# Mahishadal Raj College
## (1946)



**Central Library: A brief Profile**

**2024**

**Mahishadal : Purba Medinipur**
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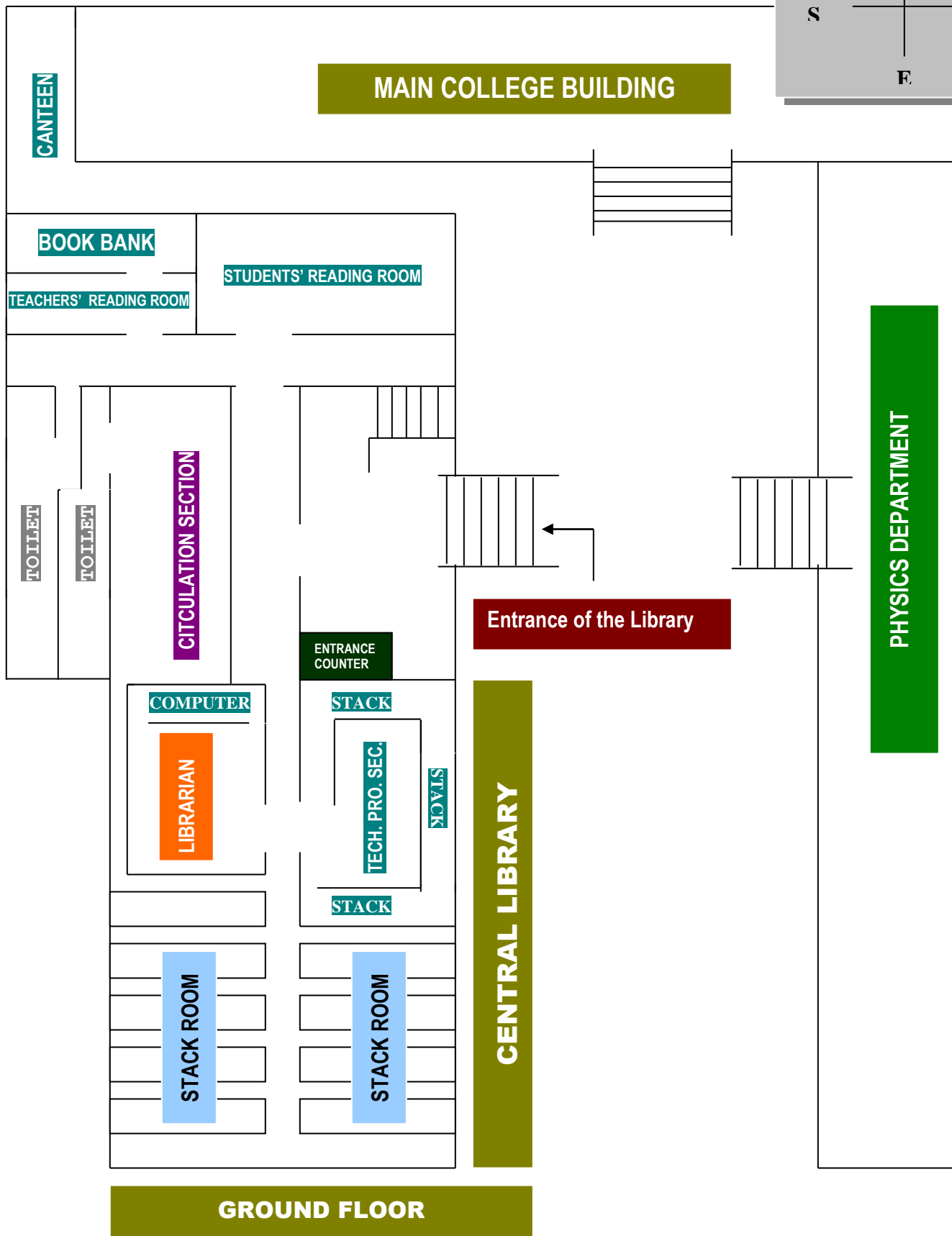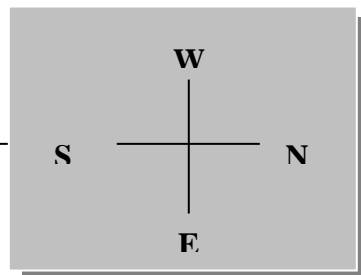
# WELCOME
## To
## The Central Library



# MAHISHADAL RAJ COLLEGE
## Mahishadal: Purba Medinipur
### WEST BENGAL

# CENTRAL LIBRARY

## A BRIEF PROFILE
## 2024

## Mahishdal Raj College
### Mahishadal-721628
Purba Medinipur

# LAY OUT OF THE CENTRAL LIBRARY

W

S ——— N

E

CANTEEN

MAIN COLLEGE BUILDING

BOOK BANK

STUDENTS' READING ROOM

TEACHERS' READING ROOM

PHYSICS DEPARTMENT

CITCULATION SECTION

TOILET

TOILET

Entrance of the Library

ENTRANCE COUNTER

COMPUTER

STACK

LIBRARIAN

TECH. PRO. SEC.

STACK

STACK

STACK ROOM

STACK ROOM

CENTRAL LIBRARY

**GROUND FLOOR**

# Central Library
## Mahishadal Raj College

## 1. Brief history of the College Library:

Mahishadal Raj College Library was started along with the establishment of the College in the year 1946. This was the third oldest College of the undivided Midnapur District and now it is the second oldest College of the Purba Medinipur District. Since then, the College library is satisfying the huge demand of the poor as well as needy students. It is one of the best College Libraries regarding collection as well as providing services to the users of this semi-town locality.



## 2. Purposes / Functions:

The College is proud of its Central Library. The main purpose of the Library is development of collection, organization of the collected documents and dissemination of those documents to the right users specially, to the poor and needy students who come from the rural areas of the nearby locality at the right time. It functions on all working days except on Sundays and other scheduled National and Gazetted holidays of the College.

# 3. Organizational Structure of the Central Library

## 3.1 Management of Library

The Central Library is fully controlled and managed by the Library Committee. Obviously, the rules and regulations adopted are approved by the G B of the College.

### 3.1.1 Library Advisory Committee and its Composition:

There is a Library Advisory Committee in the College. Principal is the Chairman and Librarian (S.G) is the convener, All heads of different Departments, three representative of the Non-teaching staff (preferably Library Staff), Accountant Bursar and Secretary of the Student's Union. The Library Committee decides all the rules, regulations and other necessary administrative as well as developmental decisions for the Central library. At least yearly two meetings of the L C take place.

## 3.2 Library Staff:

There are four (4) library staffs in the Central Library. Although according to the new Staff Pattern there are five (5) sanctioned posts for the Central Library of the College. But at present four (4) posts are filled up which are:-

| Name of the post | No. of sanctioned post | Post occupied at present |
|---|---|---|
| Librarian | 02 | 02 |
| Library Assistant | 01 | 01 |
| Library Attendant | 02 | 02 |
| Total no. of Post | 05 | 05 |

## 3.3 Profile of the Library Staff:

There are three categories of Staffs i.e. Professional, Semi-Professional and Non-Professional /other in the Central Library

## 3. 3.1 Professional Staff: [02]

| Name | Designation | Qualification | Date of joining |
|---|---|---|---|
| 1. Biswajit Chaudhury | Librarian (S.G.) | M.Sc.(Chem), MLISc | 26-10-1998 |
| 2. Brajendranath Barman | Librarian | BLISc, MLISc | 10-08-2013 |

### 3. 3.2 Semi- Professional Staff:                              [00]

| Name | Designation | Qualification | Date of joining |
|------|-------------|---------------|-----------------|
|      |             |               |                 |
|      |             |               |                 |

### 3.3.3 Non-Professional / Other Staff                         [04]

| Name | Designation | Qualification | Date of joining |
|------|-------------|---------------|-----------------|
| 1. Shyam Chand Bera | Library Attendant | VIII Pass | 12-08-1985 |
| 2. Samaresh Chaudhury | Library Peon | M.Com | 01-09-2011 |
| 3. Niva Maity | Library Attendant | B. A | 05-11-2006 |
| 4. Papiya Roy(Chakraborti) | Library Attendent | M. A | 02-09-2015 |

## 4. List of Ex-Librarian / Ex-Assistant Librarian:

1) Sri Gunadhar Pramanik
2) Sri Shyamapada Sinha
3) Sri Purnendu Kumar Chaudhury
4) Miss Purabi Sen
5) Sri Brajendranath Barman

## 5. Books and Periodicals selection Policy:

Each year the Librarian invites the list of Books and Periodicals to be purchased through notification from the Heads of the Departments of different subjects. Considering the huge demands of the users from the Circulation Section, verifying the Stock Register as well as the list of Books / Periodicals given by the Heads of the Departments, the Librarian and the Heads of the Departments select the Books / Periodicals to be purchased. Ultimately, the Librarian gives the List of selected books to the Book Supplier for supplying books as early as possible.

# 6. Collections:

Central Library has a very rich collection of near about 32,000 documents. The total numbers of books in the Central Library has now gone up to 30,000. Books on all subjects being taught here are available in the library. Except the text books and reference books of different subjects some valuable rare books are stocked.

**Reference Books** – There is a collection of conventional reference books like dictionary, encyclopaedia, handbook, manual, yearbook for ready reference and general information.

**Journals** – The Central Library subscribes to around nineteen journals of different subjects. Current journals are displayed in the Journals' Rack. Students can borrow the journals producing their Daily issue lending card. A few back issues are in the bound form. But most of them are loose and kept in a stack.

**Magazines** – The Central Library also subscribes ten different magazines. Students can easily go through the Magazines which are displayed on a rack in the Reading room.

**Cassette & C D** – Inspite of having different types of books there are non-book materials like Audio Cassettes, CDs and DVDs.

