



# GOLAGHAT COMMERCE COLLEGE

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**Third Cycle NAAC Accreditation, 2021**

**Criterion IV**

## **Infrastructure and learning Resources**

**4.2.1: Library is automated using Integrated Library Management System (ILMS)**



**SUBMITTED TO**



**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL (NAAC)**

**Golaghat Commerce College**

**Golaghat, Assam**

# **Library Report**

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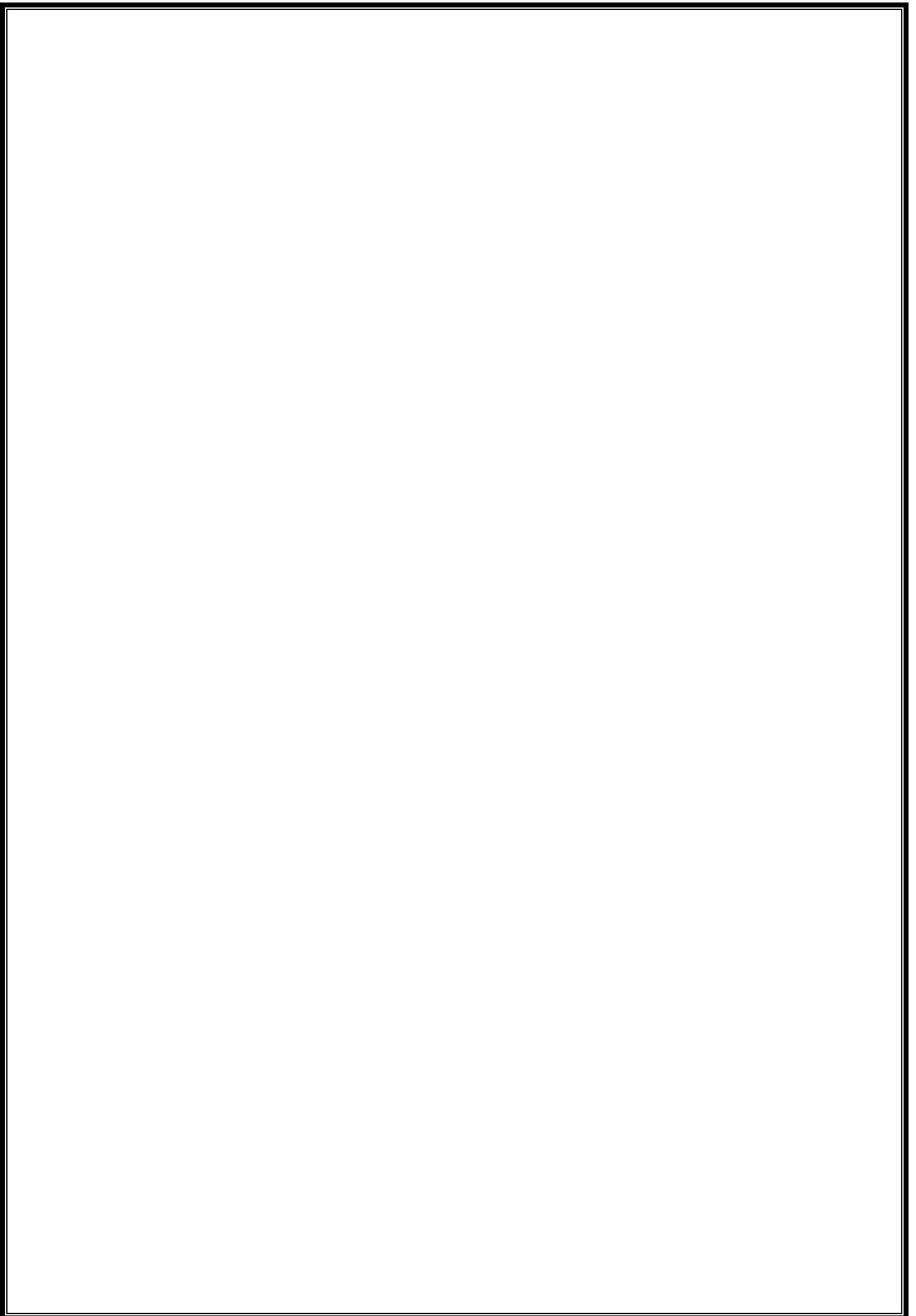
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## **1. Introduction**

