

Gokhale Education Society's  
**COLLEGE OF EDUCATION AND RESEARCH**  
Parel, Mumbai – 400 012

# **LIBRARY MANUAL**

Gokhale Education Society's College of Education and Research (GESCER) was established on 16th June 1970. Since its inception the College Library was named as **H. G. Vartak Library**. The Education College Library falls under the special library where the students are trained to become a TEACHER who molds the children to become a responsible Citizens in the society. Library serves the students with all the resources to become a successful teacher.

### **Library Timings**

Monday to Saturday – 10.00 am to 5.00 pm

### **Library Area & Seating Capacity**

Total carpet area of the Library : 441 sq.m.

Seating capacity of the Reading room : 40 students (As per the rules the ratio is 100:30)

## Library Collection

Sr. No.	Particulars	Total Number
1	Total collection of books (till 31.3.2024)	13061
		(Till 31.3.25)
	Regular	9557
	UGC	2382
	Book Bank	802
	DSM	99
	MAE	49
	MRP	97
2	Title	7550
3	Dictionaries	150
4	Encyclopedia	200
5	Reference Books	800
6	Bound volumes of Journals	180
7	Research Tools	18
8	PhD Thesis / MPhil Dissertation	106
9	School Text books	3000
10	National Journal	8
11	International Journal	8

12	E-Journals subscribed by N-List	3828+
13	E-Books subscribed by N-List	80409+
14	News papers	4
15	CDs/DVDs	139

## List of Journals

### International Journals

1. International Journal of Digital Age
2. International Journal of Educational and Social Change
3. Ajanta: An International Multidisciplinary Half yearly Research Journal
4. Genius: An International Multidisciplinary Half yearly Research Journal
5. Ideal: An International Multidisciplinary Half yearly Research Journal
6. Galaxy Link: An International Multidisciplinary Half yearly Research Journal
7. Royal: An International Multidisciplinary Half yearly Research Journal
8. Came – C: An International Multidisciplinary Half yearly Research Journal

### National Journals

1. New Frontiers in Education
2. Edutracks
3. Journal of Community Guidance & Research
4. University News
5. Journal of Educational Planning and Administration
6. Global Journal of Educational Research (Online + Hard Copy)
7. Research Journal of Education (Online + Hard Copy)
8. Readers' Digest (Online)

### **Library Automation**

The Library is Fully Automated. The College has purchased SOUL 3.0 software developed by INFLIBNET Ahmadabad for the Automation of Library Resources suggested by UGC. With the help of SOUL Software the Circulation Module is been active for the transactions of books to the users. With the help of Administrative Module the Members are registered. Through the Cataloguing Module the books are entered in the software. Library has also done the Bar coding of the books with the help of SOUL Software.

### **Retain Books for Examination**

The students are allowed to retain the books till the University Examination.

## Other Information

Average number of books issued/returned per day 30

Maximum number of days books are permitted to be retained

by students 7 days

by faculty 1 Semester

Maximum number of books permitted for issue

for students 2

for faculty 20

## Library System Process

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20 Books are issued for every Semester & Journals are also issued on request

List of New Arrivals are mailed time to time

User Id and password are provided to access N-List E-resources

Old question papers are scanned and mailed

At the end of every semester faculty returned the books issued to them

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2 Books are issued for home reading for 7 days

Journals, Reference books, old question paper & news paper are not issued at home but they can refer it in the library reading room

List of New Arrivals and Books are displayed on the Notice Board

Webliography – a list of websites is prepared as per the new syllabus which is uploaded on the College and Library Website

Book Bank, Internet, Scanning, Photocopying, Printing, facilities are provided

## Important Features of Library

- Open Access Facility
- Library Automated using SOUL 3.0 Software
- Web OPAC
- INFLIBNET – Nlist E-resources
- Best Reader Award
- List of New Arrivals uploaded on Whatsapp group
- Visits to other library
- Book Review Competition
- Orientation to Users
- Exhibition of Books
- Inter Library Loan

