



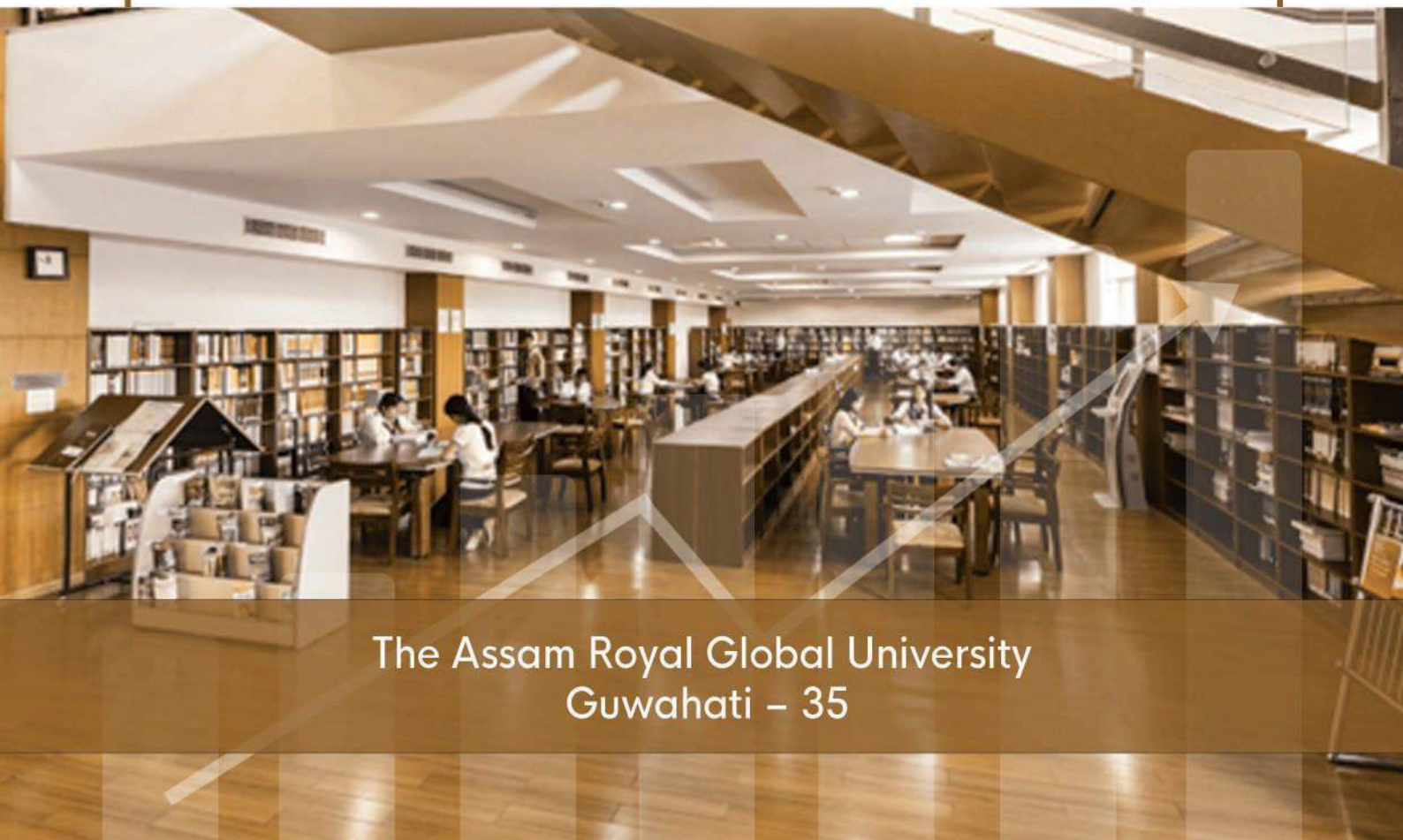
THE ASSAM  
**ROYAL GLOBAL UNIVERSITY**  
GUWAHATI

# **CRITERION 4**

## **INFRASTRUCTURE AND LEARNING RESOURCES**

**KEY INDICATOR  
4.2.1**

**Annual Report Central Library**




The Assam Royal Global University  
Guwahati – 35

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**LIBRARIAN**  
**CENTRAL LIBRARY**  
The Assam Royal Global University

