4.2.4	Percentage per day usage of library by teachers and students (foot falls and login	5
$Q_nM$	data for online access) (Data to be provided only for the latest completed academic	
	year)	
	4.2.4.1: Number of teachers and students using library per day over the last one year	
	Data to be provided:	
	<ul> <li>Upload last page of the Accession Register details</li> </ul>	
	Per day login/online users of the library	
	<ul> <li>Number of users using the library through e-access</li> </ul>	
	Number of physical users accessing the library	
	Formula:	
	Number of teachers and students	
	using library per day X 100	
	Total number of teachers and students A 100	
	File Description (Upload)	
	Any additional information	
	<ul> <li>Details of library usage by teachers and students (Library accession</li> </ul>	
	register, online accession details to be provided as supporting documents)	

#### **DVV** requirement

#### **Documents Needed**

- ☐ Certified E-copy of the ledger for footfalls for 5 days. Annexure 4.2.4.A.
- □ Certified screenshots of the data for the same 5 days for online access. Annexure 4.2.4.B.
- ☐ E-copy of last page of the Accession Register details Annexure 4.2.4.C.

#### **TEXT**

Since March 2020, at various occasions, physical access to the TERI SAS by the users were severely affected. Some representative data has been provided below on physical visits, per month.

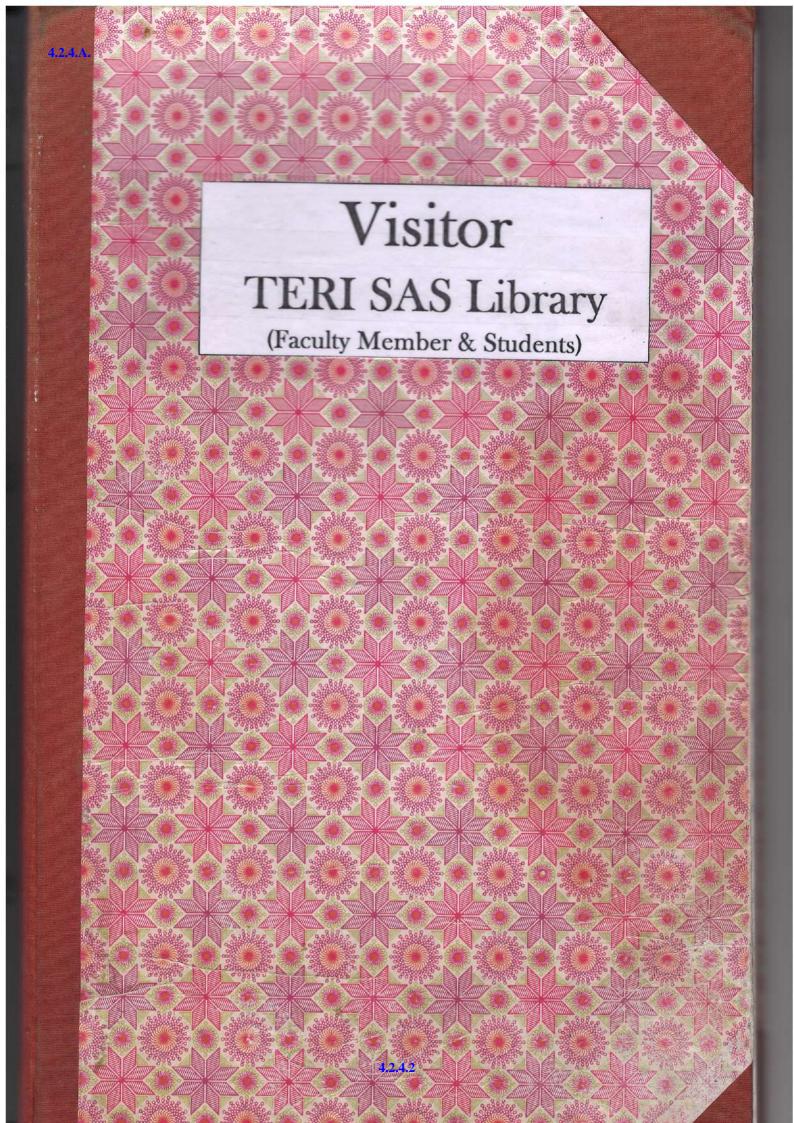
July 2020-	00
October 2020-	11
January 2021-	02
February 2021-	56
April 2021 -	32
August 2021-	63
Monthly Average 27	
Daily avg	01

During the last completed academic year (01.07.2020 to 31.08.2021) a total of 134984 (123625 + 11359) users accessed the library remotely over this 14 month period (evidence in Annexure 4.2.4.D). On average the daily visit has been 134984/426 + 1 = 316.86 + 1 = 318.

