Know Your Library : A Manual

Vidyasagar Central Library

Know Your Library: A Manual

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Dept. of Central Library

Introduction

The library is often considered the heart of a college or educational institution. It serves as a hub of knowledge, a sanctuary for learning, and a center for intellectual growth. The library houses a vast collection of books, journals, periodicals, and digital resources that cover a wide range of subjects and disciplines. It is a treasure trove of information that supports the academic endeavours of students, faculty, and researchers. Beyond its collection, the library provides a conducive environment for study and research. It offers quiet study spaces, comfortable seating, and modern technology infrastructure to facilitate learning. Students can find solace in the library's tranquil atmosphere, free from distractions, and immerse themselves in their studies.

The library also plays a crucial role in supporting the curriculum and academic programs of the college. Librarian provides guidance and assistance in locating resources, conducting research, and developing information literacy skills. He organizes workshops and training sessions to enhance students' research abilities and promote effective use of library resources. It encourages critical thinking, curiosity, and exploration. The library fosters a love for reading and lifelong learning by offering a variety of fiction and non-fiction works.

The library is not just a physical space but a gateway to knowledge, a catalyst for intellectual growth, and a vital component of the college community. It serves as a beacon of learning; connecting students, faculty, and researchers with the information they seek, contributing to the academic excellence and success of the college as a whole.

Brief Background and Foundation

Since the inception (1963), Bhatter College, Dantan has a rich library, namely *Vidyasagar Central Library*. With time it blossoms quantitatively and qualitatively with its documentary resources, services and human resources. The Central Library has developed computer based information storage and retrieval system in multi user environment and more than 20000 valuable resources are digitized with SOUL 2.0 Integrated Library Management Software in 2014 with the following objectives;

- to develop a comprehensive database of users and resources
- to develop a fully automated catalogue search system
- to develop a fully automated barcode-based circulation system

But to fit with the rapid change of information searching behaviour of the users and to improve the service quality, the Library sub-committee decided to shift from SOUL to Koha ILMS in 2021. The cloud based Integrated Library Management System (Koha) not only provides the OPAC searching facility, renewal facility and personalized profile monitoring facility from their home, but also helps to maintain the COVID protocols in the pandemic situation. At present almost all the modern services are provided and intended to be provided the rests in the anticipatory future. It assists to strengthen the excellence of Teaching-Learning process. *Vidyasagar Central Library* is one of the central facilities used by all types of members of this institution.

Collection of Resources

Sl. No.	Items	Number
1	Total Books (Printed)	23584
2	Journals & Magazines (Printed)	23

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3	Book Bank Collection (Printed)	1013
4	E-Books	7784292
5	E-Journals	6435
6	CD-Roms	131
7	Newspaper (Printed)	3
8	Collection of Departmental Libraries	5750

Subject Wise Distribution of Books

Sl. No.	Name of Subject	Number of book in the Central Library	Number of book in the Departmental Library
1	Bengali	5269	747
2	English	2821	966
3	Sanskrit	1880	700
4	Political Science	1313	319
5	History	2751	450
6	Economics	1048	167
7	Philosophy	1494	443
8	Mathematics	369	212
9	Computer Science	28	
10	Commerce	1654	355
11	Statistics	112	
12	Geography	814	327
13	Environmental Science	79	
14	General	1528	
15	Medical science	55	
16	Education	725	224
17	Botany	61	
18	Astrology	22	
19	Physics	358	136

20	Biology	44	
21	Zoology	09	
22	Law	12	
23	Chemistry	169	212
24	Physical Education	210	229
25	Music	564	329
26	Sociology	108	
27	Library information Science	52	
28	Psychology	22	
29	Defence Science	04	
30	Research Methodology	09	

Journals & Magazines Subscribed (Physical)

Sl. No.	Name of the journal / Magazines	Periodicity	Name of Publishers
1	Reader's digest	Monthly	India Today Group
2	Down to Earth	Bi-monthly	Centre for Science and Environment
3	Digit	Monthly	A9.9 Group Publication
4	Anustup	Quarterly	D and P Graffics Pvt. Ltd.
5	Open Source for you	Monthly	I.T Solutions India Pvt. Ltd.
6	Indian Literature	Bi-monthly	Sahitya Academi
7	University News	Monthly	Association of Indian Universities
8	Lokasamskritam	6month	Publication Department Sri Arobindo Ashram
9	Karmasansthan	Weekly	Sangsthaan Prakashan Pvt. Ltd.
10	Karmakshetra	Weekly	Swarnakshar Prakashani Pvt. Ltd.

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11	Safalya	Monthly	Tapati Publication
12	Peshaprabesh	Monthly	Swarnakshar Prakasani Pvt. Ltd.
13	Achievers	Monthly	GSCE Publication
14	Saptahik Bartaman	Weekly	Jibonanda Basu
15	Sarir o Sastha	Monthly	B .D Pharmaceutical Works Pvt. Ltd.
16	Frontline	Monthly	The Hindu Group
17	Desh	Bi-monthly	ABP Pvt. Ltd.
18	Sambhashana Sandesha	Monthly	Samskrita Bharati
19	Bibidha	Bi-monthly	Moghalmari Buddhist Association
20	Vigyan Trisha	Half Yearly	Sanjay Mandal
21	Udhbodhan	Monthly	Balur Ramkrishna Mison
22	Atmhanusandhan	Monthly	Gopinathpur Welfare Association
23	New India Samachar	Bi-monthly	Central Bureau of Communication

Full-text Electronic Resources

Sl. No	E-resources	Publishing Country	No. of Journals	Back-files from
1	American Institute of Physics	USA	18	Ten yrs.
2	Annual Reviews	USA	33	Ten yrs.
3	Economic and Political Weekly (EPW)	India	1	1966+
4	Indian Journals	India	186	2007+
5	Institute of Physics	UK	46	Vol. 1+
6	JSTOR	USA	2500	Vol. 1+

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7	Oxford University Press	UK	262	1996+
8	Royal Society of Chemistry	UK	29	Ten yrs.
9	H. W. Wilson	USA	3,075	1982+
	Total (increasing day by day)		**6,150**	

Electronic Books

Sl. No.	E-book (Name of Collection)	Publishing Country	Books
1	E-brary	USA	1,50,000+
2	Cambridge Books Online	UK	1,800
3	EBSCO Host-Net Library	USA	936
4	Hindustan Book Agency	India	65
5	Institute of South East AsianStudies (ISEAS) Books	India	382
6	Oxford Scholarship Online	UK	1,402
7	Springer eBooks	Germany	2,300
8	Taylor & Francis eBooks	UK	1,800
9	Myilibrary-McGraw Hill	USA	1,124
10	Sage Publication eBooks	UK	1,000
11	Open Access (Net Library)		3,500
	Total (increasing day by day)		**1,64,309+**

E-Resources Available through National Subscription

Access to South Asia Archives (SAA) and World E-Book Library (WEL), subscribed by eShodh Sindhu on behalf of National Digital Library (NDL), are made available to member colleges of NLIST Programme through proxy server set up at INFLIBNET Centre.

Sr. No.	Name of Collection	No. of Titles
1	World eBook Library	30,00,000+
2	South Asia Archive	4.5 million pages

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Human Resources

Name of Librarian	Designation	Qualification
Mr. Amit Kumar Das	Librarian	M.A., B.Ed., M.Lib.I.Sc., M.Phil., NET

Name of Assisting Staff	Designation	Mail ID
Sri Tuhin Pradhan	Library Clerk	tuhinpradhan231@gmail.com
Sri Shamit Maiti	Library Peon	maitishamit6@gmail.com
Smt. Mitali Chanda	Lady Attendant	mitalichandadnt@gmail.com
Sri Dipak Paira	Library Attendant	dipakpaira1982@gmail.com
Smt. Tithi Shyamal Pradhan	Library Attendant	Tithishyamal688@gmail.com

Library Hours

➢ Reading room/Periodical section: 11 am to 4 pm (Monday to Friday), 11 am to 1.30 pm (Saturday)

➢ **Lending Section (Home Issue & Return):**
- **Student:** 11 am to 3.30 pm (Monday to Friday), 11 am to 1.30 pm (Saturday)
- **Staff:** 11 am to 4 pm (Monday to Friday), 11 am to 1.30 pm (Saturday)

Membership

The membership of the Library is open to teachers, students and non-teaching staff of the College. The retired faculty members, staff members, alumni members and passed

out students of the college are also eligible for getting membership subject to approval of the college authority.

Users and Their Privileges

- The central library is primarily meant for the bona fide students, faculties, administrative and non-teaching employees. Ex-students of this college may also avail the library reading faculties as per library rules.
- Each bona fide member of the library is provided smart library cum college identity card issued by the college office.
- The collections of the library can borrow by any member and period of loan depends upon the categories of the users as per library rules.
- For the books not returned within the due date of return, overdue charges are imposed as per library rules.
- Every member is supposed to take library clearance certificate after the termination of membership.

Borrowing Facilities Given to Different Categories of Members

Categories of users	No. of book	Period of loan	Remark
Teaching Staff	30	One academic year	Against smart library cum college identity card
Non-Teaching Staff	05	One academic year	Do
Students	02	15 days	Do

Library Services

Existing Services	Intended to be provided
Lending Services (Digital)	Repository building
Reading Room Facilities (CCTV enabled)	RFID implementation
Reference Services	Reference Management Software Training
Web-OPAC (Online Public Access Catalogue)	Content-mapping Software Training
Bibliographical Services	Documentation Service
Full Text Service (Online)	Newspaper Clipping Service
Book Bank Service	Research Hub on Local Area Research
Reprography Services	
E-resources Service	
Career Guidance	
E-Library service	
Library Orientation	
Current Awareness Service (CAS)	

Personal Belongings/ Janitor's counter

There is Janitor's counter at the main entrance of the Central Library. Personal belongings e.g. bag, personal book, portfolio etc. should be deposited at the Janitor's counter for which a token will be issued. Valuable belongings like cash, ornaments, mobile, pen-drive, camera etc. should not be kept. Facilities provided for depositing personal belongings at the Janitor's counter can be enjoyed only for the period the depositor is actually present in the library.

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General Rules

1) Maintain strict silence in the Reading Room and other areas of the Central Library

2) Students from all disciplines must bring ID cum Library card when entering Central Library

3) DO NOT enter with your baggage, but deposit the same at the entrance counter

4) Mobile, wallet and other precious things keep to yourself

5) After borrowing a book from Lending Counter, one PRINTED GATE-PASS will be given to you. DO NOT FORGET to submit the same at Janitor's Counter on leaving the library

6) After taking a book from Reading Room shelf, make it issued at the Reading Room Counter.

7) Students will be allowed to take maximum three books at a time for study in the Reading Room and two books for home

8) The single copy book, reference books and periodicals (both journals and magazines) are meant for consultation WITHIN READING ROOM ONLY and strictly NOT TO BE LENT OUT

9) DO NOT make chaotic crowd in front of any counter, but stand systematically in queue

10) The book borrowed by the students should be returned on or before the stipulated date mentioned on date-slip

11) The photocopy section is for LIBRARY BOOKS ONLY. The class notes, outside papers and outside books are strictly NOT TO BE PHOTOCOPIED HERE

12) Do not scatter the pages of newspaper when reading

13) Check the condition of the book at the time of borrowing. If any mutilation found, report instantly the concerned library staff. Otherwise the borrower will be responsible for the damage

14) For renewal of books, if students don't able to come physically to the Library, are asked to send their (1) College ID and (2) Accession No. of the book to be reissued to the following email-address: library.bcd@gmail.com.

CENTRAL LIBRARY
BHATTER COLLEGE
SC 891.44/ NAN/ A48

19623 → Accession Number
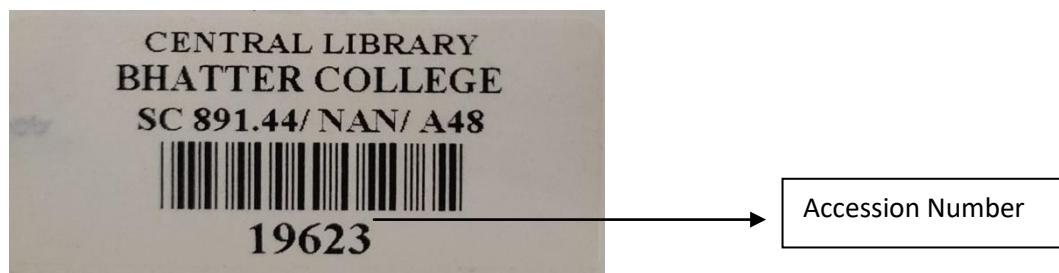
15) Keep your mobile in silent mode.

16) Central Library offer the hybrid access system; Open Access for Teachers and Close Access for Students

17) To go to the stack room, permission of the Librarian is needed for students

18) DO NOT misplace books while selecting on the shelves. After consulting books DO NOT shuffle, but keep in proper place.

19) You can use CD-ROM, DVD-ROM and/or Pendrive in the library computers, but ensure that the same is free from virus.

