CENTRAL LIBRARY

NETAJI SUBHASH ENGINEERING COLLEGE

Techno City, Garia, Kolkata-700152

VISION:

To strive continuously in pursuit of excellence in providing quality resources & effective services to stimulate intellectual curiosity, creativity and research.

MISSION:

- To contribute to development through high quality services in providing access to best scholarly resources, contemporary research tools and state of art facilities to our college community.

- To initiate need-based training programs to continually develop managerial skills and IT competencies of our library personnel.

- To foster an atmosphere that encourages diversity, excellence and integrity

- To support continuous professional development by enhancing collaboration with students, faculties and staff members.

ABOUT THE LIBRARY:

The Central Library, NSEC Garia started its journey in a small room of the Institute Old Building in the year 2000(February), next in the Annex Building and then finally moved to its present premises in 2004. Since then, it has grown in size and content to take the present shape. With the developments in computers, microelectronics and communication technologies, the behavioural characteristics of the information seekers have been changing rapidly and the library is trying its best to adapt with the technological advancement. For the last five decades, the library has been the lifeline of the academic activities of the Institute.

The Library is well equipped with modern facilities and resources in the forms of online databases, books, journals, reports etc. The Library has been using the LIBSYS - cloud version,Release 2.0 an integrated library management software package, with all the modules for automated library operations.

The Central Library NSEC Garia has two main divisions. One is for the collection of books and the other is meant for Reading Room with digital Library.

Salient Feature:

- Web OPAC Facility
- Online Renewal System
- Open Access System
- Smart Circulation System

- Digital Library
- Online e-Journal Access Facilities
- Collection of Dissertations

Library at a Glance as on date:

- Total Carpet area of Library (in m ^{2}):   746.30 m^2
- Reading Room /Digital Library space (in m^2):   145.65 m^2
- Number of seats in Reading space: 110
- Number of users (issue book) per day: More than 300
- Number of users (reading space) per day: Average 150
- Total Title of Book: 5,112
- Total Volume of Book: 1,04,556
- Automation & Transaction: Libsys Software (Cloud version, Release 2.)
- e-Journal: Title 294 [http://nsec.knimbus.com/ or www.sciencedirect.com]
- e-Books: Title 35,660 [http://nsec.knimbus.com/ or www.sciencedirect.com]
- Print Subscription: 01 National and 04 International journals
- Inhouse e-resources: http://172.16.50.253:8080/Library
- University Question Papers: Hardcopy & e-Copy [http://172.16.50.253:8080/Library]
- NPTEL Videos & PDFs: https://nsec.ac.in/nptel/
- GATE Aspirant Resources: GATEtutor [https://gatetutor.in/]
- Display of Ph.D. Thesis
- Plagiarism software: Plagiarism Checker X
- Member of NDLI (National Digital Library of India), IIT Kharagpur
- Computerization for searching, Indexing, Issue / Return records are available.
- Bar code used
- Library service to Internet/Intranet.
- Complain Box
- Suggestion Box

Library Rules:

1. Before entering the Library, you must deposit all your belongings at the property counter and sign in the Library register.

2. Upon entering the Reading Room, sign in the visitor register and specify the items you will access (Study books/Study print journals/study e-journals/reading newspapers/studies e-books/video lecture, etc.

3. Only registered members can borrow General and Text Books, except those marked for 'Reserve and Reference'. Ten books can be borrowed for 30 days.

4. Book renewal: Users can renew their books online using the following link: https://nsecopac.lsease.in

   o Step 1: Log in to "My Account" (ex. ID no. 2310903104)
   o Step 2: Go to "My Profile"

- o Step 3: Select item/Select all
- o Step 4: Renew selected items (Applicable before the due date, up to two times).
5. A borrowed book should be returned or reissued within 30 days.
6. Duplicate Library Card: A duplicate Library Card may be issued upon application, along with a recent stamp-sized photograph.
7. Lost Library Book: If a user loses a library book, they must replace it with a new book (Current edition). If the book is unavailable in the market, the user must pay the current price of the book.

Book Issue Related Rules:
1. Users must check the Accession Number of the issued book with the printed slip before leaving the circulation counter to avoid any confusion.
2. Users should check the physical condition of the book while issuing it.
3. Misusing/ mutilating/ stealing/cutting pages from a book will result in disciplinary action.
4. Users are liable for any damage or loss of books issued by them.
5. Users are requested to check their email for the status of outstanding books against their name.
6. When there is demand for a borrowed book, the same must be return within seven days from the date of issue.
7. Clearance Certificate: No dues/clearance certificate is issued provided all outstanding dues in respect of borrowed books are cleared.

Library Timings:
The Library is kept open on all the week days, except the institute holidays.

The Opening hours are as follows:

Monday to Friday   -   9.00 a.m. to 8.00 p.m.

Saturday   -   9.00 a.m. to 5.00 p.m.

E-Resources:
- E-books – **35,660** title – https://www.sciencedirect.com.
- E-journals – 294 title- https://www.sciencedirect.com.
- MAKAUT Question papers – https://172.16.50.253:8080/Library
- NPTEl Video Library – https://www.nptel.nsec.ac.in
- Plagiarism software
- PhD Thesis, University Question Papers
- E-Shodhganga: Full Text Theses & Dissertations available through university portal
- E-ShodSindhu: E-Resources available through university portal.
- GATEtutor, Spoken Tutorial, NDLI

Location of Books by Subject:

Textbooks, Reserve books and Reference books, exclusively earmarked.

