resource management. Mr. Jilla Mohan led a Technical Session on e-Granthalaya 4.0 and facilitated a discussion on Practical Concerns and Solutions in managing digital libraries.





NEWSLETTER

Day 3 – 29th October 2025
(Wednesday)

The focus was on creativity and administration. Mr. Mani Babu Vajja guided participants on Developing Creative Writing Skills and Managing Library Periods. Shri B. S. Meena discussed Effective Utilization of PM SHRI Fund for Libraries. The day concluded with participants creating their Newsletter and Digital Portfolio Projects.



Day 4 – 30th October 2025
(Thursday)

Mr. Jilla Mohan presented a session on Making Blogs More Vibrant, followed by Mr. Mani Babu Vajja's session on Librarians' Role in Academic Growth. Shri B. S. Meena emphasized Improving Creative and Critical Thinking. A session on Mental Wellbeing was taken by Shri Dinesh, TA-Phy. The day ended with a Hands-on Blog Development Session for participants.



Day 5 – 31st October 2025 (Friday)

The final day featured Mr. Jilla Mohan's session on Strategies to Improve Reading Habits and a Group Discussion on Librarians' Diary and ALAP led by Mr. Mani Babu Vajja. Participants showcased their Digital Portfolios and Projects, followed by an Online Test, Release of e-Manual, and Valedictory Function, marking the successful conclusion of the workshop.





A new beginning....

The inaugural session was graced by the presence of the Deputy Commissioner, who formally inaugurated the five-day training programme. Following this, Shri B. S. Meena conducted an insightful session on the Importance of the Readership Programme in Schools. He emphasized how reading habits enhance creativity, critical thinking, and lifelong learning among students, encouraging librarians to foster a vibrant reading culture in Kendriya Vidyalayas.

Following the inauguration, Shri B. S. Meena conducted an enlightening session on the Importance of the Readership Programme in Schools. He highlighted how reading habits foster creativity, critical thinking, and lifelong learning among students. He also urged librarians to organize innovative reading activities and create a joyful reading environment in Kendriya Vidyalayas.

Readership.....



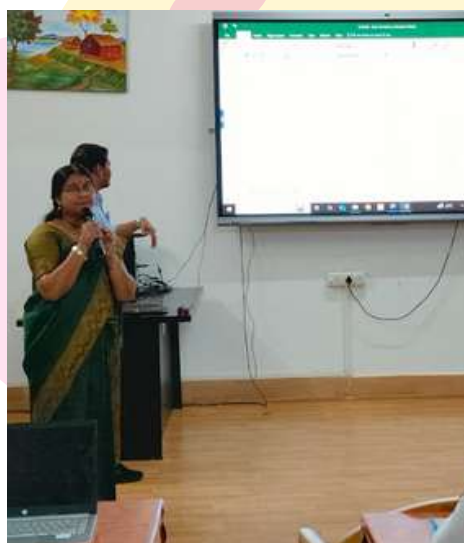
Shri B. S. Meena conducted an insightful session on the Importance of the Readership Programme in Schools. He highlighted how reading cultivates creativity, imagination, and lifelong learning among students. Emphasizing the librarian's role, he encouraged promoting a strong reading culture through innovative and engaging activities in Kendriya Vidyalayas.

KVS Library Guideline

Shri Manibabu Vajja conducted a session on the Effective Implementation of KVS Library Guidelines and Procedure Manual. He highlighted the importance of following standardized procedures for smooth and transparent library functioning. Practical insights on record maintenance, cataloguing, and circulation were shared. The session helped participants understand key provisions of the KVS Library Policy and encouraged them to apply these guidelines effectively in their schools.



Shri Jilla Mohan conducted an engaging session on AI Tools for Content Creation, introducing participants to various artificial intelligence applications that can simplify and enhance creative work. He demonstrated how AI can assist in designing presentations, generating content, and improving productivity in educational settings. The session inspired participants to explore AI-based tools for innovative library and classroom practices.



Smt. Jyothi conducted an informative session covering various aspects of library activities and the effective use of library software. She explained different methods to organize and promote library-based programmes that encourage student participation. The session also focused on the practical application of e-Granthalaya and other digital tools to streamline library operations. Participants found the session highly useful for improving day-to-day library management.