20) The Laptops and Palmtops are allowed in the library, but CHARGING of the same is NOT ALLOWED. Bring your devices in full charged mode

21) Scan the library notice boards regularly (Outside the library premise)

22) The library card is NOT TRANSFERRABLE

23) In any kind of library related queries, problems, suggestion, feel free to contact with Librarian

Books from Library Catalogue

Transliteration Code

The transliteration code is given below:

অ/অকার=a	ঐ/ঐ-কার=oi	চ=ch	ঢ=dh	ফ=ph
আ/আকার=aa	ও/ও-কার=o	ছ=chh	ণ=n	ব=b = v (Special case)
ই/ই-কার=i	ঔ/ঔ-কার=ou	জ=j	ত=t	ভ=bh
ঈ/ঈকার=ee	ক=k	ঝ=jh	থ=th	ম=m
উ/উকার=u	খ=kh	ঞ=yan	দ=d	য=y
ঊ/ঊকার=oo	গ=g	ট=t	ধ=dh	র=r
ঋ/ঋকার=rri	ঘ=gh	ঠ=th	ন=n	ল=l
এ/এ-কার=e	ঙ=ng	ড=d	প=p	ঞ্চ =nc
শ=sh	ড়=rr	ব-ফলা=w	ঙ্ক =ngk	ঞ্জ =nj
ষ=ssh	য়=y	র-ফলা=r	ঙ =ng	ঞ্ছ =nch
স=s	ৎ=t	য-ফলা=y	ত্ত=tt	
হ=h	০ং=ng	ষ্ণ=hn	ণ্ড=nd	
ড়=r	০ঁ=n	ক্ষ=kshh	জ্ঞ=jna	

Concept of Call Number and its Importance in Retrieval

The Dewey Decimal Classification (DDC) system is used throughout to build up the call numbers of the books. The call numbers consist of two parts. The three-digit number represents the first part, which is the subject-indicator of the book. Also, an

alphabetic combination represents the last part, which is the author- and title-indicator of the book. An outline of the Dewey Decimal Classification is given below. The broad disciplines indicated by the starting digits of the first parts of the call numbers along with the subjects covered under each discipline are summarized in Table 1. Also, the class numbers of some subjects are listed in Table 2 for the convenience of teachers and students, where the subject names are arranged in alphabetic order. **A book is located on shelf by its call number [Class no. + Book no.].** After having a thorough look on Table 1 and 2 you can promptly retrieve the book you require from the library shelves.
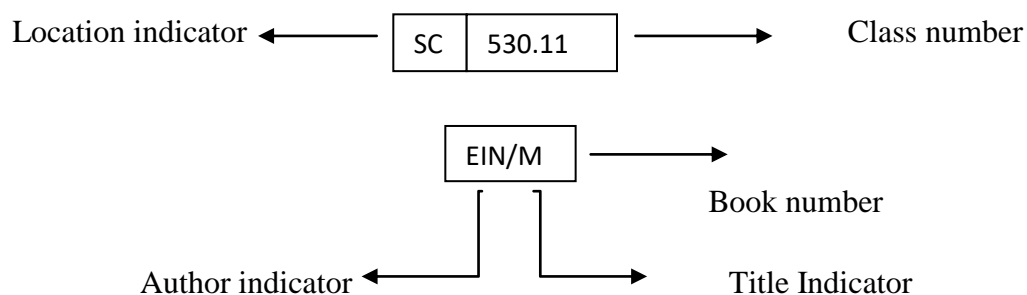
Call number consists with three parts:

1) Location indicator
2) Class number
3) Book number

The book number also consists of two parts:

1) Author indicator
2) Title indicator

Different parts of the call number are indicated below

Location indicator ← | SC | 530.11 | → Class number

EIN/M → Book number

Author indicator ← EIN/M → Title Indicator

The broad disciplines indicated by the starting digits of the call numbers

Starting digit of the call no. (0-9)	Broad Disciplines indicated	Subjects covered under each Discipline
0	Generalities	General knowledge, General Encyclopaedia, Yearbook, Almanac, Organization, Institutions, Publications, Computer science, Information science, Journalism
1	Cognitive sciences	Philosophy, Psychology, Logic
2	Theological sciences	Religion, Theology
3	Social sciences	Sociology, Political science, Economics, Law, Public administration, Education, Trade, Welfare
4	Language sciences	Linguistics, Phonetics, Lingual Dictionaries, Glossaries, Concordances etc.
5	Natural sciences	Mathematics, Statistics, Astronomy, Physics, Chemistry, Earth sciences, Microbiology, Biochemistry, Botany, Zoology
6	Applied & Behavioural sciences	Medicine, Agriculture, Technology, Accountancy, Management
7	The Arts	Recreation, Entertainment, Fine arts, Performing arts, Sports
8	Literature	Indian and International

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9	Land & People	Geography, Biography, History

The class numbers of some subjects

Subject	Call no. Range	Subject	Call no. Range
Accountancy	657-657.9	General Science	500-509
Advertising	659	Genetics	576
Astrophysics	520-529	Hindi Drama	891.432
Auditing	657-657.9	Hindi Essays	891.434
Bengali Drama	891.442	Hindi Fiction	891.433
Bengali Essays	891.444	Hindi Literature	891.43
Bengali Fiction	891.443	Hindi Poetry	891.431
Bengali Literature	891.44	History	930-999
Bengali Poetry	891.441	Indian History, ancient	934
Biochemistry	572	Indian History, medieval and modern	954
Biography	920-929	International Relations	327
Chemistry	540-549	Journalism	070-079
Computer Science	002-007	Language and Linguistics	400-499
Costing	657-657.9	Law	340-349
Creative and Performing Arts	700-799	Macroeconomics	339
Ecology	577	Management	658

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E-Business	380-382	Mass Communications	302
E-Commerce	380-382	Mathematics	510-519
Economics	330-339	Microbiology	579
Education	370-379	Microeconomics	338.5
Electronics	621-622	Music	780
English Drama	822	Philosophy	100-199
English Drama Collection	822.008	Photography	779
English Drama Criticism	822.009	Physics	530-539
English Essays	824	Political Science	320-329
English Fiction	823	Psychology	150-159
English Fiction Collection	823.008	Public Administration	350-353
English Fiction Criticism	823.009	Religion	200-299
English Literature	820-820.9	Social Work	361-362
English Poetry	821	Sociology	300-309, 361-365
English Poetry Collection	821.008	Sports	793-799
English Poetry Criticism	821.009	Statistics	519.5
Environmental Science	333-333.9	Tax	336-336.9
Film Studies	791-792	Theatre	792
Folklore	398	Trade	380-382
General Encyclopedia	030	Travel	910-919
General Knowledge	001-001.9	Yearbook, Directory	050
General Literature	800-809	Zoology	590

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On-line Public Access Catalogue (OPAC)

Well-customized Web-OPAC facility is now offered seamlessly for 24*7 hours, also from off-campus. The Web-OPAC helps to save the time of the user and also helps to maintain the COVID – protocols by avoiding the rushes in the Searching-Section of Library. Students can search the bibliographic details independently by author, subject, call no, key-word, title etc. from their handheld devices. Add to cart, Boolean search, limiting search, favourite list, search history, purchase suggestion, feedback, talk to librarian, reissue, dashboard view, place holding facility and so on are offered by it. Current Awareness Service (CAS) has also been provided by the Web-OPAC of KOHA ILMS.

The OPAC allows search by authors, title, subject and title keywords as well as through several other access points. You can search through "Simple search" and "Advance search" to locate a particular book in the library. To browse the comprehensive list of collection on a particular domain you can click on "Browse" button. At the "Browsing" screen you can go to "Database" panel to see the comprehensive list of books. Click on "Journals" button to find out the comprehensive list of journals and magazines.

Some points to be remembered:

➢ To start searching a particular book by author, type author's <u>SURNAME FIRST</u>, then put a COMMA (,), then type a <u>SINGLE SPACE</u> and lastly type author's first name and middle name.

➢ To start searching a particular book by title, put the articles (A), (AN), (THE) within first braquette ().

➢ To start searching by title's single keyword, go to SIMPLE SEARCH.

➢ To start searching by title's multiple keywords, go to ADVANCE SEARCH and insert appropriate Boolean connector AND/OR between two keywords.
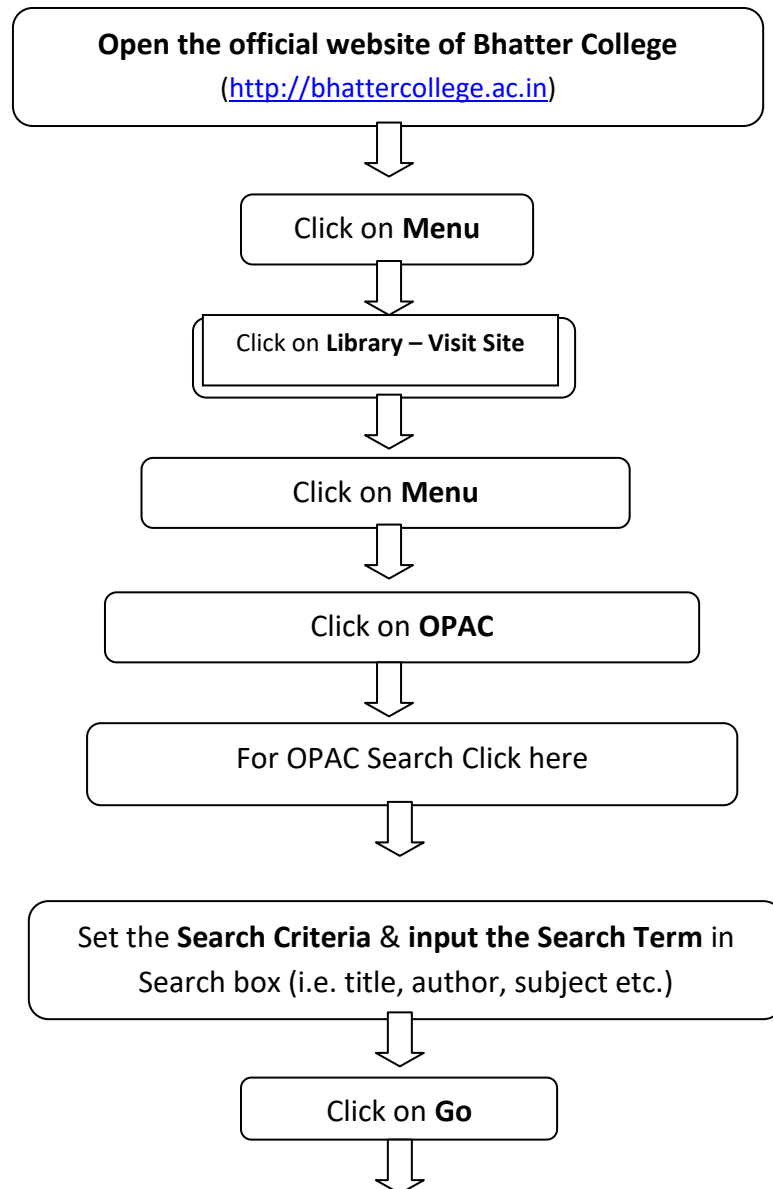
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How to Search Web-OPAC on Your Mobile

Directly open the link (https://bhattercollege-opac.kohacloud.in) or follow the following steps;

```
┌─────────────────────────────────────────────┐
│     Open the official website of Bhatter     │
│                  College                      │
│         (http://bhattercollege.ac.in)         │
└─────────────────────────────────────────────┘
                      ↓
          ┌───────────────────────────┐
          │     Click on Menu         │
          └───────────────────────────┘
                      ↓
          ┌───────────────────────────┐
          │ Click on Library – Visit Site │
          └───────────────────────────┘
                      ↓
          ┌───────────────────────────┐
          │     Click on Menu         │
          └───────────────────────────┘
                      ↓
          ┌───────────────────────────┐
          │     Click on OPAC         │
          └───────────────────────────┘
                      ↓
          ┌───────────────────────────┐
          │ For OPAC Search Click here │
          └───────────────────────────┘
                      ↓
    ┌─────────────────────────────────────┐
    │  Set the Search Criteria & input     │
    │  the Search Term in Search box       │
    │  (i.e. title, author, subject etc.)  │
    └─────────────────────────────────────┘
                      ↓
          ┌───────────────────────────┐
          │      Click on Go          │
          └───────────────────────────┘
                      ↓
```

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Bibliographic details of the book will appear. Collect a requisition form from Circulation Section of Central Library. Fill up this and submit to the Circulation Section and after few minutes get your desired resources.

Basic and Advance Search

Basic Search: In the OPAC, library patrons will see a search box at the top of most pages.
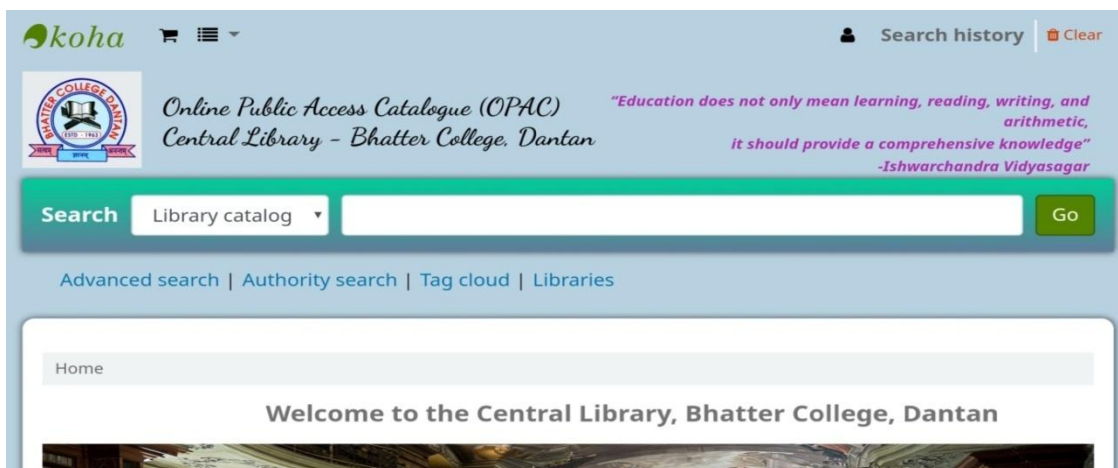
To search, enter a word or multiple words in the search box. When no search index is specified, a keyword search is performed.