## **Specific instruction to HEI**

During the DVV clarification process, library log-book entries and data for online access for randomly selected five days will be sought.

### Avoid the following while uploading data



SM	Wednesday 11/0 MAME	CLAS	5, 111	OUT	
)	Rohan	Leo			P.
2	My R. K. Tha	Libraria	1 8:5	0 17:50	
3	Ms. Hema Bora	Lib Staff	8,50	17:35	2 -
4	Auto	Phol	9.00	1:35	Ando.
5	Mr. R. K. Sharma	Staff	9:00	9102	1
6	Do. LAKEHTI Traghufati	Facult	4 9:12	9:15	to
7	Duject	8000	9:15	11:52	12
8	Denvil	MBS	9:45	19:20	Dr
9	Vignesh +1	MEN	9:20	9:30	
	Swati +1	um	9:20	9225	('-
17	Sumedha	RA	9:30		
12	Duksh	Do.	10:00	1:50	2s
13	Lohan	l y	u	14:10	
14	stinani 1	1	11	14/10	201
15	Sakelii Gupta	Pho	10:05	17:00	Jakste
16	Rithic le 1	Espin	Joles	UHM	177
17	Chashi	RA	10:50	17:30	A5
18	Sudesha	Pho	1010	10:45	Sil
19	Verying	BRIM	101100	4240	2
20	Verping Tarre.	grafe	16:25	17:00	deupe
21	Kanjihher	(5 ABM)	10:25	13:45	FB-
12	Pret	74		19130	frati-
23	Chargemilea	[ESKM]	10:25	1200	1.5min
4	Snigdta.	Pho	10:30	2:32	Briga
25	Hondita	[Phd]	10:35	5135	
26	Ajmal	PND	10:56		Down
27	Mihanika Tyagi	Phal	11:00	13;00	76
28	Derwer	MBS	11:21	12:35	De.
9	Pruje	1 tho		17:05	Digital Property
9	notingen t (	MBA		2130	rc-
01	Alkaha	11m/		1500	20 Vings
, a	Aishwanja /	Lim	11:35	17:15	July



Cestified led ger for linnay footfaller Sind

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Amoun	11 1:40	
Agun	111111111111111111111111111111111111111	
V Amit	Phy 12:14 5:06 Ap	
Muneer 1 1 10 10	Pho 12:25 12:30	
Bharone	Pho 12 45 2:30 V	
Digargura Deb		
Ashishek Roppo	SDP 12:56 4:30 STUDEN SDP 12:56 4:30 STUDEN PO 1:00 1War S	
Straheen Sultana	REEM BOX:00 Wer S	
Shiren	UDM 1147 14'0 DE	
Reitike 1	CSP 1:45 2:20 109	
Dr. LAKSH	3.72	
Gainna 11	ESRM 2:10 4:00 Gars	
Monporeet	MIC(E(0) 2:20 2:25 101	
Rojest	Sup 2.20 14:50 5/ 8	
Mr Sushif	Stalp 2:20 2125	
Sadurik	SPP 2:30 14:50 Start	G No
Sileti	Pho 2:30 710 8	
NAMEN KOMUN	1 00m 1 2:50 20:00 months	
m prishna mohan Doboa	1 staff 3:10 3:13	
Mohit	MTeh00M 3:20 15:40 0	
	1 1100 100	
Dr. J. K. Crang Dr. SP Kingy Sinha	Faculty 4128 4128	
Rajun	SUP 4:25 6:00	
The rain	11m 5.30 2000 00	
Rony	82A 17 61BD	
Survian Kapool	Stadent 5:38 5:55 Suman	
Shivayi Coswani	PAD 5:45 5:55 C	
p (33 m - 1)	- 15 15 - 53	
10/110	+ 00 +5- (+0)	