**E-book & E-journal** – The Central Library subscribe e-books and e-journals through UGC INFLIBNET N-List Programme.

## 6. 1 Statistics of Library books of last five years:

| Sl. No. | Different Sections | No. of books in different sections as on 31-03- 2016 | No. of books added in the Period from 01- 04 – 2016 to 31- 03 – 2017 | No. of books in different sections as on 31- 03 – 2017 |
|---------|--------------------|----------------------|----------------------|----------------------|
| 1. | General Library | 23,617 | 70 | 23,687 |
| 2. | Book Bank | 07,991 | 00 | 07,991 |
| 3. | P. G. Section | 01,636 | 80 | 01,716 |
| 4. | Student's Aid-fund | 03,241 | 00 | 03,241 |
| 5. | H. S. Section | 02,634 | 00 | 02,634 |
| 6. | Bound Volume (Journals) | 801 | 00 | 801 |
| | TOTAL | 39,920 | 150 | 40,070 |

| Sl. No. | Different Sections | No. of books in different sections as on 31-03-2017 | No. of books added in the Period from 01- 04 – 2017 to 31- 03 – 2018 | No. of books in different sections as on 31- 03 – 2018 |
|---|---|---|---|---|
| 1. | General Library | 23,687 | 23 | 23,710 |
| 2. | Book Bank | 07,991 | 00 | 07,991 |
| 3. | P. G. Section | 01,716 | 285 | 02,001 |
| 4. | Student's Aid-fund | 03,241 | 00 | 03,241 |
| 5. | H. S. Section | 02,634 | 00 | 02,634 |
| 6. | Bound Volume (Journals) | 801 | 00 | 801 |
| | TOTAL | 40, 070 | 308 | 40, 378 |

| Sl. No. | Different Sections | No. of books in different sections as on 31- 03-2018 | No. of books added in the Period from 01- 04-2018 to 31- 03 – 2019 | No. of books in different sections as on 31- 03 - 2019 |
|---|---|---|---|---|
| 1. | General Library | 23,710 | 52 | 23,762 |
| 2. | Book Bank | 07,991 | 00 | 07,991 |
| 3. | P. G. Section | 02,001 | 28 | 02,029 |
| 4. | Student's Aid-fund | 03,241 | 00 | 03,241 |
| 5. | H. S. Section | 02,634 | 00 | 02,634 |
| 6. | Bound Volume (Journals) | 801 | 00 | 801 |
| | TOTAL | 40,378 | 80 | 40,458 |

| Sl. No. | Different Sections | No. of books in different sections as on 31-03- 2019 | No. of books added in the Period from 01- 04 -2019 to 31-03-2020 | No. of books in different sections as on 31- 03 – 2020 |
|---|---|---|---|---|
| 1. | General Library | 23,762 | 171 | 23,933 |
| 2. | Book Bank | 07,991 | 000 | 07,991 |
| 3. | P. G. Section | 02,029 | 018 | 02,047 |
| 4. | Student's Aid-fund | 03,241 | 000 | 03,241 |
| 5. | H. S. Section | 02,634 | 000 | 02,634 |
| 6. | Bound Volume (Journals) | 801 | 000 | 801 |
| | TOTAL | 40,458 | 189 | 40,647 |

| Sl. No. | Different Sections | No. of books in different sections as on 31-03- 2020 | No. of books added in the Period from 01- 04 -2020 to 31-03-2021 | No. of books in different sections as on 31- 03 – 2021 |
|---|---|---|---|---|
| 1. | General Library | 23883 | 07 | 23940 |
| 2. | Book Bank | 07,991 | 00 | 07,991 |
| 3. | P. G. Section | 02,047 | 00 | 02,047 |
| 4. | Student's Aid-fund | 03,241 | 00 | 03,241 |
| 5. | H. S. Section | 02,634 | 00 | 02,634 |
| 6. | Bound Volume (Journals) | 801 | 00 | 801 |
| | TOTAL | 40,647 | 07 | 40,654 |

| Sl. No. | Different Sections | No. of books in different sections as on 31-03- 2021 | No. of books added in the Period from 01- 04 -2021 to 31-03-2022 | No. of books in different sections as on 31- 03 – 2022 |
|---|---|---|---|---|
| 1. | General Library | 23,940 | 26 | 23,966 |
| 2. | Book Bank | 07,991 | 00 | 07,991 |
| 3. | P. G. Section | 02,047 | 00 | 02,047 |
| 4. | Student's Aid-fund | 03,241 | 00 | 03,241 |
| 5. | H. S. Section | 02,634 | 00 | 02,634 |
| 6. | Bound Volume (Journals) | 801 | 00 | 801 |
| | TOTAL | 40,654 | 26 | 40, 680 |

| Sl. No. | Different Sections | No. of books in different sections as on 31-03- 2022 | No. of books added in the Period from 01- 04 -2022 to 31-03-2023 | No. of books in different sections as on 31- 03 – 2023 |
|---|---|---|---|---|
| 1. | General Library | 23,966 | 124 | 24,090 |
| 2. | Book Bank | 07,991 | 000 | 07,991 |
| 3. | P. G. Section | 02,047 | 000 | 02,047 |
| 4. | Student's Aid-fund | 03,241 | 000 | 03,241 |
| 5. | H. S. Section | 02,634 | 000 | 02,634 |
| 6. | Bound Volume (Journals) | 801 | 000 | 801 |
| | TOTAL | 40,680 | 124 | 40,804 |

| Sl. No. | Different Sections | No. of books in different sections as on 31-03- 2023 | No. of books added in the Period from 01- 04 -2023 to 31-03-2024 | No. of books in different sections as on 31- 03 – 2024 |
|---|---|---|---|---|
| 1. | General Library | 24,090 | | |
| 2. | Book Bank | 07,991 | | |
| 3. | P. G. Section | 02,047 | | |
| 4. | Student's Aid-fund | 03,241 | | |
| 5. | H. S. Section | 02,634 | | |
| 6. | Bound Volume (Journals) | 801 | | |
| | TOTAL | 40,804 | | |

## 6.2 Addition of Books to the Central Library from 2001- 2002 to 2019–2020:

| Year (April – March) | Numbers of books added | | | | | Amount spent (Rupees) |
|---|---|---|---|---|---|---|
| | UG | | PG | B. Vol. | Total | |
| | G. L. | B. B. | | | | |
| 2001 – 2002 | 1619 | 323 | | | 1942 | |
| 2002 – 2003 | 226 | 000 | | | 0226 | |
| 2003 – 2004 | 579 | 088 | | | 0667 | |
| 2004 – 2005 | 058 | 128 | | | 0186 | |
| 2005 – 2006 | 488 | 049 | | | 0537 | |
| 2006 – 2007 | 379 | 000 | | | 0397 | |
| 2007 – 2008 | 058 | 128 | | | 0105 | |
| 2008 – 2009 | 075 | 002 | 026 | | 0103 | |
| 2009 – 2010 | 364 | 162 | 010 | | 0536 | |
| 2010 – 2011 | 760 | 279 | 183 | | 1222 | |
| 2011 – 2012 | 1102 | 000 | 08 | | 1110 | |
| 2012 – 2013 | 251 | 016 | 00 | | 0267 | |
| 2013 – 2014 | 307 | 002 | 722 | | 1031 | |
| 2014 – 2015 | 100 | | 483 | | 0583 | |
| 2015 – 2016 | 541 | | 204 | | 0755 | |
| 2016 – 2017 | 070 | | 080 | | 0150 | |
| 2017 – 2018 | 023 | | 285 | | 0308 | |
| 2018 – 2019 | 052 | | 080 | | 0080 | |
| 2019 – 2020 | 171 | | 018 | | 0189 | |
| 2020 – 2021 | 007 | | 000 | | | |
| 2021 – 2022 | 026 | | 000 | | | |
| 2022 – 2023 | 124 | | 000 | | | |
| 2023 – 2024 | | | | | | |
| 2024 – 2025 | | | | | | |
| 2025 – 2026 | | | | | | |
| | | | | | | |

## 6. 3 Department-wise additions of books in General Library Section:

## 6. 3. 1 Addition of books for the period from 01-04-2016 to 31-03-2017 in General Library section: 2016

| Sl. No. | Name of the Subjects | No. of books in different Subjects as on 31- 03 – 2016 | No. of books added in the Period from 01- 04 – 2016 to 31- 03 – 2017 | No. of books in different Subjects as on 31- 03 – 2017 |
|---|---|---|---|---|
| 1. | English | 2690 | 000 | 2690 |
| 2. | Bengali | 4447 | 001 | 4448 |
| 3. | Sanskrit | 1171 | 000 | 1171 |
| 4. | Hindi | 0100 | 000 | 0100 |
| 5 | Philosophy | 1807 | 000 | 1807 |
| 6 | Economics | 0901 | 000 | 0901 |
| 7 | Political Science | 1394 | 000 | 1394 |
| 8 | Sociology | 0086 | 000 | 0086 |
| 9 | History | 1889 | 020 | 1909 |
| 10 | Education | 0308 | 000 | 0308 |
| 11 | Geography | 0269 | 000 | 0269 |
| 12 | Commerce | 1043 | 000 | 1043 |
| 13 | Physics | 1396 | 000 | 1396 |
| 14 | Chemistry | 1366 | 000 | 1366 |
| 15 | Industrial Chemistry | 0212 | 020 | 0232 |
| 16 | Mathematics | 1970 | 006 | 1976 |
| 17 | Computer Science | 0229 | 000 | 0229 |
| 18 | Bio. Science | 0031 | 000 | 0031 |
| 19 | Botany | 0248 | 000 | 0248 |
| 20 | Zoology | 0322 | 000 | 0322 |
| 21 | Nutrition | 0105 | 000 | 0105 |
| 22 | ENVS | 0030 | 000 | 0030 |
| 23 | Library Science | 0072 | 000 | 0072 |
| 24 | Physical Education | 0094 | 000 | 0094 |
| 25 | Physiology | 0021 | 000 | 0021 |
| 26 | Geology | 00 | 013 | 13 |
| 27 | Music | 0188 | 000 | 0188 |
| 28 | Military Science | 0015 | 000 | 0015 |
| 29 | Human Rights | 0075 | 000 | 0075 |
| 30 | Dictionary & Encyclopedia | 0341 | 000 | 0341 |
| 31 | Reference & other books | 0053 | 010 | 0063 |
| 32 | Q P, T.P, Directory, H.S, Etc | 0744 | 000 | 0744 |
| | TOTAL | 23617 | 070 | 23687 |

## 6. 3. 2 Addition of books for the period from 01-04-2017 to 31-03-2018 in General Library section: 2017

| SI. No. | Name of the Subjects | No. of books in different Subjects as on 31 – 03 -2017 | No. of books added in the Period from 01- 04 -2017 to 31- 03 -2018 | No. of books in different Subjects as on 31- 03 – 2018 |
|---|---|---|---|---|
| 1. | English | 2690 | 00 | 2690 |
| 2. | Bengali | 4448 | 02 | 4450 |
| 3. | Sanskrit | 1171 | 00 | 1171 |
| 4. | Hindi | 0100 | 00 | 0100 |
| 5 | Philosophy | 1807 | 00 | 1807 |
| 6 | Economics | 0901 | 01 | 0901 |
| 7 | Political Science | 1394 | 00 | 1394 |
| 8 | Sociology | 0086 | 00 | 0086 |
| 9 | History | 1909 | 00 | 1909 |
| 10 | Education | 0308 | 00 | 0308 |
| 11 | Geography | 0269 | 09 | 0278 |
| 12 | Commerce | 1043 | 00 | 1043 |
| 13 | Physics | 1396 | 00 | 1396 |
| 14 | Chemistry | 1366 | 00 | 1366 |
| 15 | Industrial Chemistry | 0232 | 00 | 0232 |
| 16 | Mathematics | 1976 | 00 | 1976 |
| 17 | Computer Science | 0229 | 00 | 0229 |
| 18 | Bio. Science | 0031 | 05 | 0036 |
| 19 | Botany | 0248 | 00 | 0248 |
| 20 | Zoology | 0322 | 00 | 0322 |
| 21 | Nutrition | 0105 | 00 | 0105 |
| 22 | ENVS | 0030 | 01 | 0031 |
| 23 | Library Science | 0072 | 00 | 0072 |
| 24 | Physical Education | 0094 | 00 | 0094 |
| 25 | Physiology | 0021 | 00 | 0021 |
| 26 | Geology | 13 | 04 | 0017 |
| 27 | Music | 0188 | 00 | 0188 |
| 28 | Military Science | 0015 | 00 | 0015 |
| 29 | Human Rights | 0075 | 00 | 0075 |
| 30 | Dictionary & Encyclopedia | 0341 | 00 | 0341 |
| 31 | Reference & other books | 0063 | 01 | 0064 |
| 32 | Q P, T.P, Directory, H.S, Etc | 0744 | 00 | 0744 |
| | TOTAL | 23687 | 23 | 23710 |