Note: You can verify this by typing one word into the form and note the number of results. Then, repeat the search with a minor change: in front of the search word, type 'kw=' followed by the same search term. The results will be identical.

When you have more than one word in the search box, Koha will still do a keyword search, but with the Boolean operator 'AND'. This will narrow your search to only records matching all the words.

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When searching, select the major terms of what you are looking for and enter them into the persistent search box.

Koha will perform the search and return the results.
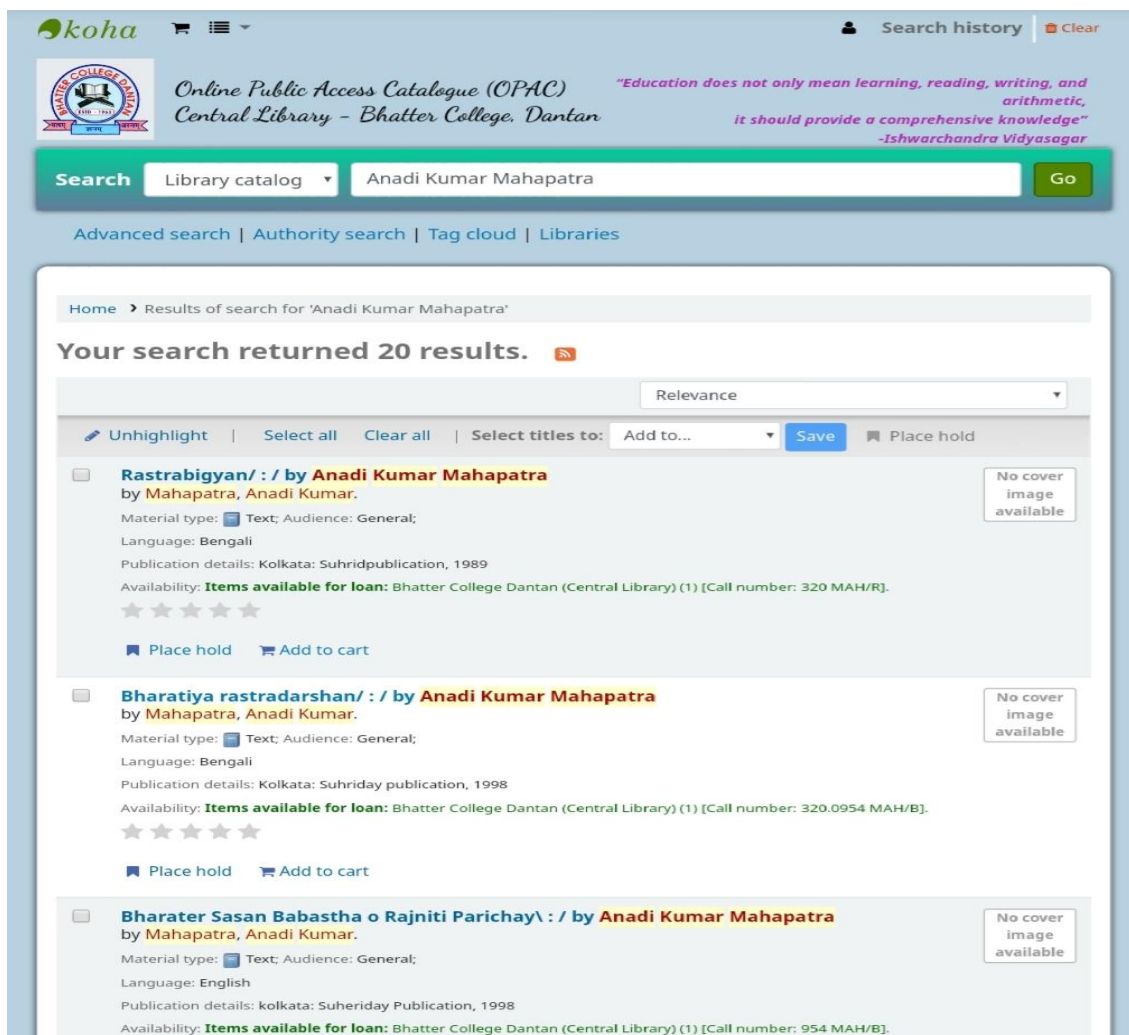
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Advanced Search

Advanced search can help when the basic search returns too many results.

Get there: Search or Advanced search

The advanced search form offers many ways to limit the results of your search. You can search using the Boolean operators AND, OR, and NOT; limit by item type; limit by year and language; limit by subtypes audience, content, format, or additional content types; by location and by availability.

You can use as many sections as you need, none are mandatory, as long as there is at least one search term or one limit selected.
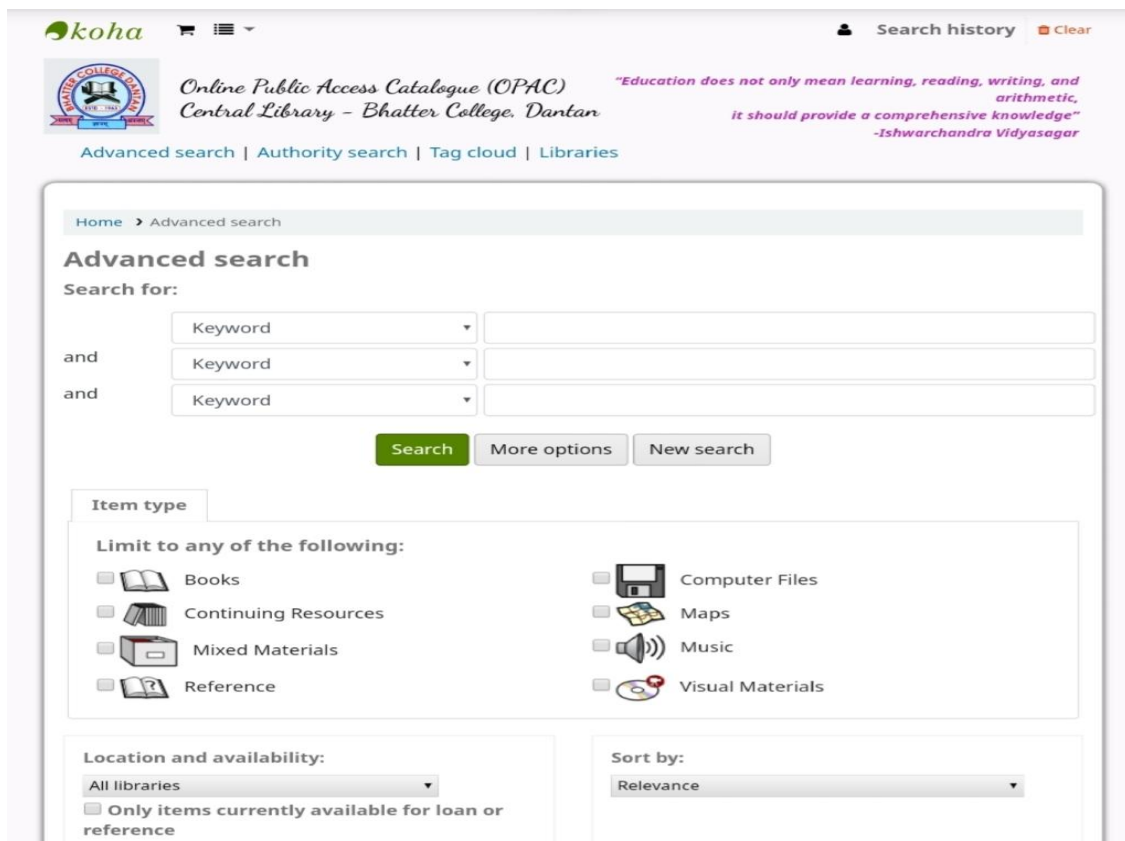
Specimen Retrieved Result

One specimen retrieved result along with its different components is shown in below.

Explanation of Different Components of the Specimen Retrieved Result

320.0954 MAH/B	Call number
No alphabetical indicator before call number is given	The absence of location indicator means it locates in the Main Collection in the Central Library
320.0954	Class number
MAH/B	Book number
MAH	Author indicator
B	Title indicator
Anadi Kumar Mahapatra	Author of the book
Bharatiya Rastradarshan	Title of the book

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Kolkata	Place of publication
Suhriday Publication	Name of the publisher
1998	Year of publication
Item available for loan	The book is available for home issue.
Bengali	Language of the book

Printed Card-Catalogue (Discontinued from 2015)

There is author/title/subject catalogue for books in English and other European languages. For Indian languages like Bengali and Sanskrit there are similar catalogues. In order to find out books in these languages the above mentioned transliteration code should be followed to ensure instant retrieval of requisite information.

The main guide to locate book in the Library is the author-title-subject catalogue. In these catalogues the entries of the cards are arranged under the names of the authors/editors/translators/compilers/title and subject for every book in the library. Corporate bodies, societies, institutions, Govt. bodies are regarded as authors of the works published by them. All the card entries (authors/editors/translators/compilers/title/subject) in the Author catalogue are arranged in alphabetical order as in a dictionary. In the subject catalogue, the card entries are arranged under the subject-headings in alphabetical order for each book. Similarly, in a title catalogue, the card entries are arranged under the titles in alphabetical order for each book.

Specimen Catalogue Card

One specimen catalogue card along with its different components is shown in the box below. The top left alphanumeric code is known as call number, which consists of three parts as described earlier.

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Call Number

SC 530.11
EIN(M)   Einstein, Albert
        (The) Meaning of relativity: including the relativistic theory of the
        non-symmetric field / Albert Einstein .- 2nd ed.- New Delhi: New Age
        International, 2006.

2921   Vii, 166p.
         ISBN: 81-224-1817-1.
         Rs.95/-

  1.PHYSICS-RELATIVITY THEORY 2.RELATIVITY THEORY

Location Indicator

The Location indicator will tell you the section to which the concerned book belongs to. The explanation of location indicators are shown in following table. The first three indicators are functioning at present, while the last sixteen indicators will be used later on for the departmental libraries.

The class number will tell you the subject area to which the concerned book belongs to. The book number consists of two parts. The first part, author indicator encompasses first three alphabets of the author's surname, while the second part, title indicator contains the first three alphabets of the title of the book excluding article, i.e. (A), (An) and (The).

Explanation of the location indicators

S. No.	Location Indicator	Section to which concerned book belongs to	Present state-of-the-art

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1	No Indicator	Central Library Main Collection	Functioning at present
2	SC	Special Collection on Local Area	
3	EM	Electronic Material (CD-ROM/DVD-ROM)	
4	BE	Bengali	Proposed
5	CH	Chemistry	
6	CO	Commerce	
7	EC	Economics	
8	ED	Education	
9	EN	English	
10	GE	Geography	
11	HI	History	
12	MA	Mathematics	
13	MU	Music	
14	PH	Philosophy	
15	PE	Physical Education	
16	PS	Physics	
17	PO	Political Science	
18	SA	Sanskrit	
19	SO	Sociology	

Explanation of different components of the specimen catalogue card

SC 530.11 EIN(M)	Call number
SC	Location indicator

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530.11	Class number
EIN(M)	Book number
EIN	Author indicator
M	Title indicator
Albert Einstein	Author (Surname- Einstein) of the book
(The) Meaning of relativity: including the relativistic theory of the non-symmetric field	Title of the book
2nd ed.	Second edition
New Delhi	Place of publication
New Age International	Name of the publisher
2006	Year of publication
vii	Preliminary pages (Foreword, preface, content etc.)
166p.	Textual pages
81-224-1817-1	ISBN of the book
Rs. 95/-	Price of the book
(Ref.)	The book is for reading room only & not to be lent out.
(Out)	The book is presently out of library, i.e. issued to someone.
B12921	Computer generated accession number of the book
7896	Manual accession number of the book
PHYSICS-RELATIVITY THEORY	Subject descriptor or keyword of the book

International Standards Used in Library

- **Classification:** according to the scheme of Dewey Decimal Classification-23rd edition (DDC – 23rd ed.)
- **Subject Descriptor:** according to the scheme of Sear's List of Subject Headings-23rd edition (SLSH)

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- **Cataloguing:** according to the scheme of Anglo-American Cataloguing Rule-2nd edition (AACR – II R)
- **ILMS:** Metadata Curation, annotation and digitization for developing a centralized library database (RDBMS), by the software used, i.e. Koha (21.11.01.000)

Technical Details of Koha

Koha version:	21.11.01.000
OS version ('uname -a'):	Linux 162-241-69-118.webhostbox.net 4.19.0-10-amd64 #1 SMP Debian 4.19.132-1 (2020-07-24) x86_64
Perl interpreter:	/usr/bin/perl
Perl version:	5.028001
Perl @INC:	/usr/share/koha/lib /etc/perl /usr/local/lib/x86_64-linux-gnu/perl/5.28.1
MySQL version:	mysql Ver 15.1 Distrib 10.3.31-MariaDB, for debian-linux-gnu (x86_64) using readline 5.2
Apache version:	Server version: Apache/2.4.38 (Debian)
Memcached:	Servers: 127.0.0.1:11211 | Namespace: koha_bhatter | Status: running. | Config read from: koha-conf.xml
Zebra version:	Zebra 2.0.59 (C) 1994-2014

Contact

Mail: library.bcd@gmail.com

Specialities of Our Library

Our college library has some unique wings like;

Library Museum

The Central Library, Bhatter College, Dantan is the pioneer in the field of establishment of a Museum. It depicts the local history with its rich collection. Rare idol of God, pottery collection of ancient period, historical map of Dantabhukti and the gallery of local historical places with brief information are collected and displayed in the Museum. A 3-D model of our college is also there. Our dream is to strengthen the collection of the Museum quantitatively and qualitatively with you support and our effort.

