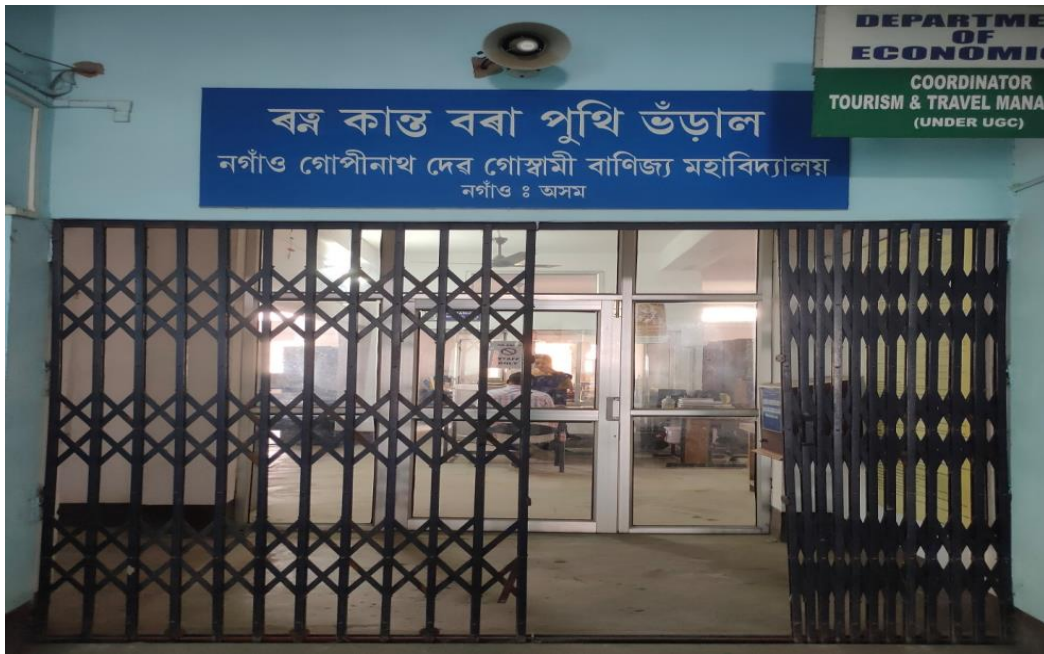


A PROFILE ON RATNA KANTA BORA LIBRARY

Assessment year: 2023-2024



NAGAON GNDG COMMERCE COLLEGE

PANIGAON: NAGAON, ASSAM

ESTD – 1984

Prepared by

Mr. Hitesh Ch. Das, Librarian

Miss Bidisha Bora, Asst Librarian

ABOUT THE LIBRARY:

The central library which is the heart of the college was established in 1984 with the establishment of the college. Initially it was located in the ground floor of the college building with limited number of books and facilities. Later on it has been shifted to the present location and given the name “ **Ratna Kanta Bora Library**” after the name of the founder president of the college late Ratna Kanta Bora. The main aim of the library is to fulfill the knowledge based need of the students, teachers and employees associated with the institution.

The library has a collection of 12438(till 31 March,2024) numbers of books. The library has a special collection of books named Ratna Kanta Bora collection. Apart from these special collections the library has a good collection of text books, reference book, research works of faculties, journals etc. The library fulfills the needs of teachers, students, and other staff members of the college community. The college library has different sections like processing, periodicals, reference, reprography, circulation, OPAC services to satisfy the different needs and wants of its users. The library offers various services like automated circulation of books, OPAC, reprography, printing, free Wi-Fi access, book bank facility, newspaper- clippings, ask a librarian service, library orientation, etc. CC TV cameras are installed inside the library for strict surveillance. The library also takes feedbacks and suggestions from its visitors. There is a suggestion box for taking feedback regarding library services from the users.

