

Padmashree Bhuasaheb Vartak College

and

Narsinh Govindrao Vartak Junior College, Virar(E)

“Libraries store the energy that fuels the imagination. They open up windows to the world and inspire us to explore and achieve and contribute to improving our quality of life”.
Sidney Sheldon(American writer and producer)

Library Objectives

- To inculcate reading habit among students.
- To motivate the students to refer library resources.
- To support students to prepare for competitive examination.
- To keep them abreast of the current events by reading books, journals, magazines & Newspaper, and bring awareness about the available resources in the library.
- To enhance the writing skills in various aspects like essay writing and review writing.
- To update the faculty member in their respective subjects.

Library Details

Total Built up space	26*36Sqft
Total seating capacity of the library	60
Working hours of the library	
Monday to Friday	7.00am to 2.00pm
On Saturdays	7.00am to 12 noon

Membership Details

Sr.No.	Membership	No. of Books
1	Teaching Staff	10
2	Non-Teaching Staff	05
3	Students	02

Library Rules & Regulations

- 1) All new comer students are requested to attend orientation program organized by the library, to understand rules & regulation, services & facilities of the library.
- 2) Absolute silence is requested in the library.
- 3) I-card is compulsory while entering the library.
- 4) Students are supposed to keep their bags and other belongings outside the library.
- 5) Students must sign in the Library entry register.
- 6) Use of cell phones is strictly prohibited in the library.
- 7) Eatables are not allowed inside the library.
- 8) Exchange or transfer of library card is not allowed.
- 9) Each student can borrow 2 books on one card for a period of 07 days.

- 10) If any book is lost, the borrower is liable to replace it.
- 8) The reading material, like reference books / question papers / newspapers /syllabus issued on the reading card should be returned on the same day.
- 9) Readers should not mark, cut, mutilate or damage library resources in any way. If anyone is found doing so, he/she will be charged the full replacement cost of the resource.
- 10) Users are responsible for the physical condition of the book.
- 11) E-library is only for reference purpose & shall be used with due permission from librarian.
- 12) Every student is expected to read and follow the instructions displayed on library notice board.
- 13) All the necessary decisions shall be at discretion of the authority/library committee.
- 14) Suggestions on aspects of library services are welcome.

Library Services

1. Reading room facility
2. Circulation of Books
3. Reference Service
4. Inter-Library Loan
5. Current Awareness Services
6. Library Orientation Programme
7. Access to Syllabus & Question Papers
8. Newspapers
9. Display of must read books
10. Thematic Exhibition of Library books on various Occassion
11. Competitive exams related collection of books and periodicals.

Best Library User Awards

To promote maximum and proper utilization of library facilities and services, the college Library gives away **Best Library User Award** to the students every year who make maximum use of library resources and facilities.

List of Best Library User Awardees From 2017-18 to 2022-23

Academic Year	Name of the Awardees	Section
2018-19	Ms. Vidya Patil	Junior
	Mst. Gaurav Engineer	
	Ms. Anisha Sawant	Senior
	Mr. Mayur Vaity	
2019-2020	Ms. Anushaka Wanerkar	Junior
	Ms. Dhanshri Patil	
	Ms. Shweta Gupta	Senior
	Mr. Manish Humane	
2020-21	COVID-19	-

2021-22	Ms. Purva Bhoir	Junior
	Ms. Radhika Paradkar	Senior
2022-23	Mst. Affan Shah	Junior
	Mr. Abhay Mishra	Senior
2023-24	Ms. Shruti Gawruk	Junior
	Mst. Pramanik Shubhojit	Junior
	Ms. Manisha Ramina	Senior
	Mr. Anurag Nishad	Senior

Library Collection :

Sr.No.	Documents	Total
1	BOOKS	Sr. College : 2990
2		Jr. College : 2244
3	PERIODICALS/JOURNALS	12
4	NEWSPAPERS	06
5	CDS/DVDS	08
6	MAPS	05

Best Practices followed by the library:

- An Orientation Program is arranged for the fresher's to introduce them with the library collection, activities and services.
- Attendance of the students and teachers in library is recorded everyday and entry register with sign is mentioned.
- Open Access Facility is provided in the library.
- Display of new arrivals is done regularly.
- Inter-library loan facility to students and staff is provided.
- Readers are provided advisory services about the references for competitive examination.
- Occasional Book Display/Exhibitions are held on regular basis.
- Library is under CCTV surveillance.
- 'Best Library User Award' is given every year to encourage efficient use of library collection.

Grievance Redressal of the Readers:

1) Speak to Librarian/Chairman of LAC: Students can raise problems related to the library, its staff and its services. The librarian/Chairman of LAC will try to resolve them in his capacity or forward them to the Principal of the college.

2) Suggestion Box: A suggestion box is kept at the entrance of the library seeking valuable suggestions and recommendations from the readers. The suggestions made by them are taken up and discussed in the library committee meeting and they are implemented accordingly.

3) Library Advisory Committee: The Library Committee plays a vital role in enhancing

and developing the library services, making suitable policies that will help the library to render its best. The committee holds two meetings every year. If required more meetings are also held.

Generally, the first meeting is held in the month of July, in which the Library Budget, allotment of funds to all the departments, other issues related to the library and its services are taken up with the permission of the chairperson of the library committee for discussion. The second meeting is held in January or the in first week of February in which the resolutions passed in the previous meeting are followed up and reviewed. Other issues prevailing at the time are also taken up.

Library Committee for the Academic year 2024-25

Sr.No.	Name of the Member	Designation
1	Dr.Mrs. Sheetal Koradkar	Chairperson
2	Ms. Farheen Khan	Member
3	Mrs. Stevina D'cunha	Member Secretary
4	Ms. Sakshi Tiwari	Student Member
5	Mr. Alok Jha	Student Member