In-house Publication Centre

Central Library has in-house publication centre. We have three prestigious former UGC-CARE listed journals;

- Bhatter College Journal of Multidisciplinary Studies (ISSN 2249-3301)(Published by Bhatter College)
- Eshana (ISSN 2249-0272)(Published by Dept. Of Bengali)
- The Golden Line (Print ISSN 2395-1583, Online ISSN 2395-1591)(Published by Dept. of English)

Local History Collection

We have a very rich 'local history collection' which also known as 'special collection on Dantan'. This collection offers you the resources on socio economic, cultural, geographical, historical, political and on so other subject areas. The collection not only covers Dantan but also extends its coverage on undivided

Medinipur. It helps to the researchers who are working and intended to work on the regional aspects of Dantan.

E-Library (http://elibrary.unaux.com/)

This is the blog cum E-library page of Central Library, Bhatter College, Dantan. In it more than 450 free seamless accessible e-resource portals are indexed with description. One can get book, journals, newspapers, study materials, database, data set, theses, course and training portals and so on from this single platform. Carrier guidance flowchart is also there and the most important feature of this website is it indexed all the government job portals in a single page.

NDLI – Club Member

The College Library is a registered institute of NDLI, IIT, Kharagpur and users have access to the vast reservoir of e-resources and offers to attend the national and international events on different topics with participation certificate.

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NDLI – Club Member Registration Certificate

Ministry of Education
Government of India

Indian Institute of Technology
Kharagpur

National
Digital Library
of India

CERTIFICATE OF REGISTRATION

This is to certify that "**Bhatter College, Dantan**" is registered as a NDLI Club under the National Digital Library of India.

Registration Number:
INWBNC5ZGHWJBXU
Date Of Registration: 27/07/2022
Valid Upto: 27/07/2023

Dr. Partha Pratim Das
Joint Principal Investigator
National Digital Library of India Project
Indian Institute of Technology
Kharagpur

NDLI CLUB PARTNER
National
Digital Library
of India
- LEARN. SHARE. GROW. -

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Accessibility of E-Resources

N-LIST (Remote Access Full Text Database)

Link: https://nlist.inflibnet.ac.in/

All the registered members of our college are eligible to get access of N-LIST, which is a remote access full text database, hosted by the INFLIBNET (Information and Library Network). More than 7783491 full-text e-books and 6435 e-journals are offered through this database.

How to Access Electronic Resources under N-LIST?

Member's login

Open the following link in your browser; https://nlist.inflibnet.ac.in/

Click on Member's login to access N-LIST e-resources.

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Once click on member's login, the below screenshot will open and said *'your connection isn't secure'*. Please click on *'Advanced'* button to proceed the next step and click on Continue to iproxy.inflibnet.ac.in (unsafe) link to get member's login webpage. It will ask one time only while using latest version browser of Chrome, Firefox or Microsoft edge etc.
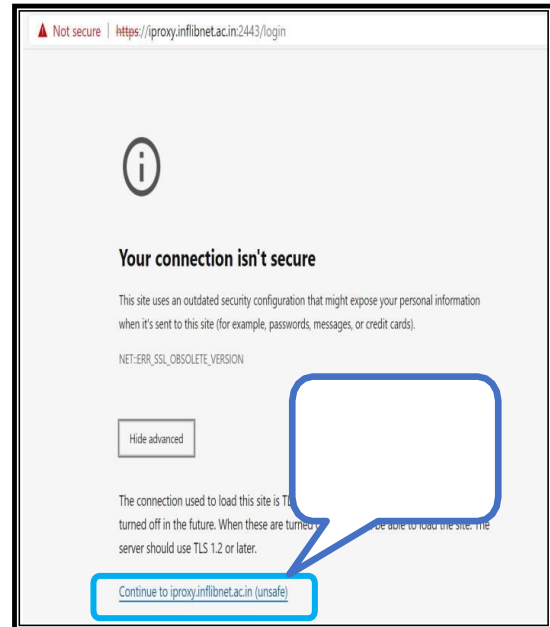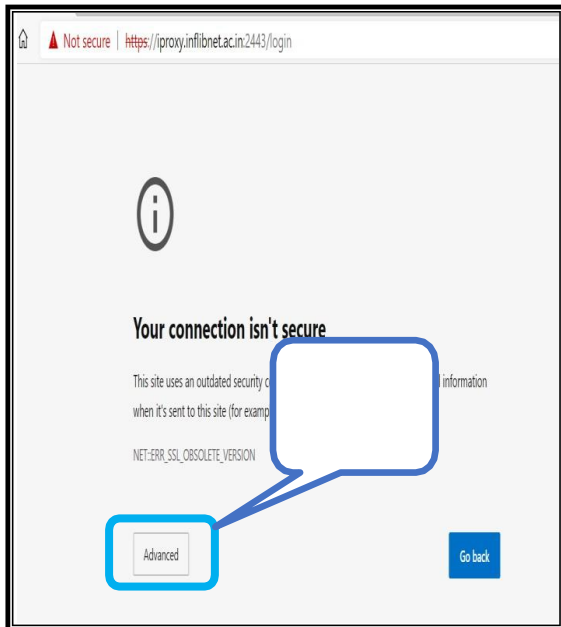
Please enter the username and password to access the N-LIST e-resources
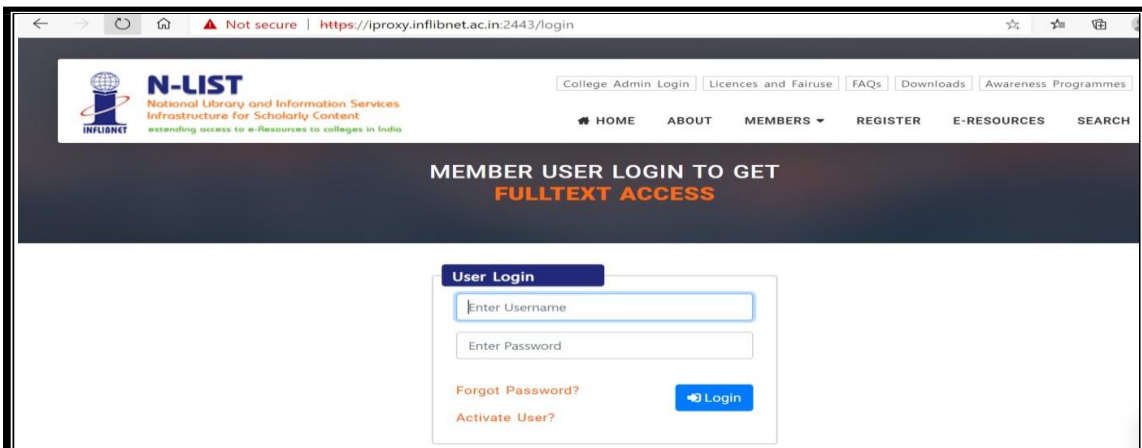
Know Your Library: A Manual

Upon Login You will get the list of e-Resources available to you. Click on any resource name toaccess the resource.

In case of some of the e-resources (American Institute of Physics, Annual Reviews, Institute of Physics, Royal Society of Chemistry, Cambridge Books, Springer Books, Taylor & Francis Books etc), you will be prompted to re-login through the Shibboleth based login using INFED. Please re-login using the same username and password again.

Know Your Library: A Manual

Click on the Accept button to Continue to Access the e-resource Selected. This screen will be prompted once for the resource. After accepting you will be re-directed to the publisher page for access to the e-resource.

Searching Journals Titles and Books Covered under N-LIST

Click on "Search" option on the navigation bar of N-LIST Website to search   journals covered under N-LIST. Enter name of journal/book or a subject term intext entry box and click on "Go". Search results will bedisplayed with link to full-text of journal(s)/book(s) onpublisher's Website.

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Request an Article: A Service for N-LIST Members

The INFLIBNET Centre provides Inter Library Loan (ILL) services for the benefit of users from colleges enrolled under the N-LIST. All faculty, staff and students from member colleges are welcomed to use this service and request journal articles and chapters from books that are not available through resources subscribed under the N-LIST. The requests for articles can be sent online using Online ILL Request Form available on the N-LIST website. This service is free of charge. Users are required to log-in with their user ID and password to request for articles using N-LIST ILL Service. The user's credentials for ILL request are the same that have been provided to the users in colleges for accessing N-LIST resources.

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National Digital Library of India (NDLI) [(https://ndl.iitkgp.ac.in/)](https://ndl.iitkgp.ac.in/)

About

National Digital Library of India (NDLI) is a virtual repository of learning resources which is not just a repository with search/browse facilities but provides a host of services for the learner community. It is sponsored and mentored by Ministry of Education, Government of India, through its National Mission on Education through Information and Communication Technology (NMEICT). Filtered and federated searching is employed to facilitate focused searching so that learners can find the right resource with least effort and in minimum time. NDLI provides user group-specific services such as Examination Preparatory for School and College students and job aspirants. Services for Researchers and general learners are also provided. NDLI is designed to hold content of any language and provides interface support for 10 most widely used Indian languages. It is built to provide support for all academic levels including researchers and life-long learners, all disciplines, all popular forms of access devices and differently-abled learners. It is designed to enable people to learn and prepare from best practices from all over the world and to facilitate researchers to perform inter-linked exploration from multiple sources. It is developed, operated and maintained from Indian Institute of Technology Kharagpur. More than 92186667 resources are there at the present moment and freely accessible by everyone.

Individual Registration

For smooth and satisfactory usage of NDLI portal, users can create an account with NDLI that involves a simple two-step registration process.

Account Set-up

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Visit the NDLI website. On the top right, click Log In. If you are already a member, enter your log in credentials to continue. If you are a new member, click Register. This opens a registration form where you can enter your details - including your name, e-mail id and password. Once you have done this, NDLI sends an activation link for your account on your e-mail id. You can click on this link to become a member and browse content easily at home.
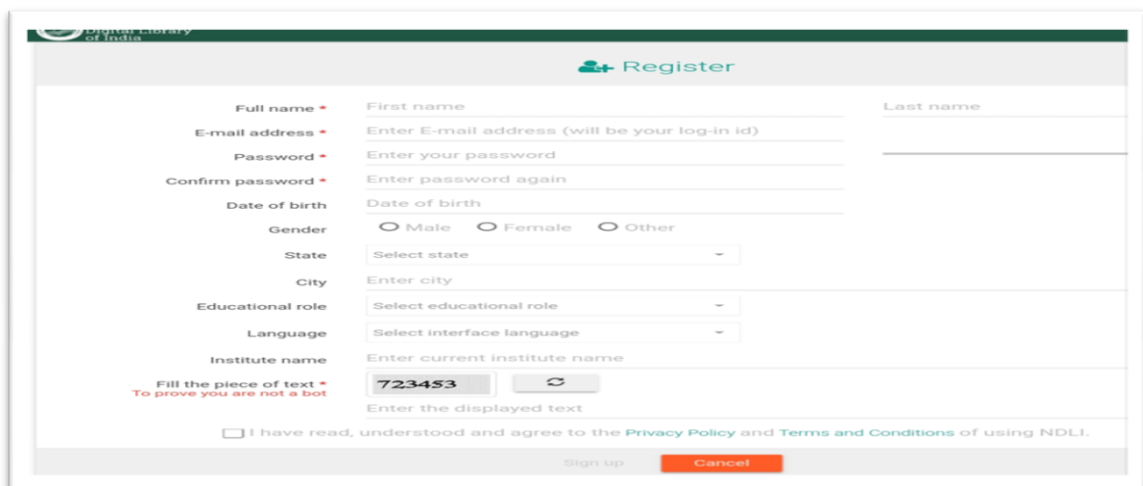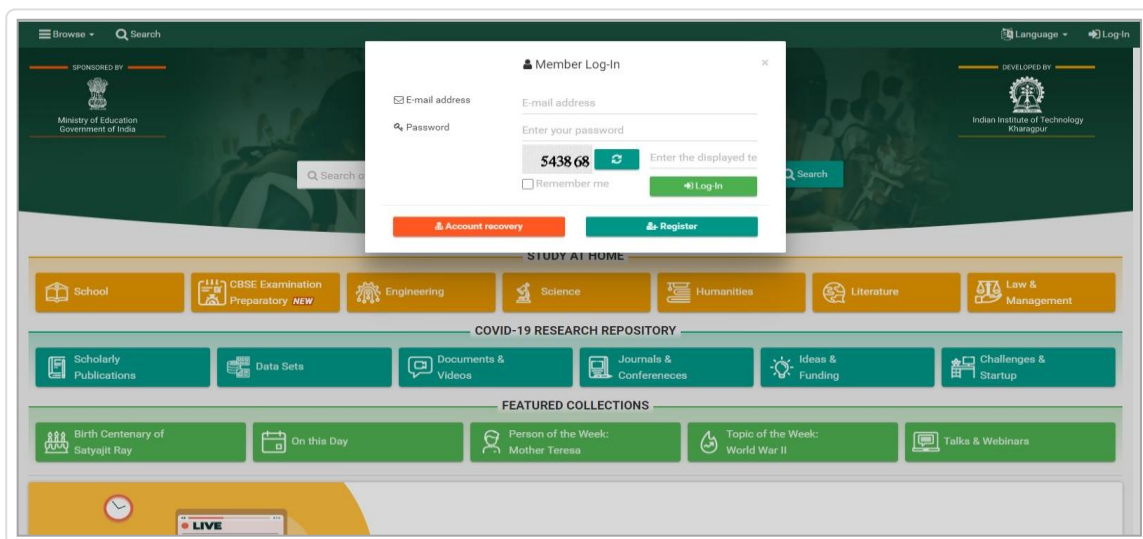
Know Your Library: A Manual

Different Searching Facilities

This is the first method to access content on NDLI. Search option helps to look for a particular item, with the option to refine the search by subject, author, source, or education level.