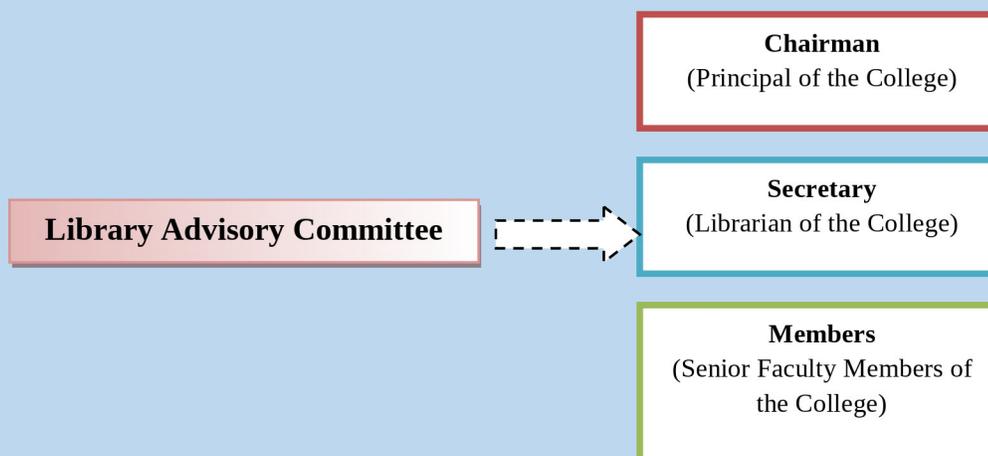
## Library Rules

1. Timing 10.00 am to 5.00 pm from Monday to Saturday
2. Students must show their identity card whenever asked by the Librarian in the Library. The library follows an open shelf system. Students are not allowed to bring the bags inside the library while accessing the books
3. Only two book will be issued to the student. For reference book reading, identity card must be shown.
4. Reference book such as encyclopedia, survey, action research project, year book, atlas, are not provided for home issue.
5. Text books for the school subjects will not provide by the library.

6. All book must be returned immediately before appearing for the final examination, after which the Hall Ticket will be issued to the students.
7. Drinking tea, eating, use of mobile, chatting in the reading room strictly prohibited.
8. Fine of two rupees per book per day including holiday and practice teaching day will be charged for the books not returned within the specified time.
9. In case of book lost, students have to replace the book.

## Library Advisory Committee

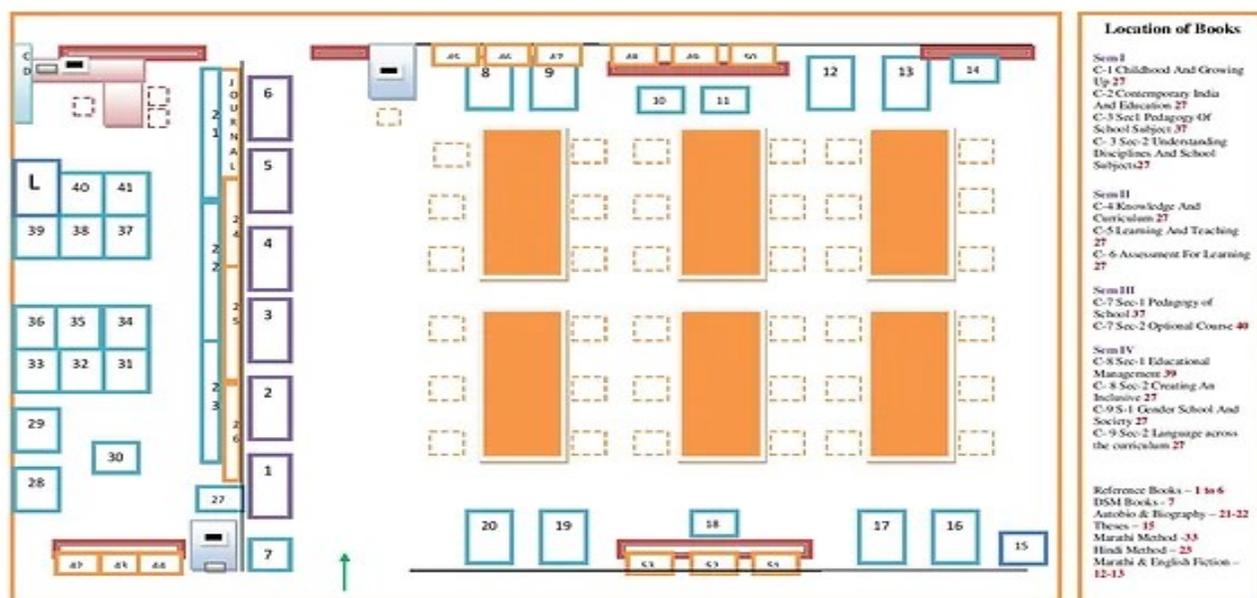
The College has the Library Advisory Committee. The Committee meets twice in a year for the up-gradation of resources, furniture, services and etc.