  
Registrar  
The Assam Royal Global University  
Betkuchi, NH-37,  
Guwahati-781035 (Assam)

## **Annual Report**

### **Central Library**

#### **The Assam Royal Global University: 2022-23**

##### **Introduction:**

Central Library, RGU was established in the year 2013 with a 5000 Sq. feet physical area. The library has a collection of over **30,557** volumes with 10,179 of titles of text and reference books covering a wide range of subjects. The library subscribes the Online Database like JSTOR, Delnet and Manupatra which provides 41,426 E-Journals and 21,413 E-Books. Besides it subscribes 13 numbers of print journals, 17 print magazines and 8 newspapers regularly. The reading room attached to the library have reference books, journals, magazines and newspapers. The library has separate E-Library corner. The 14 numbers of thesis uploaded to Shodhganga INFLIBNET.

##### **Library Automation:**

- Name of ILMS Software: KOHA
- Nature of Automation: Fully
- Year of Automation: 2010
- Library OPAC Link: <https://opac.rgu.ac/>

##### **Digital Library:**

- Name of Digital Library Software: DSPACE
- Nature of Digitization: Fully
- Digital Library Website Link: <http://117.242.145.242:8080/jspui/>

##### **Research Repository:**

- Name of the Research Repository Software: E-prints
- Nature of Digitization: Fully
- Research Repository Website Link: <http://pure.rgu.ac/>

##### **Library Services:**

1. RFID equipped library



2. Library Circulation Service
3. On-Line Public Access Catalogue (OPAC)
4. OPAC via Mobile cum Web OPAC
5. Internet & E-mail
6. Offline CD-ROM Databases
7. E-Resources (NLIST): RGU has already registered itself with the N-List Programme through which it can access over 6000+ E-journals and 199500+ E-books and scholarly resources.
8. E-Library, E-Resource Browsing Centre
9. Inter-Library loan
10. Reprographic Facilities
11. Computers
12. Monthly Book Display
13. Display of Current Book List/ New Arrival
14. Career Literature
15. Departmental Library Facility
16. Suggestion Box, Online Feedback & Suggestion form
17. User Orientation and information literacy programme
18. Library user guide book/ Library manual
19. Information Display Notice Board
20. Printing/Binding/ Lamination/Scanning service
21. Content list service
22. Online Book Renew and Reserve Services
23. Patron Circulation Status Service Via E-mail & SMS
24. Reading Room Facilities
25. Library Online Blogs Page facilities
26. Current Awareness Service
27. E-News Clipping
28. ID card Scan and Attendance Register Service
29. QR code for digital resource Service

30. Remote log Service to Digital resources in a single platform.
31. Ask the Librarian

**Section of the Library:**

Circulation, Reference, Periodical, General Stack, E-library and Reprography Section

- **Readers Service:**
  - a. Working Hours : 9 AM to 10 PM (Monday-Saturday)
  - b. Total Collection : Title: 10,179 & Volume: 30,557
  - c. E-Journals : 41,426
  - d. E-books : 21,413
  - e. Newspapers 8
  - f. Print Magazine 17
  - g. Print Journal 13
  - h. Database : 3 (Remote Access Available)

**Library Staffs:**

- **Librarian** : Dr. Md. Mukutor Rahman
- **Assistant Librarian** 3

**Library Advisory Committee:**

To look after and seek for the proper functioning of the library it has **Library Advisory Committee** which composition as follows-

**Chairperson:** The Vice Chancellor

**Members:** Chairperson (Academic),

Pro Vice-Chancellor,

Registrar,

Dean of Academics,

Two representatives from Dean of Faculties/schools, nominated by VC.

Two representatives from HoDs/ Faculties, nominated by Dean of Academics.