## 6. 3. 3 Addition of books for the period from 01-04-2018 to 31-03-2019 in General Library section: 2018

| Sl. No. | Name of the Subjects | No. of books in different Subjects as on 31 – 03 -2018 | No. of books added in the Period from 01- 04 -2018 to 31- 03 -2019 | No. of books in different Subjects as on 31- 03 – 2019 |
|---|---|---|---|---|
| 1. | English | 2690 | 40 | 2730 |
| 2. | Bengali | 4450 | 01 | 4451 |
| 3. | Sanskrit | 1171 | 00 | 1171 |
| 4. | Hindi | 0100 | 00 | 0100 |
| 5 | Philosophy | 1807 | 00 | 1807 |
| 6 | Economics | 0901 | 07 | 0909 |
| 7 | Political Science | 1394 | 00 | 1394 |
| 8 | Sociology | 0086 | 00 | 0086 |
| 9 | History | 1909 | 00 | 1909 |
| 10 | Education | 0308 | 00 | 0308 |
| 11 | Geography | 0278 | 00 | 0278 |
| 12 | Commerce | 1043 | 00 | 1043 |
| 13 | Physics | 1396 | 00 | 1396 |
| 14 | Chemistry | 1366 | 00 | 1366 |
| 15 | Industrial Chemistry | 0232 | 00 | 0232 |
| 16 | Mathematics | 1976 | 02 | 1978 |
| 17 | Computer Science | 0229 | 00 | 0229 |
| 18 | Bio. Science | 0036 | 00 | 0036 |
| 19 | Botany | 0248 | 00 | 0248 |
| 20 | Zoology | 0322 | 00 | 0322 |
| 21 | Nutrition | 0105 | 00 | 0105 |
| 22 | ENVS | 0031 | 00 | 0031 |
| 23 | Library Science | 0072 | 00 | 0072 |
| 24 | Physical Education | 0094 | 00 | 0094 |
| 25 | Physiology | 0021 | 00 | 0021 |
| 26 | Geology | 0017 | 00 | 0017 |
| 27 | Music | 0188 | 00 | 0188 |
| 28 | Military Science | 0015 | 00 | 0015 |
| 29 | Human Rights | 0075 | 00 | 0075 |
| 30 | Dictionary & Encyclopedia | 0341 | 00 | 0341 |
| 31 | Reference & other books | 0064 | 02 | 0066 |
| 32 | Q P, T.P, Directory, H.S, Etc | 0744 | 00 | 0744 |
| | TOTAL | 23710 | 52 | 23762 |

## 6. 3. 4 Addition of books for the period from 01-04-2019 to 31-03-2020 in General Library Section in the period: 2019

| Sl. No. | Name of the Subjects | No. of books in different Subjects as on 31-03-2019 | No. of books added in the Period from 01-04-2019 to 31-03-2020 | No. of books in different Subjects as on 31-03-2020 |
|---|---|---|---|---|
| 1. | English | 2730 | 07 | 2737 |
| 2. | Bengali | 4451 | 74 | 4525 |
| 3. | Sanskrit | 1171 | 00 | 1171 |
| 4. | Hindi | 0100 | 00 | 0100 |
| 5 | Philosophy | 1807 | 14 | 1821 |
| 6 | Economics | 0909 | 09 | 0917 |
| 7 | Political Science | 1394 | 01 | 1395 |
| 8 | Sociology | 0086 | 01 | 0087 |
| 9 | History | 1909 | 05 | 1914 |
| 10 | Education | 0308 | 24 | 0332 |
| 11 | Geography | 0278 | 00 | 0278 |
| 12 | Commerce | 1043 | 00 | 1043 |
| 13 | Physics | 1396 | 00 | 1396 |
| 14 | Chemistry | 1366 | 00 | 1366 |
| 15 | Industrial Chemistry | 0232 | 01 | 0233 |
| 16 | Mathematics | 1978 | 00 | 1978 |
| 17 | Computer Science | 0229 | 00 | 0229 |
| 18 | Bio. Science | 0036 | 00 | 0036 |
| 19 | Botany | 0248 | 01 | 0249 |
| 20 | Zoology | 0322 | 01 | 0323 |
| 21 | Nutrition | 0105 | 00 | 0105 |
| 22 | ENVS | 0031 | 00 | 0031 |
| 23 | Library Science | 0072 | 00 | 0072 |
| 24 | Physical Education | 0094 | 00 | 0094 |
| 25 | Physiology | 0021 | 01 | 0022 |
| 26 | Geology | 0017 | 00 | 0017 |
| 27 | Music | 0188 | 00 | 0188 |
| 28 | Military Science | 0015 | 00 | 0015 |
| 29 | Human Rights | 0075 | 30 | 0105 |
| 30 | Dictionary & Encyclopedia | 0341 | 00 | 0341 |
| 31 | Reference & other books | 0066 | 02 | 0068 |
| 32 | Q P, T.P, Directory, H.S, Etc | 0744 | 00 | 0744 |
| | TOTAL | 23762 | 171 | 23933 |

## 6. 3. 5 Addition of books for the period from 01-04-2020 to 31-03-2021 in General Library Section in the period: 2021

| Sl. No. | Name of the Subjects | No. of books in different Subjects as on 31-03-2021 | No. of books added in the Period from 01- 04-2021 to 31- 03 -2022 | No. of books in different Subjects as on 31- 03 -2022 |
|---|---|---|---|---|
| 1. | English | 2737 | 00 | 2737 |
| 2. | Bengali | 4525 | 07 | 4532 |
| 3. | Sanskrit | 1171 | 00 | 1171 |
| 4. | Hindi | 0100 | 00 | 0100 |
| 5 | Philosophy | 1821 | 00 | 1821 |
| 6 | Economics | 0917 | 00 | 0917 |
| 7 | Political Science | 1395 | 00 | 1395 |
| 8 | Sociology | 0087 | 00 | 0087 |
| 9 | History | 1914 | 00 | 1914 |
| 10 | Education | 0332 | 00 | 0332 |
| 11 | Geography | 0278 | 00 | 0278 |
| 12 | Commerce | 1043 | 00 | 1043 |
| 13 | Physics | 1396 | 00 | 1396 |
| 14 | Chemistry | 1366 | 00 | 1366 |
| 15 | Industrial Chemistry | 0233 | 00 | 0233 |
| 16 | Mathematics | 1978 | 00 | 1978 |
| 17 | Computer Science | 0229 | 00 | 0229 |
| 18 | Bio. Science | 0036 | 00 | 0036 |
| 19 | Botany | 0249 | 00 | 0249 |
| 20 | Zoology | 0323 | 00 | 0323 |
| 21 | Nutrition | 0105 | 00 | 0105 |
| 22 | ENVS | 0031 | 00 | 0031 |
| 23 | Library Science | 0072 | 00 | 0072 |
| 24 | Physical Education | 0094 | 00 | 0094 |
| 25 | Physiology | 0022 | 00 | 0022 |
| 26 | Geology | 0017 | 00 | 0017 |
| 27 | Music | 0188 | 00 | 0188 |
| 28 | Military Science | 0015 | 00 | 0015 |
| 29 | Human Rights | 0105 | 00 | 0105 |
| 30 | Dictionary & Encyclopedia | 0341 | 00 | 0341 |
| 31 | Reference & other books | 0068 | 00 | 0068 |
| 32 | Q P, T.P, Directory, H.S, Etc | 0744 | 00 | 0744 |
| | TOTAL | 23933 | 07 | 23940 |

## 6. 3. 6. Addition of books for the period from 01-04-2021 to 31-03-2022 in General Library Section in the period: 2022

| Sl. No. | Name of the Subjects | No. of books in different Subjects as on 31-03-2022 | No. of books added in the Period from 01- 04-2022 to 31- 03 -2023 | No. of books in different Subjects as on 31- 03 -2023 |
|---|---|---|---|---|
| 1. | English | 2737 | 00 | 2737 |
| 2. | Bengali | 4532 | 06 | 4538 |
| 3. | Sanskrit | 1171 | 00 | 1171 |
| 4. | Hindi | 0100 | 00 | 0100 |
| 5 | Philosophy | 1821 | 00 | 1821 |
| 6 | Economics | 0917 | 00 | 0917 |
| 7 | Political Science | 1395 | 00 | 1395 |
| 8 | Sociology | 0087 | 00 | 0087 |
| 9 | History | 1914 | 04 | 1918 |
| 10 | Education | 0332 | 14 | 0346 |
| 11 | Geography | 0278 | 00 | 0278 |
| 12 | Commerce | 1043 | 00 | 1043 |
| 13 | Physics | 1396 | 00 | 1396 |
| 14 | Chemistry | 1366 | 00 | 1366 |
| 15 | Industrial Chemistry | 0233 | 00 | 0233 |
| 16 | Mathematics | 1978 | 02 | 1980 |
| 17 | Computer Science | 0229 | 00 | 0229 |
| 18 | Bio. Science | 0036 | 00 | 0036 |
| 19 | Botany | 0249 | 00 | 0249 |
| 20 | Zoology | 0323 | 00 | 0323 |
| 21 | Nutrition | 0105 | 00 | 0105 |
| 22 | ENVS | 0031 | 00 | 0031 |
| 23 | Library Science | 0072 | 00 | 0072 |
| 24 | Physical Education | 0094 | 00 | 0094 |
| 25 | Physiology | 0022 | 00 | 0022 |
| 26 | Geology | 0017 | 00 | 0017 |
| 27 | Music | 0188 | 00 | 0188 |
| 28 | Military Science | 0015 | 00 | 0015 |
| 29 | Human Rights | 0105 | 00 | 0105 |
| 30 | Dictionary & Encyclopedia | 0341 | 00 | 0341 |
| 31 | Reference & other books | 0068 | 00 | 0068 |
| 32 | Q P, T.P, Directory, H.S, Etc | 0744 | 00 | 0744 |
| | TOTAL | 23940 | 26 | 23966 |

