

Appendix 4.2-1

#### 4.2 Brief Introduction

Library as a learning resource, the institute had formed an Advisory committee for the library named as "Library Committee". The composition of the committee is Convener, Co-convener and Teacher-in charges of all departments. The committee takes some initiatives likewise, library book circulation services during examination, Increase in purchase of number of copies considering the new syllabus, purchase of books required by them, organizing book exhibition of publishers in the campus as well as encouraging students for attending outside book exhibition.

Total budget decided by the college per year for the purchase of books is divided among all departments. Each department by consulting publisher's catalogue and publisher's website give their requirement of current titles after the consultation with faculty members and approval of Head of the Department to library for timely purchase of books within the budget allocated to them. Time to time few Orientation programme is being organized by library staff especially in the beginning of each academic year with the objective to familiarize all fresher (1 year students) with the library. Books exhibition are also organized by the library staff whenever possibilities are available.

The support provided by the library to staffs and students are as follows:

- Orient the students about the library's different sections
- Assist the students in locating books/periodicals/journals
- All newspapers are displayed in reading room.

➤ **Total area of Double Story Library:** The measures 2 x 8.70 x 38.00 = 660 square meter.

➤ **Total Seating Capacity =** 100-150 students

➤ **Working hours-** 9:00 a.m. to 5:00 p.m. (Monday to Friday)

➤ **Layout of the library**

- Ground Floor – Book Stacks and seating arrangement for 15-20 students
- First Floor – Reading Hall with seating capacity of 150 students

➤ **The college library has 11 computers**

- For staff : 5 Desktops
- For Teachers/Students: 6 Desktops

➤ **Classification Scheme:** The College Library follows Dewey Decimal Classification Scheme (19<sup>th</sup> Edition).

➤ **Issue and Return:** Presently circulation of library books (Issue and Return) is being done manually (the College has also initiated the process of library automation and expected to be completed shortly.)

➤ **E-resources:** A total of 4000+ e-journals, e-books, subject portals, encyclopedias and more than 100 databases are available through Delhi University Library Systems (DULS). A user can search databases available through DULS website to get information on subject specific e-journals.


➤ **Total Number of volumes/titles/books available:** 25900

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- **Total Number of magazines available: 5**
- **Periodicals, Newspapers:** Most popularly read newspapers and magazine are made available in the reading room, namely- Times of India, Hindustan times, Panjab Kesari, Indian Express, Navbharat Times, Dainik Jagran.
- **Textbooks and Reference Books:** The College ensures that the requisite curricular material is available in the library. The endeavor is to procure the latest edition of books. In the last few years, major changes in curriculum have taken place. Special grants were made available to all departments to ensure that the recommended texts and reading were procured in time.
- **Total Number of weed out books in last 5 years:** Proposal of weed out of books was placed in governing body and governing body directed to review to weed out of 2200 books.
- **Printing and Photostat facilities:** Available for Library Use
- **Feedback from its users:** Library has a suggestion box where any teacher or student may give his or her inputs. At the end of every month in the presence of library committee this box was opened and complaints or suggestions or feedback received were Checked, discussed and analyzed in the committee and accordingly action initiated. There is no formal Feedback system used by the library. But library staff works on the feedback form and progresses accordingly.

  
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