The library is partially automated with Integrated Library Management System (ILMS) named SOUL 2.0. Soul2.0 is installed for automating in-house activities and services of the library along with barcode facility. The Online Public Access Catalogue (OPAC) is made available for the library users to know the status of availability of books and documents in the library. Library use 23rd edition of Dewey Decimal Classification (DDC) system for classification of books.

The library offers various services like automated circulation of books, OPAC, reprography, printing, library orientation, etc. CC TV cameras are installed inside the library for strict surveillance.

VISION

- To encourage intellectual growth and creativity among students and teachers
- To develop reading habits among the students, staffs and teaching faculties.
- To serve society by offering free access to various publications for the advancement of knowledge.
- Incorporating and equipping with latest technology, as well as taking a user-friendly approach to students and faculty.

OBJECTIVES

- To aid in research and study by offering virtual access to knowledge resources.

- To gather, organize, and disseminate information and knowledge to students, researchers, and other academic communities.
- To preserve, protect, and make use of the priceless collection for its users.
- To maintain universal and democratic ethos of library.
- To encourage users to use multiple sources of information and knowledge.

LOCATION AND AREA:

The library is situated in the first floor of the college building. The total area covered by the library is 88x30=2640 sq feet. It comprises of three rooms and two toilets. The 1st room has two parts, one of which is used for keeping the stacks and circulation of books while the other part is used as student's reading section. The 2nd room is teacher's reading room. There is a librarian's chamber near reading area.

LIBRARY COMMITTEE:

1. LIBRARY ADVISORY COMMITTEE

To promote the overall development of the library, a library advisory committee has been constituted to oversee all elements of the library. Members of the committee reviewed the purchase and disposal of books on a regular basis and recommended that the librarian take the required actions. Every year, the committee meets three/four times. The library advisory committee is made up of the college's Principal and HOD's from different departments. The librarian serves as the library committee's ex-officio secretary. The following table highlights the members of the Library Advisory Committee.

Table 1: Members of Library Advisory Committee

Sl. No.	Name of the Members	Designation	Role
1	Dr. Mriganka Saikia	Principal	Chairperson
2	Prof. M. Mahanta	Vice Principal	Member
3	Mr. H.C. Das	Librarian	Convenor
4	Dr. B.C. Goswami	HOD. Dept. of Economics	Member
5	Dr. P.K.D. Purkayastha	HOD. Dept. of Management	Member
6	Prof. U. Saikia	HOD. Dept. of Accountancy	Member
7	Dr. K. Das	HOD. Dept. of Finance	Member

LIBRARY STAFF:

Professional:

- a) Librarian : Mr. Hitesh Ch. Das, M.A., BLISc.
- b) Assistant Librarian : Miss Bidisha Bora, MLISc.

Non- professional:

- c) Library Bearer : Sri Bitul Mudoi, HS

d) **LIBRARY WORKING HOURS**

The college library is being kept open in all the working days. The following table highlights the library working hour.

Table 2: Library working hours

Library working hours	
Monday to Saturday	9.30 AM to 4.00 PM
The college library remains open during examinations and semester breaks	

LIBRARY RULES AND REGULATIONS:

Following rules and regulations are in force in this library:

1) **Working days and opening hours:**

- ❖ The library remains open throughout the year except Sunday and such days as may be notified as holidays.
- ❖ The library shall remain open from 9.30 a.m. - 4.00p.m. on all working days as well as during the summer vacation.
- ❖ Library books are issued from 10.00 a.m. – 3.30p.m.

2) **Library membership:**

- ❖ All students who have admitted in the college as regular students can get membership of the library on filling up of membership form.
- ❖ The casual students can be given the membership for using the books and journals in the library premises only.
- ❖ Outsiders and ex-students cannot have the privilege of using the library resources except with the special permission of the principal/librarian.
- ❖ Each student will get a library card for loan of books.
- ❖ The library card is not transferable.