AI TOOLS

Shri Jilla Mohan conducted an interactive session on AI Tools for Content Creation, introducing participants to modern artificial intelligence applications that simplify and enhance digital content development. He demonstrated how AI can assist in creating presentations, generating creative material, and improving efficiency in library and classroom tasks. The session encouraged participants to adopt AI tools for innovative and time-saving practices in their professional work.



Conclusion of the Day

The first day of the training programme at ZIET Mysuru concluded with great enthusiasm and active participation from all attendees. The sessions conducted by esteemed resource persons provided valuable insights into the importance of readership programmes, implementation of KVS library guidelines, and the use of AI tools and library software. Participants gained practical knowledge and new ideas to enhance library services in their respective schools. The day ended on a reflective note, motivating all librarians to adopt innovative practices and contribute effectively to creating vibrant learning spaces in Kendriya Vidyalayas. The resource persons appreciated the active involvement of participants throughout the sessions. Overall, the day set a positive tone for the upcoming days of training and collaborative learning.

DAY- 2

28/10/2025

INTERACTION WITH DC MADAM

On the second day, the Deputy Commissioner took a short yet insightful session on the Readership Programme, highlighting its importance in cultivating reading habits and enhancing students' creativity and critical thinking. Her words motivated participants to promote regular reading activities in their respective schools.



DIGITAL LIBRARY BASICS

Shri Manibabu Vajja conducted an informative session on Digital Library Basics, highlighting various tools and techniques useful for creating and managing digital libraries. He explained the role of digital platforms in enhancing the accessibility and the resource sharing among users. The session covered practical demonstrations of different tools for digital cataloguing, e-resources management, and online library services. Participants found the session highly beneficial in understanding the modern trends and technologies shaping today's library systems.



TECHNICAL SESSION

Shri Jilla Mohan conducted a detailed technical session on e-Granthalaya 4.0, focusing on its practical applications and features for the efficient library management. He explained the process of data entry, cataloguing, and report generation, along with methods to maintain digital records systematically. Participants gained hands-on knowledge about using e-Granthalaya to automate library operations and enhance user services. The session also highlighted the importance of data security, regular backups, and accurate record maintenance for smooth functioning. Participants actively interacted and clarified their queries related to installation and updates. Overall, the session was highly informative and strengthened the participants' confidence in handling the software independently.

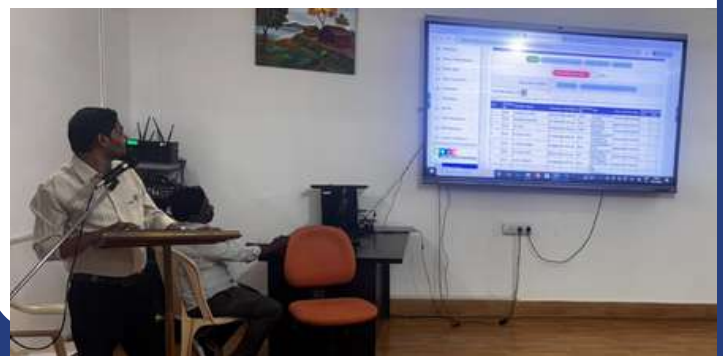


E-GRANTHALAYA 4.0

The final session of the day focused on e-Granthalaya 4.0 – Practical Concerns and Solutions, conducted by Shri Jilla Mohan. It was designed as a hands-on and discussion-based workshop. He began by addressing common technical issues faced by librarians while using e-Granthalaya in schools. Participants discussed real challenges like data synchronization, network errors, and report generation. Shri Mohan guided them with practical troubleshooting methods and preventive measures. He provided clear steps to manage data backups and maintain system security. The Participants actively practiced the techniques demonstrated during the session. The interactive format allowed everyone to share their experiences and learn collaboratively. The resource person appreciated the participants' enthusiasm and encouraged them to implement digital solutions confidently. The session concluded with positive feedback and a deeper understanding of e-Granthalaya operations.

