



# **CENTRAL LIBRARY**

## **NETAJI SUBHASH ENGINEERING COLLEGE**

**Techno City, Garia, Kolkata-700152**

### **OUR VISION**

To strive continuously in pursuit of excellence in providing quality resources & effective services to stimulate intellectual curiosity, creativity and research.

### **MISSION**

- *To contribute to development through high quality services in providing access to best scholarly resources, contemporary research tools and state of art facilities to our college community.*
- *To initiate need-based training programs to continually develop managerial skills and IT competencies of our library personnel.*
- *To foster an atmosphere that encourages diversity, excellence and integrity*
- *To support continuous professional development by enhancing collaboration with students, faculties and staff members.*

### **Salient feature:**

**Web OPAC Facility**

**ONLINE RENEWAL SYSTEM**

**OPEN ACCESS SYSTEM**

**SMART CIRCULATION SYSTEM**

**DIGITAL LIBRARY**

**ONLINE e-JOURNAL ACCESS FACILITIES**

**COLLECTION OF DISSERTATIONS**

## **Library at a Glance :**

- **Total Title of Book – 5030**
- **Total Volume of Book - 103563**
- **Transaction Through Libsys Software**
- **Online Access through knimbus App (from Elsevier) for 294 e-Journals and e-books (approx. 15000)**
- **Access to Online e-resources through Web portal (Created by the Institute) : <http://172.16.50.253:8080/Library>**
- **Open access to Book rack for all users.**
- **Old Question Papers**
- **NPTEL Video Library**
- **Display of Ph.D. Thesis**
- **Plagiarism Checker X**
- **Member of NDLI( National Digital Library of India), IIT Kharagpur**
- **Computerization for searching , Indexing, Issue / Return records are available.**
- **Bar code used**
- **Library service to Internet/Intranet.**
- **Internet Bandwidth : Alliance, Meghbala and TATA**

## **ABOUT THE LIBRARY:**

The Central Library, NSEC Garia started its journey in a small room of the Institute Old Building in the year 2000(February), next in the Annex Building and then finally moved to its present premises in 2004. Since then, it has grown in size and content to take the present shape. With the developments in computers, microelectronics and communication technologies, the behavioral characteristics of the information seekers have been changing rapidly and the library is trying its best to adapt with the technological advancement. For the last five decades, the library has been the lifeline of the academic activities of the Institute.

The Library is well equipped with modern facilities and resources in the forms of online databases, books, journals, reports etc. The Library has been using the LIBSYS, an integrated library management software package, with all the modules for automated library operations.

The Central Library NSEC Garia has two main divisions. One is for the collection of books and the other is meant for Reading Room collections and the periodicals (current) .The following sections and their locations within the Library are given below:

### **MAIN Building**

<b>Sl. No.</b>	<b>Section</b>	<b>Location</b>
a)	Acquisition Section	Hall No.1
b)	Technical Processing Section	Hall No.1
c)	Circulation Section	Hall No.1
d)	Reserve Section	Hall No.1
e)	Reference Section including Gallery Books	Hall No. 2 (Reading Room)
f)	Text Book Section	Hall No.1
g)	Book Stack areas	Hall No.1
h)	Digital Library / Reading Room	Hall No.2

## **1.Library Timings**

The Library is kept open on all the week days, except the institute holidays.

### **The Opening hours are as follows:**

Monday to Friday      9.00 a.m. to 8.00 p.m.

Saturday                9.00 a.m. to 5.00 p.m.

### **Timings of Circulation Counter:**

Monday to Friday      9.00 a.m. to 1.00 p.m.

                                 1.30 a.m. to 7.30p.m.

Saturday                9.00 a.m. to 1.00 p.m.

                                 1.30 a.m. to 5.00 p.m.

Except the days declared as holidays.

## **2.Collection and Resources:**

The Library is having a collection of hard copies and soft copies of document. The list of these documents is as follows:

Sl. No	Topic	Number
1	Title of Book	5030
2	Total Volume of Book	1,03563
3	Print National Journal	1
4	Print International Journal	6
5	Print Magazine	1
6	Full-text Elsevier Science Direct E-journals	294
7	Elsevier Science Direct E-Books	13537

8	E-Books of NSEC	2572
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### 3. Arrangement of Books:

The Library uses Dewey Decimal Classification (DDC) system to classify its documents. DDC groups the universe of knowledge into ten broad subjects: Generalities, Philosophy, Religion, Social Science, Languages, Pure Science, Technology, Fine Arts, Literature and History & Geography. Each subject is assigned a classification number to classify a book. Books are arranged on the racks in the ascending order of classification number.