If you have a specific item in mind, you can look it up using the 'Search' option on the homepage. Type in a keyword for whatever you are looking for - a subject name, a topic name or may be a question paper for a particular Board - into the search box and hit Enter on the keyboard to get a list of Search results.

In fact, NDLI provides the benefit of searching in three different languages - English, Hindi and Bengali. You can simply click on the drop-down menu beside the search bar, choose your language, and type in the name of the search item in English. It will be automatically converted into a word(s) in the chosen language and the results displayed on the screen.

Different Browsing Facilities

This is the second method to access content on NDLI. The Browse option facilitates users to look through NDLI content using filters like subject, source of content, type of content or learning resource type. If you would like to find an item on NDLI repository

in the same way as you browse the shelves of a library, all you need to do is use the 'Browse' button on the top left. You can browse the content on the basis of Subject, Source, Type of the document and Learning Resource.

Browse by Type

Browsing 'By Type' allows you to browse content in the form of 'Text', 'Video', 'Image', 'Animation', 'Simulation', Audio' or 'Presentation'. You can choose the type of media so that all content pertaining to that media set are displayed. The screen has an in-built explanation of the steps to follow.
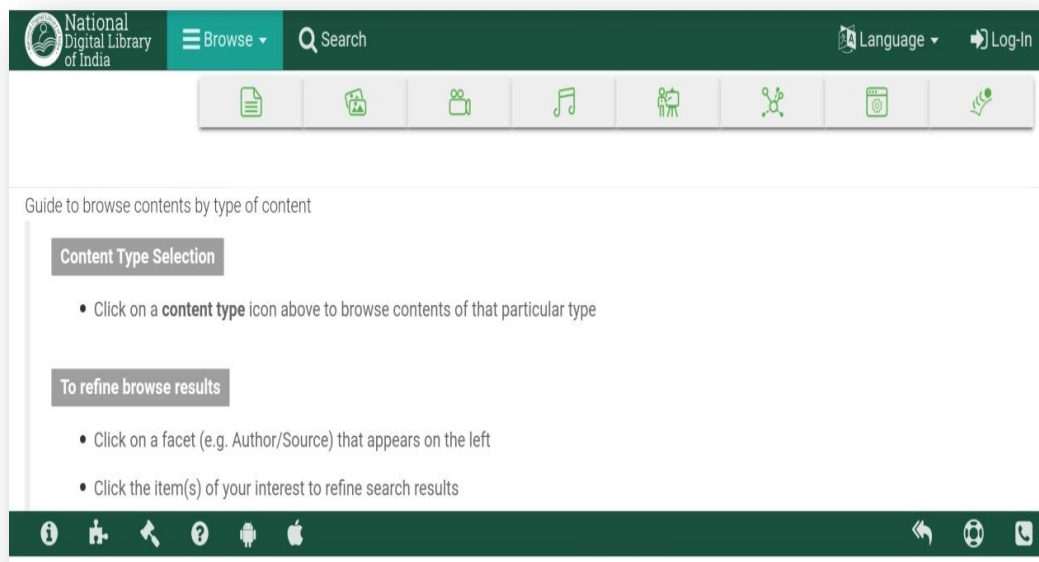
Browse by Subject

Browsing 'By Subject' provides three levels of choice that you can make to arrive at your chosen subject. The screen has an in-built explanation of the steps to follow.

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Browse by Source

Browsing 'By Source' shows a list of institute names, with some important institutes featured on top, so that you can choose your preferred organization name and browse through all the available content from that organization. The screen has an in-built explanation of the steps to follow.

Browse by Learning Resource

Browsing by 'Learning Resource' allows you to choose a particular type of learning resource from a drop-down menu. Consequently, you can then browse through all the items from that resource type. The screen has an in-built explanation of the steps to follow.
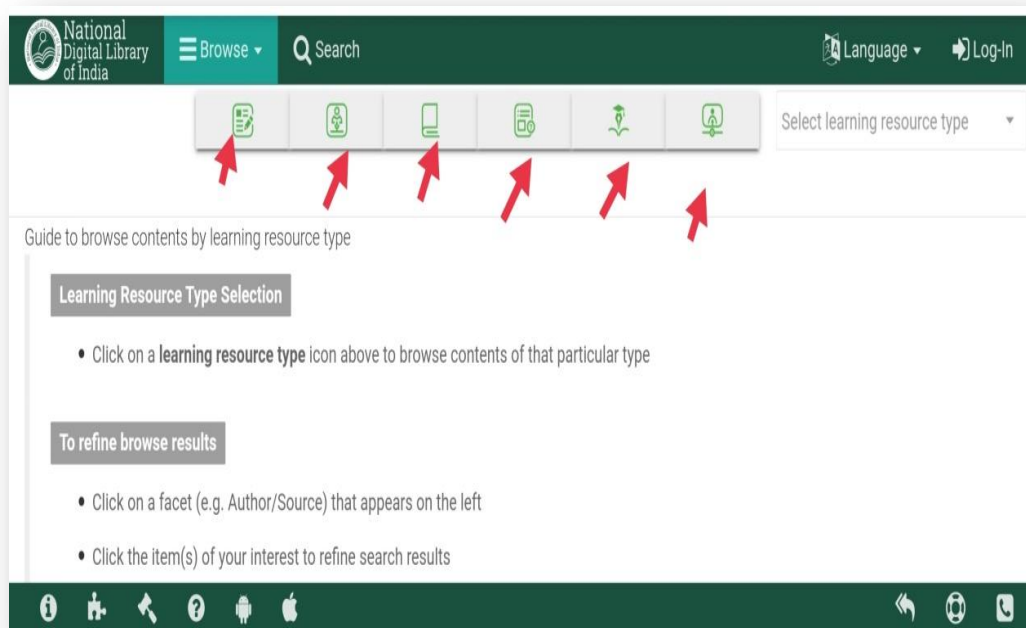
Refining Search

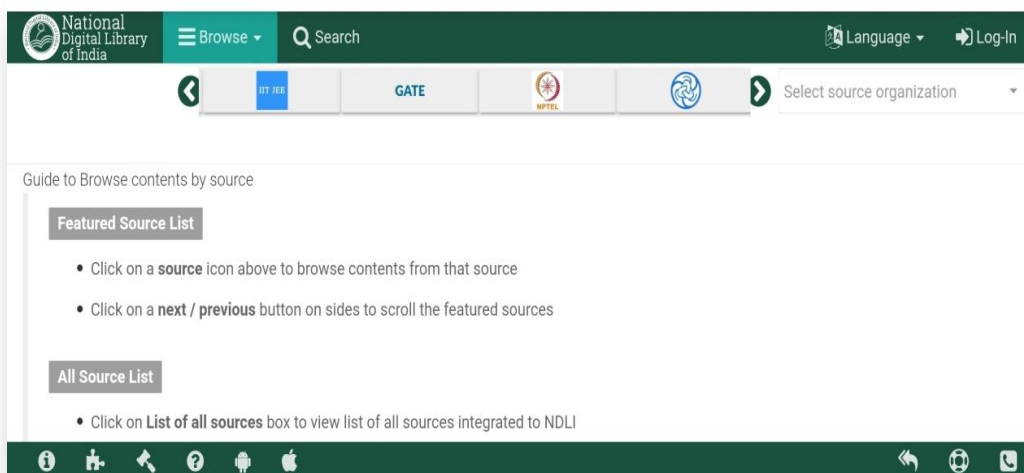Once you have entered a keyword in the search bar, NDLI gives you a list of content pertaining to your search. However, that's not all. You can further refine the search on the basis of filters like Author, Subject Category, Educational Degree, Difficulty Level, Educational Level, File Format, Language, Learning Resource Type and Source as provided on the left-hand panel of the screen. Let us take a closer look at each of these filters;

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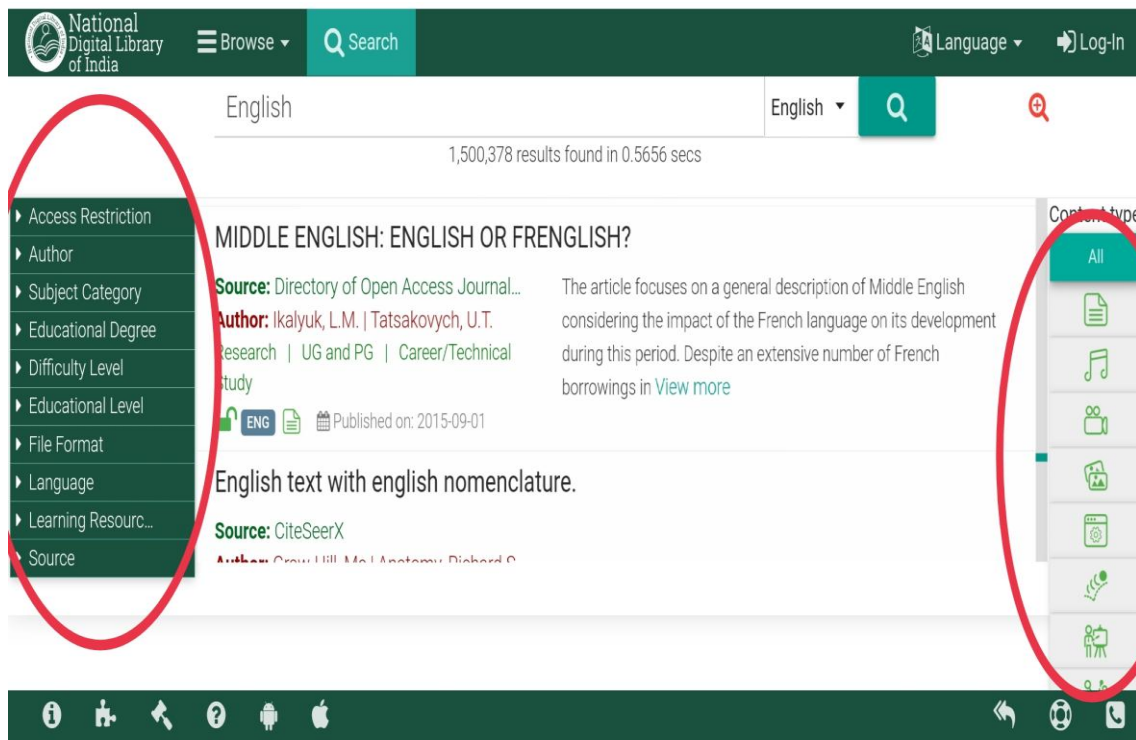
Access Restriction

At the moment, NDLI has nearly 5 crore content that are classified into five categories based on their accessibility to the user. An icon at the bottom left of each document indicates its accessibility. You can select content between open and freely accessible to subscribed content or content that have limited access. NDLI also provides free access to some special content for its users by way of national license. Access restriction is explained in detail in the next segment.

Know Your Library: A Manual
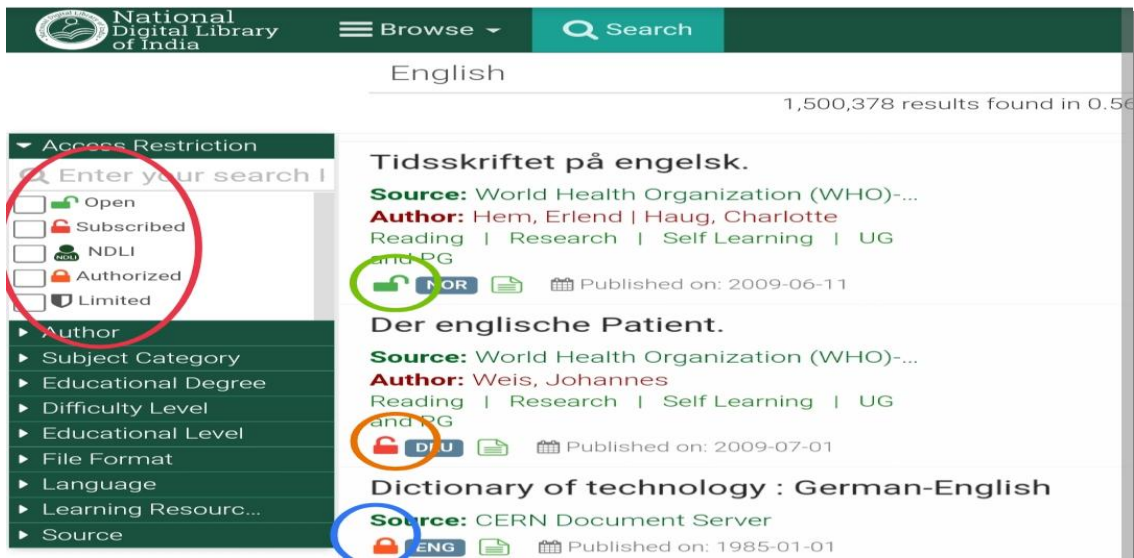
Advance Search

The Advanced Search option helps you to find your desired content in one go. You can enter a subject, a book's title or an author's name of your choice along with filters like Source, Educational Level, Language and Learning Resource Type to get a list of relevant search results.
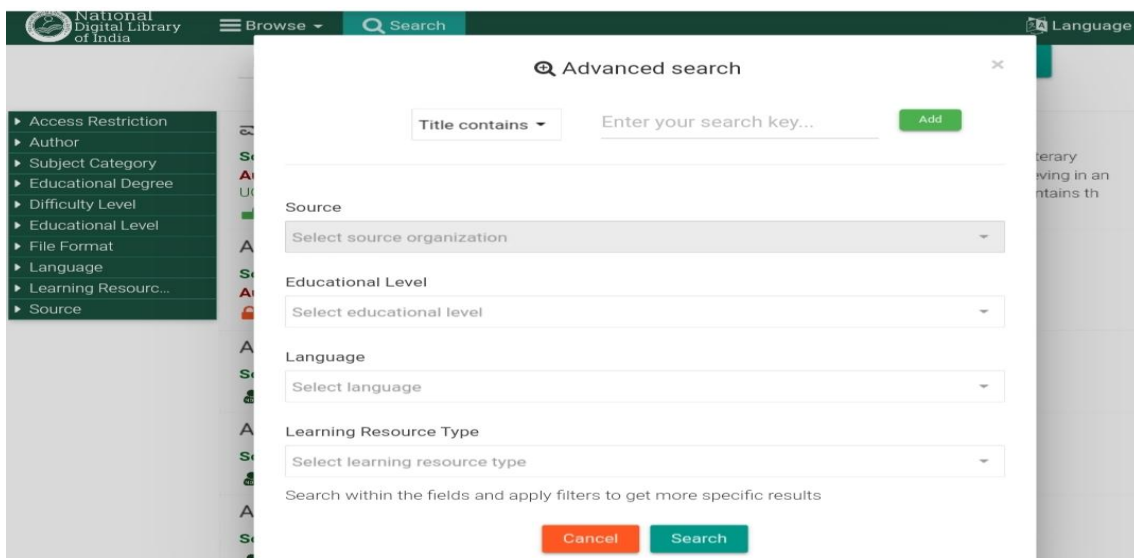
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Choosing these filters at one go will help to specify your search and thereby, narrow the search results. This is a great way of making the desired choices at one shot.