**Student Members:** One representative from Research Scholars/ Students, nominated by Dean of Academics.

**Convenor:** Librarian.

### Minutes of Library Advisory Committee Meeting:

3rd LIBRARY ADVISORY COMMITTEE MEETING  
DATE: 13-09-2022  
Time- 12.00 Noon

#### MEMBERS PRESENT:

1. Prof. (Dr) S.P. Singh, Vice-Chancellor RGU – Chairman
2. Dr Diganta Munshi, Registrar -Member
3. Prof. (Dr) A.K. Buragohain, Chairperson (Academic) – Member
4. Wooma Sankar Dev Nath, I/C Librarian cum Advisor – Member Secretary, ex-officio
5. Prof. (Dr) Anuradha Devi, Professor & Dean (Royal school of applied and pure science) – Member
6. Prof. (Dr) Hem Chandra Gautam, Senior Professor and Advisor (Royal School of Commerce) – Member
7. Prof. (Dr) Aniruddha Deka, HOD- CSE & Coordinator IT – Member
8. Prof. (Dr) Hiren Nath, Head (Royal School of Law and Administration) – Member
9. Prof. (Dr) Ankur Ganguly, Dean Academics, I/C Dean RSET – Member
10. Prof. (Dr) Surajit Chandra Mukhopadhyay, Professor & Dean (Royal School of Humanities and Social Sciences) – Member
11. Prof. (Dr) Rohit Singh, Pro-Vice-Chancellor – Member.

#### Agenda of the Meeting:

1. To confirm the minutes of the earlier meeting held on 10<sup>th</sup> May 2022.
2. To discuss on purchase of books and journals
3. To discuss the space problems of the Central Library
4. Any other with the permission of the chairman

#### Agenda-wise discussion:

##### Agenda 1:

Some resolutions were taken in the earlier meeting and the action taken report thereof was presented by Wooma Sankar Dev Nath, I/C Librarian cum Advisor. It was open for discussion and the following resolutions and suggestions were adopted after a threadbare discussion.

As suggested by Prof. (Dr) A. K. Buragohain, Chairman (Academics), students may be given assignments/ library activities by the departments/teachers concerned so that they can use the library books and refer to them in the form of a bibliography or reference list.

As suggested by Prof. (Dr) S. P. Singh, Vice-Chancellor, in addition to the nos. of footfalls the report should include the breakup of the category of users like students, teachers, scholars, and staff.



As advised by the Vice-Chancellor Registrar, RGU will see the possibilities of increasing the seating capacity within the existing space as the plan of expanding the library to the 3<sup>rd</sup> floor has been stopped by the authority instead a new building will come up to accommodate the library with more space.

As advised by the Vice-Chancellor, Chairman (Academics) and Dean (Academics) will modify the timetable for library periods at least for one year till the new library comes up.

As advised by the Vice-Chancellor, Prof. (Dr) Aniruddha Deba will plan for remote access to the existing e-resources within 10 days.

Prof. (Dr) Anuradha Devi expresses her satisfaction regarding the NAAC SSR library data computation.

Resolved to constitute a small committee with the following members to recommend on purchasing the high-priced books kept on hold.

1. Wooma Sankar Dev Nath
2. Prof. (Dr) Ankur Ganguly
3. Prof. (Dr) Anuradha Devi

Resolved to follow up with Mr Mahesh Karki regarding purchasing racks, etc., to shift Law books from the central library to the Law department.

Resolved to organize a Rare Book corner by placing one almirah with a note that "Teachers, students, parents, and staff who are visiting this corner are requested to donate rare books in their possession to keep in this corner". It is also suggested that special climatic measures like de-humidifiers etc. would be installed to preserve the collection.

Resolved to form a committee with the following members to decide on the categorization of the books, manuscripts etc. under rare books.

1. Prof. (Dr) Alak Kumar Buragohain
2. Prof. (Dr) Shiela Bora,
3. Prof. (Dr) Ankur Ganguly,
4. Prof. (Dr) S.K. Mukhopadhyay

With the above, the minutes of the earlier meeting are confirmed.

#### Agenda 2:

Resolved that a meeting of the Library Advisory Committee be convened once a month and for that, a convenient permanent date and time should be fixed for every month.

