

Govt. College of Engineering and Ceramic Technology
73, Abinash Chandra Banerjee Lane
Kolkata-10

Library Profile

1. Introduction:

Govt. College of Engineering & Ceramic Technology was established in the year 1941 with certificate and diploma course only in 'Ceramic Technology'. In the year 1962, B.Sc (Tech) degree course in Ceramic Technology under the University of Calcutta was introduced.

Two new B. Tech courses in 'Information Technology' and 'Computer Science & Engineering' were initiated under the West Bengal University of Technology in the year 2000 and 2001 respectively. The M. Tech course in 'Ceramic Technology' and 'Information Technology' was introduced in the year 2006 and 2014 respectively. Now, the college is affiliated to Maulana Abul Kalam Azad University of Technology (MAKAUT).

The college library was started along with the establishment of the College in 1941 in order to cater to the academic and research needs of information. It has a collection of 16,771 books. Currently it has been subscribing 15,775 e-Journals, 31,69,492 e-Books and many e-Magazines, Video lectures, e-Newsletters, Case Reports, e-Newspapers and Conference Proceedings. There is a collection of conventional reference books like dictionary, encyclopaedia, handbook, manual, yearbook etc. for ready reference and general information. The library has special collection for career guidance. The library is a member of N-LIST (National Library and Information Services Infrastructure of Scholarly Content) and DELNET (Developing Library Network).

The library is Open Access which enables users to browse books themselves and pick up for loan or reading room purposes.

2. Library Area: = 2200 sq. ft.

- A. Stack Room = 1380 sq. ft
- B. Reading Room = 540 sq. ft.
- C. Circulation Cum Staff Room = 280 sq. ft.

3. Reading Room Seating Capacity:

Fifty students can sit in the reading room.

- i. Weekly Issue/ Return : [10 X 6 X 5] =300

4. Library Automation:

Automation of the library was started in the year 2005. Initially LIBSYS library management software was installed for library automation in the year 2005. But, now KOHA, a open source

library management software has been installed in 2021. The library is under CCTV surveillance. Implementation of RFID technology in the library is under progress and it is expected to be completed very soon.

Two computers have been provided for OPAC searching for the library users. One photo copier has also been provided for library users.

5. Membership of Library Network:

The college is a member of NLIST (National Library and Information Services Infrastructure for Scholarly Content), NDL (National Digital Library) and DELNET (developing Library Network).

NLIST is the college component of e-Shodh Sindhu. It provides access to e-resources to students, researchers and faculties through servers installed at the INFLIBNET Centre. Access to South Asia Archives and World E-book library (WEL) subscribed by e-Shodh Sindhu on behalf of National Digital Library (NDL) are made available to member colleges of N-LIST programme.

DELNET is a major resource sharing library Network in India connecting more than 7700 institutions in 33 states in India and few other countries. It is located in Jawaharlal Nehru University Campus, New Delhi. The main objectives of DELNET is to promote resource sharing among the Member-Libraries by collecting, storing and disseminating information and by offering networked library services to users. It provides access to more than three crore catalogue records of books, journals, articles etc. And also more than one crore and fifty lakh full text e-books, e-journals and e-articles. It also provides video recordings of lectures on varied subjects.

6. Collection Development and Maintenance Policy:

i. Selection procedure:

To meet the information needs of the teachers, students and research scholars, books and non-book materials are being selected by the respective Heads of the department in consultation with other subject experts of the departments concerned. Student's demands are considered from the book requisition register in which they put their choice of reading materials for procurement.

ii. Processing Systems:

Collected materials are being processed either by the librarian or through outsourcing depending upon the volume of acquisition. Day to day house keeping operation viz. accessioning, shelving, retrieval, issue, return, restoration, shelf rectification, cataloguing, data entry are being done by the librarian.

Collection of books are examined periodically for the purpose of repair, replacement or removal.

Classification Scheme followed: DDC-22 edition

Catalogue Code followed: AACR-2 (2nd revised edition, 2003)

Library Management Software: KOHA (version: 21.05.03.001)

iii. Library Collection :

The library has enormous number of text books , conventional reference books like encyclopaedia, dictionary, handbook, manual, year book and e-books, e-journals, video lectures etc. It has also a good collection for career guidance and competitive examinations like GATE, CAT, MAT, GMAT, WBCS, IAS etc.

The library has 91 rare and old books.

A short description of the resources are given below

			Total	Link
Books			16,771	Acc. No. 1. 1-10987 2. TD1-543 3. T1-5241
Bound Journals			225	
E-books	NLIST, NDL, World E-book Library, South Asia Archives ✓	31,64,309		http://nlist.inflibnet.ac.in ; https://ndl.iitkgp.ac.in
	McGrawhill Co. ✓	261		http://mcgrawhilleducation.pdn.ipublishcentral.com/bookshelf
	Prentice Hall of India (PHI) ✓	55		http://digital.elib4u.com/bookshelf
	Wiley ✓	85		http://ebooks.wileyindia.com/home
	K-hub Engineering E-Library ✓	4782		www.k-hub.in
	Total E-books		31,69,407	
E-Journals	NLIST ✓	6,150		http://nlist.inflibnet.ac.in
	K-hub Engineering E-library ✓	9419		www.k-hub.in
	IEEE (ASPP) ✓	194		https://www.ieee.org/ieeexplore
	International Journals ✓	5		http://ceramics.onlinelibrary.wiley.com and http://onlinelibrary.wiley.com/toc
	Indian Journals ✓	7		http://indianjournals.com/ijor.aspx
	Total E-Journals		15,775	
Video Lectures	IIT = KGP		8,224	