4.2.4.4 TERI SAS LIBRARY in limmy footfall

	hursdon sace -	- 12-03	7 200		Mursday
SM	hursdong Date -	CLASS	111	OUT 1	sig
1	fumain 1	100	8-25	2.00	
2	Dr. Arun Kansal	Faculty		8430	
7	Dr. Arun Kansal	Upmo	8:210	polos	no over
1,	Mr. R. K. Tha	librarian		16:40	
5	mo Ramal Sharma	Staff	8150	8:55	
6	m. sugpret	Staff	8:50	8:55	1971
The second secon	Sokely Guble	VV	9:00	6100	Jalost
8	Sakshi Gupla	Alumni	3:05	3:00	
9	Loran W	lew.	9. 20	3.50	23-
10	Bharone			1.15	Vec-
11	Deksha	LLM	9:35	5: 25	Dikely
12	mr. Sudhanshu Jena	Staff	9:40	9:50	A.
13	Amish	MBABS	9:40		Quich.
14	Sumidha	RA	9:40		00
15	Ms. Hema sora	Libstall	9:40	17130	0 -
16	Arron Yaler	MBA	9:40	10140	Ane.
17	Harmeen kaur	MSCECO	9:50	12:25	
18	Diliot Jour	/ 11	" "	2135	~Qi'Gor
19	Diljot Laur Margrect Laur	6	1/	21215	Man
20	Manping	ESRA	10 3ev	9500	1 Ci
21	Nandla	Pus	10:00	6:45	Dinge
22	Punet	MOA	10.00	11:00	6
23	Aishwaye	un	10/17	10:21	1
94	Snigothe	Pho	10:00	20,00	en
25	Shaaranya	ECRM	10230	11:20	pry,
26	Dr. Porteck Sharma	Faculty	10:30	10/32	\ /
27	Kanjohka	ESEM	10:30	7180	de.
28	Chan	Php		3:40	1755
29		ESKM	''	13,00	6,5-
36	Changarita Rajera	SOP	11:46	12/10	0
31	Alankrita +1	UDM	11:15	200	
32		SDP	Application of the control of the co	200	Pouls
33	Amresha	w I		20m	/

4.2.4.5

TERI SAS LIBRARY

to Ciny footself

Thursday 12-03-	2020		T	hunday .
Thursday 12-03-	CLASS	114	OUT . 1	Sig
Isha 1	SOP	The design of	12:40	Ish
Archana L.	7.1	11:15	12:35	APM
A. Preeti 1980	GERM	11:15	5130	Truet
Rothur 2	60	11:30	19130	Prins
ASIF NAZAR	PLD	11:30	4:00	Hon -
Anni de la	ESEM	11:35	11:40	nami (
· Programi	SDR	111:35	11140	Pagy
Sary	SOP	14:40	13200	Stu280
Onjer Sulcla	use teo	U:54	17:05	Tomic .
Anif Crupta	PPSD	11:54	12:00	^
Rupal Tain	SDP	12:00	13200	Repros
Dor J. K. Gang	Faculty	12:15	12:40	
Ajmal,	PhD	12!28	20100	Emany
Stin Kingh	LUB	12130	4:00	Blu-
	Faculty	12:40	12:50	1-1-11
Dr. Abrigit Datey	PCa		2010	May
By Ant +1		13466	13:00	fly
Sandi	Phd	1.00	2:20	
Mr. Umesh Chandra Sough	lib Staff	13:00	1	
Armind G. Chest	Parp	1:35	1:50	(Dight
Honsi Khuran	SÓP	1:45	2155	We s
Vasurdina	5DP	2:15	3:45	1200
Isha	7	7	7:50	1 Jun >
Poirti		> 2:23		
Anwesha	(SDP		A 3'42	
Anchana	1/1		APT 3:42	(D)
Dr. Prateek Sharma	Faculty	14:40	14:43	ーカー
Dr. Smritt Das	Faculty	14:45	14:50	
3 Silts	MBA	14:45	14150	
Por Prateck Sharma	Faculty		14287	二
Rojesh	SDIP	100		$\sim$ /
Dr. Am Ruch Shatia	Faculty	3:00	3:05	1-2
Dr. LAKSH	0.	13:15-	177	
Niharka Tyagi	Isha 0	13) 2e	16:36	100

