



**Prof. S. M. Gujagond**  
Principal

**Mudalgi Education Society's**  
**ARTS AND COMMERCE COLLEGE**  
**MUDALGI-591312**

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### **Library; Knowledge of Temple**

In any educational institution apart from classroom the library is the hub of resources of knowledge for users of that institution. The college libraries play a significant role in enhancing ones wisdom by facilitating wide range of resources ranging from printed to digital. Today college library encourages its users not only a place to read but also a place for exploring their ideas. Furthermore with addition of ICT, it has been possible to attract today's generation students to libraries. The College library creates enthusiasm and a sense of reading commitment among users. The saying that "today's children are tomorrow's citizen" so it becomes very important for the college library to provide ample of academic resources to students to build intellectual attitude which later help to build the strong nation. It's a Private aided college set up in 1984 in semi urban locality of Mudalgi, Belagavi district, Karnataka with the vision "to prepare youths to create strong, secular, self-reliant, United and vibrant India". It consists of Arts and Commerce branch wherein presently there are six permanent teaching faculties and nine guest lecturers. The total number of students studying in the college is six hundred and twenty eight. Five hundred and sixty students have opted Arts and sixty eight students for Commerce. The college has secured B++ grade from UGC NAAC. This has been possible because of the effective management and dedicated faculties.

### **Our Library and Information Centre**

The college library is not attached to the main building of the college but is built separately. It is an independent building surrounded with greenery. The college library has well developed infrastructure with varying sections like circulation counter, separate reading hall for students and staff, it also has librarians chamber, well equipped furniture with the seating capacity of one hundred and forty pupils. It is headed by library assistant who manages the work of library. The following are the details of the library collection and its budget. The below mentioned Table No. 1 shows the total number of books as on 31-3-2023 is 29,587.

**Table No. 1: Library Collection as on 31-3-2023**

SI No	Particulars	No of Books
1	General Library	18,921
2	UGC's Book Bank	7,026
3	UGC's MRP	289
4	UGC's Educationally Backward Areas Scheme	1,496
5	CIIL Donated Books	1008
6	Other Donation Books	847
	Total Books	29,587

Sources: Library Register, 2024

The below mentioned Table No. 2 shows the availability of periodicals like newspapers, magazines and journals both in Kannada and English languages.

**Table No. 2: Collection of Periodicals**

SI No.	Type of Periodicals	Languages	Total
1	News Papers	Kannada	14
		English	3
2	Magazines	Kannada	9
		English	13
3	Journals	Kannada	6
		English	15
<b>Total</b>			<b>60</b>

Sources: Library Register, 2024

### Library Budget

The below mentioned Table No. 3 shows the grant provided by the college for purchasing of books during the last six years. The highest funding amount of Rs. 101752/- was made year 2022-23.

**Table No. 3: College Grant Provided to Library during last Six Years**

SI No.	Year	Expenditure (Rs.)
1	2017-18	21,393
2	2018-19	11,887
3	2019-20	9,501
4	2020-21	540
5	2021-22	42,423
6	2022-23	1,01,752
<b>Total</b>		<b>1,87,496</b>

