



Central Library
NETAJI SUBHASH ENGINEERING COLLEGE
Techno City, Garia, Kolkata-700152



Information Brochure



Central Library

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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, faculty and staff members.*

Salient Feature:

Web OPAC Facility

OPEN ACCESS SYSTEM

SMART CIRCULATION SYSTEM

DIGITAL LIBRARY

GALLERY COLLECTIONS

COLLECTION OF DISSERTATIONS

AIR-CONDITIONED READING ROOM

REPROGRAPHY FACILITY

LIBRARY AT A GLANCE

	Carpet area of library (in m ²)	496.78 m ² +83.64 m ²
	Reading space (in m ²)	126.51 m ²
	Number of seats in reading space	86
	Foyer area (Wi-Fi) enabled	83.64m ²
	Number of users (issue book) per day	300 approx
	Number of users (reading space) per day	80 approx
	Timings: * During Working day * Weekend (Saturday) * Vacation	9:00AM- 8.00PM 9:AM- 5:00PM As per instruction remains open
	Number of library staff	11
	Number of library staff with a degree in Library Management	05
	Computerization for search, indexing, issue/return records	Available
	Bar coding used	Yes
	Library services on Internet/Intranet INDEST or other similar membership archives	Yes

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

Section	Location
a) Acquisition Section	Hall No.1
b) Technical Processing Section	Hall No.1
c) Circulation Section	Hall No.1
d) Reserve Section	Reading Room
e) Reference Section	Reading Room
f) Text Book Section	Hall No.1
g) Book stack areas	Hall No. 1
h) Digital Library/Reading Room	Reading Room
i) Gallery books	Library Foyer

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 9.00a.m. to 5.00 p.m.

Timings of Circulation Counter.

Monday to Friday 9.00 a.m. to 1.00 p.m.
1.30 p.m. to 7.30 p.m.
Saturday 9.00 a.m. to 1.00 p.m.
1.30 p.m. to 5.00 p.m.
Except the days declared as holidays

Other Services:

Time:

Registration for Membership	10.30a.m. to 12.15p.m.
Fine Collection, Clearance Certificate, Replacement of Lost Book etc.	2.30 p.m. to 5.15 p.m.
Distribution of Library Membership Identity Card, Duplicate Library Membership Identity Card	4.30 p.m.-5.30 pm.

2. Collection and Resources:

The Library is having a collection of more than 99462 books covering 4527 titles on it , subscribing to 40 print National and international journals, and providing access online of full-text IEEE journals to its users.

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 numbers.

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:

SI.	Books on the Subject	Rack No.
1)	Biotechnology	12
2)	Chemical Engineering	32
3)	Chemistry	12
4)	Civil Engineering	24
5)	Computer Science and Engineering	1-7
6)	Economics	7,8
7)	Education	8
8)	Electrical Engineering	14-17
9)	Electronics Engineering	17-23
10)	Financial Management	29
11)	Humanities and Social Sciences	8
12)	Language	8
13)	Literature	8
14)	Management	28
15)	Marketing Management	31,32
16)	Materials Science	13
17)	Mathematics	8-10
18)	Mechanical Engineering	13
19)	Personal Management	30
20)	Philosophy	7
21)	Physics and Meteorology	10-12
22)	Production Management	31
23)	Psychology	7
24)	Telecommunication	7, 22-23

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 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 Reference 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.

<i>Category</i>	<i>Number of books that can be borrowed</i>	<i>Duration</i>
B. Tech Students, MCA Students, MBA Students, M.Tech Students, BBA Students, BCA Students	10 books	30 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 an 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:

- a) Replace the lost book by a new book as per the library regulation; or
- b) Pay the current price of the lost book; or
- c) 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 of 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 form 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 form 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.

4.5 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:

5.1 Current Periodicals

Presently the Library subscribes to 25 National and 15 International print journals. The current issues of these periodicals are kept in the Reading Room adjacent to the Library. The issues of the 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.

6.1 Indian News Paper Corner:

The Library has opened an Indian Magazines Corner which is located in the Library Reading Room. Popular Indian weeklies and monthlies are displayed here. These are not lent out.

6.2 Photocopying Service:

Institute photocopy service provides the photocopying service in the ground floor of the Annex Building. For Institute users, the photocopying charge is 0.60 paisa per exposure and for outside users, the photocopying charge is RS.2/- per exposure. Photocopying of the entire book/journal is not permitted. Users are responsible for complying with the Copyright Act.

7. General

7.1 Property Counter

The Property Counter is located near the Library Gate.

7.2 Checkpoint

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.

7.3 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 and Property 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 IEEE 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

This facility has been introduced to ensure users profile, library account, items checked out 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 library foyer.

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 out, 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.

Our Patrons

Dr. H. Mandal (Director, NSEC) Advisor
Dr. Tirthankar Datta (Principal, NSEC) Resource Person
Dr. M. Goswami (HOD, MCA) Chairperson, Library Committee

Library Staff Member:

D. N. Mandal B.A (Hons),B.Ed., M.L.I.Sc, L.L.B (Pre). Librarian
Subrata Ghosh B.A, M.L.I.Sc Assistant Librarian
Subhra Basu Ghosh B.Com (Hons), M.L.I.Sc Assistant Librarian
Barun Mondal B.A Library Assistant
Swapn Bayen VIII Passed Library Assistant
Janardan Das Madhymik Library Assistant
Anjan Dutta B.A, M.L.I.Sc. Library Assistant
Shankar De B.Sc Library Assistant
Manju Dutta B.A , Library Attendant
Satyajit Das H.S Library Attendant
Pradyut Sardar VIII Passed Cleaner

Contact Address:

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Published by D.N.Mandal (Librarian) Central Library, Netaji Subhash Engineering College, Technocity, Garia, Kolkata 700152 on the Month of 1st June'2016
