



SANKARDEVA MAHAVIDYALAYA

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SECOND CYCLE NAAC ACCREDITATION 2022

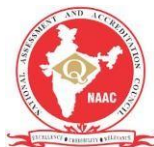
CRITERION IV

INFRASTRUCTURE AND LEARNING RESOURCES

4.2.1: Library is automated using Integrated Library management System (ILMS)

SUPPORTING DOCUMENTS:

Submitted to



THE NATIONAL ASSESMENT AND ACCREDITATION COUNCIL

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1. Introduction:

Central library Sankardeva Mahavidyalaya has a very good library with a collection of 14523 books on various subject of interest for the students, teaching staff and non-teaching staff. The library is part of the institution since its inception in 1982. The library has been serving as the nerve Centre of the College. The library is working under the library management software SOUL provided by INFLIBNET. Central Library of the College is an automated library. The library is subscribing good numbers of quality journals and popular magazines. Every day on an average 120 students visits the College library for different purposes.

The succeeding section of this report provides details information on library collections, services provided by the library to the students and others, best practices that is being practiced and future plan to enhance the quality library services.

2. Vision of the Library:

- 2.1. To serve as a knowledge hub of the College.
- 2.2. To inculcate reading habits among the students and teaching faculty.
- 2.3. The library intends to incorporate the latest technology and adopt user friendly approach towards students and faculty.

3. The main objectives of the library are:

- 3.1. Encourage students to study beyond the requirements of the curriculum.
- 3.2. To acquire, organize and modernize the library collection to support teaching learning process.
- 3.3. Provide free accessibility to information resources of the library.
- 3.4. Provide different facilities and services to the student community and the teaching community to discover needed information and access them according to their priority.

4. Library Advisory Committee (LAC):

Library advisory committee is re-constituted by the Govt. of Assam, Higher Education department on 23.07.2021. The committee consists the following members, Principal, Vice-Principal, Professors (2 Nos.), IQAC coordinator, Librarian (Ex. Officio Secretary) can participated in the meeting.

Sl. No.	Name of the Member	Designation	Role
1	Dr. Sonaram Kalita	Principal	Chairman
2	Mr. Tankeswar Dutta	Librarian	Convener
3	Mr. Ajit Goswami	Academic Officer	Member
4	Mr. Prabin Borah	HoD, English	Member
5	Miss Preetirekha Bhuyan	HoD, Assamese	Member
6	Dr. Nitul Gogoi	HoD, Education/IQAC coordinator	Member

LAC is constituted to address the issues involved for library development. LAC mainly plays a significant role in the collection development process of the Library. LAC meets twice in a year. But if emergency situation occurs LAC meets immediately in minimal interval.

5. Library working hours:

The central library is being kept open in all the working days.

Library working hours	
Monday to Saturday	9.00 AM to 4.00 PM
During the examination and semester break our college remain open as usual	

6. Library Collection:

Library is a knowledge Centre and it collects valuable reading materials to support the teaching learning process. Giving priorities to the students and teaching faculties demand our library is also developing its collection in each and every subject areas teach in the College. Library has a rich collection of good reference books along with the text books. We have just take membership N-List e-resource from UGC-INFLIBNET on August, 2022.

Sl. No	Financial years	Number of books added
1	2017-18	743
2	2018-19	150
3	2019-20	321
4	2020-21	246
5	2021-22	543
6	Up to July, 2022	291
	Total	2294

7. Financial expenditure on purchasing Library Books:

Every year the budget committee allotted a reasonable fund for library development (infrastructure, reading materials etc.) the following indicated the financial expenditure for the last five years (Books & Journals).

Sl. No	Financial years	Expenditure
1	2017-18	220206.00
2	2018-19	52393.00
3	2019-20	121035.00
4	2020-21	145370.00
5	2021-22	142951.00
6	Up to July, 2022	5900.00
	Total	752648.00

8. Subject wise library collection:

The following table shows the subject wise collection of books in the library:

Sl. No.	Department	Total Books
1	Assamese	2834
2	Economics	1348
3	Education	2045
4	English	1112
5	Geography	1247
6	History	1159
7	Hindi	900
8	Political Science	2300
9	Sociology	1250
10	Chemistry	14
11	Life Science	06
12	Physics	29
13	Mathematics	33
14	Zoology	11
15	Botany	12
16	Career Guide	212
Total		14523

9. Journal/Magazine Subscriptions:

In order to provide current information to the readers and up to date their knowledge scholarly collection in the library is necessary. Journals are primary sources of information and means to have current and critical information on various subject areas. The following table indicates the Journal/Magazine subscribed by our library.