3) **Issue and return of books:**

- ❖ The following index shows the number of books each student is entitled to borrow:
 - UG Courses - 4 books
 - PG Courses - 5 books
- ❖ The reference books and rare book shall not be issued except for consultation in the library premises.
- ❖ The book may be retained by a borrower for as period of 15 days only, after which these must be returned or got re-issued.
- ❖ A fine 1.00 rupee in case of a book per day will be charged if the book is keep overdue.
- ❖ The leave from the college does not imply exemption from the return of book. The book(s) must be returned by post under registered cover or through a messenger. If the day of return happens to be a holiday, it must be returned on the following day when the college re-opens.

- ❖ Current periodicals are issued to be read in the library premises only. Any person found guilty of tearing or spoiling pages of the magazines will lose his/her privilege of using the library.
 - ❖ A book in multi volumes cannot be issued except under special circumstances. If one volume of multi volume book is issued and is lost, the price of the whole set shall be charged, in case that particular volume is not available.
- 4) **Loss of books:**
- ❖ The loss of book should be reported to the librarian immediately. The lost book will be replaced by the borrower by a new one duly approved by the librarian, within a period of 14 days, failing which he/she will be required to pay the price of the book plus an additional charge as per library rules.
 - ❖ If the book is found defaced or damaged in any way, the last borrower of the book will be held responsible for such a loss and will be required to pay the price or replace the book as approved by the librarian.
- 5) **Loss of library card:**
- ❖ The loss of the library card should be immediately reported to the librarian so that the library staff may keep an eye on the issue of books on the lost library card.
 - ❖ The student whose library card has been lost will be held responsible for all the books which may be issued on such card to anyone.
- 6) **Reading privileges and discipline:**
- ❖ A student should be in possession of his identity card before entering the library.
 - ❖ Perfect silence and order should be maintained in the library. The violation of this rule can lead to the loss of privilege to use the library for a specific period.
 - ❖ Students are expected to read notices issued by the librarian from time to time. No excuses will be entertained for ignorance of any information notified earlier.
 - ❖ The students should deposit their personal books, bags, overcoats and other prohibited articles keep in the clock-room. They should also sign on the attendance register placed at the main gate.
 - ❖ Books are arranged on shelves in a particular order.
 - ❖ Students without uniform will not allow entering the library.
- 7) **Clearance chit:**
- ❖ Every student is expected to return the library books and get a clearance chit from the librarian; otherwise he/she will not be issued roll numbers, character and other certificates from the college.
- 8) **Book bank:**
- ❖ Poor and needy students can avail books from the book bank of the library for an academic session.
- 9) **Library ethics for the users:**

The library ethic is a code of conduct to be observed by the readers in their own interest, while in the library. The student community can be trained in a particular direction with consult effort and hard labor of the library staff for some time. The following points of library ethics may be propagated among the readers for creating a congenial atmosphere in the library.

- ❖ The entire atmosphere in the library should remain calm and quiet. Your movements while looking up for a book on the rack or while pulling a chair for sitting, should not disturb the other readers.
- ❖ While leaving, you are requested to rise gently and replace your chair quietly.
- ❖ If you wish to consult some library official, please go quietly and whisper your demand.
- ❖ Be courteous to library staffs who are your guides.
- ❖ The suggestions or complaints may be passed on in writing to the librarian.
- ❖ Never spoil the books and journals which lend to pleasure to all.
- ❖ Make it a habit to see the library notice board everyday least you miss important information.
- ❖ Keep your identity card with you while coming to the library.
- ❖ It is bad habit to take eatables in the library.
- ❖ Do not throw the pieces of papers here and there. Keep the library neat and clean by using the waste paper basket.