HAND ON SESSION

Shri Manibabu Vajja conducted a practical session on Digital Library Tools and Techniques, providing participants with hands-on experience in using various digital platforms and applications. He demonstrated how different tools can be effectively utilized for organizing, accessing, and sharing digital resources. The session emphasized the importance of adopting modern technologies to make library services more user-friendly and accessible. Participants actively practiced the demonstrated tools and appreciated the interactive nature of the session, which enhanced their confidence in applying digital methods to real library scenarios.



DAY – 3

29/10/2025

An interactive session was held with the Deputy Commissioner madam on the theme of Community Engagement. During the discussion, she emphasized the importance of involving the community in the development of school libraries and promoting reading habits among students. Participants shared their experiences and ideas on how community participation can strengthen library initiatives and make them more inclusive and impactful.



ROLE OF LIBRARIANS

The day began with an inspiring session by Shri Mani Babu Vajja on Creating Future Writers: Role of Librarians in Developing Creative Writing Skills. He emphasized that librarians play a vital role in nurturing creativity and imagination among students. The session explored how libraries can become spaces for expression through writing clubs, reading circles, and storytelling sessions. Shri Mani Babu shared several activity-based strategies to encourage young learners to write. He highlighted the importance of motivating students to express their thoughts freely. Participants learned how curated reading materials can improve vocabulary and creative thinking. Real examples of library-based writing competitions and wall magazines were discussed. The session encouraged librarians to act as facilitators of creativity rather than mere custodians of books. Overall, it inspired participants to promote writing culture through innovative library initiatives.



EFFECTIVE UTILIZATION OF PM SHRI FUND FOR LIBRARIES

The next session was conducted by Shri B. S. Meena on Effective Utilization of PM SHRI Fund for Libraries. He explained the objectives and guidelines of the PM SHRI scheme with special reference to library development. Shri Meena emphasized the need for proper planning and budgeting to ensure maximum use of funds. He guided participants on the permissible expenditure heads and documentation process. Examples of best practices from various Kendriya Vidyalayas were shared to illustrate effective utilization. The session focused on developing libraries as modern learning hubs with digital and print resources. Shri Meena motivated librarians to take proactive steps in resource management. He also highlighted transparency and accountability in fund usage. Participants clarified their doubts regarding financial procedures and fund allocation. The session proved highly informative and practical for school-level implementation.

EFFECTIVE MANAGEMENT OF LIBRARY PERIODS

In this engaging session, Shri Manibabu Vajja discussed Effective Management of Library Periods for different age groups. He explained how a well-planned library period can develop reading habits and promote joyful learning. The session included demonstrations on activity-based learning such as book talks, quizzes, storytelling, and silent reading. Shri Vajja suggested creative ways to make library periods interactive and purposeful. He emphasized maintaining balance between discipline and engagement during these periods. The role of lesson planning and time management was discussed in detail. Participants shared their experiences and innovative ideas used in their schools. The session also highlighted the importance of integrating library activities with classroom learning. Librarians were encouraged to adopt flexible and student-centric approaches. It ended with a lively interaction and exchange of practical ideas.



NEWSLETTER / DIGITAL PORTFOLIO – INDIVIDUAL PROJECT

The final session of the day focused on Newsletter and Digital Portfolio Creation as an individual project for participants. The session aimed to enhance creativity and digital documentation skills among librarians. Participants were guided to compile their learning experiences and daily reflections into a structured digital portfolio. They were encouraged to design newsletters highlighting the key sessions, outcomes, and photographs of the training. This activity helped participants learn formatting, layout, and content presentation techniques. It also provided a platform to showcase their understanding of digital tools learned during the workshop. The task promoted self-expression and professional growth. The trainers guided participants in using simple tools for designing and publishing their newsletters. Overall, it was a productive and creative session that brought out the participants' digital and editorial skills.



The Deputy Commissioner addressed the participants on the importance of Inclusive Education in today's learning environment. She emphasized that every child, regardless of background or ability, deserves equal opportunities to learn and grow. The session highlighted the librarian's role in supporting inclusivity through accessible learning materials as well as accessible infrastructure and an empathetic approach. She encouraged participants to promote diversity and acceptance within school libraries.