## 6. 3. 4 Addition of books for the period from 01-04-2022 to 31-03-2023 in General Library Section in the period: 2023

| Sl. No. | Name of the Subjects | No. of books in different Subjects as on 31-03-2023 | No. of books added in the Period from 01- 04-2023 to 31- 03 -2024 | No. of books in different Subjects as on 31- 03 -2024 |
|---|---|---|---|---|
| 1. | English | 2737 | 00 | 2737 |
| 2. | Bengali | 4538 | 22 | 4560 |
| 3. | Sanskrit | 1171 | 02 | 1173 |
| 4. | Hindi | 0100 | 00 | 0100 |
| 5 | Philosophy | 1821 | 41 | 1862 |
| 6 | Economics | 0917 | 00 | 0917 |
| 7 | Political Science | 1395 | 00 | 1395 |
| 8 | Sociology | 0087 | 18 | 0105 |
| 9 | History | 1918 | 14 | 1932 |
| 10 | Education | 0346 | 12 | 0358 |
| 11 | Geography | 0278 | 00 | 0278 |
| 12 | Commerce | 1043 | 00 | 1043 |
| 13 | Physics | 1396 | 00 | 1396 |
| 14 | Chemistry | 1366 | 00 | 1366 |
| 15 | Industrial Chemistry | 0233 | 00 | 0233 |
| 16 | Mathematics | 1980 | 02 | 1982 |
| 17 | Computer Science | 0229 | 00 | 0229 |
| 18 | Bio. Science | 0036 | 00 | 0036 |
| 19 | Botany | 0249 | 11 | 0260 |
| 20 | Zoology | 0323 | 00 | 0323 |
| 21 | Nutrition | 0105 | 00 | 0105 |
| 22 | ENVS | 0031 | 00 | 0031 |
| 23 | Library Science | 0072 | 00 | 0072 |
| 24 | Physical Education | 0094 | 00 | 0094 |
| 25 | Physiology | 0022 | 00 | 0022 |
| 26 | Geology | 0017 | 00 | 0017 |
| 27 | Music | 0188 | 00 | 0188 |
| 28 | Military Science | 0015 | 00 | 0015 |
| 29 | Human Rights | 0105 | 02 | 0107 |
| 30 | Dictionary & Encyclopedia | 0341 | 00 | 0341 |
| 31 | Reference & other books | 0068 | 00 | 0068 |
| 32 | Q P, T.P, Directory, H.S, Etc | 0744 | 00 | 0744 |
| | TOTAL | 23966 | 124 | 24090 |

## 6. 3. 4 Addition of books for the period from 01-04-2024 to 31-03-2025 in General Library Section in the period: 2024

| Sl. No. | Name of the Subjects | No. of books in different Subjects as on 31-03-2024 | No. of books added in the Period from 01- 04-2024 to 31- 03 -2025 | No. of books in different Subjects as on 31- 03 -2025 |
|---|---|---|---|---|
| 1. | English | 2737 | | |
| 2. | Bengali | 4560 | | |
| 3. | Sanskrit | 1173 | | |
| 4. | Hindi | 0100 | | |
| 5 | Philosophy | 1862 | | |
| 6 | Economics | 0917 | | |
| 7 | Political Science | 1395 | | |
| 8 | Sociology | 0105 | | |
| 9 | History | 1932 | | |
| 10 | Education | 0358 | | |
| 11 | Geography | 0278 | | |
| 12 | Commerce | 1043 | | |
| 13 | Physics | 1396 | | |
| 14 | Chemistry | 1366 | | |
| 15 | Industrial Chemistry | 0233 | | |
| 16 | Mathematics | 1982 | | |
| 17 | Computer Science | 0229 | | |
| 18 | Bio. Science | 0036 | | |
| 19 | Botany | 0260 | | |
| 20 | Zoology | 0323 | | |
| 21 | Nutrition | 0105 | | |
| 22 | ENVS | 0031 | | |
| 23 | Library Science | 0072 | | |
| 24 | Physical Education | 0094 | | |
| 25 | Physiology | 0022 | | |
| 26 | Geology | 0017 | | |
| 27 | Music | 0188 | | |
| 28 | Military Science | 0015 | | |
| 29 | Human Rights | 0107 | | |
| 30 | Dictionary & Encyclopedia | 0341 | | |
| 31 | Reference & other books | 0068 | | |
| 32 | Q P, T.P, Directory, H.S, Etc | 0744 | | |
| | TOTAL | 24090 | | |

## 6. 4 Department-wise additions of books in Book Bank Section:

## 6. 4. 1 Addition of books for the period from 01-04-2016 to 31-03-2017 in the Book Bank Section: 2016

| Sl. No. | Name of the Subjects | No. of books in different Subjects as on 31- 03 -2016 | No. of books added in the Period from 01- 04 -2016 to 31- 03 -2017 | No. of books in different Subjects as on 31- 03 – 2017 |
|---|---|---|---|---|
| 1. | English | 921 | 00 | 921 |
| 2. | Bengali | 1307 | 00 | 1307 |
| 3. | Sanskrit | 827 | 00 | 827 |
| 4. | Hindi | 00 | 00 | 00 |
| 5. | Philosophy | 931 | 00 | 931 |
| 6. | Economics | 279 | 00 | 279 |
| 7. | Political Science | 549+53 | 00 | 549+53 |
| 8. | Sociology | 10 | 00 | 10 |
| 9. | History | 540 | 00 | 540 |
| 10. | Education | 28 | 00 | 28 |
| 11. | Geography | 30 | 00 | 30 |
| 12. | Commerce | 385 | 00 | 385 |
| 13. | Physics | 554 | 00 | 554 |
| 14. | Chemistry | 637 | 00 | 637 |
| 15. | Industrial Chemistry | 00 | 00 | 00 |
| 16. | Mathematics | 857 | 00 | 857 |
| 17. | Computer Science | 08 | 00 | 08 |
| 18. | Bio. Science | 15 | 00 | 15 |
| 19. | Botany | 16 | 00 | 16 |
| 20. | Zoology | 17 | 00 | 17 |
| 21. | Nutrition | 00 | 00 | 00 |
| 22. | ENVS | 00 | 00 | 00 |
| 23. | Library Science | 00 | 00 | 00 |
| 24. | Physical Education | 00 | 00 | 00 |
| 25. | Physiology | 00 | 00 | 00 |
| 26. | Geology | 00 | 00 | 00 |
| 27. | Music | 00 | 00 | 00 |
| 28. | Military Science | 00 | 00 | 00 |
| 29. | Human Rights | 00 | 00 | 00 |
| 30. | Dictionary & Encyclopedia | 00 | 00 | 00 |
| 31. | Reference & other books | 27 | 00 | 27 |
| 32. | Q P, T.P, Directory, H.S, Etc | 00 | 00 | 00 |
| | TOTAL | 07991 | 00 | 07991 |

## 6. 4. 2 Addition of books for the period from 01-04-2017 to 31-03-2018 in Book Bank Section: 2017

| Sl. No. | Name of the Subjects | No. of books in different Subjects as on 31- 03 -2017 | No. of books added in the Period from 01- 04 -2017 to 31- 03 -2018 | No. of books in different Subjects as on 31- 03 – 2018 |
|---|---|---|---|---|
| 1. | English | 921 | 00 | 921 |
| 2. | Bengali | 1307 | 00 | 1307 |
| 3. | Sanskrit | 827 | 00 | 827 |
| 4. | Hindi | 00 | 00 | 00 |
| 5. | Philosophy | 931 | 00 | 931 |
| 6. | Economics | 279 | 00 | 279 |
| 7. | Political Science | 549+53 | 00 | 549+53 |
| 8. | Sociology | 10 | 00 | 10 |
| 9. | History | 540 | 00 | 540 |
| 10. | Education | 28 | 00 | 28 |
| 11. | Geography | 30 | 00 | 30 |
| 12. | Commerce | 385 | 00 | 385 |
| 13. | Physics | 554 | 00 | 554 |
| 14. | Chemistry | 637 | 00 | 637 |
| 15. | Industrial Chemistry | 00 | 00 | 00 |
| 16. | Mathematics | 857 | 00 | 857 |
| 17. | Computer Science | 08 | 00 | 08 |
| 18. | Bio. Science | 15 | 00 | 15 |
| 19. | Botany | 16 | 00 | 16 |
| 20. | Zoology | 17 | 00 | 17 |
| 21. | Nutrition | 00 | 00 | 00 |
| 22. | ENVS | 00 | 00 | 00 |
| 23. | Library Science | 00 | 00 | 00 |
| 24. | Physical Education | 00 | 00 | 00 |
| 25. | Physiology | 00 | 00 | 00 |
| 26. | Geology | 00 | 00 | 00 |
| 27. | Music | 00 | 00 | 00 |
| 28. | Military Science | 00 | 00 | 00 |
| 29. | Human Rights | 00 | 00 | 00 |
| 30. | Dictionary & Encyclopedia | 00 | 00 | 00 |
| 31. | Reference & other books | 27 | 00 | 27 |
| 32. | Q P, T.P, Directory, H.S, Etc | 00 | 00 | 00 |
| | TOTAL | 07991 | 00 | 07991 |

## 6. 4. 3 Addition of books for the period from 01-04-2018 to 31-03-2019 in Book Bank Section: 2018

| Sl. No. | Name of the Subjects | No. of books in different Subjects as on 31 – 03 -2018 | No. of books added in the Period from 01- 04 -2018 to 31- 03 -2019 | No. of books in different Subjects as on 31- 03-2019 |
|---|---|---|---|---|
| 1. | English | 921 | 00 | 921 |
| 2. | Bengali | 1307 | 00 | 1307 |
| 3. | Sanskrit | 827 | 00 | 827 |
| 4. | Hindi | 00 | 00 | 00 |
| 5. | Philosophy | 931 | 00 | 931 |
| 6. | Economics | 279 | 00 | 279 |
| 7. | Political Science | 549+53 | 00 | 549+53 |
| 8. | Sociology | 10 | 00 | 10 |
| 9. | History | 540 | 00 | 540 |
| 10. | Education | 28 | 00 | 28 |
| 11. | Geography | 30 | 00 | 30 |
| 12. | Commerce | 385 | 00 | 385 |
| 13. | Physics | 554 | 00 | 554 |
| 14. | Chemistry | 637 | 00 | 637 |
| 15. | Industrial Chemistry | 00 | 00 | 00 |
| 16. | Mathematics | 857 | 00 | 857 |
| 17. | Computer Science | 08 | 00 | 08 |
| 18. | Bio. Science | 15 | 00 | 15 |
| 19. | Botany | 16 | 00 | 16 |
| 20. | Zoology | 17 | 00 | 17 |
| 21. | Nutrition | 00 | 00 | 00 |
| 22. | ENVS | 00 | 00 | 00 |
| 23. | Library Science | 00 | 00 | 00 |
| 24. | Physical Education | 00 | 00 | 00 |
| 25. | Physiology | 00 | 00 | 00 |
| 26. | Geology | 00 | 00 | 00 |
| 27. | Music | 00 | 00 | 00 |
| 28. | Military Science | 00 | 00 | 00 |
| 29. | Human Rights | 00 | 00 | 00 |
| 30. | Dictionary & Encyclopedia | 00 | 00 | 00 |
| 31. | Reference & other books | 27 | 00 | 27 |
| 32. | Q P, T.P, Directory, H.S, Etc | 00 | 00 | 00 |
| | TOTAL | 07991 | 00 | 07991 |