: Books on book rack arranged according to subjects

LIBRARY AT A GLANCE

General Information

- 1) Name of parent institution: Nagaon GNDG Commerce College
- 2) Name of the Library: Ratna Kanta Bora Library
- 3) Year of establishment: 1984
- 4) Area of the Library: 88x30=2640sqft
- 5) Total no. of rooms: 3
- 6) Sitting capacity: 56
- 7) Total number of staff: 3
- 8) Working hours: 9.30a.m. - 4.00p.m.
- 9) Mode of access: Open access
- 10) Classification scheme: DDC 23rd edition
- 11) Software used for automation: SOUL 2.0(INFLIBNET)
- 12) Users: 1251
- 13) Total books: 12438 (as on 31-03-2024)
- 14) Computers:6
- 15) Internet facility: Yes



:Open access

Computer hardware

- 1) Two servers
- 2) Six numbers of desktop computers
- 3) One digital Xerox machine
- 4) A set of barcode label printer and scanner
- 5) One printer
- 6) One Scanner
- 7) Seven UPS
- 8) One D-Link wireless router

Licensed software

- 1) SOUL 2.0 package developed by INFLIBNET.
- 2) MS SQL Server 2005
- 3) MS Windows Vista ultimate
- 4) MS Windows 10
- 5) MS Office 2007

Library holdings

1)	Text books	9504
2)	General and Reference Books	2934
3)	Journals/Magazines	7 no.
4)	Newspapers	7 no.
5)	Research Works(Theses & MRP)	10 no.
6)	Compact Disk	17 no.
7)	Special Collection	Ratna Kanta Bora Collection
8)	Bound Volumes	139 vols.

Subject wise collection of books:

Sl No.	Subject	No. of Books
1)	Accountancy	1838
2)	Management	1865
3)	Finance	1062
4)	Economics	1045
5)	Assamese	875
6)	Statistics	614

7)	English	471
8)	Law	444
9)	Physics	148
10)	Chemistry	111
11)	Mathematics	138
12)	Botany	123
13)	Zoology	42
14)	BBA	33
15)	Others (Hindi, Bengali, I.T., Tourism, EVS etc)	3629
Total		12238

Journal and periodical Subscription

Journals and periodicals are regarded as primary sources for improving students' and faculty members' knowledge and providing up-to-date information. The journals and magazines to which the college library subscribes are listed in the table below-

Table 6: Journal & periodicals

Sl. No.	Name of journal & periodicals
1	Indian Journal of Marketing
2	Indian Journal of Management
3	Indian Journal of Finance
4	Kurukshetra
5	Yojana
6	Employment News
7	Goriyoshi



: Display board for current periodicals and Magazines

Newspaper Subscription

In order to provide up-to-date information of the society, politics, economy, culture, literature, science, etc. on day-to-day basis, the college library has subscribed the following newspapers:

Table 7: List of newspapers

Sl. No.	Name Newspapers
1	The Sentinel
2	The Indian Express
3	The Assam Tribune
4	Amar Axom
5	Axomiya Khobor
6	Doinik Axom
7	Niyomiya Barta

Availability of electronic resources

RKB library has electronic version of college magazines, college publications, thesis, project reports, question paper, etc that can be viewed online via any PC connected to the internet.

Following facilities are found in RKB Library:

- N-LIST
- NDLI
- ShodhGanga- INFLIBNET
- ShodhGangotri- INFLIBNET
- E- PG Pathsala

1.1 E-Books and E-Journals accessible through N-LIST

The library has registered itself with the N-LIST (National Library and Information Services Infrastructure for Scholarly Content) program through which it can access over 6000+ E-Journals and 1, 99,500 + E-Books.

1.2 E- Resources accessible through NDLI

Library also uses 6, 00, 000 + free online resources available in NDLI (National Digital Library of India).



: Introducing N-LIST portal to students through mobile access

Member log-in link for N-LIST:

<https://nlistidp.inflibnet.ac.in/idp/profile/SAML2/Redirect/SSO?execution=e1s1>

Library services

The college library provides a variety of services to its users in order to inculcate knowledge and information. These services are described below.