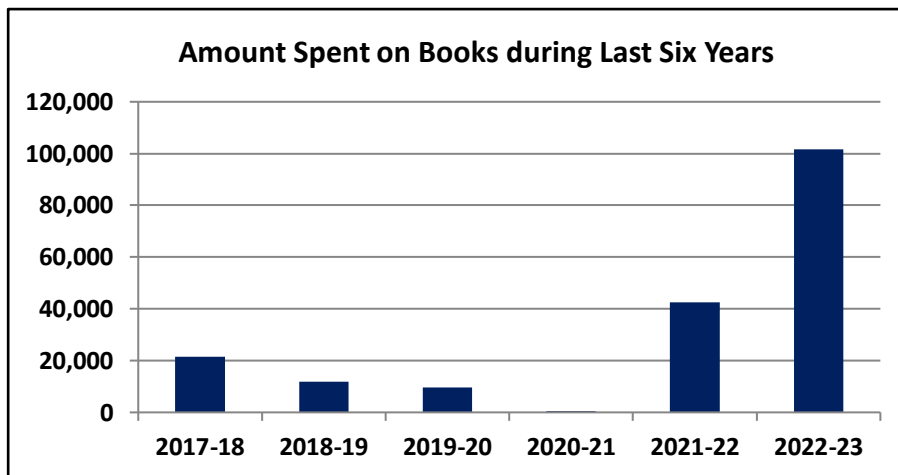
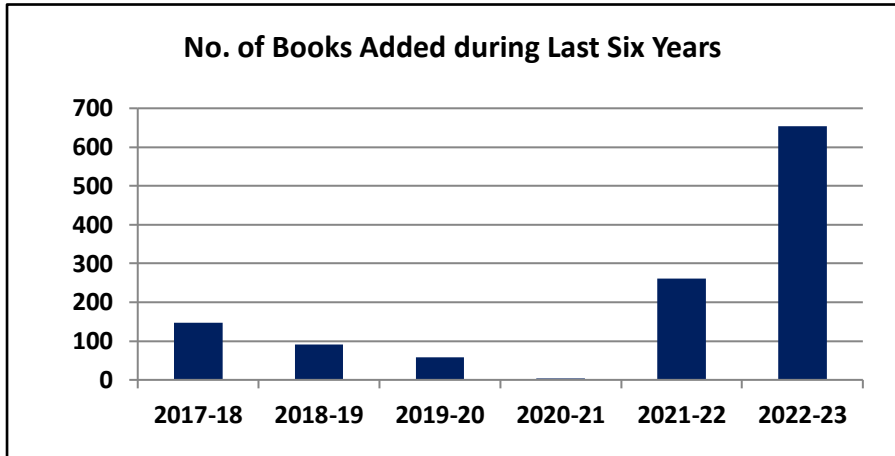
Sources: Library Register, 2024

**Table No. 4: Books Added and Amount Spent on Books During Last Six Years**

SI No.	Year	No. of Books Added	Amount Spent on Books (Rs.)
1	2017-18	147	21,393
2	2018-19	92	11,887
3	2019-20	58	9,501
4	2020-21	04	540
5	2021-22	261	42,423
6	2022-23	654	1,01,752
<b>Total</b>		<b>1216</b>	<b>1,87,496</b>

Sources: Library Register, 2024

Table No. 4 shows the number of books bought and amount spent on them during the period 2017-18 to 2022-23. According to the data it is clear that, during 2022-23 the library has purchased 654 books by spending Rs. 101,752/-. In 2021-22 about 261 books were incurred by spending Rs. 42,423/-. Later in 2017-18 about 147 books were purchased by spending Rs. 21,393/-. Then in 2018-19 about 92 books were purchased by spending Rs. 11,887/-. In 2019-20 about 58 books were got by spending Rs. 9,501/-. In 2020-21 only 4 books were purchased by spending Rs. 540/- due to effect of Covid-19 pandemic.