## 6. 4. 4 Addition of books for the period from 01-04-2019 to 31-03-2020 in the Book Bank Section: 2019

| Sl. No. | Name of the Subjects | No. of books in different Subjects as on 31- 03 – 2019 | No. of books added in the Period from 01- 04 – 2019 to 31- 03 – 2020 | No. of books in different Subjects as on 31- 03 – 2020 |
|---|---|---|---|---|
| 1. | English | 921 | 00 | 921 |
| 2. | Bengali | 1307 | 00 | 1307 |
| 3. | Sanskrit | 827 | 00 | 827 |
| 4. | Hindi | 00 | 00 | 00 |
| 5. | Philosophy | 931 | 00 | 931 |
| 6. | Economics | 279 | 00 | 279 |
| 7. | Political Science | 549+53 | 00 | 549+53 |
| 8. | Sociology | 10 | 00 | 10 |
| 9. | History | 540 | 00 | 540 |
| 10. | Education | 28 | 00 | 28 |
| 11. | Geography | 30 | 00 | 30 |
| 12. | Commerce | 385 | 00 | 385 |
| 13. | Physics | 554 | 00 | 554 |
| 14. | Chemistry | 637 | 00 | 637 |
| 15. | Industrial Chemistry | 00 | 00 | 00 |
| 16. | Mathematics | 857 | 00 | 857 |
| 17. | Computer Science | 08 | 00 | 08 |
| 18. | Bio. Science | 15 | 00 | 15 |
| 19. | Botany | 16 | 00 | 16 |
| 20. | Zoology | 17 | 00 | 17 |
| 21. | Nutrition | 00 | 00 | 00 |
| 22. | ENVS | 00 | 00 | 00 |
| 23. | Library Science | 00 | 00 | 00 |
| 24. | Physical Education | 00 | 00 | 00 |
| 25. | Physiology | 00 | 00 | 00 |
| 26. | Geology | 00 | 00 | 00 |
| 27. | Music | 00 | 00 | 00 |
| 28. | Military Science | 00 | 00 | 00 |
| 29. | Human Rights | 00 | 00 | 00 |
| 30. | Dictionary & Encyclopedia | 00 | 00 | 00 |
| 31. | Reference & other books | 27 | 00 | 27 |
| 32. | Q P, T.P, Directory, H.S, Etc | 00 | 00 | 00 |
| | TOTAL | 07991 | 00 | 07991 |

## 6. 4. 4 Addition of books for the period from 01-04-2020 to 31-03-2021 in the Book Bank Section: 2020

| Sl. No. | Name of the Subjects | No. of books in different Subjects as on 31- 03 – 2020 | No. of books added in the Period from 01- 04 – 2020 to 31- 03 – 2021 | No. of books in different Subjects as on 31- 03 – 2021 |
|---|---|---|---|---|
| 1. | English | 921 | 00 | 921 |
| 2. | Bengali | 1307 | 00 | 1307 |
| 3. | Sanskrit | 827 | 00 | 827 |
| 4. | Hindi | 00 | 00 | 00 |
| 5. | Philosophy | 931 | 00 | 931 |
| 6. | Economics | 279 | 00 | 279 |
| 7. | Political Science | 549+53 | 00 | 549+53 |
| 8. | Sociology | 10 | 00 | 10 |
| 9. | History | 540 | 00 | 540 |
| 10. | Education | 28 | 00 | 28 |
| 11. | Geography | 30 | 00 | 30 |
| 12. | Commerce | 385 | 00 | 385 |
| 13. | Physics | 554 | 00 | 554 |
| 14. | Chemistry | 637 | 00 | 637 |
| 15. | Industrial Chemistry | 00 | 00 | 00 |
| 16. | Mathematics | 857 | 00 | 857 |
| 17. | Computer Science | 08 | 00 | 08 |
| 18. | Bio. Science | 15 | 00 | 15 |
| 19. | Botany | 16 | 00 | 16 |
| 20. | Zoology | 17 | 00 | 17 |
| 21. | Nutrition | 00 | 00 | 00 |
| 22. | ENVS | 00 | 00 | 00 |
| 23. | Library Science | 00 | 00 | 00 |
| 24. | Physical Education | 00 | 00 | 00 |
| 25. | Physiology | 00 | 00 | 00 |
| 26. | Geology | 00 | 00 | 00 |
| 27. | Music | 00 | 00 | 00 |
| 28. | Military Science | 00 | 00 | 00 |
| 29. | Human Rights | 00 | 00 | 00 |
| 30. | Dictionary & Encyclopedia | 00 | 00 | 00 |
| 31. | Reference & other books | 27 | 00 | 27 |
| 32. | Q P, T.P, Directory, H.S, Etc | 00 | 00 | 00 |
| | TOTAL | 07991 | 00 | 07991 |

## 6. 4. 4 Addition of books for the period from 01-04-2021 to 31-03-2022 in the Book Bank Section: 2021

| Sl. No. | Name of the Subjects | No. of books in different Subjects as on 31- 03 – 2021 | No. of books added in the Period from 01- 04 – 2021 to 31- 03 – 2022 | No. of books in different Subjects as on 31- 03 – 2022 |
|---|---|---|---|---|
| 1. | English | 921 | 00 | 921 |
| 2. | Bengali | 1307 | 00 | 1307 |
| 3. | Sanskrit | 827 | 00 | 827 |
| 4. | Hindi | 00 | 00 | 00 |
| 5. | Philosophy | 931 | 00 | 931 |
| 6. | Economics | 279 | 00 | 279 |
| 7. | Political Science | 549+53 | 00 | 549+53 |
| 8. | Sociology | 10 | 00 | 10 |
| 9. | History | 540 | 00 | 540 |
| 10. | Education | 28 | 00 | 28 |
| 11. | Geography | 30 | 00 | 30 |
| 12. | Commerce | 385 | 00 | 385 |
| 13. | Physics | 554 | 00 | 554 |
| 14. | Chemistry | 637 | 00 | 637 |
| 15. | Industrial Chemistry | 00 | 00 | 00 |
| 16. | Mathematics | 857 | 00 | 857 |
| 17. | Computer Science | 08 | 00 | 08 |
| 18. | Bio. Science | 15 | 00 | 15 |
| 19. | Botany | 16 | 00 | 16 |
| 20. | Zoology | 17 | 00 | 17 |
| 21. | Nutrition | 00 | 00 | 00 |
| 22. | ENVS | 00 | 00 | 00 |
| 23. | Library Science | 00 | 00 | 00 |
| 24. | Physical Education | 00 | 00 | 00 |
| 25. | Physiology | 00 | 00 | 00 |
| 26. | Geology | 00 | 00 | 00 |
| 27. | Music | 00 | 00 | 00 |
| 28. | Military Science | 00 | 00 | 00 |
| 29. | Human Rights | 00 | 00 | 00 |
| 30. | Dictionary & Encyclopedia | 00 | 00 | 00 |
| 31. | Reference & other books | 27 | 00 | 27 |
| 32. | Q P, T.P, Directory, H.S, Etc | 00 | 00 | 00 |
|  | TOTAL | 07991 | 00 | 07991 |

## 6. 4. 4 Addition of books for the period from 01-04-2022 to 31-03-2023 in the Book Bank Section: 2022

| Sl. No. | Name of the Subjects | No. of books in different Subjects as on 31- 03 – 2022 | No. of books added in the Period from 01- 04 – 2022 to 31- 03 – 2023 | No. of books in different Subjects as on 31- 03 – 2023 |
|---|---|---|---|---|
| 1. | English | 921 | 00 | 921 |
| 2. | Bengali | 1307 | 00 | 1307 |
| 3. | Sanskrit | 827 | 00 | 827 |
| 4. | Hindi | 00 | 00 | 00 |
| 5. | Philosophy | 931 | 00 | 931 |
| 6. | Economics | 279 | 00 | 279 |
| 7. | Political Science | 549+53 | 00 | 549+53 |
| 8. | Sociology | 10 | 00 | 10 |
| 9. | History | 540 | 00 | 540 |
| 10. | Education | 28 | 00 | 28 |
| 11. | Geography | 30 | 00 | 30 |
| 12. | Commerce | 385 | 00 | 385 |
| 13. | Physics | 554 | 00 | 554 |
| 14. | Chemistry | 637 | 00 | 637 |
| 15. | Industrial Chemistry | 00 | 00 | 00 |
| 16. | Mathematics | 857 | 00 | 857 |
| 17. | Computer Science | 08 | 00 | 08 |
| 18. | Bio. Science | 15 | 00 | 15 |
| 19. | Botany | 16 | 00 | 16 |
| 20. | Zoology | 17 | 00 | 17 |
| 21. | Nutrition | 00 | 00 | 00 |
| 22. | ENVS | 00 | 00 | 00 |
| 23. | Library Science | 00 | 00 | 00 |
| 24. | Physical Education | 00 | 00 | 00 |
| 25. | Physiology | 00 | 00 | 00 |
| 26. | Geology | 00 | 00 | 00 |
| 27. | Music | 00 | 00 | 00 |
| 28. | Military Science | 00 | 00 | 00 |
| 29. | Human Rights | 00 | 00 | 00 |
| 30. | Dictionary & Encyclopedia | 00 | 00 | 00 |
| 31. | Reference & other books | 27 | 00 | 27 |
| 32. | Q P, T.P, Directory, H.S, Etc | 00 | 00 | 00 |
| | TOTAL | 07991 | 00 | 07991 |

## 6. 4. 4 Addition of books for the period from 01-04-2023 to 31-03-2024 in the Book Bank Section: 2023

| Sl. No. | Name of the Subjects | No. of books in different Subjects as on 31- 03 – 2023 | No. of books added in the Period from 01- 04 – 2023 to 31- 03 – 2024 | No. of books in different Subjects as on 31- 03 – 2024 |
|---------|----------------------|-------------------------------------------------------|---------------------------------------------------------------------|-------------------------------------------------------|
| 1. | English | 921 | 00 | 921 |
| 2. | Bengali | 1307 | 00 | 1307 |
| 3. | Sanskrit | 827 | 00 | 827 |
| 4. | Hindi | 00 | 00 | 00 |
| 5. | Philosophy | 931 | 00 | 931 |
| 6. | Economics | 279 | 00 | 279 |
| 7. | Political Science | 549+53 | 00 | 549+53 |
| 8. | Sociology | 10 | 00 | 10 |
| 9. | History | 540 | 00 | 540 |
| 10. | Education | 28 | 00 | 28 |
| 11. | Geography | 30 | 00 | 30 |
| 12. | Commerce | 385 | 00 | 385 |
| 13. | Physics | 554 | 00 | 554 |
| 14. | Chemistry | 637 | 00 | 637 |
| 15. | Industrial Chemistry | 00 | 00 | 00 |
| 16. | Mathematics | 857 | 00 | 857 |
| 17. | Computer Science | 08 | 00 | 08 |
| 18. | Bio. Science | 15 | 00 | 15 |
| 19. | Botany | 16 | 00 | 16 |
| 20. | Zoology | 17 | 00 | 17 |
| 21. | Nutrition | 00 | 00 | 00 |
| 22. | ENVS | 00 | 00 | 00 |
| 23. | Library Science | 00 | 00 | 00 |
| 24. | Physical Education | 00 | 00 | 00 |
| 25. | Physiology | 00 | 00 | 00 |
| 26. | Geology | 00 | 00 | 00 |
| 27. | Music | 00 | 00 | 00 |
| 28. | Military Science | 00 | 00 | 00 |
| 29. | Human Rights | 00 | 00 | 00 |
| 30. | Dictionary & Encyclopedia | 00 | 00 | 00 |
| 31. | Reference & other books | 27 | 00 | 27 |
| 32. | Q P, T.P, Directory, H.S, Etc | 00 | 00 | 00 |
| | TOTAL | 07991 | 00 | 07991 |