The Advanced Search is available on the top right when you are using the NDLI Search to access content.

Appendix – A

QR-Code Based Open Access e- Resources/Learning

Open access is a publishing model for scholarly communication that makes research information available to readers at no cost.

E-Journals

DOAJ: is a community-curated online directory that indexes and provides access to high quality, open access, peer-reviewed journals. More than 15,661 Journals and 54, 88, 674 articles are there.

Link: https://doaj.org/

Google Scholar: Google Scholar provides a simple way to broadly search for scholarly literature. Search across a wide variety of disciplines and sources: articles, theses, books.

Link: https://scholar.google.com/

Research Gate: Access 130+ million publications and connect with 19+ million researchers. Join for free and gain visibility by uploading your research.

Link: https://www.researchgate.net/

Open Access Journals: accommodates a broad spectrum of interdisciplinary journals that focus on a wide range of fields within the clinical and medical sciences, apart including the scientific developments from Pharmaceutical and Life Sciences.

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Link: https://www.openaccessjournals.com/

OCLC's Research: accelerates and scales learning, innovation, and collaboration to advance libraries and librarianship. Since 1978, we have carried out research and made technological advances that enhance the value of library services and improve the productivity of librarians and library users.

Link: https://www.oclc.org/research/publications.html

MDPI: A pioneer in scholarly open access publishing, MDPI has supportedacademic communities since 1996.

Based in Basel, Switzerland, MDPI has the mission to foster open scientific exchange in all forms, across all disciplines. Our 297 diverse, peer-reviewed, open access journals are supported by more than 67,200 academic editors. We serve scholars from around the world to ensure the latest research is freely available and all content is distributed under a Creative Commons Attribution License.

Link: https://www.mdpi.com/

e-LIS, e-print: Established in 2003, e-LIS is an international digital repository for Library and Information Science (LIS), including Communication. It has grown thanks to a team of volunteer editors that support 22 languages. The development of an international network has been stimulated by the extension of the Open Access concept to works and facilitated by the

dissemination of material within the LIS community. These are some of the reasons for the success of e-LIS.

Link: http://eprints.rclis.org/cgi/search/advanced

E-BOOKS

DOAB: The primary aim of DOAB is to increase discoverability of Open Access books. Academic publishers are invited to provide metadata of their Open Access books to DOAB, 33878 Books, 408 publishers.

Link: https://www.doabooks.org/

PDF Drive: is your search engine for PDF files. As of today we have 75,903,416 eBooks for you to download for free. No annoying ads, no download limits, enjoy it and don't forget to bookmark and share the love!

L i n k " : https://www.pdfdrive.com/

OAPEN: promotes and supports the transition to open access for academic books by providing open infrastructure services to stakeholders in scholarly communication.

L i n k : https://www.oapen.org/

NDLI: To make available to the learners community learning resources through a single-window, National Mission on Education through Information and Communication Technology (NMEICT) has sponsored the National Digital Library of India

(NDLI) project and arranged funding through Ministry of Education.

Link: https://ndl.iitkgp.ac.in/

Read Print: Thousands of Free Online Books!, Keep track of what you've read and books you'd like to read, Discover new books and get recommendations, Discuss books & join online book clubs & groups.

Link: http://www.readprint.com/

The Online Books Page: Our local index includes more than 2 million works in various formats that meet these criteria. (Over 50,000 are in our "curated collection", representing entries we've personally edited. The rest are in our "extended shelves", entries that are provided by other organizations and imported in bulk.) All of the books we list should be free at least for personal, non- commercial use.

Link: https://onlinebooks.library.upenn.edu/lists.html

Epustakalay: offers a vast collection of free e-books in Hindi, providing readers with easy access to a diverse range of literature and resources for reading and downloading. Enjoy Hindi literature at your fingertips!

Link: https://epustakalay.com/

44books: Access a wide selection of free Hindi e-books for reading and downloading. Explore diverse genres and immerse yourself in the world of Hindi literature, all at no cost. Happy reading!

Link: https://www.44books.com/free-hindi-books

OurHindi.com: Experience the joy of reading with a vast collection of free Hindi e-books available for reading and downloading. Discover captivating stories and knowledge in your favorite language

Link: https://pdfbooks.ourhindi.com/list-of-all-books/

Hindibooks: offers a rich selection of free Hindi books in PDF format. Discover literature, knowledge, and stories in Hindi, and freely download your favorites from their extensive collection.

Link: https://www.hindibookspdf.com/free-hindi-books/

EbooksPDF.in: provides a wide range of free Hindi e-books in PDF format. Access literature, educational material, and more in Hindi, and enjoy seamless reading and downloading.

Link: https://www.ebookspdf.in/

Government Reports of India (e-books)

India.gov.in: Free Government E books and Reports are available in pdf format read and download.

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Link: https://www.india.gov.in/hi/my-government/documents/e-books

Rare e-Books

The Rare Book Room: site has been constructed as an educational site intended to allow the visitor to examine and read some of the great books of the world.

Link: http://www.rarebookroom.org/

arXiv: is a free distribution service and an open-access archive for 1,813,585 scholarly articles in the fields of physics, mathematics, computer science, .

Link: https://arxiv.org/

CogPrints: Cognitive Sciences EPrint Archive. Welcome to CogPrints, an electronic archive for self-archive papers in any area of Psychology, Neuroscience.

Link: http://cogprints.org/view/subjects.html

E-Books for Kids

NCERT Books: his online service offers easy access to the NCERT textbooks. The service covers textbooks of all subjects published by NCERT for classes I to XII in Hindi, English and Urdu. The Entire book or individual chapters can be downloaded provided the terms of use as mentioned in the Copyright Notice are adhered to. **These books are also helpful for competitive**

exams; i.e., WBCS, IAS etc.

Link: https://ncert.nic.in/textbook.php

Monkeypen: We believe that books should be the cornerstone of every childhood and we are committed to making this dream a reality with our "10 Thousand Free Children's Book Project"

https://monkeypen.com/pages/free-childrens-books

Free kids books: Children books for free download or read online, stories and textbooks and more, for entertainment, education, ESL, literacy, and author promotion.

Link: https://freekidsbooks.org/

E-Theses & Dissertations

Shodhganga:, in accordance with the UGC Notification (May 2016), mandates Indian universities' researchers to submit electronic versions of their theses and dissertations. This facilitates open access to Indian research globally, enhancing quality and preventing duplication. INFLIBNET Centre hosts and maintains Shodhganga, a digital repository for Indian Electronic Theses and Dissertations.

Link: https://shodhganga.inflibnet.ac.in/

ShodhGangotri: is a new initiative complementing "ShodhGanga," hosting research topic synopses submitted by scholars in Indian universities for Ph.D. registration. It unveils

ongoing research trends while preventing duplication. This repository displays Indian research in progress, including MRPs, PDFs, and Emeritus Fellowship projects.

Link: https://shodhgangotri.inflibnet.ac.in/

eGyanKosh: a National Digital Repository to store, index, preserve, distribute and share the digital learning resources developed by the Open and Distance Learning Institutions in the country. Items in eGyanKosh are protected by copyright, with all rights reserved by IGNOU.

Link: http://egyankosh.ac.in/

DART-Europe: is a partnership of research libraries and library consortia who are working together to improve global access to European research theses.

Link: https://www.dart-europe.org/basic-search.php

EThOS: is the UK's national thesis service which aims to maximise the visibility and availability of the UK's doctoral research theses. It demonstrates the quality of UK research, and supports the UK Government's open access principle that publications resulting from publicly-funded research should be made freely available for all researchers, providing opportunities for further research

Link: https://ethos.bl.uk/Home.do

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ROAR: The aim of ROAR is to promote the development of open access by providing timely information about the growth and status of repositories throughout the world. Open access to research maximises research access and thereby also research impact, making research more productive and effective.

Link: http://roar.eprints.org/

OpenDOAR: is the quality-assured, global Directory of Open Access Repositories. You can search and browse through thousands of registered repositories based on a range of features, such as location, software or type of material held. Try it out for yourself.

Link: https://v2.sherpa.ac.uk/opendoar/

Internet Public Library: Information to Help You Succeed. Explore IPL's repository of 500,000+ essays across thousands of topics to help you finish your homework.

Link: https://www.ipl.org/

WorldWideScience.org: is a global science gateway accelerating scientific discovery and progress through a multilateral partnership to enable federated.

Link: https://worldwidescience.org/

The social science cyber library: This offers all open access resources in form of e-books, e-journals, video lectures, subject gateways, databases and useful websites in a single window.

Link: https://www.socsccybraryamu.ac.in/

Open Access Acts, Case Laws & Reports

The Gazette of India: is a public journal and an authorized legal document of the Government of India, published weekly by the Department of Publication, Ministry of Housing and Urban Affairs. As a public journal, the Gazette prints official notices from the following website.

Link:

http://egazette.nic.in/(S(wpxw0cdg53aytufaqtog4i5c))/default.aspx

India Code: Central Acts the India Code Information System contains all of Parliament right from 1836 onwards. Each Act includes; Short Title, Enactment Date, Sections, Schedule and also Foot notes. India Code also provides complete alphabetical and chronological list of central act and the text of Constitutional Amendments and Constitution of India.

Link: https://www.indiacode.nic.in/

PRS Legislative Research (PRS): seeks to legislative process. Bill Track and Parliament strengthen the Watch over the business during process of making laws of Central Government of India are facilitated through this web portal. A team of law

professionals provide access of parliamentary business information on regular basis through this web portal. 'Laws of India' is another initiative of PRS India provides access to the following website.

Link: https://www.prsindia.org/

Judgment Information System (JUDIS): the Judgments Information system consists of the Judgments of the Supreme Court of India and several High Courts. In the case of the Supreme Court all reported their inceptions Judgments which are published in SCR Journal, since i.e., 1950 till date are available. JUDIS also provides access of the judgments of all 21 State High Courts along with pronouncement delivered by select district courts too.

Link: http://www.judis.nic.in/

Law Reports: Law Commission of India Reports. Law Reform has been a continuing process particularly during the last 300 years or more in Indian history

Link: https://lawcommissionofindia.nic.in/

Legal Information Institute of India (LIIofIndia): Free, independent and non-profit access to 159 databases of Indian law

Link: http://liiofindia.org/

Lok Sabha Debates: Three versions of the Lok Sabha Debates are prepared, viz., a Hindi Version, an English Version and an Original Version. Out of these, Hindi and English versions, are printed and distributed among the members and others. The Original Version is kept in the Parliament Library, suitably bound, for purposes of record and reference only.

Link:

http://164.100.47.194/Loksabha/Debates/Debatetextsearch16.aspx

Rajya Sabha Debates: "Official Reports" of the Rajya Sabha are published under Rule 260 of the Rules of Procedure and Conduct of Business in the Council of States (Rajya contains the full verbatim report of proceeding Sabha). The official debates repository stores the digitized debates in pdf format (text and image files)

Link: https://rsdebate.nic.in/

E-Learning

e-PG Pathshala: is an initiative of the MHRD under its National Mission on Education through ICT (NME-ICT) executed by the University Grants Commission. It is an online course work of the graduate students studying in the various institutions, organizations, and universities. This platform provides high quality, curriculum-based, interactive e-content containing 23,000 modules (e-text and video) in 70 post Graduate disciplines of social sciences, arts, fine arts and humanities,

natural & mathematical sciences.

Link: http://epgp.inflibnet.ac.in/

SWAYAM Online Course: This provides access to best teaching learning resources. Any learner can makes use of this platform free of cost without any registration.

http://storage.googleapis.com/uniquecourses/online.html

SWAYAMPRABHA: This platform is a group of 32 DTH channels providing high quality educational curriculum based course contents covering diverse disciplines.

Link: https://swayamprabha.gov.in/ac

CEC-UGC YouTube Channel: Unlimited educational curriculum based lectures can be accessed from this portal without any cost.

Link: https://www.youtube.com/user/cecedusat

Vidwan: This portal gives access to database of experts which provides information about experts to peers, prospective collaborators, funding agencies, policy makers and research scholars in the country.