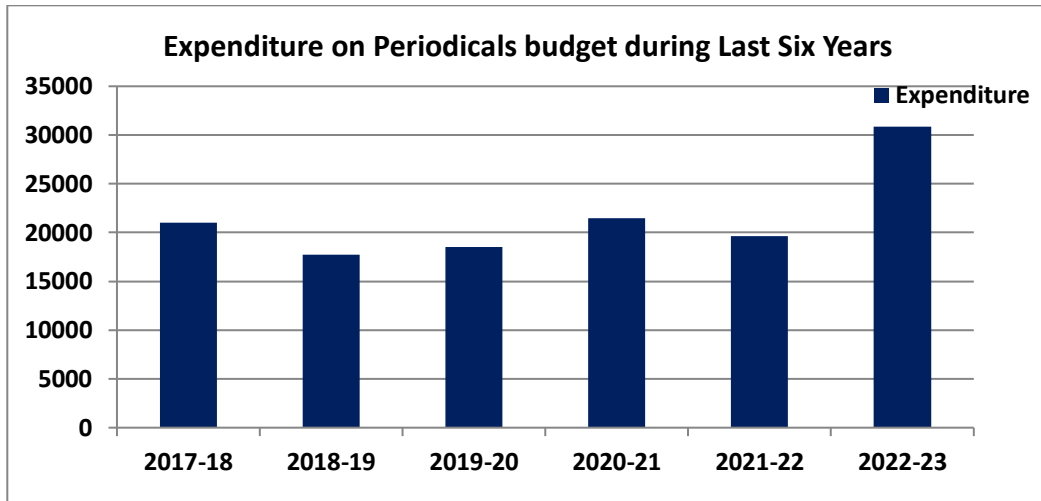


**Table No. 5: Newspapers, Journals and Periodicals budget during last six years**

Sl No.	Year	Expenditure (Rs.)
1	2017-18	21035
2	2018-19	17757
3	2019-20	18520
4	2020-21	21493
5	2021-22	19609
6	2022-23	30846
<b>Total</b>		<b>129260</b>

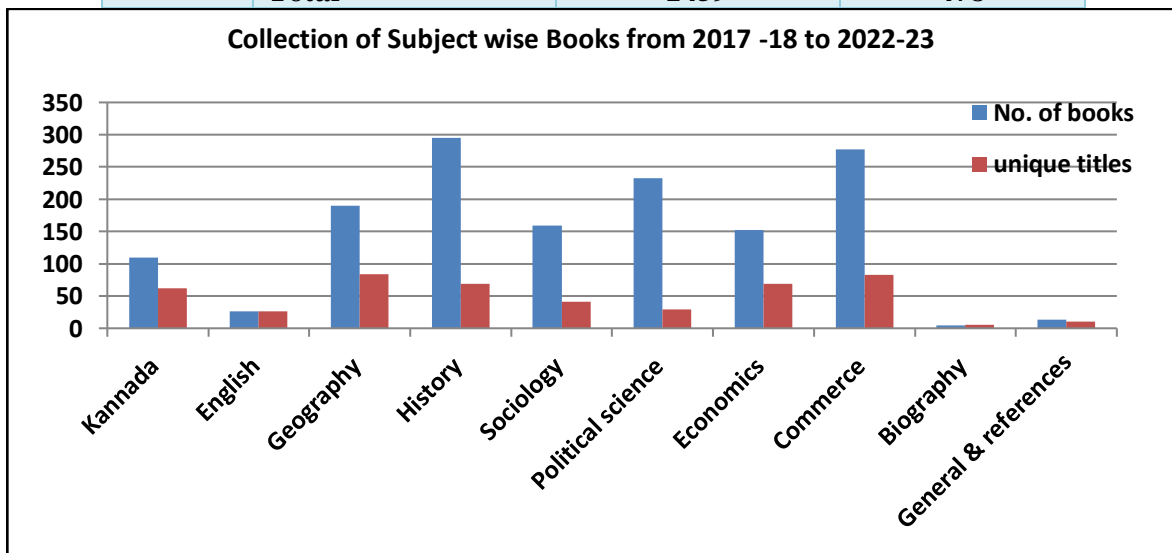
Sources: Library Register, 2024

The above Table No. 5 depicts the expenditure on periodicals from 2018 to 2023. In 2022-23 we can see the highest expenditure i.e. Rs. 30,846. In 2020-21 the expenditure was Rs. 24,193. In 2021-22 the expenditure was Rs. 19,609. In 2019-2020 the amount spent was Rs. 18,520. In 2018-19 the expenditure made was Rs. 17,757.



**Table No. 6: Collection of Subject wise Books from 2017 -18 to 2022-23**

Sl No.	Subjects	No. of Books	Unique Titles
1	Kannada	110	62
2	English	26	26
3	Geography	190	84
4	History	295	69
5	Sociology	159	41
6	Political Science	233	29
7	Economics	152	69
8	Commerce	277	83
9	Biography	04	5
10	General & references	13	10
	<b>Total</b>	<b>1459</b>	<b>478</b>



Above Table No. 6 depicts subject wise books in the college library. It has total 1459 books. Out of that history subject alone has 295 books.