#### 3.1 Location of Books by Subject

Textbooks, reserved books and Reference books exclusively earmarked, are kept in the book area of the Library Main Building. Books are kept in the stack area of the Library Main building as detailed below:

Sl. No.	Books on the Subject	Rack No.
1	Biomedical Engineering	15,16,27
2	Chemical Engineering	32
3	Chemistry	14,15
4	Civil Engineering	35,36
5	Computer Science Engineering	1-8
6	Economics	9
7	Electrical Engineering	16 - 20
8	Electronics Engineering	20 - 25
9	Financial Management	28,29
10	Humanities and Social Sciences	9
11	Language	10
12	Management	9,27 - 32
13	Marketing Management	32
14	Materials Science	17
15	Mathematics	10,11,12
16	Mechanical Engineering	13 - 17
17	Personal Management	30
18	Physics	13

19	Production Management	31
20	Psychology	9
21	Telecommunication	24

### **3.2 Reserve Section**

These Books are kept in locked almirahs. They can be lent out for reading in the basement only, on depositing Library Identity Cards with the person in the Section. Copies of the past Semester Examination Question papers of B.Tech/ M.Tech. Courses are also kept in this section.

### **3.3 Reference Books Collection**

Reference books consist of Bibliographies, Biographies, Dictionaries, Directories, Encyclopedias, Geographical References Tools, Guide books, Hand books and Year books. These books are not to be issued out at any circumstances. Academic calendars/ prospectuses/ annual reports, and newsletters/ bulletins of different academic and R & D institutions, industries, publications of government departments and voluntary organizations, periodicals received on gratis, books written by our faculty members are kept under reference collection.

## **4. Circulation Services**

- i. Membership registration
- ii. Checkout, Check-in, Renewal of Books
- iii. Library fine collection
- iv. Notification of overdue
- v. Reservation alert service
- vi. Issue of no dues/ clearance certificate
- vii. Lost book recovery
- viii. Issue of Duplicate Library Membership Identity Card

ix. Help desk

#### **4.1 Library Membership is open to**

- a) Employees of NSEC Garia;
- b) Students of NSEC Garia;
- c) Any Research scholar with the prior approval from the Competent Authority.

#### **4.2 Membership Registration**

##### *Employees and Students of NSEC Garia*

New user has to collect the membership form available at Library/Security Counter and submit it along with a stamp size photograph, duly forwarded by HODs.

#### **4.3 Borrowing Library Documents**

Only Registered Members can borrow General and TBL books, except books marked for 'Reserve' and 'Reference' for stipulated periods as mentioned below. Needless to say, the Central Library NSEC introduces the **OPEN Access System** in the library towards transaction of any document.

Category	Number of Books that can be borrowed	Duration
B.Tech Students	10	30 days
MCA Students	10	30 days
MBA Students	10	30 days
M.Tech Students	10	30 days
Diploma	10	30 days
Faculty/T.A/Staff	10	90 days

#### **4.4 Renewal of Books**

For renewal, a user has to bring books to the Circulation Counter. If a borrowed book is not on demand, then a user (except faculty) may renew the book for consecutively two times only. The Library has the right to recall a book if the same is required by another user.

#### **4.5 a) Collection of Fine for Lost Cards/ Books:**

A borrowed book should be returned within the due date; otherwise one rupee per day per book will be collected from the user as overdue charge. **All the overdue charges must be paid by the end of an academic session; otherwise issue facility may be withdrawn.**

In lost case, a duplicate library identity card may be issued on the basis of application supported with an FIR lodged in Local Police station along with the receipt of Rs.50/- deposited at the Library.

If a user loses a library book, then he/she has to make an application immediately to the Librarian to get relief from paying the delay fine from the date of application and to take the following actions whichever is permissible as per Library rules:

- i) Replace the lost book by a new book as per the library regulation; or
- ii) Pay the current price of the lost book; or
- iii) Pay Rs.300/- if the cost of the lost book is less than Rs.300/-

#### **b) Clearance Certificate:**

No dues/ Clearance Certificate is issued provided all the outstanding dues in respect of borrowed book(s) and delay fine, if any are cleared. Library Identity



Card must be submitted along with prescribed Institute No-Dues application. Staff members and Faculty members are also supposed to return Library Identity Cards before issuance of No-Dues Certificates.