Link: https://vidwan.inflibnet.ac.in/

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Newspaper (Bengali)

	Anandabazar Patrika **Link:** https://www.anandabazar.com/
	Bartaman **Link:** https://bartamanpatrika.com/home
	Sangbad Pratidin **Link:** https://www.sangbadpratidin.in/

Newspaper (English)

The Times of India **Link:** https://epaper.timesgroup.com/TOI/TimesOfIndia/index.html?a=c#	
Hindustan Times **Link:** https://epaper.hindustantimes.com/Home/ArticleView	
Business Standard **Link:** https://epaper.businessstandard.com/bs_new/index.php?rt=login/login	

E-Magazines

FreeMagazinePDF.com offers a wide selection of free downloadable magazines in PDF format. Explore diverse categories, from lifestyle and fashion to technology and science, and enjoy reading your favorite magazines conveniently and without cost.

Link: https://freemagazinepdf.com/

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Appendix – B

Boost your productivity!

Essential Research Tools to Learn

Literature Search	Elicit	Connected Papers	Research Rabbit
Writing Assistants	ChatGPT	WordTune	Bard
Grammar & paraphrasing	Quillbot	PaperPal	Grammarly
Citations	Zotero	Mendeley	JabRef
Illustrations	Canva	BioRender	Draw.io
Data (Quantitative)	R	SPSS	JASP
Data (Qualitative)	ATLAS.ti	Nvivo	Otter
Productivity	Trello	Notion	Pomofocus

Appendix – C

NDLI Club Member Registration

All interested students, faculty members and employees of Bhatter College, Dantan can now enroll themselves as members of Bhatter College, Dantan NDLI Club, using the passkey.

Passkey: - For passkey please contact to Library.

Open the Link: *https://club.ndl.iitkgp.ac.in/sign-up* to enroll themselves as member of the NDLI Club using their email id and the Passkey.

After getting a verification mail from NDLI, click on the link; *https://ndl.iitkgp.ac.in/*. Then Open NDLI website and update DOB as shown here.

Know Your Library: A Manual
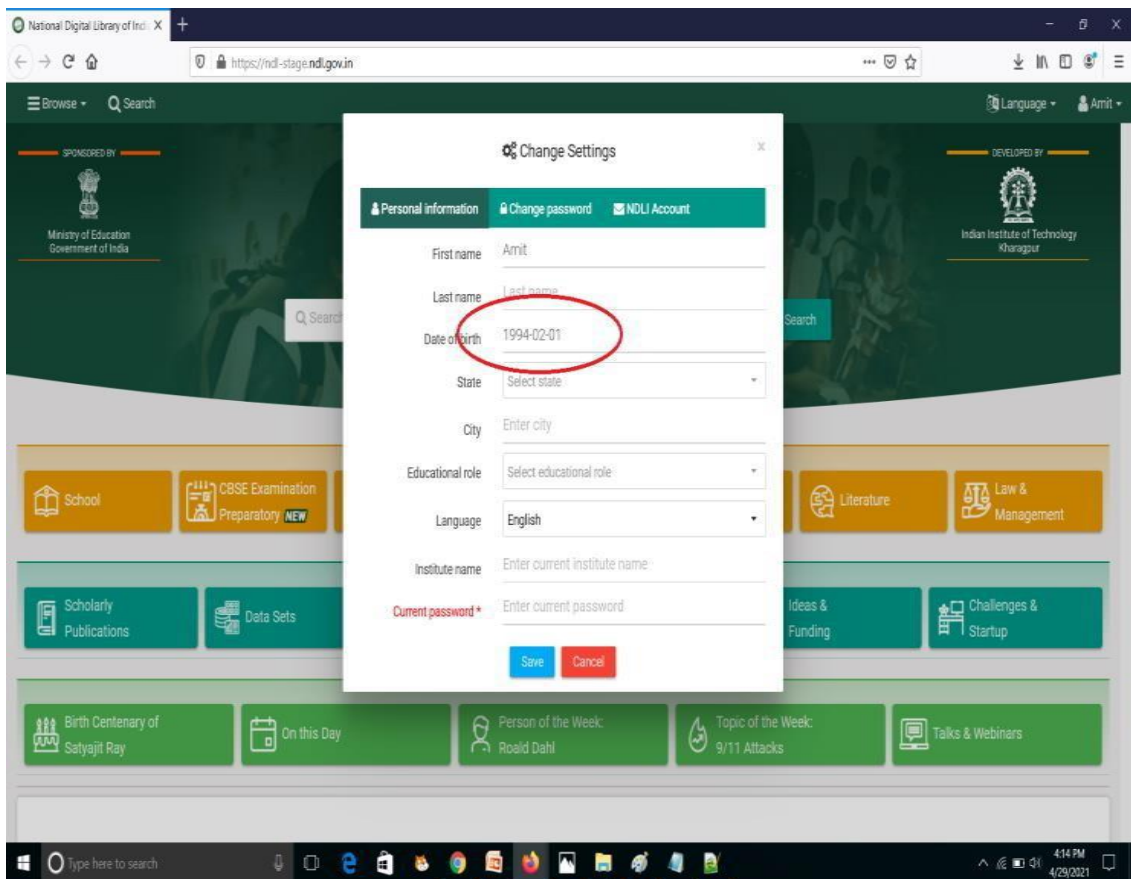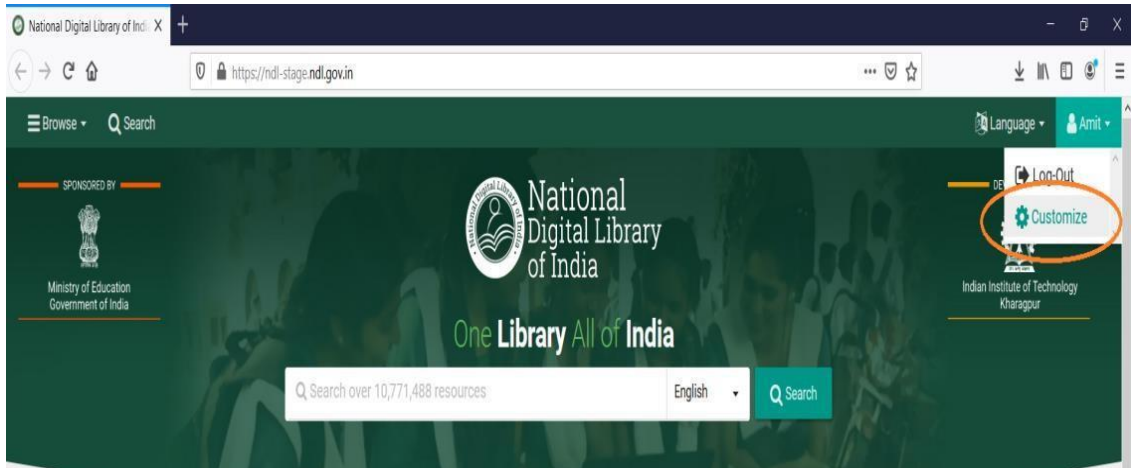
Know Your Library: A Manual
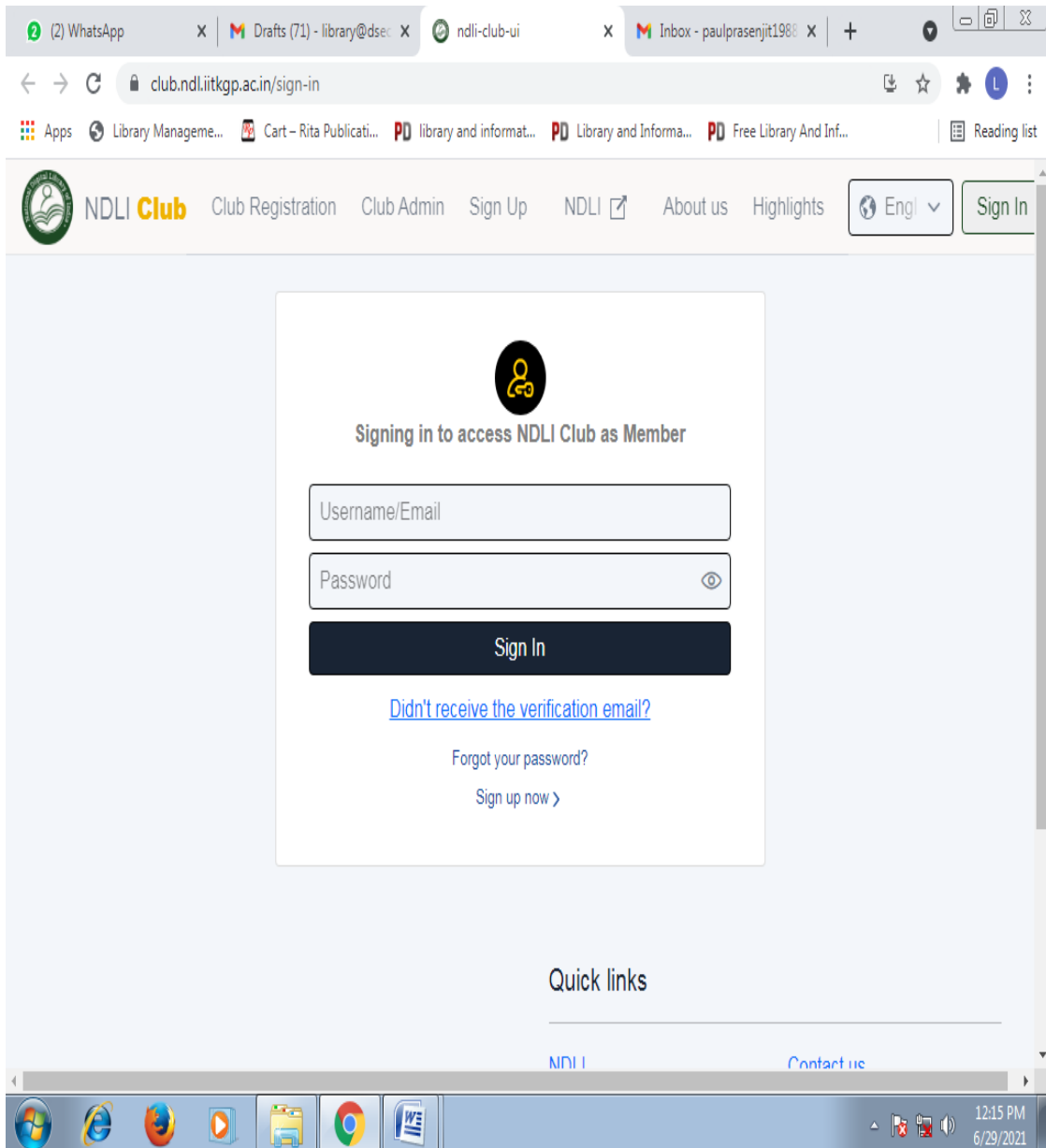
Once your DOB is updated in NDLI website, go back to the club application and under Your profile details, click on "Sync with NDLI profile" button to update your DOB in Club website.

Know Your Library: A Manual
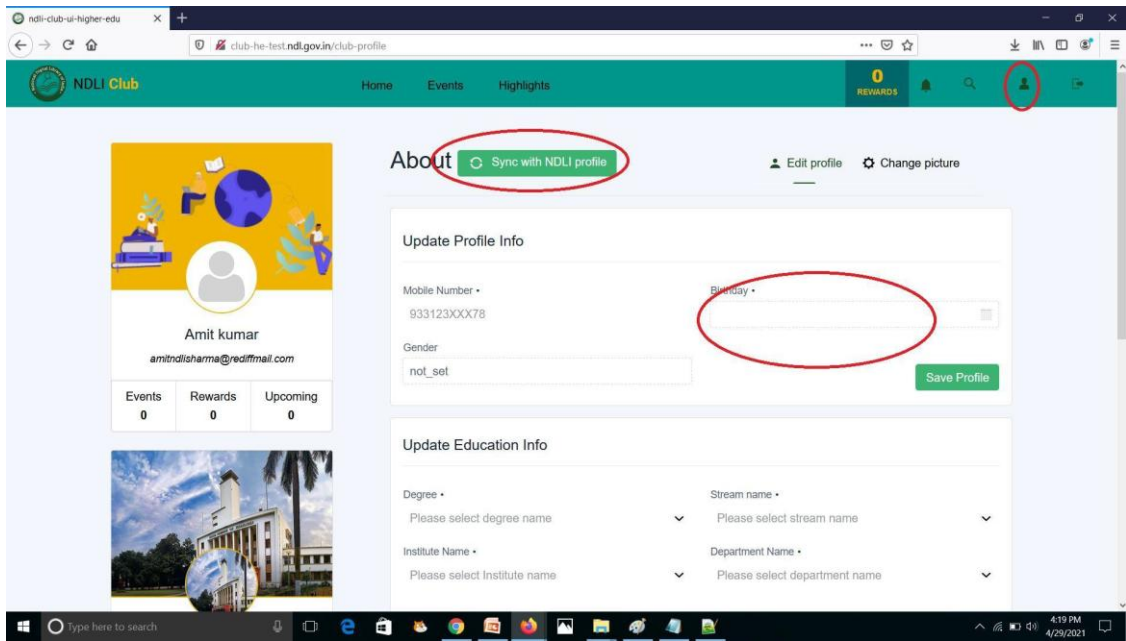
After login successfully, click on the "Event" button on the menu and you will be able to find all published event For you institute .Click on the event name to view Details.
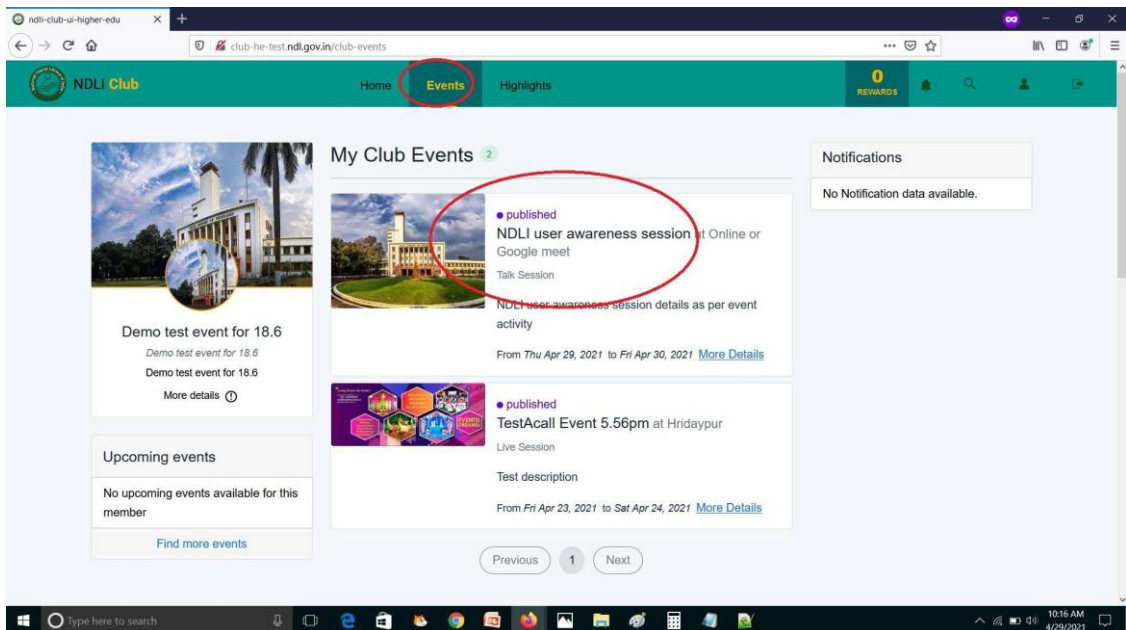
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Click on the "Check Eligibility" button on top right side, if you are eligible to take part in this event you will asked to click on "Participate" button at same place. After this your participation request will be approved for this event,