Resolved that a separate library budget be prepared with the inclusion of different heads of expenditure viz. books and journals, software, reprography, electricity, furniture (including racks chairs, almirahs etc.), firefighting equipment, and library tools.

Resolved that IEEE, EPW e-journals with 10 licenses, Nature, and Harvard Business Review be added to subscribed list from the next academic calendar.

### Agenda 3:

Resolved that a Library Plan Committee be formed with the following members to make a 5-year plan for the proposed 25000 to 40000 sq ft. usable area library building.

1. Prof. (Dr) Alak Kumar Buragohain
2. Prof. (Dr) Ankur Ganguly
3. Prof. (Dr) Anuradha Devi
4. Wooma Sankar Dev Nath

Suggested to keep the provision of spaces for keeping theses, faculty publications etc., which are rarely used and marked as Record Room in the library plan and will be under lock and key.

Resolved that at least 5 computers be installed in the library to store, browse, and give access to the E-resources available through subscription.

Suggested that some books on modern library concepts may be purchased for the library so that the latest trends may be incorporated into the library plan. Also suggested visiting Flame University library, if possible, to know about the latest trend in the library sector.


### Agenda 4: AOB

It is suggested (as decided in a separate meeting) to notify the students by the Registrar and the Pro Vice-Chancellor for the extension of library hours so that they can apply for extending their helping hand by working in the library on a payment basis (in the form of a scholarship) for extra hours.

Resolved that a WhatsApp group be opened with the existing library advisory committee members for communicating some reports about library activity etc.

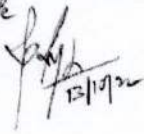
Resolved that to extend library services to the differently abled students at least 1 computer equipped with the software for visually challenged and other differently abled students be installed in the Central Library within a month or two.

Prepared by

  
(Wooma Sankar Dev Nath)  
I/C Librarian, cum Advisor

Chairman, RGULAC  
*31.11.2020 may be discussed  
before submission please*

(Prof. (Dr) S.P. Singh, Vice-Chancellor)

  
12/11/20

### SOP for Library Users:

- ❖ **Loan Privileges:** The number of books that can be borrowed and the period of loan for the various categories of members will be as follows:

USER CATEGORY	MAX. NUMBER OF DOCUMENTS ALLOWED	PERIOD
Teaching Faculty/Teaching Staff	10 Books	45 Days
PhD Scholars	08 Books	45 Days



PG/UG Student	03 Books	30 Days
Staff	03 Books	45 Days

❖ **Categories of loan**

- a. The books marked as 'REF' with red spine label shall not be issued and may, therefore, be consulted in the library only.
- b. All other books shall be available on an ordinary loan. The period of the loan shall be as mentioned in Loan Privileges above.
- c. All current periodicals (Journals & Magazines) and their current volumes shall be treated as 'Reference' books and shall not, therefore, be issued.
- d. The Librarian may regulate the issuance of books in such a manner as she/he may deem fit. In case of great demand, books issued may be recalled at any time by the Librarian.
- e. All residuary powers regarding the use of reading material, provision of other services and the maintenance of discipline and decorum in the library shall rest with the Librarian.

❖ **Library Opening Hours**

- a. The library will remain open from 9 AM to 10.00 PM from Monday to Friday and 9 AM to 5.00 PM on all working Saturdays.
- b. The library shall remain closed on all Sundays as well as on all University holidays.
- c. The Reading Room shall remain open for the students/readers during the working hours of the University Library.
- d. The Issue Counter / Circulation Counter shall remain open from 9.00 AM to 8.00 PM from Monday to Friday, Saturday 9 AM to 5.00 PM.
- e. No books or other reading materials will be issued to the users without their Identity card.

❖ **Overdue charges:** Rs. 5/- (Rupees Five Only) per day per volume shall be charged, if:

- a. A book borrowed from the Circulation Section is not returned by the due date.
- b. The book which is recalled by the library is not returned within the stipulated period.
- c. No payment received in library; librarian makes a statement of the fine which is paid to account section.
- d. A reminder notice will be issued by the library staff bearing the names of the defaulters before the end semester results are declared.

