A PROFILE ON:

KALIGANJ GOVERNMENT COLLEGE LIBRARY

Submitted to

National Assessment and Accreditation Council

2024

LIBRARY PROFILE

History of the Library: Our Library is the most important information centre of the college. Library was established just after the foundation of this college. Central Library is situated in the main College Building, located on the ground floor. Library has four thousand one hundred seventy documents. Our Library follows 'Open Access' system for the Faculty members and 'Close Access' system for the students. Our Library functions at present partly in manual system. Library books are arranged by Subject wise classified order in the shelves. Users can access our library collection through the OPAC SYSTEM and Printed subject-wise list of the books. In 2022, the Library came to have a reading area with a large table for general use. The post of the College Librarian was restored and Mr Surjya Kumar Mandal was appointed Librarian in February 2022. Since 2022, the e-granthalaya 4.0 on NIC cloud (e-g4) software is being used. Our Library remains open from 10.30 a.m. to 4.30 p.m.

During the period (2015-2024), the College Library has accumulated a wide variety of books and has gradually evolved into a golden treasury. At present it possesses about 4170 Books.

Library Staff Strength and present position

Librarian: Sanctioned post: 02

Filled Post: 01

<u>Name of Librarian at present:</u>

Name of the Librarian	Designation	Qualification	Specialization	Experiences	Sex
Surjya Kr. Mandal	Librarian (Associate Grade)	M.Com. M.Lib.Sc. & Diploma in Italian Language	Academic Library	24 year service in W.B. Govt. Colleges (Darjeeling Govt. College, Darjeeling, Krishnagar Govt. College, Nadia & Maulana Azad College, Kolkata).	Male

Library Staff: Group 'C': Nil

Library Attendants (Group-D): Nil

Basic infrastructure and factual details of the Library

<u>Area of the Library Building</u>:

Build up area in sq. mt.: 2000 sq. m.

Reading Room: 400 sq. mt.

<u>Working hours</u>: 10.30 AM – 4.30 PM

(Mon – Friday)

10.30 AM – 2.00 PM

(Saturday)

*Tuesday and Wednesday NEP System MDC Class.

Working Days: All working days except Sundays and Holidays.

<u>Seating Capacity in the Reading Area</u>:

For Students: 20

For Teaching Staff: 04

Total Collection of Documents in the Library

Total Number of Books: 4170

    a) Text Books:

    b) Reference Books:

Budget

Allotment of funds to the Library for the last Five Years

Name of the Grants	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023
Govt. Grants	173533/-	326342/-	77414/-	Nil	489977/-
UGC Grants	Nil	Nil	Nil	Nil	Nil

Number of Books added during last five years

Name of the Grants	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023
Govt. Grants	475	285+564=849	167	Nil	946
UGC Grants	Nil	Nil	Nil	Nil	Nil

Category of users in the Library

STUDENTS

For Honours Students:

No. of B.Sc. Students:

No. of B.A. Students:

For Programme Students:

No. of B.Sc. Students:

No. of B.A. Students:

Teaching and Non-Teaching Staff:

Officer-in-Charge: 01

Number of Teachers: 18

Librarian: 01

Number of Non-Teaching Staff: 07

Report on Computerized Programs & Digital Infrastructure used in Library

Started: 2022

Software: Library Automation by Software e-granthalaya version 4.0 (e-g4)

No. of Computers: 02(Two)

No. of Printers: 01 (One)

No. of Scanner: 01 (One)

Classification Scheme used: DDC 19th Edition

Cataloguing Code used: AACR- 2R

Library Catalogue: OPAC system and printed subject-wise list of the books.

ACCESS TO LIBRARY

Open Access	Open Access
For Teachers	All category of students
For Non-Teachings	

** (Students are also allowed to enter into the stack area with escort teacher or with librarian in case of necessity).

Arrangement of Books

- **Books are arranged according to Subject Wise Classified order in the shelves**

USERS

Category of Users:

Teachers		
Non-Teaching Staff		
Students	Honours	General

Library Facilities / Service

Circulation Services: All Users are allowed to borrow books for the Home issue

Category	No. of Books	Period
Hons. Students	2	15 days
General Students	1	15 days
Teachers	30	30 days
Non-Teaching Staff	5	30 days

Preservation / maintenance: As per necessity in the library. Dusting, Cleaning and Pest Control.

Future Projection

- Periodical Services
- Photocopying Services
- Membership of INFLIBNET