

## **Mahatma Gandhi Vidyamadir's**

**Arts, Science & Commerce College, Harsul  
Tal. – Tryambakeshwar, Dist. – Nasik.**

# **Library Department Profile**

## **NAAC Accreditation 2019-2020 Library Department Profile**

The Central library of the Arts is located in main building It was established in 1993 the Total Built up area of library is in area of 101.17 .Sq Mts. Started in since inception of the College. The library is safe, comfortable, well-lighted, clean and well equipped with adequate facilities. The library is automated with library software “Vridhhi” and is going to be up

Graded to a barcode version. The library has LAN and an Internet facility. The library is open from 8.00 AM. To 4.00 PM for Staff & Students.

College is running classes from first year of BA, to M.A. Marathi M.A.POLITICES & F.Y.B.SCI To T.Y.B.SC., To satisfy the needs of the students, faculty procures the Library textbooks, reference books, supporting books and the subject journals and periodicals in all subjects besides this Current topics from National & regional News Papers.

The heads of the respective departments, faculty members and students suggest the titles of the books to be purchased. Considering the needs of the books, number of students, the Library procures the reading material. The Library committee plays an important role in its functioning.

The books procured are accessed manually and computerized also. The books are classified by the colon classification system and are arranged on the shelves in the stack room.

At present the Library holdings are 9,565 books including textbooks, reference books, various types of Encyclopedias, directories, dictionaries, The Library subscribes 32 periodicals, journals & News Papers.

### **Library Staff**

<b>Sr. No.</b>	<b>Name</b>	<b>Designation &amp; Qualification</b>	<b>Job Description</b>
1	Prof. B.S.Deore	Librarian M.Com.D.H.E.M. Lib.& Inf. Sci.	Administration and Management of the Library.
2	Shri.A.R. Pathade	Retired From 31/05/2019	In-charge of Data Entry and Accessions, In-Charge of circulation counter

### **Library Users**

- 1) Senior College (U.G. +PG.)
- 2) Senior College Faculty members
- 3) Administrative staff.
- 4) Senior Citizens.

### **Library Advisory Committee**

The working of the Library is functions carried out under the guidance of the Library Advisory Committee which is formulated as per the guidelines given by the University Grants Commission. The Present Composition of the committee is as under Academic Year 2019-2020

- 1) **Chairman:** The Principal or his nominee
- 2) **Secretary:** The Librarian
- 3) **Members:** A) Three heads of the department  
B) One Non-Teaching Staff  
C) Student Representative

The Librarian are conducted of the Library Committee as per the directives of the Chairman. The subject wise allocation of budget & the guidelines for the Library working are discussed in the meeting. The guidelines from the Committee help the Library staff for the smooth & efficient working of the Library.

## Library Committee: 2019-2020

<i>Sr. No.</i>	<i>Name</i>	<i>Designation</i>
1	Prin. Dr. R.P. BHAMARE	<b>Chairman</b>
2	Prof. B.S.DEORE	<b>Secretary</b>
3	Prof. B.D.PAGAR	<b>Member</b>
4	Prof. R.K.SURAREWANSHI	<b>Member</b>
5	SHRI .S.D.PAWAR	<b>Member</b>
6	Shri.S.P.MAHALE	<b>Student Representative</b>

### **Progress:**

At present Library has a good collection of the Reference & Text books, periodicals, News Magazines, CDs, News Papers & all other material & related facilities

### **Best Practices**

#### **1) Computerization of Library**

The College Library is using highly professional “Vridhhi” Library Management Software; Library is providing advanced search facilities by using OPAC (On Line Public Access Catalogue). Other Library functions facilities such as E-Books, E-Question Bank, E-Syllabus, Acquisition, Circulation, Serial Control etc. the Library plans to provide the facilities in hear future

#### **2) Library information in college prospectus**

The necessary details and rules and regulation one including in the prospectus.

#### **3) Information Display Boards**

Newspaper clippings on various topics such as MPSC/UPSC Examinations /Staff selection advertisements, Career Opportunities, articles related to education etc. are periodically displayed on notice boards. Library has 01

display boards. Clippings are also displayed on the notice boards at staff room and administrative office.

#### **4) Library User's Attendance**

It is obligatory for the entry to mark their entry in the register kept in the library.

#### **5) Clearance Certificate**

Clearance Certificate is issued to students & Staff after they return the belongings at the end of the academic year.

#### **6) Membership**

The Students of college library are issued 02 cards. One of them is issue card for issuing books & is ID card for identifying the student.

#### **7) Library Orientation**

Library is a service oriented body. The services are aimed at spreading the Library as source of enlightenment & education & thus help to better utilization of the Library services. They know specific locations of different types of materials & the privileges the Library provides them. It Encourage students to use the Library by motivation.