Sl. No.	Title	Periodicity
1	Economic & political weakly	Weakly
2	Yojana	Monthly
3	Gariyashi	Monthly
4	Prakash	Monthly
5	Dream-360	Monthly
6	Sakhi	Monthly
7	Prantik	Fortnight
8	India Today	Weakly

10. Newspaper Subscriptions:

In order to provide day to day news of the society, politics, economy, culture, literature science and many newspapers is the primary source. Our library has been subscribing the following newspapers:

Sl. No.	Name of the News Paper	Number
1	The Assam tribune (English)	01

2	Niyamiya Barta (Assamese)	01
3	Amar Axom (Assamese)	01
4	Khobor (Assamese)	01
5	Pratidin (Assamese)	01
6	Purbanchal Prahori (Hindi)	01

11. Expenditure on Journal/Magazine and Newspaper in yearly basis:

The following table indicates the amount of rupees spent for purchasing of Journals/Magazine and News Papers in the library:

Sl. No.	Financial Year	Journal/Magazine/Newspaper Purchasing Amount
1	2017-18	20439.00
2	2018-19	22440.00
3	2019-20	14650.00
4	2020-21	14740.00
5	2021-22	22620.00
Total		94889.00

12. Availability of Electronic Resources:

Our college has taken membership N-List (National Library and Information Service Infrastructure for Scholarly Content) Programme on August, 2022.

13. Library Services:

In order to satisfy the information need of the user community library offers various services. In our library following services are provided for the users.

13.1. Automated Circulation Service:

Circulation service is the one of the most valuable and necessary services of any library. This service allows the user community to issue books and other reading resources. For this purpose our library follows single card system with barcode facility. The circulation desk of our College performs the following functions:

- Lending library books to the bonafied users.
- Return and reservation of books.
- Collects over dues.
- Assist the users in the circulation counter.
- Calculate the user statistics.

13.2. Lending system of Central Library:

Students and the teaching and non-teaching staff can take books on their card from the library. A tabular presentation of the lending system of our library as follows:

Sl. No.	Type of Membership	Number of Books issued	Loan Period (Days)	Renewal
1	U.G. Students	03	15	Renew on 14 days from the issue of book
2	Teaching staff	15	30	Renew on 29 days from the issue of book

3	Non-teaching Staff	05	20	Renew on 19 days from the issue of book
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14. Reference Service for the Users:

One of the major tasks of any library is Collection of reference books. Our library has a sound collection of reference books in each and every subjects taught in the College.

15. Question bank facilities (Previous years question papers) :

Preservation of old question papers is also a good practice in library service. Our College also practicing this services and students can access old question papers from the library. Few question papers are available in physical form where some question papers are available in digital form.

16. Reprographic facilities: Students can take a duplicate copy of the original using this service. We charge Rs. 1 for each pages.

17. Library Orientation:

In order to introduce the new user with the library facilities the library authority organizes orientation programme every year at the beginning of the academic year. During this interaction programme the following information are shared to the users.

- a. Need of the Library.
- b. Brief introduction of the library, library staff.
- c. Information about the resources available with the library.
- d. Library ethics.
- e. Use of library resources.
- f. Library rules and regulations.
- g. Information about different facilities of the library etc.

18. Career Guidance:

Our central library has a good collection of service book. Books on general knowledge and of competitive exams are available in the library. The library personal guide them in the proper use of these books.

19. Library Automation: Our library is an automated library with the library management software SOUL. We prepare MARC of the reading materials and use barcode in each and every book for automated circulation.

20. Display of New Arrivals: College library displays new arrivals as and when new books are added to the library collections.

21. News Paper Clipping:

Newspaper a good medium for up to date and current information on various issues of the society, community, national and international level. Some Articles and New published in newspaper have greater importance for the future generation. So, we clipping a lot of newspaper article in the Library.

22. Celebration of Librarian's day: Celebration of Librarians' day is one of the best practice of the library. Our library celebrates librarian's day every year regularly.

23. Library staff details:

Staff details of the library are given below:


Sl. No.	Name	Designation	Educational Qualification
1	Mr. Tankeswar Dutta	Librarian	MA., BLISc.
2	Mr. Pradip Borah	Library Bearer (Contractual)	B.A.
3	Mr. Nabajyoti Bhuyan	Do	B.A.

24. Future Plan:

24.1. Through book exhibition is a good practice. So, we take plan to organize exhibition every year regularly.

24.2. Best reader and best user award: We have take decision to give the award best reader and best user from 2022-23 session regularly.

24.3. Organizing Interdisciplinary talks: Organizing interdisciplinary talks is considered one of the best practices of any library. In the coming days we the library authority are planning to organize such talks in our college in library's banner.


Librarian
Sankardev Mahavidyalaya
Pathalipahar, Lakhimpur