SN	Books on the Subject	Rack No.
1	Biomedical Engineering	15, 16, 27
2	Chemical Engineering	32
3	Chemistry	14, 15
4	Civil Engineering	35, 36
5	Computer Science Engineering	1-8
6	Economics	9
7	Electrical Engineering	16 - 20
8	Electronics Engineering	20 - 25
9	Financial Management	28, 29
10	Humanities and Social Sciences	9
11	Language	10
12	Management	9, 27 – 32
13	Marketing Management	32
14	Materials Science	17
15	Mathematics	10, 11, 12
16	Mechanical Engineering	13 – 17
17	Personal Management	30
18	Physics	13
19	Production Management	31
20	Psychology	9
21	Sociology	15
22	Telecommunication	24

Reference Books Collection:

Reference books consist of Bibliographies, biographies Dictionaries, Directories, Encyclopedias, Geographical Reference Tools, Guide books, Hand books, and Year books. Books written by our Managing Director and faculty members are kept under reference collection these books are not to be issued out at any circumstances.

Circulation Services:

i.   Membership Registration

ii.   Checkout, Check-in, Renewal of books

iii.   Library fine collection

iv.   Overdue alert service

v.   Reservation alert service

vi.   Issue of no dues / clearance certificate

vii.   Lost book recovery

viii. Issue of Duplicate Library Membership Identity Card

ix.   Help desk

Membership Registration:

Employees and Students of NSEC, Garia are eligible to be member of Central Library, NSEC. New user has to collect the membership form available at Library/Security Counter and submit it along with two stamp size photograph, duly forwarded by HODs

Borrowing Library Documents:

Only Registered Members can borrow books, except books marked for 'Reserve' and 'Reference' for stipulated periods.

Renewal of books:

For renewal, a user has to bring books to the Circulation Counter. If a borrowed book is not on demand, then a user (except faculty) may renew the book for consecutively two times only. The Library has the right to recall a book if the same is required by another user. ** Users may renew their books online using the following URL : https://nsecopac.lsease.in

- Step 1 :Log in to "My Account " (ex. ID no. 2310903104)
- Step 2 : Go to " My Profile".
- Step 3 : Select item/Slect all.
- Step 4 : Renew selected items (Applicable before the due date).

Indian News Paper Corner:

The Library has opened an Indian Magazines Corner which is located in the Library Reading Room. Popular Indian weeklies and monthlies are displayed here. These are not lent out.

Photocopying Service:

Institute photocopy service provides the photocopying service in the meeting room of the Library. For Institute users, the photocopying charge is 0.60 paisa per exposure. Photocopying of the entire book/journal is not permitted. Users are responsible for complying with the Copyright Act.

Property Counter:

The Property Counter is located near the Library Gate.

Checkpoint:

The checkpoint at the entrance to the Library is usually managed by two persons from Institute Security Section. Visitors and Library users are requested to declare their belongings whenever they pass by the checkpoint.

Suggestion / Complain Box:

A suggestion box is placed near the Circulation Counters. Users are requested to drop their suggestions in the Box. The Library Management attaches great significance to these suggestions for providing improved Library services.

CCTV:

To ensure proper surveillance of various potential locations of this large library and also at specific terminals located at security check point and Property Counter.

Institutional Repository:

Now Central Library collects and preserves the research output (Ph.D thesis) of Faculty members of the institute, faculty publications in the Gallery installed.

Appeal to the Users:

a. Do not hide, mishandle or upset the arrangement of books/Journals. Such practices create problems for other readers. It is not easy for the Library staff to trace misplaced books or journals.

b. Please do not replace a book on shelves; we will do it for you. Remember, a misplaced book is equivalent to a lost one.

c. Do not tear off pages from books or journals.

d. While entering the Library, please keep your personal belongings in the property counter.

e. The Library is your own property; help us to maintain it well.

f. If you face any difficulty please do not hesitate to contact the Library staff.

Our Patrons:

- Dr. Amal. K . Ghosh (Principal, NSEC)
- Dr. Sukumar Roy, Chairman, Library Committee
- Mr. Soumava Goswami > Campus Administrator, NSEC

Library Committee:

- Prof. Amal. K . Ghosh, Principal, NSEC, Advisor
- Prof. Sukumar Roy, Dean-Academic Affairs, Chairman
- Prof. Deepashree Dhar, Asst.Prof.- BES, Member
- Prof. Atrayee Roy Majumder, Asstt.Prof-ECE, Member
- Prof. Chandra Das, Asst.Prof. - CSE, Member
- Prof. Moujhuri Patra, Asso.Prof. – B.Sc.(CS&DS), Member
- Prof. Partha Srathi Pal, Prof.- EE, Member
- Prof. Sankhadip Saha, Asst. Prof.- EE, Member
- Prof. Priyadarshiny Dhar, Asst. Prof.-AEIE, Member
- Prof. Deblekha Konar, Asst. Prof.- CE, Member
- Prof. Anupam Halder, Asst. Prof.- ME, Member
- Prof. Sumana Chatterjee, Asst. Prof.- BME, Member
- Prof. Sumit Roy, Asst. Prof.- BBA, Member

- Mr. Subrata Ghosh, Librarian, Convener
- Ms. Subhra Basu Ghosh, Assist. Librarian, Member
- Mr. Abhirup Bhar, B.Tech Student, EE, Member
- Ms. Retisha Bhaumik, B.Tech Student, BME, Member

Library Staff Member:

- Mr. Subrata Ghosh B.A, M.L.I.Sc (Assistant Librarian)
- Mrs. Subhra Basu Ghosh B.Com (Hons), M.L.I.Sc (Assistant Librarian)
- Mr. Barun Mondal B.A (Library Assistant)
- Mr. Janardan Das (Madhymik Library Assistant)
- Mr. Anjan Dutta B.A, M.L.I.Sc. (Library Assistant)
- Mrs. Manju Dutta (Library Assistant)
- Mr. Satyajit Das (Library Assistant)

Contact:

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