#### **Purchase policy:-**

Library Advisory Committee approves the budget and subject wise allocation of funds at the beginning of the academic year. Requirement of books and journals in prescribed format given by faculty and HOD' are duly checked for availability and duplication. Quotations are also invited for reference books from various booksellers and publishers. Hon. Principal offers sanctions to requirements and quotations. Library prepares and dispatch purchase order to concerned publishers and booksellers.

### Number of books:

Total books in the Library as on *31.03/2020* are *9,565* which include textbooks, reference books, Encyclopedias, General References, Journals & Periodicals the books are added as under.

### Statement showing the books added during last years

<i>Sr. No.</i>	<i>Year</i>	<i>Ref. Books</i>	<i>Text Books</i>	<i>Total Books</i>	<i>Amount</i>	<i>Periodical &amp; Journals</i>	<i>Amount</i>
5	<b>2019-2020</b>	NIL	0344	<b>344</b>	<b>47,870</b>	<b>28</b>	10,547=00

### Statement showing Status of the Purchase of reference books, text books & Periodicals before & after accreditation process

<b>Sr. No.</b>	<b>Particulars</b>	<b>At Accreditation</b>	<b>At Re-Accreditation</b>
1	Ref. Books		
2	Text Books	344	
3	Journals	28	
4	E- Resources	--	--
5	Educational CDs		08
6	Computers	00	02
7	Printers	1 (DM)	01

8	Reprography	--	01
9	Color Printer	--	0
10	Laminator	--	00
11	Vacuum Cleaner	--	01

### Periodical Section:

Our College is a single faculty's degree college and p.g.course in Marathi All Subject Journals and Periodicals also help the faculty member in Teachers, as the periodicals and Journals include the facts regarding the advanced research and recent thoughts.

### LIST OF PERIODICALAS

Sr. No	Name of the Periodical	Sub
1	Yojana	Economics
2	Viklap vedha	Economics
3	Yash shree	English
4	Indian literature	English
5	Deccan Grographer	Geography
6	Sakksham Samikhasha	Hindi
7	Alochana	Hindi

8	Hans	Hindi
9	Samikhasha	Hindi
10	Sanshodhak	History
11	Aajcha sudhark	History
12	Bharati shikshan	History
13	Nav- Anushtbh	Marathi
14	Lalit	Marathi
15	Maharashtra Sahitya Patrika	Marathi
16	SahityaSuchi	Marathi
17	Kavitarti	Marathi
18	Panchadhara	Marathi
19	Samaj Prabodhan Patrika	Marathi
20	Akshara Vaidhabi	Marathi
21	Shree wani	Marathi
22	Hakara	Marathi
23	Sahitya	Marathi
24	Sant krupa	Marathi
25	Pratishthan	Marathi
26	Yug wani	Marathi
27	Sadhana	Politics
28	Lokraja	Politics

1	Competition Success Reviews.	<b>General</b>
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2	Employment News (Hindi)	<b>General</b>
3	Chanakya mandal	<b>General</b>

## **Newspapers**

The media plays an important role in democracy. The newspapers provide important and current facts and figures of the current events from the society. To acquaint the student and staff members with current issues and happens the library procures 10 newspapers in Marathi, Hindi, and English.

## **List of Newspapers**

- |             |                             |
|-------------|-----------------------------|
| 1. Lokmat   | 6. Maharashtra Times        |
| 2. Sakal    | 7. Times of India (English) |
| 3. Gavkari  | 8. Loksatta                 |
| 4. Deshdoot | 9. Nav Bharat Times (Hindi) |
| 5. Punyagri | 10. Divya Marathi           |

## **Rules and Regulations**

1. Members are required to carry their I-cards to gain entry in the library.
2. The given library card is to be used only by the concerned student.
3. A compulsory entry is to be made in the daily register kept in the library.
4. Bags are to be deposited at the luggage counter.
5. Silence is mandatory in the study areas. Loud conversations forbidden.
6. Charging mobile phones & laptops, personal audio equipment use is not permitted.



## **Facilities**

- Library Software VRIDDHI
- The Library is kept open more than 10 hours every day.
- Photocopying facility (Reprography) & Printing Services.
- Separate Periodical & Newspapers arrangement is done.
- Open access for staff & P.G. Students
- Displaying newspapers clippings on notice board.
- Computerization of library Database with standard software.
- An access is given to the Senior citizens from the locality.

## **Activities**

1. Organizes user surveys periodically (feedback).
2. Stock verification of library collection.
3. The library Committee meetings are held periodically.
4. Training for e-resources.

## **Our Mission & Objective**

1. To create an information super highway for students and staff.
2. To avail access to INFLIBNET, DELNET etc.
3. To offer polite and prompt service to all Library users.
4. To create a pleasant ambiance for self learning process.
5. Indexing of all data for easy reference.
6. To facilitate more search options by providing additional keywords.
7. Design topic related web links downloaded from internet and save on our server.
8. To collect data from students and teaching faculty and store it for future reference.

## **Future Plans:**

- To renovate existing reading hall with necessary reading facilities.
- To adopt 'RFID' technology.
- To increase volumes of e-resources.