## 6. 4. 4 Addition of books for the period from 01-04-2024 to 31-03-2025 in the Book Bank Section: 2024

| Sl. No. | Name of the Subjects | No. of books in different Subjects as on 31- 03 – 2024 | No. of books added in the Period from 01- 04 – 2024 to 31- 03 – 2025 | No. of books in different Subjects as on 31- 03 – 2025 |
|---|---|---|---|---|
| 1. | English | 921 | | |
| 2. | Bengali | 1307 | | |
| 3. | Sanskrit | 827 | | |
| 4. | Hindi | 00 | | |
| 5. | Philosophy | 931 | | |
| 6. | Economics | 279 | | |
| 7. | Political Science | 549+53 | | |
| 8. | Sociology | 10 | | |
| 9. | History | 540 | | |
| 10. | Education | 28 | | |
| 11. | Geography | 30 | | |
| 12. | Commerce | 385 | | |
| 13. | Physics | 554 | | |
| 14. | Chemistry | 637 | | |
| 15. | Industrial Chemistry | 00 | | |
| 16. | Mathematics | 857 | | |
| 17. | Computer Science | 08 | | |
| 18. | Bio. Science | 15 | | |
| 19. | Botany | 16 | | |
| 20. | Zoology | 17 | | |
| 21. | Nutrition | 00 | | |
| 22. | ENVS | 00 | | |
| 23. | Library Science | 00 | | |
| 24. | Physical Education | 00 | | |
| 25. | Physiology | 00 | | |
| 26. | Geology | 00 | | |
| 27. | Music | 00 | | |
| 28. | Military Science | 00 | | |
| 29. | Human Rights | 00 | | |
| 30. | Dictionary & Encyclopedia | 00 | | |
| 31. | Reference & other books | 27 | | |
| 32. | Q P, T.P, Directory, H.S, Etc | 00 | | |
| | TOTAL | 07991 | | |

## 6. 5 Department-wise additions of books in P.G. Section:

### 6. 5. 1 Addition of books for the period from 01-04-2016 to 31-03-2017 in the P.G. Section:

| Sl. No. | Name of the Subjects | No. of books in different Subjects as on 31- 03 -2016 | No. of books added in the Period from 01- 04 -2016 to 31- 03 -2017 | No. of books in different Subjects as on 31- 03 - 2017 |
|---|---|---|---|---|
| 1. | English | 0129 | 034 | 0163 |
| 2. | Bengali | 1164 | 026 | 1190 |
| 3. | Sanskrit | 0027 | 000 | 0027 |
| 4. | History | 0010 | 000 | 0010 |
| 5. | Political Science | 0012 | 000 | 0012 |
| 6. | Economics | 0003 | 000 | 0003 |
| 7. | Environmental Science | 0029 | 000 | 0029 |
| 8. | Mathematics | 0140 | 020 | 0160 |
| 9. | Chemistry | 0122 | 000 | 0122 |
| 10. | Zoology | 0000 | 000 | 0000 |
| | TOTAL | 01636 | 080 | 01716 |

### 6. 5. 2 Addition of books for the period from 01-04-2017 to 31-03-2018 in the P.G. Section:

| Sl. No. | Name of the Subjects | No. of books in different Subjects as on 31- 03 -2017 | No. of books added in the Period from 01- 04 -2017 to 31- 03 -2018 | No. of books in different Subjects as on 31- 03 – 2018 |
|---|---|---|---|---|
| 1. | English | 0163 | 000 | 0163 |
| 2. | Bengali | 1190 | 000 | 1190 |
| 3. | Sanskrit | 0027 | 150 | 0177 |
| 4. | History | 0010 | 000 | 0010 |
| 5. | Political Science | 0012 | 000 | 0012 |
| 6. | Commerce | 0000 | 000 | 0000 |
| 7. | Economics | 0003 | 000 | 0003 |
| 8. | Environmental Science | 0029 | 003 | 0032 |
| 9. | Mathematics | 0160 | 005 | 0165 |
| 10. | Chemistry | 0122 | 000 | 0122 |
| 11. | Zoology | 0000 | 127 | 0127 |
| | TOTAL | 01716 | 285 | 2001 |

## 6. 5. 3 Addition of books for the period from 01-04-2018 to 31-03-2019 in the P.G. Section:

| Sl. No. | Name of the Subjects | No. of books in different Subjects as on 31- 03 -2018 | No. of books added in the Period from 01- 04 -2018 to 31- 03 -2019 | No. of books in different Subjects as on 31- 03 – 2019 |
|---|---|---|---|---|
| 1. | English | 0163 | 00 | 0163 |
| 2. | Bengali | 1190 | 00 | 1190 |
| 3. | Sanskrit | 0177 | 00 | 0177 |
| 4. | History | 0010 | 00 | 0010 |
| 5. | Political Science | 0012 | 00 | 0012 |
| 6. | Geography | 0000 | 00 | 0000 |
| 7. | Commerce | 0000 | 00 | 0000 |
| 8. | Economics | 0003 | 00 | 0003 |
| 9. | Environmental Science | 0032 | 00 | 0032 |
| 10. | Mathematics | 0165 | 00 | 0165 |
| 11. | Chemistry | 0122 | 00 | 0122 |
| 12. | Zoology | 0127 | 28 | 0155 |
| 13. | Physics | 0000 | 00 | 0000 |
| | TOTAL | 2001 | 28 | 2029 |

## 6. 5. 4 Addition of books for the period from 01-04-2019 to 31-03-2020 in the P.G. Section:

| Sl. No. | Name of the Subjects | No. of books in different Subjects as on 31- 03 -2019 | No. of books added in the Period from 01- 04 -2019 to 31- 03 -2020 | No. of books in different Subjects as on 31- 03 – 2020 |
|---|---|---|---|---|
| 1. | English | 0163 | 00 | 0163 |
| 2. | Bengali | 1190 | 06 | 1196 |
| 3. | Sanskrit | 0177 | 00 | 0177 |
| 4. | History | 0010 | 00 | 0010 |
| 5. | Political Science | 0012 | 00 | 0012 |
| 6. | Geography | 0000 | 00 | 0000 |
| 7. | Commerce | 0000 | 00 | 0000 |
| 8. | Economics | 0003 | 00 | 0003 |
| 9. | Environmental Science | 0032 | 00 | 0032 |
| 10. | Mathematics | 0165 | 12 | 0177 |
| 11. | Chemistry | 0122 | 00 | 0122 |
| 12. | Zoology | 0155 | 00 | 0155 |
| 13 | Physics | 0000 | 00 | 0000 |
| | TOTAL | 2029 | 18 | 2047 |

## 6. 5. 5 Addition of books for the period from 01-04-2020 to 31-03-2021 in the P.G. Section:

| Sl. No. | Name of the Subjects | No. of books in different Subjects as on 31- 03 -2021 | No. of books added in the Period from 01- 04 -2021 to 31- 03 -2022 | No. of books in different Subjects as on 31- 03 – 2022 |
|---|---|---|---|---|
| 1. | English | 0163 | 00 | 0163 |
| 2. | Bengali | 1196 | 00 | 1196 |
| 3. | Sanskrit | 0177 | 00 | 0177 |
| 4. | History | 0010 | 00 | 0010 |
| 5. | Political Science | 0012 | 00 | 0012 |
| 6. | Geography | 0000 | 00 | 0000 |
| 7. | Commerce | 0000 | 00 | 0000 |
| 8. | Economics | 0003 | 00 | 0003 |
| 9. | Environmental Science | 0032 | 00 | 0032 |
| 10. | Mathematics | 0177 | 00 | 0177 |
| 11. | Chemistry | 0122 | 00 | 0122 |
| 12. | Zoology | 0155 | 00 | 0155 |
| 13 | Physics | 0000 | 00 | 0000 |
| | TOTAL | 2047 | 00 | 2047 |

## 6. 5. 5 Addition of books for the period from 01-04-2022 to 31-03-2023 in the P.G. Section:

| Sl. No. | Name of the Subjects | No. of books in different Subjects as on 31- 03 -2023 | No. of books added in the Period from 01- 04 -2023 to 31- 03 -2024 | No. of books in different Subjects as on 31- 03 – 2024 |
|---|---|---|---|---|
| 1. | English | 0163 | 00 | 0163 |
| 2. | Bengali | 1196 | 00 | 1196 |
| 3. | Sanskrit | 0177 | 00 | 0177 |
| 4. | History | 0010 | 00 | 0010 |
| 5. | Political Science | 0012 | 00 | 0012 |
| 6. | Geography | 0000 | 00 | 0000 |
| 7. | Commerce | 0000 | 00 | 0000 |
| 8. | Economics | 0003 | 00 | 0003 |
| 9. | Environmental Science | 0032 | 00 | 0032 |
| 10. | Mathematics | 0177 | 00 | 0177 |
| 11. | Chemistry | 0122 | 00 | 0122 |
| 12. | Zoology | 0155 | 00 | 0155 |
| 13 | Physics | 0000 | 00 | 0000 |
| | TOTAL | 2047 | 00 | 2047 |

### 6. 5. 5 Addition of books for the period from 01-04-2023 to 31-03-2024 in the P.G. Section:

| Sl. No. | Name of the Subjects | No. of books in different Subjects as on 31- 03 -2024 | No. of books added in the Period from 01- 04 -2024 to 31- 03 -2025 | No. of books in different Subjects as on 31- 03-2025 |
|---|---|---|---|---|
| 1. | English | 0163 | | |
| 2. | Bengali | 1196 | | |
| 3. | Sanskrit | 0177 | | |
| 4. | History | 0010 | | |
| 5. | Political Science | 0012 | | |
| 6. | Geography | 0000 | | |
| 7. | Commerce | 0000 | | |
| 8. | Economics | 0003 | | |
| 9. | Environmental Science | 0032 | | |
| 10. | Mathematics | 0177 | | |
| 11. | Chemistry | 0122 | | |
| 12. | Zoology | 0155 | | |
| 13 | Physics | 0000 | | |
| | TOTAL | 2047 | | |

### 6. 6 No of Journals / Periodicals subscribe by the Central Library from 2016-2017 to 2020-2021:

| Year (April – march) | No. of Journals (HC) | Amount spent (Rupees) | No of e-Journals | Amount spent (Rupees) |
|---|---|---|---|---|
| 2016 – 2017 | 19 | 3,300 | 3600 | 5000 |
| 2017 – 2018 | 19 | 3,300 | 4500 | Nil |
| 2018 – 2019 | 19 | 3,300 | 6000 | Nil |
| 2019 – 2020 | 19 | 8,850 | 6000 | Nil |
| 2020 – 2021 | 20 | 10,435 | 6000 | 5000 |

### 6. 6. 1 No of e-Journals and e-books subscribed in the Central Library from 2016-2017 to 2020-2021

| Year (April – March) | No. of Journals / Periodicals (H C) subscribed | No. of e-journals subscribe | No. of e-books subscribe | Amount spent (RS.) |
|---|---|---|---|---|
| 2014 – 2015 | 19 | 6000 | 97000 | |
| 2015 – 2016 | 20 | 6000 | 97000 | |
| 2016 – 2017 | 20 | 6000 | 97000 | |