**Table NO. 7: Technical Processing in the Library**

Classification	Dewy Decimal Classification
Catalogue	Classified Catalogue Code
Type adopted	Dictionary
Bar coding	Generated through Software for Books and ID

The above Table no. 7 depicts the ways through which the library segregate the books and manage the affairs of library. Dewy Decimal Classification is used to organise the books. Whereas classified catalogue code is used to classify the books. The Bar code technology is used for effective management.

**Table No.8: Library Facilities**

SI No.	Year	Expenditure (Rs.)
1	Library Hours	9:00 am to 4:00pm
2	Library Automation	Partially Computerised
3	OPAC ( Online Public Access Cataloguing)	Available
4	Library Orientation Programme	In Group and Individual
5	Lending Book Service	Yes
6	Current Awareness Service	Yes
7	Reference Service	Yes
8	Interlibrary Loan	Yes
9	Reprography Service	Yes
10	Chest Card	Yes
11	Display Rack for New Arrivals	Yes
12	Career Guidance	Yes
13	Internet Service	Yes
14	Old Question Paper Service	Yes

Sources: Library Register, 2024

The above Table No. 8 shows the services provided by the library. The library runs during the scheduled hours from 9:00 Am to 4:00 pm. It is partially automated, OPAC is available for easy access of books for users, the library orientation program is held by the library staff to create awareness of library services to the new users. Other services like current awareness services, reference service, inter library loans, reprography service, chest card, display rack for new arrivals, career guidance, internet service and also the previous year question papers are made available for use of students.

**Table No. 9: Library Timing**

Working Days	Monday to Saturday
Timing	9:00 am to 4:00 pm

Table No. 9 depicts the working days and time of the library. It is open from Monday to Saturday from 9:00 am to 4:00 pm.

**Table No.10: Library Utilization**

• No. Of Visitors Per Day (Students and Staff)	200-250
• No. of Visitors to Digital Library per Day	40-50
• No. of Volumes Issue/Return per Day	150-200

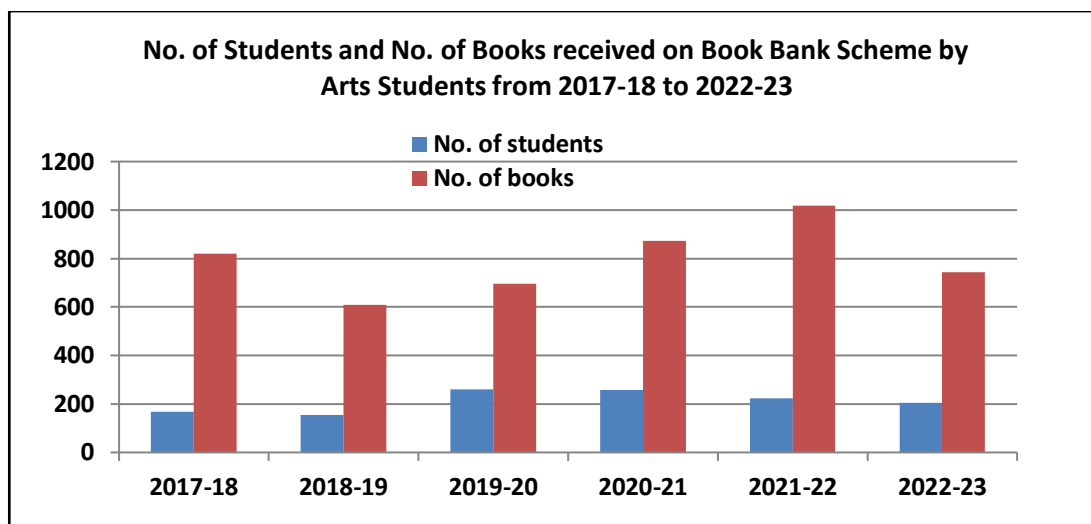
The above Table No. 10 shows the no. of users visit the library per day. Then about 40 to 50 users use computers for their reference. About 150 to 200 books are issued and returned per day.