1.1 Automated circulation service for users

The circulation section of the library provides following facilities-

- 1.1.1 Library books are loaned to different users for a set period of time.
- 1.1.2 Collects the returned book, inspects it, and places it in its proper place.
- 1.1.3 Collect over dues if any.
- 1.1.4 Support and help the users in the circulation counter.

Circulation section is the most important section of the library. Students, teaching and non-teaching staffs of the library can borrow books in any day during the library working hour.

1.2 Lending system

Students as well as teaching and non-teaching staffs can borrow books from the library using their bar code enabled identity card. The following is a tabular representation of our library's lending system.

Table: Lending system

Sl. No.	Type of Membership	Book Entitlement	Duration (days)	Renewal
1	Students	4	15	Renew on 15 days from the issue of book
2	Teaching Staff	5	30	Renew on 30 days from the issue of book
3	Non- teaching staff	5	30	Renew on 30 days from the issue of book

1.3 Reference section

Reference section is a separate section of the library where reference books, religious books, bibliographies and other miscellaneous works are allocated for certain user groups. The library's reference section comprises encyclopedias, dictionaries, atlases, bibliographies, theses and project reports among other things.

1.4 Journal & Periodical section

The college library has adequate number of periodicals, journals, newspaper and magazines.

1.5 Reprographic and Printing facilities

Students and faculty at the college can obtain Xerox copies and printouts of numerous documents and reading materials at a lower cost than the market.

1.6 Internet facilities

The college library provides free internet facilities to all the users so that the users can access N-LIST and other relevant e-resources.

1.7 Library management software

Software assists in keeping track of total transactions for the books offered in the library. The college library features SOUL 2.0 software.

1.8 Digital repository

The college library provides digital access to project reports, theses, magazines and other publications.

1.9 Information display board

The college library maintains an information display board to give its users various informations such as recruitment, current events, library notices, and so on.

1.10 Other services

The college library provides separate reading rooms for teachers and students in order to provide a peaceful reading environment. Separate reading tables for girls and boys are also available in the library. The college library has a newspaper corner to encourage its users to read newspapers. The college library also has CCTV surveillances and clean and sanitary restrooms.

Best practices

Our efforts have not only concentrated on the management of the library and its services, but also on recruiting users through a variety of best practices. The following is a summary of our best practices.

1.11 Newspaper Clipping

The fourth pillar of democracy is the newspaper. Newspapers give current information on a variety of regional, national, and worldwide issues. The library has been gathering significant news about employment, careers, seminars, course work, health, and current events, among other things.

1.12 Suggestion box

Nagaon GNDG Commerce College has a suggestions box for feedback and suggestion from the user community.

1.13 Internship

The college library also provides internship facility for BLISc and MLISc students outside the college.

1.14 Student's participation in Library management and maintenance

Students support the library staff in setting up the book shelves, reviewing current materials, and suggesting what new titles and other relevant resources might be needed.

1.15 Question Bank Facilities

The college library keeps previous exam papers for students. They can use the library to access previous exam papers. Question papers are available in both printed and digital formats.

1.16 Librarian's day celebration

The college library celebrated the librarian's day every year on 12th of August.

1.17 Orientation program for new users

The college library provides an induction program to familiarize students with the library facility, resources, and services. The orientation session also discusses academic integrity that fascinating in the art of database searching.

QUICK LINKS

E-BOOKS

➤ PDF Drive:

PDF Drive is your search engine for PDF files. E-books download for free. No annoying advertisements, no download limits.

Link to PDF Drive:

<https://www.pdfdrive.com/>

➤ **Wikibooks:**

Wiki books is a wiki-based Wikimedia project hosted by the Wikimedia Foundation for the creation of free content digital textbooks and annotated texts that anyone can edit.