Vigilance Awareness Week

The Group 3 participants performed a skit on Vigilance Awareness Week followed by the Integrity Pledge in the morning assembly.

LIBRARY BLOG - HANDS ON SESSION (INDIVIDUAL PROJECT)

The final session focused on Library Blog Creation as a hands-on individual project. Participants applied the skills learned earlier to design and customize their own blogs. Trainers guided them through practical steps of adding posts, layouts, and visuals. The session promoted creativity and confidence in using digital tools. Participants showcased their blogs and received constructive feedback. The activity helped librarians document their work digitally. It was an engaging and productive session that combined creativity with technology.



MAKING YOUR BLOG MORE VIBRANT

Shri Jilla Mohan conducted a highly interactive session on Making Your Blog More Vibrant. He demonstrated how librarians can use digital platforms to create engaging and visually appealing library blogs. The session focused on incorporating multimedia elements such as images, videos, and interactive links to make blogs more attractive. Participants learned about layout design, content planning, and regular updates to keep readers engaged. Shri Mohan shared examples of effective library blogs created by Kendriya Vidyalayas. He also guided participants on maintaining consistency and originality in their posts. The hands-on tips provided practical insights for improving online visibility. Participants explored various free tools and templates to enhance their blog's presentation. The session motivated librarians to utilize blogs as powerful tools for promoting reading culture and library activities.



CONTRIBUTION OF LIBRARIANS TOWARDS ACADEMIC GROWTH

In this session, Shri Manibabu Vajja highlighted the vital role librarians play in supporting academic excellence. He discussed how curated resources, reading programmes, and digital content strengthen student learning. Strategies to align library services with NEP 2020 goals were explained. Shri Vajja emphasized collaboration between teachers and librarians. Real-life examples of successful library practices were shared. Participants reflected on their contributions to academic growth. The session motivated librarians to become active partners in the teaching-learning process.

IMPROVING CREATIVE AND CRITICAL THINKING - ROLE OF LIBRARIANS



IMPROVING CREATIVE AND CRITICAL THINKING - ROLE OF LIBRARIANS

The session on Balancing Online Life and Mental Health focused on the importance of emotional well-being in today's digital world. The resource person discussed how excessive screen time and online stress affect mental health. Participants learned practical strategies like mindfulness, digital detox, and time management to maintain balance. The session emphasized the need for self-care, empathy, and open communication in schools. Librarians were encouraged to create supportive spaces for students to relax and de-stress. Interactive discussions and short activities helped participants reflect on their own habits. The session ended with a positive message on maintaining mental wellness in both personal and professional life.



Shri B. S. Meena led a thought-provoking session on Improving Creative and Critical Thinking through Libraries. He explained how librarians can inspire analytical and creative thinking among students. Activities like reading clubs, storytelling, and project-based learning were discussed. The session linked these skills to NEP 2020 objectives. Participants learned strategies to make library time more interactive and reflective. Shri Meena shared best practices from various schools. The session inspired librarians to innovate and encourage higher-order thinking in students.





A gracious interaction was held with the Hon'ble Deputy Commissioner, who shared her valuable insights on enhancing infrastructure and facilities for CWSN (Children With Special Needs) students. Ma'am also emphasized the importance of library collaboration in creating inclusive, accessible, and student-friendly learning environments.

STRATEGIES TO IMPROVE READING HABIT

The first technical session focused on developing effective strategies to enhance students' reading habits. The resource person discussed innovative library practices, reading clubs, storytelling techniques, and digital reading tools to promote a culture of reading. Practical suggestions and examples from Kendriya Vidyalayas made the session highly relevant and inspiring for participants.



LIBRARIAN'S DIARY & ALAP – GROUP DISCUSSION

The next session emphasized the importance of maintaining a Librarian's Diary and implementing ALAP (Annual Library Activity Plan). Through a group discussion, participants shared their experiences, challenges, and innovative ideas. The session helped librarians to understand how systematic documentation and reflective practice can improve the efficiency and visibility of library activities.