**Mode of Books Issued to Students:**

- Borrowers Card: Weekly Mode.
- Book Bank Scheme: Set of Books are as follows;
  - a) Books for B.A.I& II Sem, III & IV Sem: 03
  - b) Books for B.A.V& VI Sem: 06
  - c) Books for B.Com. I & II Sem, III & IV Sem: 04
  - d) Books for B.Com. V & VI Sem: 06
- Identity Card for Library Reference
- For Essays and Elocution Competition, Different Competitive Examinations, like Banking, CAT, MAT, KAS, IAS, Police, Railway Examinations, etc.

**Table No. 11(a): No. of Students and No. of Books received on Book Bank Scheme by Arts Students from 2017-18 to 2022-23**

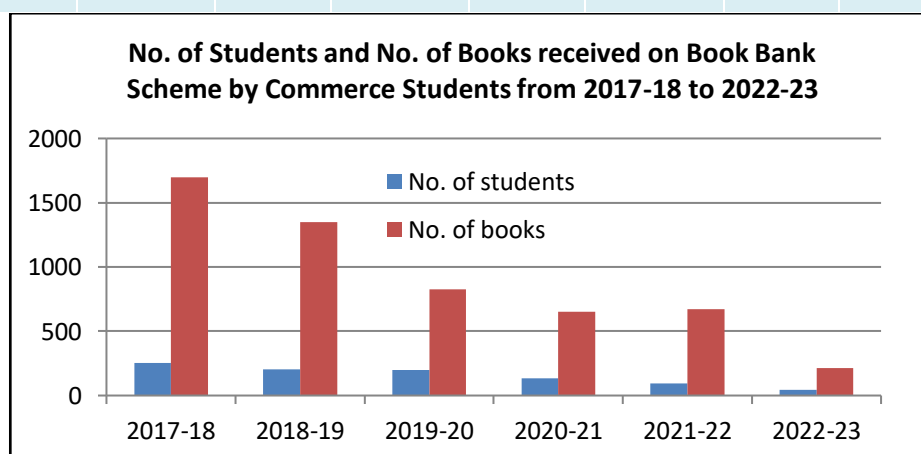
Sl No.	Year	B.A. I/II Sem		B. A. III/IV Sem		B. A. V/VI Sem		Total	
		No. of Students	No. of Books	No. of Students	No. of Books	No. of Students	No. of Books	No. of Students	No. of Books
1	2017-18	54	192	39	133	74	496	167	821
2	2018-19	73	185	37	145	44	280	154	610
3	2019-20	191	455	39	95	31	145	261	695
4	2020-21	144	432	81	243	33	198	258	873
5	2021-22	70	260	72	207	82	552	224	1019
6	2022-23	113	411	38	57	53	276	204	744
	<b>Total</b>	<b>645</b>	<b>1935</b>	<b>306</b>	<b>880</b>	<b>317</b>	<b>1947</b>	<b>1268</b>	<b>4762</b>



The above Table No. 11(a) shows the details of number of books received by B.A. students within the period of 2017 to 2023. In 2021-22, 1019 books were received by students was the period with the highest issue. In 2020-21, 873 books were issued for 258 students, in 2017-18, 821 books were issued for 167 students. In 2022-23, 744 books were issued for 204 students, in 2019-20, 695 books were received by 261 students, in 2018-19, and 610 books were received by 154 students.