The Library of Golaghat Commerce College also known as ‘**Chinta Taranga Chara**’, is a spacious and well-ventilated library. Golaghat commerce college library is working as a part of this institution since its inception in 1972. At present, the college library has a collection of over 20,000 (Twenty thousand) text books and reference books (for Commerce and Arts disciplines) covering a wide range of subjects. The institution has subscribed 24 numbers of journals, E- journals and magazines and membership of N-LIST for e-books and other e-resources. The library fulfils the needs of researchers, teachers, students and other staff members of the college community along with the needs of external users. The college library has different sections like processing, periodicals, reference, reprography, circulation and digital library service to satisfy the different needs and wants of its users. As a whole the reading halls of the library have capacity of around 96 users (76 for students and 20 for teachers). The library offers various services to its users like Automated Circulation System, Online Public Access Catalogue, Reprography and Printing, Free Wi-Fi access, Book Bank facility, Newspaper Clippings and selective dissemination of information etc. It is fully automated using SOUL-3.0. All books are marked, classified and advantageously placed on the racks. The Library Stock Verification Process and weeding out of old/unused/damaged books/journals/magazines is carried out annually and newspapers are disposed of periodically.

The college library is computerized and users can personally check the availability of books they need through OPAC (Online Public Access Catalogue). The College Library has ‘Dspace’, an open-source software for creating open access repositories. In Digital Library Internet facilities have been installed for N-List, research work and for advanced studies. The library also takes feedbacks and suggestions from its visitors. There is a Suggestion Box for taking feedback regarding library services from the users. To increase reading habits among the users, the Library Committee has introduced the “Best Reader award” which is awarded on different occasions.

## **2.Vision**

- To promote intellectual growth and creativity among the students and teaching staffs
- To develop reading habits among the students, staffs and teaching faculties
- To serve the society by providing free access to different books for enhancement

of knowledge

- To incorporate and equip with the latest technology and adopt user friendly approach towards students and faculties.

### 3. Objective

The main objectives of the library are:

- To support study and research by providing perpetual access to information resources.
- To collect, consolidate and circulate information and knowledge to students, research scholars and other academic communities.
- To preserve, protect and reuse the invaluable collection for its users.
- To maintain universal and democratic ethos of library.
- To promote the use of various sources of information and knowledge among the users.

### 4. Library Advisory Committee (LAC)

In order to facilitate the all-round development of the college library, Library Advisory Committee (LAC) has been formed to look after each and every aspect of the library. The members of the committee periodically check the purchase and disposal of books and recommend the necessary actions to be taken by the librarian.

The Library Advisory Committee (LAC) meets 4 times in a year. The library advisory committee (LAC) is consisting of the Principal of the college, HOD's and faculty members from different departments. Librarian is the ex-officio secretary of the LAC. The following table highlight the members of the Library Advisory Committee (LAC).

**Table 1: Members of library Advisory Committee (LAC)**

Sl. No.	Name of the Members	Designation	Role
1	Dr. Utpal Sarma	Principal	President
2	Bimal Chandra Pathak	Librarian	Convenor
3	Dr. Jiban Jyoti Kakati	HOD, English	Member
4	Mr. Rajesh Jaiswal	HOD, Commerce	Member

5	Dr. Nabami Gogoi	HOD, Assamese	Member
6	Dr. Pranjal Pratim Dutta	HOD, Accountancy	Member
7	Mrs. Nandini Baruah	Assistant Professor, Dept. of English	Member
8	Mr. Arindom Bora	Assistant Professor, Dept. of Economics	Member
9	Ms. Himadri Gogoi	Assistant Professor, Dept. of English	Member
10	Mr. Shankar Jyoti Doley	Assistant Professor, Dept. of Management	Member
11	Ms. Maloti Bangthai	Assistant Professor, Dept. of Hindi	Member

### 5. Library working hours

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

**Table 2: Library working hours**

Library working hours	
Monday to Saturday	9.00 AM to 5 PM
The college library remains open during examinations and semester breaks	

### 6. Library Collection

Library is a knowledge hub which support the students and teachers in teaching learning process. The library collects wide variety of books including text books and reference books, magazines, journals, newspapers to quench the thirst of knowledge of students, teaching faculties and staffs. The library has also obtained the annual membership facility for N-LIST e-resources from UGC-INFLIBNET.