## Library Activities

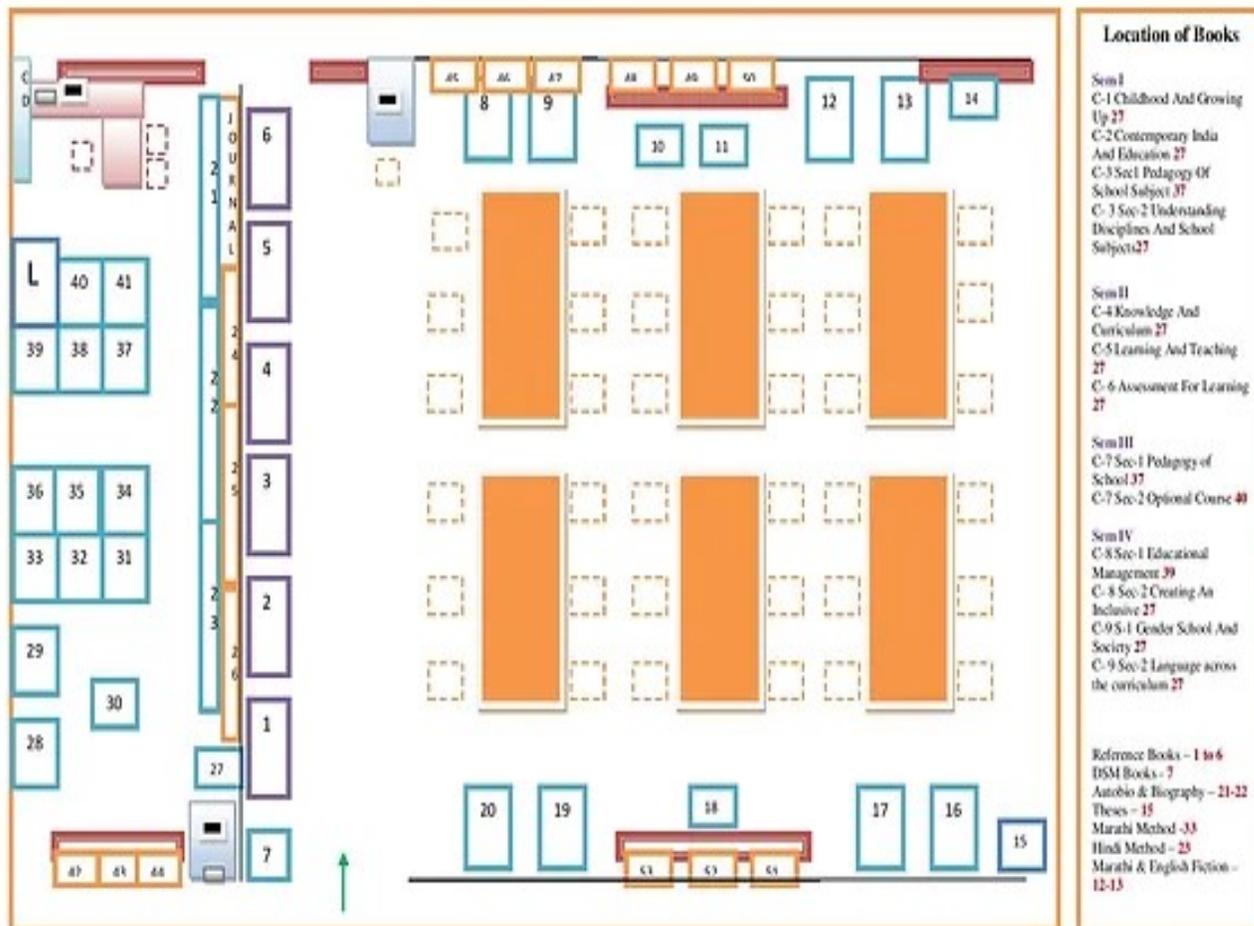
- Organises Seminar / Conference for Students
- Organises Seminar / Conference for Library Professionals
- Visit to American Library
- Book Exhibition
- Book Review Competition
- Best Library User Award