❖ **The restricted categories of reading material:**

- a. The Books marked with capital 'REF' and 'Back Volumes' of the Journals and Periodicals shall be consulted in the library only.
- b. The Books under 'Reference' with red spine label shall not be issued.
- c. Student's Dissertation and PhD Thesis is original works of students and scholars and are not meant for circulation.
- d. All current periodicals shall be treated as 'Reference' Materials.

❖ **Loss of books by the borrowers:**

- a. If borrowed materials are lost, the borrower will have to replace the exact title and author of the lost items.
- b. A fine, as prescribed, will be charged for the loss of reading materials, files and other reading materials.
- c. The fine will continue to be collected until notified to the librarian by the borrowers about the lost materials.
- d. Once reported to the librarian, the late penalties will be put on hold for 2 (two) weeks giving the borrowers sufficient time to procure the lost books.
- e. The borrower can always get the help of a Librarian to procure the lost books upon the request made by the borrower.
- f. If in case of old publication or out-of-print items no longer in circulation in the market. The borrowers will have to pay double the actual cost of the lost reading materials or compensation at par with the current rate of the given title taking into consideration the current inflation rate.

❖ **Library Defaulters:** A regular notice of the last date to return the borrowed books is given in the 'Library Notice Board,' and an email to all HoD. The last date to return the borrowed books is usually set by the librarian, usually on the last date of the 'End-Semester exam,'. The last date is also mentioned in the 'Date Label,' which is located on the last page of books stamped by the circulation section while issuing the books.

- a. The borrower who did not return the books even after exceeding the due-date will be considered as a defaulter.
- b. A Defaulter list is then sent to the examination branch 2 (two) weeks before the declaration of results.
- c. A defaulter 'End-Semester result,' would be withheld if he/she did not return the borrowed books to the library.
- d. A defaulter will have to return the book and acquire the 'Library Clearance Certificate', from the Librarian to get his/ her results.

❖ **Use of computers / laptops etc.**

- a. Computer in the library premises should be used for academic purposes only.
- b. Online chatting/dating, browsing of social networking sites is strictly prohibited. Strict disciplinary action will be taken against the defaulters.
- c. Playing games on computers is strictly prohibited in the entire Library premises.
- d. Readers must carry their ID card while using the E- Library and may be shown on demand.
- e. Readers should not share their Internet access ID and Password with other students or third party.
- f. Changing the settings and display of the computers kept in the library is not permitted.
- g. Use of laptops in the cubical systems where computers are already installed is not permitted.
- h. Readers should not remove/unplug computer cables/connections, network cables and other peripherals/ accessories in the library.



- i. Personal keyboard, mouse, etc are not allowed inside the library.
- j. Library users must take care of their pen drives, CD/DVD ROMs, mobiles and wallets etc by their own.

❖ **Other rules & regulations:**

- a. All the students/scholars and outsiders entering the library shall deposit their bags and other belongings at the property counter and sign in the register at the checkpoint. Only notebooks and the library books to be returned will be allowed inside. Do not leave any valuables at the checkpoint. Library shall not be responsible for loss of personal belongings. All files, books and notebooks must be presented to the library staff while leaving the library.
- b. An Identity card is compulsory for getting access to the University Library.
- c. Books removed from the shelves by the users, if not required for reference, should be kept on the table nearest to them. The users should not try to shelve the books by themselves. It can be considered that a misplaced book is like a lost book.
- d. The newspaper should be folded appropriately after reading and kept back in the designated place.
- e. Readers should not deface, mark, cut, mutilate or damage library resources in any way. If anyone is found doing so, he/she will be brought in before the Librarian or the higher authority.
- f. Students are advised not to get books issued to others on their names.
- g. Strict discipline should be maintained within the library.
- h. No visitor or guest is permitted to use the library without the prior permission of the librarian or the Board of Management.
- i. No photograph of the library shall be taken without the prior permission of the Librarian.
- j. The Librarian reserves the right to call back any issued book/item at any time.
- k. Laptop users will have to acquire the permission of the Library Staff before using a laptop inside the library.
- l. Do not take out library materials without getting issued
- m. Don't bring back, issued books inside the library
- n. Do not bring Music & other gadgets
- o. No group discussions & group study in the Library premises
- p. Do not bring any eatables & drinks
- q. Do not mark, write, underline in Library reading materials
- r. Avoid doing anything that disturbs other users
- s. Any chewing gums, pan masala, guthka etc are strictly prohibited inside the library.