#### 6.1 Books

Following table shows the year wise collection of books of the library till date.



**Table 3: Numbers of books added**

Sl. No.	Financial years	Number of books added
1	2016-17	307
2	2017-18	821
3	2018-19	2,995
4	2019-20	Nil (Covid Period)
5	2020-21	410
	Total	4,533

Year wise growth of books in the library

## 6.2 Financial expenditure on purchasing Library Books and Journals

The following table indicates the financial expenditure for the last five years.

**Table 4: Financial expenditure for the last five years**

Sl. No.	Financial year	Expenditure in Rupees
1	2016-2017	2,22,464
2	2017-2018	1,56,476
3	2018-2019	10,91,262
4	2019-2020	36,788
5	2020-2021	1,10,000
	Total	16,16,990

## 6.3 Subject wise library collection

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

**Table 5: Subject wise collection of books**

Sl. No.	Department	Total books
1	Assamese	1876
2	Economics	1796
3	Education	1456
4	English	1637
5	History	974

6	Political Science	1336
7	Geography	553
8	Hindi	263
9	Mathematics and Statistics	600
10	Accountancy	1443
11	Commerce	419
12	Banking	522
13	Management	1818
14	Commercial Law	291
15	Computer	414
16	Environmental Studies	72
17	Reference	2735
18	Book Bank (Miscellaneous)	1837
Total		20042

#### 6.4 Journal/Magazine Subscriptions

To enhance the knowledge of students and faculties and to provide up to date information journals and magazines are considered as a primary source. The following table indicates the journals and magazines subscribed by the college library-

**Table 6: List of Journal and Magazine**

Sl. No.	Title
1	The Indian Journal of Commerce
2	Kurukhetra
3	Indian Journal of Finance
4	Indian Journal of Marketing
5	Yojana
6	University News
7	The Management Accountant
8	The IUP Journal of Management Research
9	Supply Chain Management
10	Arthaniti
11	Journal of Entrepreneurship and Innovation in Emerging

	Economics
12	Journal of Asian Economic Integration
13	Asia Pacific Journal of Management Research and Innovation
14	India Today
15	Frontline
16	Competition Affairs
17	Span
18	Prakash
19	Swasthya and Dirghajibon
20	Aaina
21	Gariyoshi
22	Satsori
23	Prantik
24	Dakowal

### 6.5 Newspaper Subscriptions

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 Subscribed Newspaper**

Sl. No.	Name of the News paper	Number
<b>English Newspapers</b>		
1	The Assam Tribune (English)	1
2	The Times of India (English)	1
<b>Assamese Newspapers</b>		
3	Dainik Janambhumi (Assamese)	1
4	The Niyamiya Barta (Assamese)	1
5	Amar Asom (Assamese)	1
6	Asomiya Khabar (Assamese)	1
7	Asomiya Protidin (Assamese)	1

## 6.6 Expenditure on Magazine and Newspaper in yearly basis:

The following table shows the amount spent on journals/magazines and newspapers in the library.

**Table 8: Expenditure on subscription fees for newspapers and magazines**

Sl. No.	Years	Total Rs. Spent for subscribing Newspaper and Magazine
1	2016-2017	20,891
2	2017-2018	19,325
3	2018-2019	30,315
4	2019 -2020	30,315
5	2020 – 2021	9,469

## 7 Availability of Electronic Resources

The college library has some electronic versions of printed books that can be viewed online via any PC connected to the Internet. Following facilities are found in Golaghat Commerce College Library.