Event Participants can view event activity details also to view reward points and NDLI content linked to this event.

Appendix – D

What Nest?

After 10th Standard (M.P.)

Intermediate (2 years)
- Science
  - MPC
  - BiPC
  - Library Science
- Commerce
  - CEC
- Arts
  - MEC
  - HEC

Others
- Beauty & Cosmetology
- Jewelry Designing
- Fashion Designing
- Photography

Polytechnic (3 years)
- Mechanical
- Computer Science
- Civil
- EEE
- IT
- Automobile
- Electronics & Communication
- Bio- Technology
- Electrical
- Chemical
- Aeronautical
- Agriculture
- Architecture
- Bio-Medical
- Marine technology
- Mining technology
- Leather technology
- Textile technology
- Petroleum technology
- Plastic technology
- Rubber technology

IIIT

ITI (2 years)
- Fitter
- Computer
- Civil(Draughtman)
- Mechanical
  - Radio & TV
  - Motor vehicle
  - Diesel
  - Marine
- Electrician &
- Plumber
- Surveyor
- Electrical
- Machine tools
- Welder
- Firemen
- Cookery
- Paint Technology

Paramedical (3 years)
- DLMT
- DHFM
- DOA
- DOT
- Health Inspector
- Sanitary Inspector

Short term courses (6 months/ 1year)
- DTP
- PGDCA
- Tally
- Internet
- Graphics
- Animation
- Web designing
- Cyber Security

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After HS

Engineering
(4 Years)
BE / B. Tech

Eligible
MPC

Entrance Tests
EAMCET,
IIT, AIEEE,
BITSAT ..etc

— CSE
— IT
— ECE
— EEE
— Civil Eng
— Mechanical Eng
— Chemical Eng
— Aeronautical Eng
— Aerospace Eng
— Agricultural Eng
— Automobile Eng
— Bio-medical Eng
— Bio-technology Eng
— Ceramic Eng
— Industrial Eng
— Environmental Eng
— Marine Eng
— Mining Eng
— Silk & Textile Eng

Paramedical
— Dialysis Technician
— ECG Technician
— X- Ray Technician
— Operation Theatre Technician

Medical

Eligible
Bi.P.C

Medicine
(5 Years)

Entrance Tests
EAMCET,
NEET

— MBBS-Allopathic
— BUMS-Unani
— BHMS-Homeopathy
— BAMS-Ayurveda
— BNYS-Naturopathy
— Ag.BSc-Agricultural
— BDS-Dental
— BVSc-Veterinary
— BPT-Physiotherapy

Allied Health Sciences
(2/3Years)
— B.Pharma
— BSc. Nursing
— BOT-Occupational therapy
— BSc-Anesthesia Tec
— BSc-Cardiac Tec
— BSc-Medical Lab Tec
— BSc-Radio Therapy Tec
— BSc-Clinical Optometry
— BSc-Nuclear Medicine
— BSc-Operation Theatre
— BSc-Physician assistant
— BSc-Respiratory care
— BMLT-Medical Lab Technology

Degree
(3 Years)

NDA
— Army
— Navy
— Air force

Teaching

D. Ed
(2 Years, D.Ed entrance,
Primary School Teacher)

UDPED
(2 Years, UDPED entrance,
PET Teacher)

ECCED
(Early Childhood care Education)

Others

Diploma Courses

— Foreign Languages
— Fire Safety
— Journalism
— Home Science
— Tourism
— Hotel management
— Rural development
— Designing
  — Fashion
  — Interior
  — Jewelry
— Film making
  — Direction
  — Screen Writing
  — Cinematography
  — Sound designee
  — Editing
  — Action
— Management
  — Finance management
  — event management
  — Hotel management

Degree
(3 Years)

BA	B.Sc	B.Com	Other Degrees
BA –HEP	B.Sc- MPC	B.Com-Regular	LLB
BA-HTP	B.Sc- MEC	B.Com-Computers	BBA(Bach.in Busi. Admin)
BA-Linguistics	B.Sc-Appli, Math	B.Com-Bank Mana.	BCA(Bach.in Com. Appli)
BA-Economocs	B.Sc- BZC/CBZ	B.Com-Tax Proce.	BBM(Bach.in Busi. Mane)
BA- Psychology	B.Sc-CPZ		BAF(Bach.in Accou&Fin)
BA-Fin arts	B.Sc-Horticulture	B.Sc-Micro bio.	BFM(Bach.in Fin. Mane)
BA- Political Sci.	B.Sc- Computer Sci.	B.Sc-Bio-Tec..	BMS(Bach.in Manag, Stu.)
BA-Sociology	B.Sc-Home Science	B.Sc-AnthroP.	
BA- Library Sci.	B.Sc-Bio-chemistry	B.Sc-Dairy sci...etc	

Dual-Degree
(4 Years)
BA + Bed
BSc + Bed
BA + LLB
BCom + LLB
BBM + LLB
BBA + LLB

Professional Courses
ICWA   CS   CA
CPT
ATC   IPCC
(9months)
      ITT
(100 hours)

Article ship(Work under a CA)

Clear Final Exam(Become a CA)

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After UG

Post Graduation Course	Eligibility
MA Telugu	Any degree with one subject Telugu
MA English	Any degree with one subject English
MA Hindi	Any degree with one subject Hindi
MA Economics	BA with Economics one of the sub.
MA History	BA with History one of the sub.
MA Sociology	BA
MA Political Sci.	BA
MA Public Adm.	BA.
MS. Public rel.	BA
M.Sc Computers	B.Sc Comp / B.Com Comp / BA Comp / BCA
M.Com	B.Com/ BA with Commerce one of the subject.
MCA	BA/B.Sc with Maths.
MBA	Any degree
MA Archaeolog	BA

Post Graduation Course	Eligibility
M.Sc Maths	B.Sc / BA with one subject Maths
M.Sc Chemistry	B.Sc with Chemistry
M.Sc Botany	B.Sc with Botany
M.Sc Zoology	B.Sc with Zoology
M.Sc Physics	B.Sc with Physics
M.Sc Home Sci.	B.Sc with Botany + Zoology
M.Sc Anthrop	B.Sc with Zoology / BA
M.Sc Psychology	Any degree
M.Sc Bio-Chemis	B.Sc with one subject Chemi
M.Sc Bio-Tecno	B.Sc with one subject Bio-Tecnology
M.Sc Micro biolo	B.Sc with Zoology
MSc Virology	B.Sc with Zoology
MLIC	BLIC
LLM	BL / LLB

Exams after HS

Sl No	Name of The Examination	Conducted By	Application Invited For	Notification Month	Mode of Selection	Website
1	APEAMCET	Andhra Pradesh Govt.	APEAMCET Board	March	Through State level Entrance Exam	http://www..ap.gov.in/eamcet
2	JEE (Main)				Through National Entrance Exam	http://jeemain.nic.in
3	JEE (Advance)				Through National Entrance Exam	http://jeeadv.iitd.ac.in
4	VITEEE					www.vit.ac.in
5	COMED-K					www.comedk.org
6	AIIMS	All India Institute of Medical Sciences	MBBS	Feb / March	Through National Entrance Exam	www.aiimsexams.org
7	NEET	CBSE	MBBS - BDS	Feb / March	Through National Entrance Exam	www.cbseneet.nic.in
8	CMC-Velore					www.cmch-vellore.edu
9	JIPMER					www.jipmer.edu.in
10	BITSAT	BITS Pilani	Integrated Degree Programmes	Feb / March	Through National Entrance Exam	www.bitsadmission.com
11	CLAT	Chanakya Law University	Undergraduate Law Programmes	Feb / March	Through National Entrance Exam	www.clat.ac.in
12	AIEEE	Indian Council of Agricultural Research	Undergraduate Programmes In Agriculture	Feb / March	Through National Entrance Exam	http://www.icar.org
13	IIST	Indian Institute of Science & Technology	4 Year B.Tech & 5 Year Dual Degree	May / June	Based on JEE Advanced	https://www.iist.ac
14	IISc	Indian Institute of Science, Bangalore	tegrated Degree Programmes	April	*KVPY Score / *IIT-JEEAdvanced / *NEET Exam	www.iisc.ernet.in
15	KEAM	Commissioner of Entrance Examinations, Govt. of Kerala	Medical, Agriculture, Forestry, Veterinary, Fisheries, Engineering & Architecture Courses	Feb / March	*Commom Entrance Exam (For Engg.) * Based on NEET Score(For Medical)	www.cee.kerala.gov.in
16	CET	Indian Maritime University(IMU) under Govt. of India	Under Graduate Course Marine Science & Technology	June	Common Entrance Test	http://www.imu.edu.in
17	NDA	Union Public Service Commission	NDA & National Naval Academy	February	Through National Level Entrance Exam	www.upsconline.nic.in
18	NEST	Department of Atomic Energy under Govt. of India	Integrated M.Sc Programmes	March	Through National Level Entrance Exam	www.nestexam.in
19	NATA	Council of Architecture	5 Year B.Arch Degree Courses	February	Through National Level Entrance Exam	www.nata.nic.in

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Exams after UG

Entrance Exams after UG	Govt. Exams after UG	UPSC – Different Wings
Common Admission Test (CAT)	UPSC Civil Services Examination (UPSC - CSE)	Indian Administrative Service (IAS)
Management Aptitude Test (MAT)	WBPSC	For Indian Foreign Service (IFS)
XAT (Xavier Aptitude Test)	RBI Grade B Examination	Indian Police Service (IPS)
Postgraduate Institute of Medical Education & Research (PGIMER)	Combined Defense Services Exam (CDS)	Indian P&T Accounts and Finance Service (IP&TAFS)
Law School Admission Test (LSAT)	Indian Economic Service Exam (IESE) / Indian Statistical Service Exam (ISSE)	Indian Railway Accounts Service (IRAS)
CEED (Common Entrance Exam for Design) NEET-MDS	Staff Selection Commission	For Indian Railway Personnel Service (IRPS)
Common-Law Admission Test (CLAT)	Indian Army University Entry Scheme AFCAT	For Indian Railway Personnel Service (IRPS)
National Eligibility-cum-Entrance Test (NEET)	ATC-AAI (Air Traffic Control -Airport Authority of India)	Indian Postal Service (IPS)
Graduate Record Examinations (GRE)	ESE/IES (Engineering Services Examination / Indian Engineering Services)	Indian Ordnance Factories Service (IOFS)
Graduate Management Aptitude Test (GMAT)	GATE (Graduate Aptitude Test in Engineering)	Indian Information Service (IIS)

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Graduate Aptitude Test in Engineering (GATE)	Railway Entrance Exams	Indian Information Service (IIS)
PG Common Proficiency Test (CPT)	LIC AAO	Indian Defense Estates Service (IDES)
Joint Admission Test for Masters (IIT JAM)	Teacher Exams (TET)	Indian Defense Accounts Service (IDAS)
	Combined Graduate Level (SSC CGL)	Indian Corporate Law Service (ICLS)
	SBI PO	Indian Civil Accounts Service (ICAS)
	IBPS PO	Indian Audit and Accounts Service (IA&AS)
	WBCS	Railway Protection Force (RPF)
		Indian Trade Service (ITS)
		Indian Revenue Service (IRS-C&CE)
		For Indian Revenue Service (IRS-IT)
		Indian Railway Traffic Service (IRTS)

Bhatter College, Dantan; Paschim Medinipur, West Bengal,721426

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