7. Expenditure incurred for the acquisition of books, e-books and e-journals during the last five years: (INR in Lakhs)

Items	2017-18	2018-19	2019-20	2020-21	2021-22	Total
Books	2.748	0	1.833	0.460	0.956	5.999
e-books	0.059	0.059	1.947	1.947	2.525	6.538
e-journals	0.059	0.059	8.823	0.059	0.637	9.637
Total	2.866	0.118	12.604	2.466	4.119	22.175

8. Library Budget:

2017-18

S.N.	Particulars	Rs.
1	Books	2,74,879
4	NLIST Membership Fees	5,700
	Total	2,79,579

2018-19

S.N.	Particulars	Rs.
1	NLIST Membership Fees	5,900
	Total	

2019-20

S.N.	Particulars	Rs.
1	Books	1,83,340
2	E-books	5,66,490
3	E=Journals	8,76,475
4	NLIST Membership Fees	5,900
5	Photocopier Maintenance	9,500
6	Book Processing	81,056
7	CCTV Maintenance	26,078
8	Misc. Office Items	8,254
	Total	17,57,093

2020-21

S.N.	Particulars	Rs.
1	Books	46,000
2	Book Trolley	9,912
3	Book Processing	1,49,043
4	Shelf rectification etc	9,500
5	Photocopier Maintenance	6,490
6	Book Racks (Steel)	98,550
7	Shifting of Almirah	1,000
8	NLIST Membership	5,900
	Total	3,26,395

2021-22

S.N.	Particulars	Rs.
1	Books	95,682
2	N-LIST Membership Fees	5,900
3	KOHA	59,000
4	LAN Work	15,240
5	Data Migration	31,228
6	K-hub Engineering E-resources	57,820
7	Office Furniture	31,200
		2,96,070

9. Future Planning:

- i. Scope of the LAN will be extended covering each department with Web OPAC
- ii. The library proposes for providing a separate building for digital library-cum-documentation and research centre.
- iii. The library proposes for providing ten computers with internet facility in the reading room.
- iv. The library proposes for digitization of rare and old books.
- v. The library proposes for providing adequate trained human resources as recommended by the AICTE to mobilize the library services.

10. How to Search OPAC

Library users are required to follow the steps mentioned below to search OPAC :

Step 1: Double click - google chrome

Step 2 : Double click - KOHA Online Catalogue

Step 3 : Users may opt either

I. Simple Search i.e. search library catalogue

II. Advanced search i.e. boolean search.

I. Simple Search:

Step 1: Click on library catalogue
[it will display the search options like Title, Author, Keyword, Subject, ISBN, Series, Call No.etc]

Step 2 : Click particular option as per choice

Step 3 : Type name of the particular option chosen

Step 4 : Click GO

[search result will display the short description of the document]

[Note down the Call No., Name of the Author, Title of the Document selected to borrow or browse and submit the Requisition Slip at the Circulation Desk]

II. Advanced Search

Step 1 : Click on Advanced Search
[Users may search by a combination of Title, Author, Keyword, Subject, ISBN, Series, Call No. Etc.] [maximum three field]

Step 2 : Step 2 : Click particular option as per choice

Step 3 : Type name of the particular option chosen

Step 4 : Click search

[Search result will display the short description of the documents]

[Note down the Call No., Name of the Author, Title of the Document selected to borrow or browse and submit the Requisition Slip at the Circulation Desk]

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NAAC Data

Key Indicator: 4.2 = Library as a Learning Resource

Metric No.	Particulars	Weightage
4.2.1	<p>Library is automated using Integrated Library Management System (ILMS):</p> <p>Q1 M Data Requirement for last five years: Provide a <u>description of library with:</u> Name of the ILMS Software = KOHA Nature of Automation = Fully Version = 21.05.03.001 Year of automation = 2005 (Library was automated using LIBSYS software in the year 2005. Thereafter KOHA was installed in 2021)</p>	5
4.2.2	<p>Institution has access to the following:</p> <ol style="list-style-type: none"> 1. E- journals : (yes) 2. E-shodhSindhu (NLIST): (yes) 3. Shodhganga Membership 4. E-books : (yes) 5. Databases (book database): (Yes) 6. Remote access to e-resources: (Yes) (NLIST, K-hub Engineering Library: Infotrack library solutions, e-journals, e-books) <p>OPTIONS</p> <p>A. <u>Any 4 or all more of the above : (YES)</u> B. Any 3 of the above C. Any 2 of the above D. Any 1 of the above E. None of the above</p> <p>Data requirement for last five years: (as per data template) *Details of memberships * Details of subscription</p> <p>File Description</p> <ul style="list-style-type: none"> • Upload any additional information • *Details of subscriptions like e-journals, e-books, e-ShodhSindhu, Shodhganga Membership etc. 	5