ONLINE TEST / RELEASE OF E-MANUAL / VALEDICTORY FUNCTION

The final session of the day marked the culmination of the training programme. Participants appeared for an online test to assess their understanding of the sessions. This was followed by the release of the e-Manual and the Valedictory Function, where participants expressed their gratitude to the organizers and resource persons for the enriching experience. The programme concluded with renewed enthusiasm, professional confidence, and a shared commitment to transform school libraries into vibrant learning spaces.



GROUPWISE PHOTO GALLERY

GROUP 1



GROUP 2



GROUP 3



GROUP 4



GROUP 5

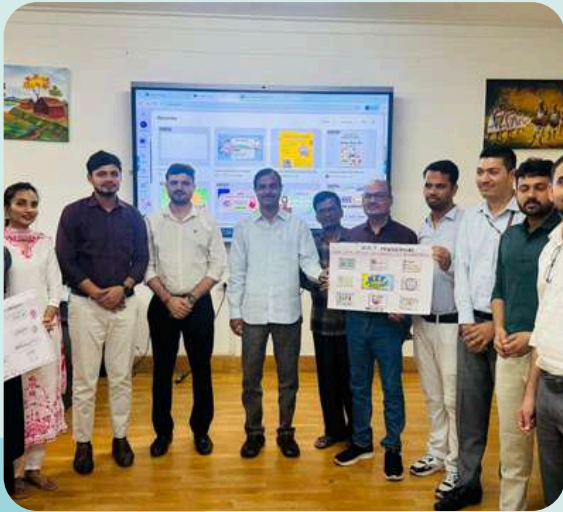


Daily Reflections (PHOTOS)





Collaborative Tasks and Key Learnings





Participants Voices

prepare more attractive newsletter

book entry in eg4.0 and more

blog on wordpress

stock erification through eg4.0

NICE WORKSeg 4.0 module

doubts cleared related to eg 4.0

different class activities

epic library and bribook

eg 4.0 working

digital library creation

effective use of library period

newsletter creation

canva for library

innovative library activity

eg 4.0 for stock erification

digital platform

creating blog more attractive

blog updation

created digital card

more activity for engaging students

Be a living library

student engaging activity

librarian diary

e GRANTHALAY A MODULE

Acting Activity

epic & eg4.0 modules

digital library on google site

new library activity

black member entry

readership programme

amazing workshop

each session wonderful

informative

Librarian diary

excellent



PARTICIPANTS LIST

S.N	NAME OF LIBRARIAN	GENDER	KV
1	ASHOK ATUKAPURAM	MALE	ADILABAD
2	MRS.K.SARADA	FEMALE	BEGUMPET
3	MANISHA SHANKLA	FEMALE	BHONGIR
4	THOTA SREELAKSHMI	FEMALE	BOWENPALLY
5	B. RATHLAVATH	MALE	CRPF HYD
6	AMITA	FEMALE	EDDUMAILARAM
7	GANGASAHAY MEENA	MALE	GUNTUR SHIFT 2
8	ANURAG VIDYARTHI	MALE	KAKINADA
9	BAYANT SINGH	MALE	MACHILIPATNAM
10	S T MAHENDRABHAI	MALE	MIRYALAGUDA
11	S KUMAR RAVI	MALE	RAJAMPALLI
12	K. SRINIVASA RAO	MALE	SRIKAKULAM
13	SATYPAL	MALE	NO.1 TIRUPATI ST 2
14	V. MANI BABU	MALE	WALTAIR Vizag
15	ALLU VEERA VENKTA SURYA SRILATHA	FEMALE	ELURU
16	KARANBIR	MALE	GACHIBOWLI
17	KAVITA	FEMALE	GUNTAKAL
18	AMIT DAHIYA	MALE	GUNTUR -SHIFT 1
19	NEHA	FEMALE	HAKIMPET
20	P.J V SRAVANI	FEMALE	INS KALINGA
21	HARISH VERMA	MALE	KANCHANBAGH
22	SATISH K C	MALE	MAHABUBABAD
23	A KIRAN PRAKASH G	MALE	NO.1 NAUSENABAUGH
24	HIMANSHU JINGAR	MALE	RAJAMPET
25	R N REDDY	MALE	STEEL PLANT
26	K.SAINATH	MALE	NO.1 UPPAL
27	SARTHAK AGRAWAL	MALE	WARANGAL
28	SONIKA YADAV	FEMALE	NAD Vizag
29	ELESWARAPU SIVA KRISHNA SASTRY	MALE	No.2 AFA DUNDIGAL
30	NARESHBABU GANDU	MALE	NO.1 GOLCONDA
31	RAMESH BAJJURI	MALE	HCU Gachibowli
32	KANWAL SINGH	MALE	KANDUKUR
33	MANOJ KUMAR	MALE	MAHABUBNAGAR
34	SWATI DOGNE	FEMALE	NALGONDA
35	BHALLAM ANIL RAJU	MALE	NELLORE
36	PRIYANKA VERMA	FEMALE	NFC NAGAR
37	ROHIT	MALE	SATTENAPALLI
38	ABHISHEK CHOURASIYA	MALE	TENALI
39	BHANU PRAKSAH NAYAK	MALE	VENKATAGIRI
40	M. PADMAJA	FEMALE	VIZIANAGARAM