- The college library has the annual subscription of the N-LIST (National Library and Information Service Infrastructure for Scholarly Content) program.
- ShodhGanga- INFLIBNET
- ShodhSindhu -INFLIBNET
- Shodhgangotri- INFLIBNET
- Open Journal Access System- INFLIBNET

### 7.1 Online Journals

The users can access the following e-journals

**Table 9: Online Journals**

Sl. No.	E-Journals
1	Arthaniti Journal of Economic Theory and Practice
2	Journal of Asian Economic Integration
3	Asia Pacific Journal of Management Research and Investigation

4	Higher Education for Future
5	Journal of Entrepreneurship and Innovation in Emerging Economics

## 7.2 E-books under N-LIST

The College library has already registered itself with the N-list programme through which it can access over 6000+ e- journals and 1,99,500+ e- books.

## 8 Library Services

To inculcate knowledge and information to its users, the college library offers numerous various services, which are listed below-

### 8.1 Automated Circulation service

The circulation desk of the college provides following facilities-

- 8.1.1 Lending of library books to the different users for a specific time
- 8.1.2 Collects the returned book, check the condition and arrange the same in proper place
- 8.1.3 Collects over dues if any
- 8.1.4 Support and help the users in the circulation counter
- 8.1.5 Calculates the user statistics

The circulation section is the most important section of any library. The circulation desk of the Golaghat Commerce College library is situated nearby the main entrance of the library. The following table highlights the circulation schedule:

**Table 11: Circulation Schedule**

Day	Class
Monday	BA/B Com 1 <sup>st</sup> and 2 <sup>nd</sup> Semester BA/B Com 5 <sup>th</sup> and 6 <sup>th</sup> Semester
Tuesday	BA/B Com 1 <sup>st</sup> and 2 <sup>nd</sup> Semester BA/B Com 3 <sup>rd</sup> and 4 <sup>th</sup> Semester
Wednesday	BA/B Com 3 <sup>rd</sup> and 4 <sup>th</sup> Semester BA/B Com 5 <sup>th</sup> and 6 <sup>th</sup> Semester
Thursday	HS 1 <sup>st</sup> Year (Arts/ Commerce) HS 2 <sup>nd</sup> Year (Arts/Commerce)
Friday	HS 1 <sup>st</sup> Year (Arts/ Commerce)

	HS 2 <sup>nd</sup> Year (Arts/Commerce)
Saturday	Other Courses (PG, Tea Management, CCA etc.)

**Note:** Teaching, Non-teaching staff can borrow books in any day during the library working hours.

### 8.2 Lending system of College Library

Students and the teaching and non-teaching staff can borrow books by using their bar code enabled identity card from the library. A tabular presentation of the lending system of our library as follows

**Table 12: Lending System**

Sl. No.	Type of Membership	Book Entitlement	Duration (Days)	Renewal
1	H.S. Students	2	15	Renew on 15 days from the issue of book
2	U.G. Students	2	15	Renew on 15 days from the issue of book
3	Post Graduated Course	2	15	Renew on 15 days from the issue of book
4	Teaching Staff	5	30	Renew on 30 days from the issue of book
5	Non-teaching Staff	5	30	Renew on 30 days from the issue of book

### 8.3 Reference Section

It is a separate section in the library, where reference books, religious books, biography and auto biography and other miscellaneous books are reserved for some special categories of users. The Reference section of the library contains Encyclopedias, Dictionaries, Atlases, Bibliographies and Theses, Dissertations and project reports etc.

### 8.4 Periodical Section

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



**Image 1: Periodical Section**

### **8.5 Digital library:**

The college library has air-conditioned computer lab that accommodates 11 users at one go. Normally users can access various information and printing thereof at very cheaper rate. A connection with BSNL net with 20 MBPS speed of internet fulfils learner's assigned works and connects them in the World Wide Web.

### **8.6 Reprographic and printing facilities**

The students and faculties of the college can take xerox copies and printouts of various documents and reading materials at cheaper rate as compared to market.



**Image 2: Reprographic and printing facilities**

### **8.7 Internet facility**

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

### **8.8 Library Management Software**

Software helps to keep the records of total transactions of the books available in the library. The college library has two software's includes SOUL-3.0 (software for University/College) and D-space

### **8.8 Plagiarism Software**

The library is facilitated with 'WHITE SMOKE' Plagiarism Software

### **8.10 Digital Repository:**

The college library offers the facility of accessing previous years' question papers, dissertations and theses digitally.