4.2.4.6 TERI SAS LIBRARY for livery fortfally

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71	dyfur	MAA	3:40	6:00	( Qx
72,	1 Sotili	1 pho	3:35	600	My
73	Selecti	PLO	3145	71.20	B
74"	VENCH	MBA	3:50	20,50	1
75	Shiren	NOM	0.17	204	Acc
76	Sakshi Rajabhoj	Csf	4:32	650	Juli:
77	Shinery seth	Cse	4:33	6:15	They
78	mansi'	Lun	4:33	62	ne.
79	Ewapul N.	Reem	5:20	5:25	Orion
80	Ushashi	RA	9:45	17:30	4
8	Vasundhang	ESRM	6:10	7 70	Jan
82	Horrac Very		6:10	28 M	100
87	mobil Chook	a VDB	_bc ^	200	me
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				Cila	
1	Friday 13/	en la		Frida	
2	Mr. R. K. Tha	libornan	9:00	18:30	Supple
3	Sadin	Alumni		11:00	1,
4	no Sydhander Jen	3 5 5	anox-	9:20	na
51	m. Kausholk G.		91.05	opilo	
0 9	DX. I.AKSH			10:00	0
7	Ms. Hema Bara	Faculty	9:15	17:30	
8	Nandita	lib Staff Phd	9:35	3:55	8 gr
97	Dr. S. Rama Krishnan		9:45	9:47	art Trees
10 1	Ushas hi	PA			#1
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12	Krisi	902		12:08	Armes -
13	Ajmal	10.	10:18	17:25	A.A.
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14	Ainwaya		10:58	1:28	A

TERI SAS LIBRARY

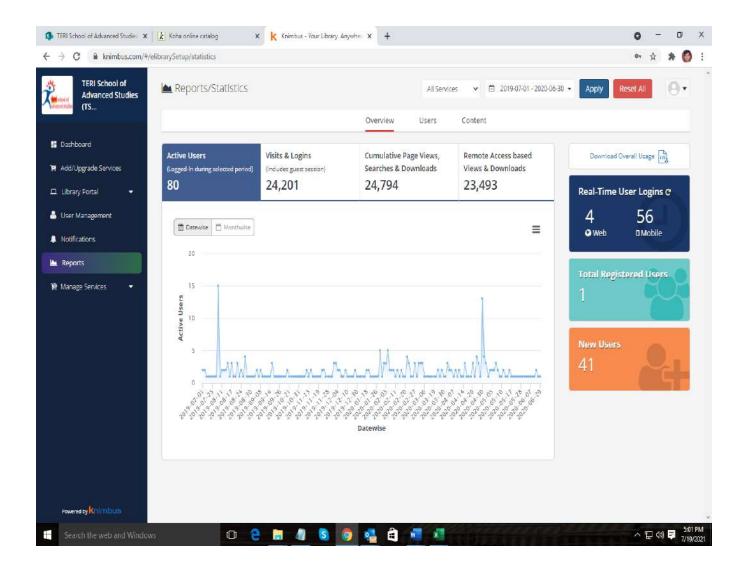
	MAME 13/03/5	CLASS	sH ,Nl	friday out	
		PAD	(4:15	12:20	
	Sokelie Rajabhai	Csr	11:10	11:50	Alsh.
	Sakelii Rajabhoj	Phis		12:30	3-20
	April 18 18 18 18	Pup		1110	
1	Dr. Sapan Thapar	Faculty	12:20	12:23	
0	Dr. Shruti	1	12:25		7
	Der Struti	Faculty	1.4.19	1:53	Torr
-	Garing Singh	CSP	1:14	9:12	482
	Variable 9	SOP	1:30	17/25	B-
	Agui a	PhD	2:30	2:45	Aost
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1	Mr. O Dewinder Kumar	Staff	4:10	4:15	50 T
	Durya	Phol UU		4:35	1-
	Ablamanja	SDP	4:40	5:40	10-
1	Dr. LAKSH	Faculty	16:45	2120	
	Basir	PHO	1448	15:00	4
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	Dince Paricing				196v
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1	Diksha	LLM		5 30	The state of the s
5	Samm	Alumni	91: 30	C. Company and the second second second	N
	Nero	CSI	Mily	111:30	-G-Se
	Rojehan	Phd.	11:15	H-50	18:

4.2.4.8 TERI SAS LIBRARY frelight tooffell

Sa	turday 14/03/	12020		Satur	day
M	NAME	CLASS	1 111		sig
3	Dr. LAKSH	Married Harris Control of Charles Control of the Co	11:40	1200	
9	Dr. LAKSH Proliph land	Faculty	2:05	6.W	-
1-1	Car H	REEM	12:55A		Sujade.
11	French	REEM.	2:55M		21-
UL	Dr Akash Soodhy	Faculty	15:30		
23	Sadvit	500			Salvig B
vy	Scature Avinask	REEM	4.05		ANDA
	pr. R. K. Tho	Libozar	1 14:301	8:00	
16	- Rithick	FCO	2)		
12	July Year	200	61 00		A.L.
8	-10 thel- 2017	7			
-	Date >	15/03	12020		
神	Direla	Lan	10:00	5:35	Mish
2	Mohit	UDM	11:75	7149	SUP_
	Street -19	2000	115,00	6130	*
4	Dr JAKSH	Faelly	12:40		
5,	Rojston		1:30	5:35	
t_	Novec	UDM	1176	7145	rou
	1010/2	(06)		1	
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1	Dobagani	Eto	8:20An	10:00	Deletar.
	our Rik. The	Ubrang	9:00 An	7130	
	our Uniesh	21	9:00		**************************************
4	our Sudhanshy	Stabt	9: 00A	7:15	
1	ins. Hama Bora	library	9:50 Am	7:20	
	Ushashi	RA	9:50 0	5:35	A
7	Snigdha	140	10:45 7	1:210	sh
4	Rithur +1	900 TR7	10:45	4:30 .	Rub
	Achileisha		11508 m 2		
	Navella 1	Pup	11:05	1140	Blys
	K. Prut	part as	11:10 5	the state of the s	Treat
	In Ving S. P. Sinha	(Facility)	11:100 1		
3	( ayabu	esrm	11:40 4	100/1	ME A