### **Other rules related to borrowing books:**

- i. Users must check the Accession Number(S) of the book(S) issued by them with the printed borrower's slip(S) before leaving the Circulation counters to avoid confusion in future. Any discrepancy will not be considered afterwards.
- ii. Library Membership Identity Cards and borrowed books are not transferable and hence should not be lent to others.
- iii. Users are liable for the damage and loss of books, if any
- iv. If the damaged book belongs to a set, then the user is responsible for the entire set.
- v. Users should check the physical condition of a book while borrowing the same.
- vi. During power/system failures, the circulation counter services will be suspended
- vii. Immediately after the issue of a book, the user is required to take out the same from the Library.
- viii. No Book shall be returned on the day of issue.
- ix. While going out of the library, users should ensure that they do not carry book(S) that are duly not issued on their name(S), failing which disciplinary action will be taken against them.
- x. Every user is requested to check the status of book(S) outstanding against his/her name soon after a transaction is over at the counter. Discrepancy if any should be brought to the notice of the counter person immediately. Any complaint thereafter is not likely to be entertained.

- xi. When there is demand for a borrowed book, the same must be returned within seven days from the date of issue of book otherwise recall notice will be issued from library.
- xii. All outstanding dues in form of delay fine or lost book must be cleared within the current academic year failing which membership will be treated as delinquency.

#### **4.6 Termination of Membership:**

1. An outgoing member should return the Library Identity Card and should also return all the documents outstanding against his/her name, along with the delay fine, if any.
2. If any member is found misusing / mutilating / stealing / cutting pages from a book, disciplinary action will be initiated against him /her, besides withdrawing the library facilities.
3. Improper use of library facilities by a member will lead to the suspension or termination of his/her membership.

#### **5. Periodicals:**

Presently the Library subscribes to 1 National, 6 International print journals and 1 Magazine. The current issues of these periodicals are kept in the Reading Room adjacent to the Library. The issues of these periodicals are not issued out. Users are urged to read them inside the Room. They can however take them out the room for taking photocopy of the articles of their interest.

#### **6. General**

#### **7. Property Counter**

The Property Counter is located near the Library Gate.

## **7.1 Check point**

The checkpoint at the entrance to the Library is usually manned by two persons from Institute Security Section and / or Library. Visitors and Library users are requested to declare their belongings whenever they pass by the checkpoint.

## **7.2 Suggestion Box**

A suggestion box is placed near the circulation Counters. Users are requested to drop their suggestions in the Box. The Library Management attaches great significance to these suggestions for providing improved Library services.

## **8. CCTV**

To ensure proper surveillance of various potential locations of this large library, we have installed CCTV camera heads at specific terminals located at security check point, property counter, Stack Room, Reading Room and Circulation Counter.

## **9. Digital Library**

The Digital library is omnipresent throughout the campus of Netaji Subhash Engineering College. All the stake holders (students, faculty members and other employees) can access Elsevier content, e book / online book collections for Digital Library on perpetual access basis, and other in-house e books through Wi-Fi connections available in the institute. We have in-house NPTEL e-resources,

Spoken Tutorial course materials, and semester-wise question papers available for the student in the digital format.

## **10. LSEASE Web OPAC/ TCS-ion self service**

This facility has been introduced to ensure users checked out items and to search the library collections available.

## **11. Institutional Repository**

Now Central Library collects and preserves the research output (Ph.D Thesis) of Faculty members of the Institute, faculty publications in the Gallery installed newly attached to Reading Room - 2

## **12. Appeal to the Users :**

**a) Do not hide. Mishandle or upset the arrangement of books/ journals.**

**Such practices create problems for other readers. It is not easy for the Library staff to trace misplaced books or journals.**

**b) Please do not replace a book on shelves; we will do it for you. Remember, a misplaced book is equivalent to a lost one. Think how disappointed you will be when you fail to locate a book on the designated place.**

**c) Do not tear off pages from books or journals. Do not deprive other readers of a benefit you are keen on getting. The copy of the book or journal you are**

mutilating may be the only copy available in the whole of this region or in the whole country.

d) At the end of the day, please leave the Library to facilitate the staff to close the Library on time.

e) While entering the Library, please keep your personal belongings in the property counter. While checking put, please declare to the checkpoint staff the items that you are carrying.

f) Let us understand that a haphazardly used library is a chaotic library, which is of very little use to a user. Let us remember that disciplined use adds to a library's overall serviceability.

g) The Library is your own property; help us to maintain it well.

h) If you face any difficulty please do not hesitate to contact the Library staff.

## **Library Staff Member:**

Subrata Ghosh (B.A, MLIS) Assistant Librarian, Library In-charge

Subhra Basu Ghosh (B.Com Hns, CLIS, MLIS) Assistant Librarian

Barun Mondal (B.A) Library Assistant

Janardan Das (Madhyamik) Library Assistant

Anjan Dutta (B.A, MLIS) Library Assistant

Satyajit Das (Madhyamik) Library Attendant

Manju Dutta (B.A) Library Attendant

Pradyut Sardar (VIII Passes) Cleaner

## **Contact Address:**

Librarian, Central Library  
Netaji Subhash Engineering College

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