### **8.11 Information Display Board:**

An information display board is maintained by the college library to provide different information related to recruitment, current events, library notice etc. to its users.

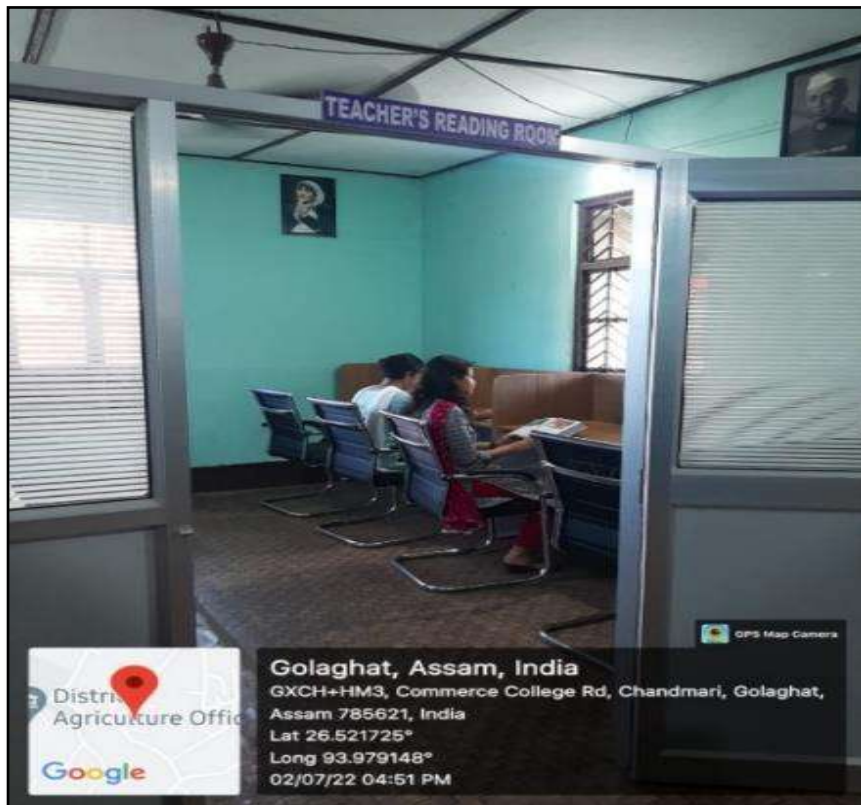
### **8.12 Other Services:**

To provide peaceful reading environment, the college library offers distinct reading rooms for teachers as well as students. The library also provides the facility of separate reading rooms for girls and boys. To encourage newspaper reading habits among its users, the college library has a newspaper corner. The college library also has CCTV cameras, drinking water facility and clean and hygienic toilet.