4.2.4.9 TERI SAS LIBRARY ir Conney to Office

## 4.2.4.B.



## **Knimbus Remote Access ID and Password:**

Link: http://terivk.new.knimbus.com/#/

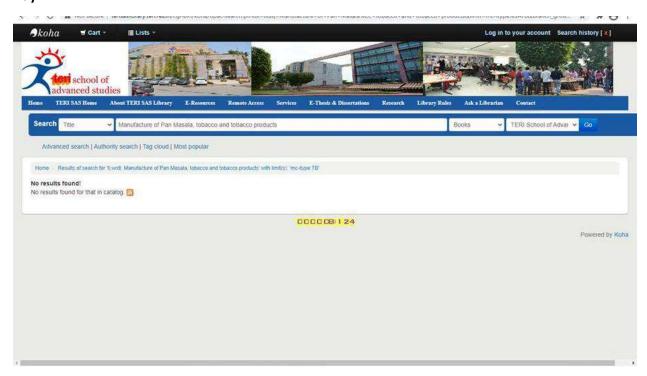
ID: ratan.jha@terisas.ac.in

Password: knimbus@123

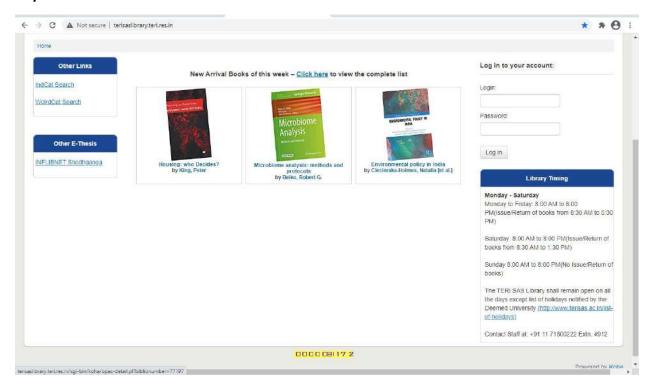
#### Day 1



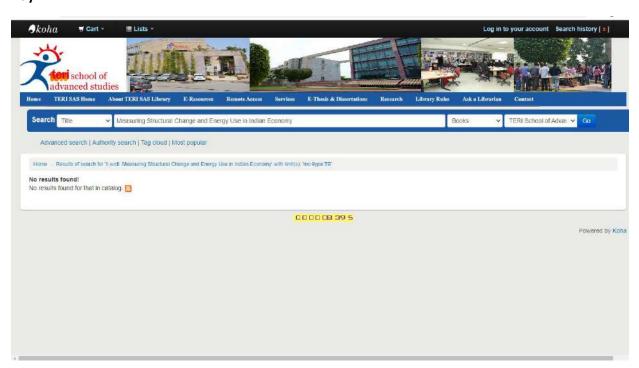
#### Day 2



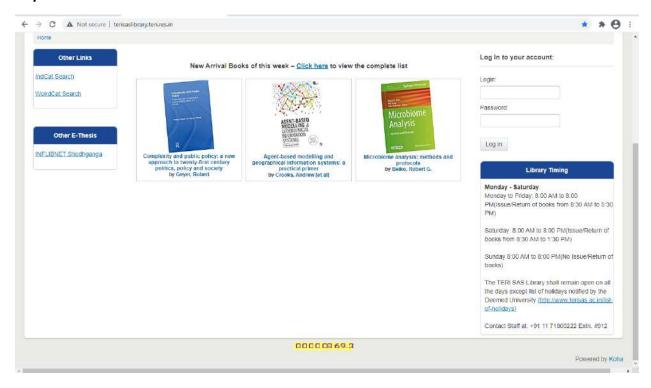
#### Day 3



#### Day 4



# Day 5



## **TERI SAS Library OPAC**

Link: http://terisaslibrary.teri.res.in/

#### 4.2.4.B.

#### Ratan Jha

From: Support <support@manupatra.com>

Sent: Wednesday, November 27, 2019 11:43 AM

To: Ratan Jha

Cc: asingh@manupatra.com

Subject: RE: Tax Invoice- Manupatra and Usage statistis of TERI SAS

Attachments: SIG-MANU11194005-.pdf

#### Dear Sir

Thank You for your mail.

As per below mail, the hard copy of the invoice is being couriered to you (attached is the soft copy for your reference).

Please find usage report for January'2019 to till date

The usage shows 3 numbers, representing the no. of logins, no. of searches done & documents downloaded respectively.

Month	Year	Total Logins	Total Searches	Total Docs
January	2019	177	276	307
February	2019	136	204	214
March	2019	75	119	125
April	2019	121	122	114
May	2019	32	46	33
June	2019	23	29	31
July	2019	99	84	67
August	2019	74	67	86
September	2019	76	92	88
October	2019	67	89	90
November(Till 26th)	2019	70	84	174

We look forward to your renewal payment

Do reach us for any clarification.

Thanks & Regards,

## **Evarist Mary**



manupatra\*

Manupatra Information Solutions Pvt. Ltd.

B-37, Sector-1, Noida 201 301, U.P. India +91 0120 4014 521(D) emary@manupatra.com

## Ratan Jha

From:

Evarist Mary <emary@manupatra.com>

Sent:

Tuesday, December 29, 2020 12:27 PM

To:

Ratan Jha

Cc:

asingh@manupatra.com

Subject:

Manupatra Usage Report

Dear Subscriber

Greetings of the day.

Please find below the usage Report.

Month	Year	Total Logins	Total Searches	Total Docs
January	2020	115	109	218
February	2020	132	123	199
March	2020	55	65	117
April	2020	105	112	76
May	2020	56	34	26
June	2020	78	56	126
July	2020	62	54	110
August	2020	36	53	78
September	2020	67	88	112
October	2020	52	135	250
November	2020	63	199	286
December(Till 28th)	2020	74	161	145

Please o reach us for any clarification

Thanks & Regards,

**Evarist Mary** 

Manupatra Information Solutions Pvt. Ltd.

P. B-37, Sector-1, Noida 201 301, U.P. India +91 120 4014 521

emary@manupatra.com

www.manupatra.com



## 4.2.4.B.

# SD\_Full text usage by access route

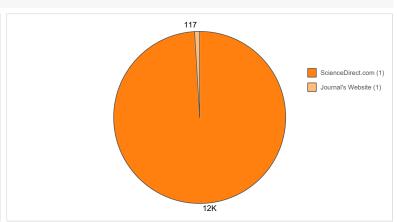
For more information please go to <a href="https://www.elsevier.com/librarians/usage-reports">https://www.elsevier.com/librarians/usage-reports</a>