PARTICIPANTS LIST

41	ROHIT SINGH	MALE	BODHAN
42	S BHASKAR	MALE	NO.2 GOLCONDA
43	CH SINGARAJU	MALE	IRLAPADU
44	LUNAVATH UPENDAR NAIK	MALE	KHAMMAM
45	R.JAGAN MOHAN RAO	MALE	MALKAPURAM Vizag
46	MANOJ KUMAR MEENA	MALE	NIZAMABAD
47	JYOTI BHARADWAJ	FEMALE	NTPC RAMAGUNDAM
48	GANGA BHAVANI	FEMALE	ONGC RAJAHMUNDRY
49	SUMATHI YANNAM	FEMALE	ONGOLE
50	PUPPALA SRIKANTH	MALE	SIDDIPET
51	A.SUJATHA	FEMALE	NO.2 SRIVIJAYNAGAR
52	SANDEEP	MALE	TIRUMALGIRI
53	PRASANNA KUMAR JANA	MALE	No. 1 VIJAYAWADA
54	P. SWAMY	MALE	BOLARUM
55	YOGESH	MALE	GOOTY
56	SUNIL KUMAR	MALE	KADAPA
57	SANGAM SRINIVASULU	MALE	KURNOOL
58	LOKESH KUMAR YADAV	MALE	MANCHIRYAL
59	KANCHAN CHATURVDI	FEMALE	NO.2 NAUSENABAUGH
60	N JAGANNATHA RAO	MALE	NPA SIVARAMPALLY
61	ABRAR ALI NEELGAR	MALE	SIRCILLA
62	POOJA	FEMALE	SURYALANKA
63	B . LATHAMMA	FEMALE	TIRUPATHI NO.2
64	AMIT KUMAR	MALE	NO.1 TIRUPATI SHIFT 1
65	SHAIFALI SRESHTH	FEMALE	NO.2 UPPAL
66	SUMIT SHARMA	MALE	NO.2 VIJAYAWADA

The five-day training programme at ZIET Mysuru proved to be a highly enriching experience for all participating librarians. They learned about the effective use of digital tools, e-Granthalaya applications, library automation, and innovative library practices. The sessions deepened their understanding of how to make libraries more student-centered and vibrant learning spaces. Through interactive discussions and hands-on activities, librarians enhanced their professional skills, creativity, and confidence. The training inspired them to implement new ideas in their schools and contribute actively to the academic growth of students.

Closing Notes, Lasting Bonds...



The five-day training programme at ZIET Mysuru concluded successfully with great enthusiasm and learning. Participants gained valuable insights into modern library practices, digital tools, and e-Granthalaya applications. The sessions conducted by Shri B. S. Meena (ACD), Shri Manibabu Vajja (RP), Shri Jilla Mohan (RP), and Training Associate Librarian Shri Bushair P. K. enriched professional knowledge and skills. The constant support and guidance of **Ms Minaxi Jain, Deputy Commissioner**, made the programme more meaningful and motivating. The training fostered collaboration, creativity, and innovation among librarians. It concluded with renewed zeal to implement the learnings and transform school libraries into vibrant centers of knowledge.