Link to wikibooks:

https://en.m.wikibooks.org/wiki/Main_Page

➤ **Project Gutenberg:**

Project Gutenberg is an online library of 60,000 free eBooks. Project Gutenberg was the first provider of free electronic books, or eBooks. Michael Hart, founder of Project Gutenberg, invented eBooks in 1971 and his memory continues to inspire the creation of eBooks and related content today.

Link to Project Gutenberg:

<https://www.gutenberg.org/>

➤ **Rare Book Room:**

The "Rare Book Room" site has been constructed as an educational site intended to allow the visitor to examine and read some of the great books of the world. Over the last decade, a company called "Octavo" digitally photographed some of the world's great books from some of the greatest libraries. These books were photographed at very high resolution (in some cases at over 200 megabytes per page). This site contains all of the books (about 400) that have been digitized to date. These range over a wide variety of topics and rarity. The books are presented so that the viewer can examine all the pages in medium to medium-high resolution.

Link to Rare Book Room:

<http://www.rarebookroom.org/>

E-JOURNALS

➤ **DOAJ Directory of Open Access Journal**

DOAJ is a community-curated online directory that indexes and provides access to high quality, open access, peer-reviewed journals. All DOAJ services are free of charge including being indexed. All data is freely available.

Link to DOAJ:

<http://doaj.org/>

➤ **Researchgate:**

Access over 135 million publication pages and stay up to date with what's happening in your field.

Link to Researchgate:

<http://www.researchgate.net/>

E-Thesis, Dissertation & MRPs etc

➤ **Shodhganga:**

Shodhganga is the name coined to denote digital repository of Indian Electronic Theses and Dissertations set-up by the INFLIBNET centre. Shodhganga stands for the reservoir of Indian intellectual output stored in a repository hosted and maintained by the INFLIBNET centre.

Link to Shodhganga:

<https://shodhganga.inflibnet.ac.in/>

➤ **Shodhgangotri:**

Repository of Indian Research in Progress details (Synopsis/Research proposals for PhD programme with MRPs/PDFs/Emeritus Fellowship)

Link to Shodhgangotri: <https://shodhgangotri.inflibnet.ac.in/>

E-LEARNING

➤ **e-PG Pathsala:**

e-PG Pathsala is an initiative of the MHRD under its National Mission on education through ICT being executed by the UGC. The content and its quality being the key component of education system, high quality, and curriculum based interactive e-content in 70 subjects across all disciplines of social sciences, arts, Fine arts and humanities, natural and mathematical sciences.

Link to e-PG Pathsala: <https://epgp.inflibnet.ac.in/#>

➤ **UGC MOOCs:**

UGC MOOCs is one of vertical to produce course on Post Graduate subjects in SWAYAM. UGC is one of the national coordinator of SWAYAM and INFLIBNET is technical partner for UGC-MOOCs.

Link to UGC-MOOCs: <https://ugemoocs.inflibnet.ac.in/index.php/course/moocs>

➤ **e-Gyankosh:**

e-Gyankosh a National Digital Repository to store, index, preserve, distribute and share the digital learning resources developed by the Open Distance Learning Institutions in the country. Items in e-gyankosh are protected by copyright, with all rights reserved by IGNOU.

FUTURE PLAN:

➤ **Application of digital software**

The college library is planning to install digital library software for management of digital resources.

➤ **Best User Award**

Library is a growing organism. The college library planned to introduce Best User Award to motivate all the students, teaching faculties and non- teaching staffs and to inculcate the habit of reading among them.

➤ **Organizing Interdisciplinary seminars/workshops and talks**

The college library intends to host multidisciplinary seminars, workshops, and speeches in the next upcoming days.

➤ **Linking in clouds**

The college library intends to connect its cloud-based resources so that users can access them. 24 x 7.

➤ **Implementing RFID technology**

The college library is planning to install RFID (Radio Frequency Identification Device) in future.

➤ **Organizing Book Fair**

In the near future, the college library will extend invitations to various publishing houses to host book fairs on campus. Additionally, the library intends to hold quizzes and essay competitions for its patrons.