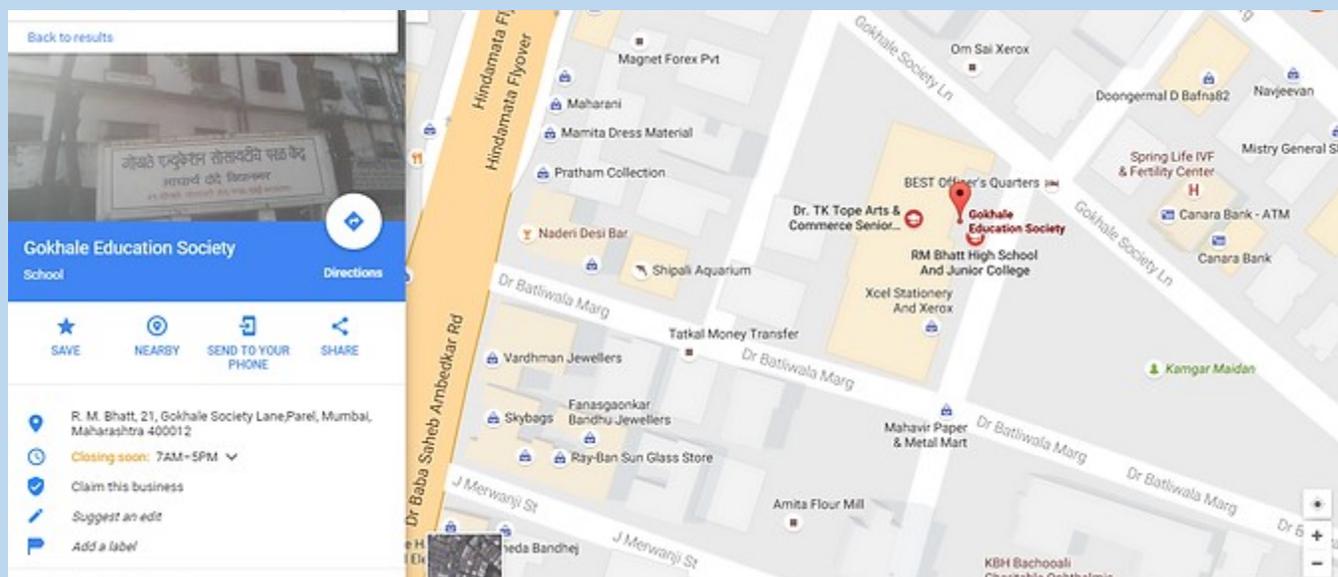
Gokhale Education Society's College of Education & Research H J Vartak Library Plan



## Library Layout

**Gokhale Education Society's College of Education & Research H J Vartak Library Plan**





## Contact details

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Librarian

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