Choose year(s) 2019 Choose child account

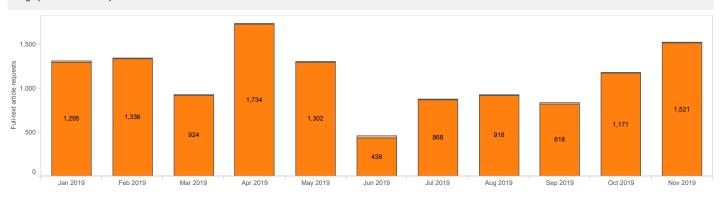
Choose access route

#### Total usage per access route for the selected years

Total usage (API + website) for selected period	12,442
(1) Total website usage	12,442
(2) Total API usage	



#### Usage per access route per month



## **TERI UNIVERSITY**

Web Log Analysis Custom Date Range Report Report Range: 07/01/2019 00:00:00 - 07/31/2019 23:59:59

# **Hit Summary**

Successful Hits for Entire Site	
Average Hits per Day	The state of the s

Menu	Page View %					
CM-Live News	0.00%					
COMPANY	0.00%					
Industry	0.00%					
House'	0.00%					
FactSheet	0.00%					
Screener	0.00%					
IPO	0.00%					
Corporate Action	0.00%					
PeerSet	0.00%					

Glossary

**Hit Summary** 

## **TERI UNIVERSITY**

Web Log Analysis Custom Date Range Report Report Range: 08/01/2019 00:00:00 - 08/31/2019 23:59:59

# **Hit Summary**

Successful Hits for Entire Site	19
Average Hits per Day	1

Menu	Page View					
CM-Live News	1 11 5	7.89%				
COMPANY		1.58%				
Industry	0	.00%				
House	0	.00%				
FactSheet	2 10	0.53%				
Screener	0	.00%				
IPO	0	.00%				
Corporate Action	0	.00%				
PeerSet	0	.00%				

Glossary

**Hit Summary** 

## **TERI UNIVERSITY**

Web Log Analysis Custom Date Range Report Report Range: 09/01/2019 00:00:00 - 09/30/2019 23:59:59

## **Hit Summary**

Successful Hits for Entire Site		221
Average Hits per Day		7

Menu	Page Vi	ew %
CM-Live News	124	56.11%
COMPANY	71	32.13%
Industry	5	2.26%
House	3	1.36%
FactSheet	11	4.98%
Screener		0.00%
IPO	6	2.71%
Corporate Action	1	0.45%
PeerSet		0.00%

Glossary

**Hit Summary** 

# **TERI UNIVERSITY**

Web Log Analysis Custom Date Range Report Report Range: 10/01/2019 00:00:00 - 10/31/2019 23:59:59

# **Hit Summary**

Successful Hits for Entire Site	104
Average Hits per Day	3

Menu	Page Vie	ew %
CM-Live News	47	45.19%
COMPANY	43	41.35%
Industry	3	2.88%
House		0.00%
FactSheet	7	6.73%
Screener		0.00%
IPO		0.00%
Corporate Action	4	3.85%
PeerSet		0.00%

Glossary

**Hit Summary** 



# Clientname: TERI School of Advanced Studies (TSAS)

Usage Report : Capitaline Online

Report Range: 01/11/2019 to 30/06/2020

# Hit Summary

Menu	Page View
Company	1586
House	22
Industry	117
SCREENER	24
CM-Live News	732
IPO	17
Corporate Action	58
Peerset	7
Ratios Analysis	14
Total	2577

		TERI	University, New Delhi		TERI	Unive	rsity, N	New De	elhi				2	23
Accession No	AUTHOR	TITLE	PUBLISHER & PLACE Ed	Year	Pages	Pub. Price	Exng. Rate	INR	Price Paid	17 Vendor	Call No.	Bill No / Date	Date of Entry	Remark
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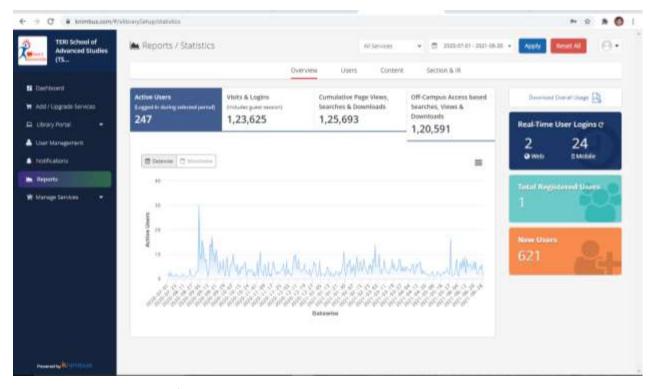
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