**SOP for Book Purchase and Payment:**

1. Departments will send the Book Requirement in Standard Format.
2. They will segregate the List with price below 1000, above 1000 and above 2000.
3. They will submit the soft copy (word file) of Segregated List to the Central Library via mail ([centrallibrary@rgu.ac](mailto:centrallibrary@rgu.ac)).
4. Central Library will check the duplicacy of book match with Central Library Database.
5. After duplicacy check librarian will put the signature and will send back the Hard Copy to the respective department.



6. After receiving the hard copy department need to take approval from Dean of Academics which book price come above or below 1000 (but not more than 2000).
7. If Book Price is above 2000 or more, then Faculty member of the respective department need to be taken approval from Vice Chancellor sir.
8. After getting all approval from respective authorities' department may submit the hard copy of the Book Requirement List to the central library.
9. The requirement list will be sent to the listed vendors for quotations.
10. The best quotation will be selected for the order.
11. The ordered book will be received from vendors by proper verification with the order list, price and quantity at the time of the delivery.
12. The received books will be entered in the Accession Register/ log book.
13. The Invoice/ bill will be processed for the payment within 15 days of book/ item received.

#### **Open Access E-Resources:**

Central Library, RGU has been adopting open access resource also. These are accessible through the library webpage via the link <https://rgu.ac/library-resources.php>

#### **Database:**

1. DELNET: <https://discovery1.delnet.in/>
2. JSTOR: <https://www.jstor.org/>
3. MANUPATRA: <https://www.manupatrafast.in/>

#### **Library Collection:**

Sl. No	RGU, Central Library Collection	
		Total
	<b>Books (Vol.)</b>	<b>30557</b>
	<b>Books (Title)</b>	<b>10,179</b>
<b>1</b>	<b>Text Books</b>	<b>12222</b>
<b>2</b>	<b>Reference Books</b>	<b>18335</b>
<b>3</b>	<b>Rare Books</b>	<b>Nil</b>
<b>4</b>	<b>Special Reports</b>	<b>10</b>
<b>5</b>	<b>Manuscripts</b>	<b>Nil</b>
<b>6</b>	<b>Dictionary</b>	<b>29</b>
<b>7</b>	<b>Competitive Books</b>	<b>163</b>
<b>8</b>	<b>NET / SLET Books</b>	<b>45</b>

9	Donated Books	256
10	Ph. D. Thesis	16
11	Dissertations	1030
12	CD/DVD	65
13	Journals (Print) Regular	13
14	Magazine (Print) Regular	17
15	News Papers (Daily)	8

**Year Wise (January to December) Collection of Books:**

<b>Year Wise (January to December) Collection of Books Updated as on 25.06.2024</b>				
Sl. No	Year	From Accession No	To Accession No	Growth/Increase
1	2009	1	7312	7312
2	2010	7313	10496	3184
3	2011	10497	13465	2969
4	2012	13466	15752	2287
5	2013	15753	17423	1671
6	2014	17424	19374	1951
7	2015	19375	19878	504
8	2016	19879	20139	261
9	2017	20140	21475	1336
10	2018	21476	23418	1943
11	2019	23419	25397	1979
12	2020	25398	25850	453
13	2021	25851	26906	1056

14	2022	26907	27542	636
15	2023	27543	28508	966
16	2024	28509	30557	2049
<b>Total Collection BOOKS</b>				<b>30557</b>

**Conclusion:**

Central Library, RGU is a place where there is huge collection of books and various other resources that are made accessible for reading and reference purpose. The university fraternity can find resources such as books, magazines, journals, e-database etc for teaching, learning, research, reading and other academic purposes. It provides various services to the users for encouraging and promoting the process of academic improvement. It cultivates reading habits and promotes progress of knowledge. It also provides complete assistance and guidance to the users for research and navigating information.



Signature of the Librarian/

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