## 6. 7. Addition of Journals / Periodicals Central Library from 2016-2017 to 2020-2021:

| Periodical | 2016-2017 | 2017-2018 | 2018-2019 | 2019-2020 | 2020-2021 |
|---|---|---|---|---|---|
| Journals (HC) | Nil | Nil | Nil | Nil | 01 |
| e-Journal | Nil | 900 | 1500 | Nil | Nil |

## 6. 8 List of Journals / Periodicals subscribed by the Central Library is given bellow:-

| Sl. No. | Subject | Name of the Journal | Frequency | No. of Issues | Amount spent for subscribing | Duration |
|---|---|---|---|---|---|---|
| 1. | Commerce | V.U Journal of Commerce | Yearly | 01 | Rs. 1000/- | Life |
| 2. | English | The Atlantic Critical Review | Quarterly | 04 | Rs. 1100/- | 2-Years |
| 3. | Philosophy | Philosophy and the Life-World | Yearly | 01 | | Life |
| 4. | | University Today | | | Rs. 1200/- | Life |
| 5. | Physics | Pramana | Monthly | 12 | | 1-Year |
| 6. | Mathematics | Proceedings: Mathematical Science | Quarterly | 04 | | 1-Year |
| 7. | Geography | Journal of Earth System sciences | Quarterly | 04 | | 1-Year |
| 8. | Chemistry | Journal of Chemical Sciences | | 06 | | 1-Year |
| 9. | Geography | Bulletin of Materials Sciences | | 06 | | 1-Year |
| 10. | Technology | Proceedings of Engineering Sciences | | 06 | | 1-Year |
| 11. | Bio-Sciences | Journal of Bio-Sciences | Quarterly | 04 | | 1-Year |
| 12. | Sciences | Resonance: Journal of Science Education | Monthly | 12 | Rs. 3200/- | 1-Year |
| 13. | Sciences | Current Science | Fortnightly | 24 | | 1-Year |
| 14. | Physics & Astronomy | Journal of Astrophys. & Astronomy | | 04 | | 1-Year |
| 15. | Zoology | Journal of Genetics | | 03 | | 1-Year |
| 16. | | Down to Earth | Fortnightly | 24 | Rs. 735/- | 3-Years |
| 17. | Economics & Pol. Science | Economic and Political Weekly. | Weekly | 51 | Rs. 2,300/- | 3-Years |
| 18. | History | The Quarterly Review of Historical Studies | Quarterly | | Rs. 150/- | 1-Year |
| 19. | Commerce | The Charter Accountant of India | | | Rs. 750/- | 1-Year |
| 20. | Commerce | The Management Accountant | | | | |

## 6. 8 List of Magazine subscribed by the Central Library is given bellow:

| Sl. No. | Subject | Name of the Journal | Frequency | No. of Issues | Amount spent for subscribing | Duration |
|---------|---------|---------------------|-----------|---------------|------------------------------|----------|
| 1. | | Desh. | Fortnightly | 24 | Rs. 120/- | 1-Year |
| 2. | | Baier Desh | Quarterly | 04 | Rs. 120/- | 1-Year |
| 3. | | Bengali Almanac(2) | Yearly | 01 | Rs. 120/- | 1-Year |
| 4. | | Unnish Kuri Career | Monthly | 12 | Rs. 120/- | 1-Years |
| 5. | | Samaj Shiksha | Monthly | 12 | Rs. 096/- | 1-Year |
| 6. | | Yearbook (Manorama) | Yearly | 01 | Rs. 090/- | 1-Year |
| 7. | | PuJa Annuals (3) | Yearly | 01 | Rs. 140/- | Life |
| 8. | | Readers' Digest | Monthly | 12 | Rs. 319/- | 1-Years |
| 9. | | Competition Success: Review | Monthly | 12 | Rs. 420/- | 2-Years |
| 10. | | Competition Success: G.K. | Monthly | 12 | Rs. 180/- | 2-Years |

## 6. 9 News Papers subscribed by the Central Library:

## 6. 9.1 List of News Papers/ Local News paper subscribed by the Central Library is given bellow:

| Sl. No. | Name of the News Papers | Number of Copies | Annual subscription rate |
|---------|-------------------------|------------------|--------------------------|
| 1. | Anandabazar Patrika | 03 | |
| 2. | Bartaman | 02 | |
| 3. | The Statesman | 01 | |
| 4. | Pradip (Bengali Local News Paper) | 01 | |
| 5. | Tamralipta (Bengali Local News Paper) | 01 | |
| 6. | Gramerdak (Bengali Local News Paper) | 01 | |

## 6. 9.2 List of Career Guidance News Paper subscribed by the Central Library is given bellow:

| Sl. No. | Name of the News Papers | Number of Copies | Annual subscription rate |
|---------|-------------------------|------------------|--------------------------|
| 1. | Karma Khetra | 01 | |
| 2. | Karma Sansthan | 01 | |
| 3. | Employment News | 01 | |
| 4. | Employment Gazette | 01 | |

## 6.10 Gift Collection:

 The central has acknowledged the receipt of 515 books and a few Journals/Periodicals on donation. These are kept separately in the old and Rare Book Section. List of Gift Collection donated by the dignitaries and Organizations is furnished bellow:

| | | |
|---|---|---|
| 1) | U G C (Asia foundation) | 126 |
| 2) | U S I S | 50 |
| 3) | Free Enterprise | 03 |
| 4) | Govt. of India (through various Dept.) | 16 |
| 5) | West Bengal Govt.(through DPI) | 102 |
| 6) | District Magistrate (Midnapore) | 94 |
| 7) | Different Institution | 58 |
| 8) | Different Persons and Publishers | 62 |

## 7. Layout of the Library building:

## 7.1 Floor area of the Library Building:

### FLOOR AREA OF THE CENTRAL LIBRARY

1. Floor area of the Librarian's Chamber: 4.5 m. x 5.9 m.   = 26. 55 Sq. m.
2. Floor area of Circulation Section: 6.3 m. x 5.9 m.   = 37. 17 Sq. m.
3. Floor area of Reading Room:   9.4 m. x 10.75 m.   = 101.05 Sq. m.
4. Floor area of Teachers' Reading Room: 5.9 m. x 2.3 m.   = 013.57 Sq. m.
5. Internet Access area:   5.7 m. x 3.5 m.   = 019.95 Sq. m.
6. Total Stack Room area:   a) 12 m. x 5.80 m.   = 069.60 Sq. m.
          b) 5.9 m. x 3.2 m.   = 018.88 Sq. m.
          c) 10.10 m. x 4.7 m   = 047.47 Sq. m.
          d) 05.25 m x 5.2 m   = 027.30 Sq. m.

  Total Stack Room Area:   = 163.25 Sq. m.

7. Toilet Area:   5.95 m. x 3.9 m.   = 23.205 Sq. m.

**TOTAL FLOOR AREA OF THE CENTRAL LIBRARY IS = 384.745 Sq. m**.

## 8. Shelf arrangement :

The shelves are arranged according to class number following D. D. C scheme; although few shelves of the old stock are still arranged first subject wise, and then alphabetically by the surname of the Authors or Collaborators.

## 9. Scheme of Classification used & its feature:

We use Due Decimal Classification Scheme (19th Ed & 21st Ed.). This is the most widely accepted Classification Scheme in which universe of subjects are arranged decimally and can be easily understood and remembered by the user.

## 10. Catalogue Code followed:

We follow the Catalogue Code AACR-II (2nd Rev. ed.). In the Catalogue Card description is being given up to 2nd level.

## 11. Library hours:

The Library hours of the Central Library are as follows:
Monday to Friday:   10:30 a.m. to 5-00 p.m.
Saturday:           10.30 a.m. to 3-00 p.m.

The Central Library shall remain open on all working days from 10-30 am to 5-00 pm (only on Saturday up to 3-00 pm) except on Sundays and other scheduled national and gazette holidays of the College. During Summer Recess and prior to University Examinations it remains open normally as on all working days but during Puja vacation it remains open only for one week after Lakshmi Puja.

## 12. Services provided:

The Central library provides mainly lending service to the users. It gives a) Home issue (for 15 days), Day issue (during college hours) and Overnight issue. Inspite of lending service it provides other services like:-

i.   Circulation Work
        Charging
        Discharging
        Reservation of books

ii.  Current Awareness Services (CAS)

        List of new arrivals
        Contents-by journal

iii.   Reference Service

iv.   Inter-Library Loan

v.   Bibliographic Service

vi.   Reprographic Service

vii.   Internet Access Service

viii.  Library Extension Service

> Reading facilities for ex-Students, ex-staff, Research scholars
> Career Guidance Cell
> Consumer Information Cell
> Student Counseling Centre
> Book Exhibition-cum-sale

## 13.  User Education Programme:

Most of the students of our College come from very remote corner of the locality and they have very little knowledge about how to use the College Library. They are admitted in the College after passing the H.S. Examination from different H.S. Schools. Most of these Schools have hardly any Library or Library facilities. Naturally they do not know how to use the College Library. Users even do not know what is call no? and what is accession no?

The Librarian gives an introductory view about the Central Library when he first meets with the new students of first year class at the beginning of the new session.

The Central Library frequently organize User Orientation Program for all the , students of different categories and subjects of different sections.

## 14.  Library member:

The membership of the College Library is open to the students, teachers, non-teaching staff, retired teachers and retired non-teaching staff. Reading Room facilities are also provided to a few ex-students and scholars (of the locality) engaged in serious reading.

## 15. Borrowing facilities:

All categories of members except the Ex-Students / Ex-Staff (on special permission) are entitled to borrow books from the Central Library.

The students have to fill up the membership form available from the Central Library by producing the admission receipt / Fees Book. After seven days they are registered as members by verifying their admission receipt. Student members have to renew the Library Card(s) every year. The teacher members have to produce their appointment letter during registration as Library member.

The Ex-Student / Ex-Staff are registered as member on special permission of the Library Committee.

The student members are given books from General Section of the Central Library for 7 (seven) days. The Teacher members (except the Part-time / Guest Teachers) as well as Non-teaching Staff are given books for a maximum of three months.

All categories of members are to pay over-due charges for late return of the books.

## 15. 1 Book Bank Facilities:

Some poor and needy students are entitled to borrow books from the "Book Bank" section on long term loan (60 days) basis against their Book Bank Card.

## 15. 2 Student's Aid Fund Facilities:

A few students are entitled to borrow books from the "Aid Fund" section on long term loan (60 days) basis against their Aid Fund. The "Aid Fund" section is mainly controlled by the Student's Union under the supervision of the Central Library

## 15. 3 Reading Room Facilities:

All type of users can get Reading Room facilities during the Library Hours. Student members have to demand their books through requisition slip and eventually, they can get the book/books for Reading Room if it is available in the Central Library. No one can take any book (issued for reading Room only) outside the Reading Room. However, they can take it away for Xeroxing by the prior permission of the Librarian obeying proper procedure.

