



Government of West Bengal
Government General Degree College Kharagpur-II
Office of the Principal
Madpur, Paschim Medinipur – 721149, West Bengal

4.2.1 Library is automated using Integrated Library Management System (ILMS), subscription to e- resources, amount spent on purchase of books, journals and per day usage of library

RELEVANT DOCUMENTS ARE PROVIDED AS FOLLOWS-



Officer-In-Charge
Govt. General Degree College, Kharagpur-II
Madpur, Paschim Medinipur- 721149
Govt. General Degree College
Kharagpur-II, Madpur
Paschim Medinipur-721149

About the library:

Government General Degree College, Kharagpur-II came into existence in 2015 in the district of Paschim Medinipur of West Bengal. The campus is situated in a lush green backdrop on over 7 acres. Apart from the departments, the college also has a library which could be developed with the tireless effort of the faculties and non-teaching staff of the esteemed college which enables the college to march on the way of progress.

The library is situated on the ground floor of the college building. It is equipped with Wi-Fi connectivity and is under surveillance by CCTV Camera. The library has a collection of around 2667 books. The books are categorised into the different subjects that are taught in the college. The library has a broad spectrum of general and reference books to support the academic requirements of the students and faculty members.

Library Staff**1. Name: Rabindranath Parui****Designation: Office Peon (Library support staff)****Qualification: MA**

LIBRARY RULES:

General Library Rules:

1. Library Lending Hours: 11.00 am to 3.00 pm
2. Strict silence, decorum and discipline must be maintained in the library.
3. Bags/personal books or journals are strictly prohibited inside the library.
4. Books once issued, should not be brought inside, unless it is to be returned or reissued.
5. Users should not deface, cut, mutilate or damage Library books in any form. If found guilty, user will be punished. Therefore, the user must ensure that they are not borrowing any such book else report it to the library staff.
6. Newspapers and Magazines must be read only in the library on specific table and should not be taken to any other area.
7. No library material can be taken out of the library without permission. Unauthorized removal of anything belonging to the library will be treated as theft and dealt accordingly.
8. At the time of entry, signature in the Walk-In-Register is mandatory.

Membership

9. All faculty, staff, and students of the institute are entitled to become library members.
10. Membership is allowed only after submitting a duly filled in and signed membership card/book.
11. The members are supposed to be conversant with and agreeable to the library rules.
12. A maximum of 10 (Ten) books will be issued to a faculty member for a period of Six month from the date of issue.
13. A maximum of 02 (two) books will be issued to a student for a fortnight from the date of issue. Users can also renew the books again after the completion of charging period, subject to not being requested from some other user.
14. The library reserves the right to recall any book at any time if necessity arises.
15. The library card is not transferable, and its loss must immediately be reported to the library.
16. Duplicate card will be issued on recommendation of Principal and the Head of the Department of subject concerned. Necessary fees may be charged for reissuance of the library cards.
17. Any change of address/ contact no. should be intimated to the library in black and white.
18. On discontinuity/cessation of services, or on completion of course, library cards to be deposited with the library to obtain 'Clearance Certificate'.
19. Anyone who violates the rules and regulations of the library would be liable to lose the privilege of Library Membership.

Photographs of the Library