**Image 3: Newspaper Corner**



**Image 4: Teachers' Reading Room**



**Image 5: Reading Room for Girls**



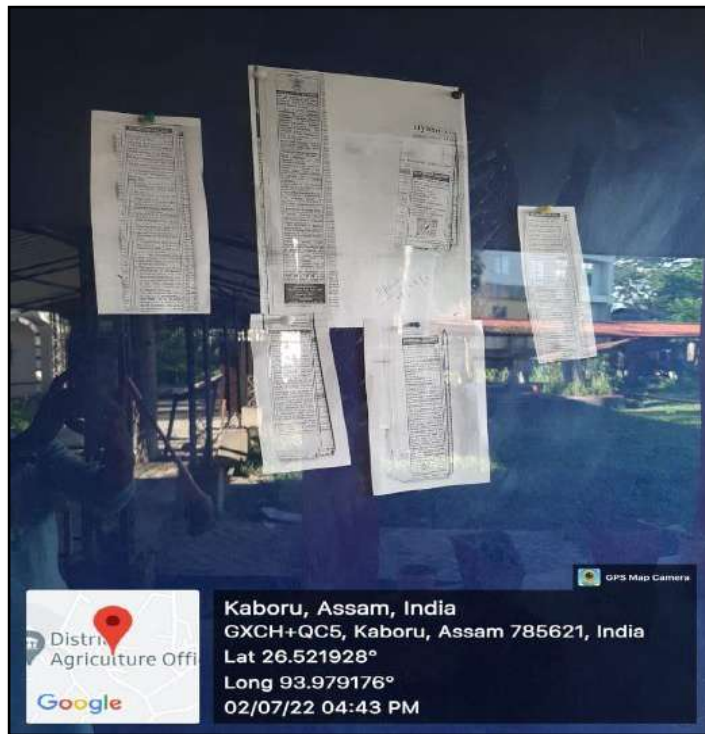
**Image 6: Reading Room for boys**

## **9 Best Practices**

Our efforts have not only focused on managing the library and its services, but have also aimed at attracting users with a variety of best practices. Following is a brief overview of our best practices.

### **9.1 News Paper Clipping**

Newspaper is considered as fourth pillar of democracy. Newspaper provides current information on various issue related to regional, national and international level. The library has been collecting important news related to employment, career, seminars, course works, health, current affairs etc.



**Image 7: Newspaper Clipping**

## 9.2 Suggestion box

The Golaghat Commerce College library has a suggestions box for feedback and suggestion from the user community.



**Image 8: Suggestion Box**

### 9.3 Career Literature

The college library has a good collection of books to career literature. Up-to date books on general knowledge and competitive exams are available in the library.

### 9.4 Best Reader Award

To attract and to increase reading habits among students, teaching and non-teaching staff of the college library has introduced the “Best reader” award.



**Image 9: Best Reader Award**

### 9.5 Internship

The college library also provides Internship facility for BLISc or MLISc students outside the college.

### 9.6 Students' participation in Library management and maintenance:

Students support the library staff in arrangement of book shelves, review and offer suggestions about the requirement of new books and other relevant resources.

### 9.7 Special area for differently able user

The college library has a computer for differently able user.



**Image 10: Computer facilities for differently able person**

### 9.8 Question bank facilities (Previous years question papers)

The college library preserves old questions papers for students. The students can access old question papers from the library. Question papers are available in physical form as well as electronic form.

### 9.8 Library Day Celebration:

The college library celebrated the library day where some of the librarians of different colleges of Assam were invited.

### 9.9 Orientation Program for New Users

To familiarize students with the library facility, resources and services, the college library offers an induction program. The orientation program also touches on academic integrity that intrigues in the art of database searching.



**Image 11 and 12: Orientation Program for students**

### 9.10 Rare books and Manuscripts

The college library has valuable collection of some rare books and manuscripts.

### 10 Library Staff details

Staff details of the library are as given below:

**Table 13: Library Staff**

Sl. No.	Name	Designation	Educational Qualification
1	Mr.Bimal Chandra Pathak	Librarian	MLISc., M.Phil
2	Mr.Phanidhar Saikia	Library Assistant	B. Com
3	Ms.Liza Mahanta	Library Assistant (Contractual)	BLISc., PGDCA
4	Ms. Shyamoli Borpatra Gohain	Library Assistant (Contractual)	MLISc. DCA
5	Mr. Prema Gogoi	Library Bearer	Under Matric

### 11 Future Plan

#### 11.1 Best User Award

Library is a growing organism. To motivate all the students, teaching faculties and other office staffs and to inculcate the habit of reading among them the college library has planned to introduce Best User award.

### **11.2 Organizing Interdisciplinary seminars/workshops/talks:**

In the coming days the college library is planning to organize interdisciplinary seminars, workshops and talks.

### **11.3 Linking in Clouds**

The college library is planning to link its resources in clouds to enable the users for access the resources 24 x 7.

### **11.4 Radio Frequency Identification Device:**

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

### **11.5 Documentary Film:**

The library will take initiative in filming of library specific documentary films in near future.

### **11.6 Book Fair:**

The college library will invite different publishing houses to organize book fairs at college in near future. The college library is also planning to conduct quiz, essay competition among its users.



Principal  
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