## 16. Borrowing facilities given to different categories of users:

| Category of members | Entitled to borrow from General Library Section | Period of loan |
|---|---|---|
| U. G (Hons.) Students | 03 | 15 days |
| U. G (Gen.) Students | 02 | 15 days |
| P. G. Students | 03 | 15 days |
| Teachers | 10 | 30 days |
| Non-teaching Staff | 05 | 30 days |
| SACT/ Part time Teachers | 05 | 15 days |
| Ex-Teachers | For use in the Reading Room | During Library hours |
| Ex-N.T Staffs | For use in the Reading Room | During Library hours |
| Ex-Students | For use in the Reading Room | During Library hours |

| Category of members | No. of books entitled to borrow | | | | Total |
|---|---|---|---|---|---|
| | G. L Section | B. B Section | A.F Section | D. L Section | |
| U. G (Hons.)Students | 03 | 02 | 02 | 01 | 08 |
| U. G (Gen.) Students | 02 | 01 | 01 | 01 | 05 |
| P. G. Students | 03 | 02 | 01 | 01 | 07 |
| Teachers | 10 | Nil | Nil | Nil | 10 |
| Non-teaching Staff | 05 | Nil | Nil | Nil | 10 |
| SACT/ Part time Teachers | 05 | Nil | Nil | Nil | 05 |

## 17. Linkage with other libraries for inter-library loan:

The Central Library is linked with the nearby College Libraries like Mahishadal Girl's College Library, Bajkul Milani Mahavidyalaya Library and Vivekananda Mission Mahavidyalaya Library for inter-Library loan. Not only that, the Central library has institutional membership of the British Council Library and Vidyasagar University Library

## 18. Library Automation:

The Central Library of Mahishadal Raj College is semi-automatic. Slow but steadily we are approaching to provide fully automated services to all the users. At present the Central Library using Integrated Library Management software KOHA (Version 18.11). We have prepared databases of all most all the books in the General Library section as well as PG section. Retrospective conversion of few books in the General Library Section and in the Book Bank section are going on. Now we are providing web OPAC services to all the users. They can easily search books and other documents available in the library through web OPAC.

Web address:  mrccl-opac.kohacloud.in

## 19. Use of INFLIBNET Service:

An "UGC Net Work Resource Centre" is being set up as per guideline as well as financial assistance of the UGC in the 10th Plan Period to provide Internet service to the users. Through internet the students, teachers and other users can access e-books and e-journals provided by the INFLIBNET NLIST.

## 20. Publication if any:

The Central Library has no any publication.

## 21. Future Programmes:

The Central Library has a very rich collection of near about 42,000 documents. Although all these document are not fully organized in the automated form yet we are serving more than 5000 students each year in its own way. In order to make the Library fully automated as well as modernized the following steps have been taken:-

1) Now we are providing Web OPAC to all the users. Most of the new as well as old books are entered in the web OPAC using KOHA (Version18.11) Soft ware. We have planned to provide fully automated services to all the users very soon.

2) We will provide automated issue return service to all the users very soon.

3) We will award Best Library User

4) We will arrange for a Book Exhibition.

5) The Central Library will organize a seminar program.

3) The "U.G.C. NET WORK RESOURCE CENTRE" will be open to all the Students as well as the teachers to access online e-books and e-journals.

4) We have started automated issue return service to the users from September 2023.

# LIBRARY RULES
## Mahishadal Raj College

### 1. <u>Working Hours</u>:

The Library hours of the Central Library are as follows:

|  |  |  |
|---|---|---|
| Monday to Friday | : | 10:30 a.m. to 5-00 p.m. |
| Saturday | : | 10.30 a.m. to 2-30 p.m. |

The Library reading room as well as circulation section shall remain open on all working days from 10-30 am to 5-00 pm (only up to 3-00 pm on Saturday) except on Sundays and other scheduled national and gazetted holidays of the College.

### 2. <u>Procedure for enrolment privileges of the members</u>:

**i)** A person eligible to be enrolled as a member of the Central Library will fill up and sign a "Membership Registration Form" obtainable from the circulation counter and submit the same to the Librarian.

**ii)** Each UG Hons. Student will be issued two (2) Home Issue Loan Cards as well as one (1) Day Issue Reference Card and each UG Pass/General student will be issued one (1) Home Issue Loan Card & one (1) Day Issue Reference Card for borrowing books which he or she is entitled to borrow. and for using reference materials in the reading room respectively.

**iii)** The Permanent teacher members are entitled to borrow a maximum of ten(10) books for sixty (60) days, the SACT teacher members are entitled to borrow maximum three (5) books for thirty (30) days. A maximum of five (5) books entitled to borrow for 60 days by a non-teaching member of the College.

**iv)** Ex-student and Ex-staff (both teaching and non-teaching) of the College are entitled to use of Reading Room and Reference Section of the Central Library with the special permission of the authorities.

**v)** All the members will have to come to the Central Library personally to take book for loan.

**Vi)** Membership of a student will remain valid till he/she appears in his/her examinations and will be renewed when he/she gets admitted to the next class. However all the reading materials must be returned by a student for obtaining clearance certificate from the Central Library.

**vii)** At the time of borrowing of books every member is expected to examine it carefully and immediately bring to the notice of the Library staff of the Circulation Section or Librarian, any mutilation, defacement or damage, found in the book. Otherwise the person to whom the book the book was last issued will be responsible for any damage, defacement, mutilation detected at the time of return.

**viii)** Students held responsible for the loss, damage, defacement or mutilation of books shall be liable to be punished in such a way as may be determined by the Library Committee.

**ix)** Only those books which are fully processed and shown in the catalogue may be issued for home use. Rare and valuable books, art books with plates and reference books shall not be issued for home use.

**x)** The books not yet processed, will not generally be lent out.

## 3.  Loan of books:

**i)** For loan of books students have to deposit their demands through requisition slip in the Circulation Counter within 12 pm and from 1 pm books     are issued for 15 days against their Home Issue Card.

**ii)** Some poor and needy students are entitled to borrow books from the "Book Bank" section on long term loan (60 days) basis against their Book Bank Card.

   Similarly a few poor and bright students are also entitled to borrow books from" Students' Aid Fund" section for 1 year as per rules adopted by the Students' Union under the supervision of the Central Library.

**iii)** Before leaving the library students will be required to return the Text books/ Reference books / Journals or Periodicals issued by them for consultation in the reading room.

## 4.  Renewal of Books:

 **i)** The loan of a book may be renewed (not more than two times) on return, Provided the book is not on demand by the other member(s). A book which is In great demand shall not be reissued to the same person consecutively.

**ii)** The Librarian may at any time recall any book, if necessary, before the expiry of its renewal period.

## 5. <u>Restricted categories of reading materials</u>

**i)** Reference books, periodicals (loose & bound volumes), rare books etc. should not ordinarily be lent out. However, photocopies of such materials may be available, subject to copyright restrictions, as per the library reprographic service rules.

**ii)** Some text books will carry the stamp "NOT FOR HOME ISSUE" and these should be issued for consultation in the reading room only and not for home issue.

## 6. <u>Loss / damage of library books.</u>

In case of loss or damage of a book or any other reading material, the member responsible for the loss/damage shall be required to replace the current edition of the document along with a charge of Rs.10/- towards processing cost. If the book is out of print and not available in the market, the member will have to deposit five times of the price of the book available from the Accession Register along with the processing cost of Rs.10/- and all kinds of borrowing facilities for the member concerned will remain suspended until the matter is finalized.

## 7. <u>Loss of library cards.</u>

The loss of library card(s) should be reported immediately in writing along With a copy of the FIR lodged to the local police station to the Librarian. To enable such members to continue the membership, duplicate library card(s) may be issued on payment of Rs.10/- (for each card).

## 8. <u>Rules and procedures relating to reprographic services and facilities.</u>

**i)** The library reprographic service will be rendered primarily for providing the members of the College Library with photocopies of the library materials as permissible by the Librarian in accordance with the copyright act.

**ii)** Any member of the Central Library may submit requisition in prescribed form with 'fair use' declaration. The photocopies will be made available at the particular time on production of the necessary payment in case of requisition of the private use.

**iii)** Reprographic charges will be deposited at the college cash counter.

## 9.  Termination of Membership.

**i)**  To have his/her membership terminated, a member shall return all the books borrowed from the library as well as his/her library card(s) and apply to the librarian for termination of membership.

**ii)** Student members will not be permitted to sit for the final examination until he / she furnishes to the office a clearance certificate from the Librarian.

**iii)** In case of staff member of the college the Bursar and the Accountant shall settle his/her accounts with the College only, on production of a library clearance certificate from the librarian.

## 10.  Overdue charges.

The overdue charge for late return of books would be counted at the following Rates:-

**i)**  For late return of books borrowed against loan card, the card shall be seized for seven (7) days. Beyond that period, a fine of fifty (50) paisa per day or a sum of Rs.20/- (which the librarian may decide) shall be charged from the student members.

**ii)**  In case staff member a fine of Rs.50/- per year will be charged for late return of books borrowed from the library and no books will be issued further until the matter is finalised by the library committee

**iii)** For late return of books borrowed against Day Issue card (reference card) Rs.5/- per book per day up to first 3 days shall be charged as fine after which the matter shall be referred to the Library Committee. But even thereafter, a fine of Rs.5/- per book per day will continue to be imposed and the reference card will be seized following the same procedure as above until finalization of the matter.

## 11. Rules & Regulations relating to Departmental Library.

**i)**  The departmental libraries / seminar libraries should adhere to the rules and regulations formulated by the Library committee in accordance with those applicable to the Central library.

**ii)**  The departmental head as decided in the Library Committee will be totally responsible for the departmental library and he will take the requisite no. of books as loan from the central library. The Resister for transfer of books and journals to the departmental libraries is to be kept at the Central library.

**iii)**  Physical verification of the stock will be a joint responsibility of the central library and the respective departmental libraries.

 **iv)** Departmental libraries will remain open at least once in a week on a fixed date and time.

## 12.  General Rules.

**i)**  While in the central Library, all persons shall observe basic and elementary principals of library ethics, obey the rule and procedures of the library and submit to discipline enforced by the librarian.

**ii)**  Every member of the library must be prepared to establish his/her identity when requested.

**iii)**  Reader shall maintain perfect order and silence in the library.

**iv)** Making noise, smoking, sleeping and doing anything else which may disturb other readers or go against the discipline of the library are strictly prohibited.

**v)** While entering in the library circulation center / stack room, all personal effects such as brief case, portfolios, bags, umbrellas, flat file, file covers, etc. and books not belonging to this library, books borrowed from this library but not meant to be returned to the library at that time, shall be deposited or kept at the specified shelves at check counter.

**vi)** While taking out any library material necessary 'Gate Pass' must be produced at the checkpoint near the exit.

**vii)**  Books taken from the open shelves should not be replaced after they have been consulted but left on the reading table.

**viii)** Reading materials should not be taken out from the reading room for Xerox for consultation or for any other purpose without prior permission.

**ix)**  When the readers have any complaint about library services provided by the library, they should not enter into argument with the library staff. Instead they are advised to bring it to the notice of the Librarian.

**x)**  The library personnel are authorized to search a person (in presence of any senior library staff) if the former suspect that the latter is carrying any unauthorized document from the library.

**xi)**  Admission may be refused to any one who has violated the library Rules and regulations.

**xii)**  The library rules framed above may altered or amended and new rules may be added to the existing ones by the Library Committee and all these rules shall be effective for and binding on all concerned.

**xiii)**  All borrowed books from the central library will have to be returned once a year at a time decided by the librarian for stock verification.

**xiv)**  A user Orientation Program on library rules & regulations and what type of services and facilities are available for students from the central library, will be organized at the beginning of each session.