4.2.3 Average annual expenditure for purchase of books / e-books and subscription to journals/ e-journals during the last five years (INR in lakhs)
= 4.260

✓ 4.2.3.1 Annual expenditure for purchase of books/ e-books and subscription to journals/ e-journals year wise during last five years (INR in lakhs)

Year	2017-18	2018-19	2019-20	2020-21	2021-22	Total
INR in lakhs	2.805	0.059	12.545	2.407	3.482	21.300

Details of Expenditure:

Name of Items	Year					Total
	2017-18	2018-19	2019-20	2020-21	2021-22	
	Rs.	Rs.	RS.	Rs.	Rs.	
Books	2.748	0	1.833	0.460	0.956	5.997
e-books	0.057	0.059	1.947	1.947	2.525	6.538
e-journals	0.057	0.059	8.823	0.059	0.637	9.637
Total (INR in lakhs)	2.862	0.118	12.603	2.466	4.119	22.175

Data requirement for last five years (as per data template)

- Expenditure on the purchase of books / e- books
- Expenditure on subscription to journals / e- journals in ith year
- Year of expenditure:

Formula:

1

5

Where Expd = expenditure in rupees on purchase of and subscription to journals / e-journals in ith year

File Description (Upload)

- Any additional information
- * Audited statements of accounts
- Details of annual expenditure for purchase of and subscription to journals/ e-journals during the last five years (Data Template as of 4.2.2)

4.2.2.

<p>4.2.4</p> <p>✓ 4.2.4.1.</p>	<p>Percentage per day usage of library by teachers and students (foot falls and login data for online access) = 6.86%</p> <p>No. of Foot falls (1.7.21-30.6.22) in 121 days = 1174</p> <p>No. of login data (15.2.22-30.6.22) in 121 days = 1960</p> <p>Total No. of Usage in 121 days = 3134</p> <p>Usage per day = 3134/121 = 25.90</p> <p>4.2.4.1: Number of teachers and students using library per day over last one year = 25.90</p> <p>Data requirements:</p> <ul style="list-style-type: none"> • Upload last page of accession (Attendance) register details • Method of computing per day usage of library • Number of users using library through e-access (15.2.22-30.6.22) = 1960 • Number of physical users accessing library in last 365 days = 1174 <p>Formula:</p> <p><u>No. of teachers and students Members Using library per day X 100</u> Total no. of teachers and students = 25.90 x 100 / 492 = 5.26%</p> <p>File description (Upload)</p> <ul style="list-style-type: none"> • Any additional information • Details of library usage by teachers and students 	<p>5</p>
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Manual for Autonomous Colleges

Key Indicator- 4.2. Library as a Learning Resources (20)

4.2.2 Institution has access to the following

1. e-journals
2. e-shodhSindhu
3. Shodhganga Membership
4. e-books
5. Databases
6. Remote access to e-resources

OPTIONS:

- A. Any 4 or more of the above (Yes)

4.2.3 Average annual expenditure for purchase of books/ e-books and subscription to journals/ e-journals during the last five years (INR in Lakhs) (5)

Library Resources	If yes, details of memberships/subscriptions	Expenditure on subscription to e-journals, e-books (INR in lakhs)(Average)	Expenditure on subscription to other e-resources (INR in lakhs) (average)	Total Library expenditure	Link to the relevant document
Books		1.1994		5.997	
Journals / e-journals		1.927		9.637	http://nlist.inflibnet.ac.in ; www.k-hub.in ; https://www.ieee.org/ieeexplore ; http://ceramics.onlinelibrary.wiley.com and http://onlinelibrary.wiley.com/to c; http://indianjournals.com/ijor.aspx
e-books		1.307		6.537	http://nlist.inflibnet.ac.in ; https://ndl.iitkgp.ac.in ; http://mcgrawhilleducation.pdn.ipublishcentral.com/bookshelf ; http://digital.elib4u.com/bookshelf ; http://ebooks.wileyindia.com/home ; www.k-hub.in
e-ShodhSindhu (NLIST)			0.059	0.295	http://nlist.inflibnet.ac.in ;
Shodhganga	0	0	0	0	0
Databas	0	0	0	0	0

es					
Local and / or remote access to library resources (specify)	<p>[Remote Access =N-LIST, K-hub engineering e-library, NDL, McGrawHill e-books (261 titles), PHI e-books (55 titles), IEEE (ASPP)];</p> <p>[Local Access =International J of Applied Ceramic Technology (Wiley), International J of Applied Glass Science (Wiley), J of American Ceramic Society (Wiley), International J of Ceramic Engineering & Science (Wiley), Economic Papers (Wiley), [Indian Journals: IITM J of Management and IT, Innovation in IT, International J of Advance Research in IT & Engineering, International J of Information Science & Computing, International J of Information Communication and Computing Technology, J of Innovation in Computer & Engineering, Research J of Science & Technology.]</p>				
Documents : institutional data in prescribed format					

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