**Table no. 11(b): No of Students and No of Books received on Book Bank Scheme by B.Com. Students from 2017-18 to 2022-23**

Sl No.	Year	B.Com. I/II Sem		B. Com. III/IV Sem		B. Com. V/VI Sem		Total	
		No. of Students	No. of Books	No. of Students	No. of Books	No. of Students	No. of Books	No. of Students	No. of Books
1	2017-18	98	668	77	517	80	515	255	1700
2	2018-19	60	400	79	494	66	453	205	1347
3	2019-20	96	348	50	223	55	255	201	826
4	2020-21	45	180	60	300	29	174	134	654
5	2021-22	21	121	25	163	47	388	93	672
6	2022-23	11	68	16	73	16	72	43	213
	<b>Total</b>	<b>331</b>	<b>1785</b>	<b>307</b>	<b>1770</b>	<b>293</b>	<b>1857</b>	<b>931</b>	<b>5412</b>



The above Table No. 11(b) shows the books received by B.Com students within the period of 2017-18 to 2022-23. In 2017-18, 1700 books were received by students. In 2018-19, 1347 books were received by students. In 2019-20, 826 books were received by students. In 2021-22, 672 books were received by students. In 2020-21, 654 books were received by students. In 2022-23, 213 books were received by students.

**Table No.11(c): Book Facility provided to Differently Abled Students from 2017-18 to 2022-23**

Sl. No.	Year	Class	No. of Differently Disabled Students	No. of Books Issued
1	2017-18	B. A. I	1	2
2	2018-19	B. A. II	1	2
3	2019-20	B.A.III	1	4
4	2020-21	B. A. 1	1	3
5	2022-23	B.A.1	1	2
<b>Total</b>			<b>5</b>	<b>13</b>

The above Table No.11(c) gives the details of books issued to differently abled students. There were 13 books issued to differently abled students during the period between 2017 and 2023.

**Table No. 11(d): Books Issued to SC/ST Arts students from 2017-18 to 2022-23**

Sl No.	Year	B.A. I/II Sem		B. A. III/IV Sem		B. A. V/VI Sem		Total	
		No. of Students	No. of Books	No. of Students	No. of Books	No. of Students	No. of Books	No. of Students	No. of Books
1	2017-18	15	39	8	17	24	105	47	161
2	2018-19	17	44	9	47	9	59	35	150
3	2019-20	30	63	10	20	10	47	50	130
4	2020-21	14	99	18	43	10	47	42	189
5	2021-22	13	49	15	50	10	135	38	234
6	2022-23	27	101	8	30	14	71	49	202
<b>Total</b>		<b>116</b>	<b>395</b>	<b>68</b>	<b>207</b>	<b>77</b>	<b>464</b>	<b>261</b>	<b>1026</b>

**Table No. 11(d): Books Issued to SC/ST Arts students from 2017-18 to 2022-23**

Sl No.	Year	B.Com. I/II Sem		B. Com. III/IV Sem		B. Com. V/VI Sem		Total	
		No. of Students	No. of Books	No. of Students	No. of Books	No. of Students	No. of Books	No. of Students	No. of Books
1	2017-18	11	39	5	20	5	20	21	79
2	2018-19	5	30	11	80	10	30	26	140
3	2019-20	5	23	5	19	4	33	14	75
4	2020-21	6	22	6	28	3	12	15	62
5	2021-22	1	6	2	16	4	35	7	57
6	2022-23	2	12	1	6	0	0	3	18
<b>Total</b>		<b>30</b>	<b>132</b>	<b>30</b>	<b>169</b>	<b>26</b>	<b>130</b>	<b>86</b>	<b>431</b>



**Table No. 12: ICT Facilities**

Sl. No	ICT Equipments	No. of Items
1	Computers	11
2	Laptop	1
3	Information KIOSK with Touch Screen (21 inches)	1
4	Barcode Scanner	1
5	'E-Lib' Software Barcode version	1
6	Internet BSNL Broadband	100 mbps

The above Table No. 12 provides information about ICT provisions in the library. The library has 11 computers with 100 mb internet so that the users can explore and get the most benefit. Other devices like laptop, KIOSK, barcode scanner are also available. The library uses E-Lib software for managing the library data.

**Table No. 13: Library Staff**

Sl. No	Designation	No of Staff	Qualification
1	Librarian	1	MLIS, Ph.D.
2	Library Attender	1	S.S.L.C

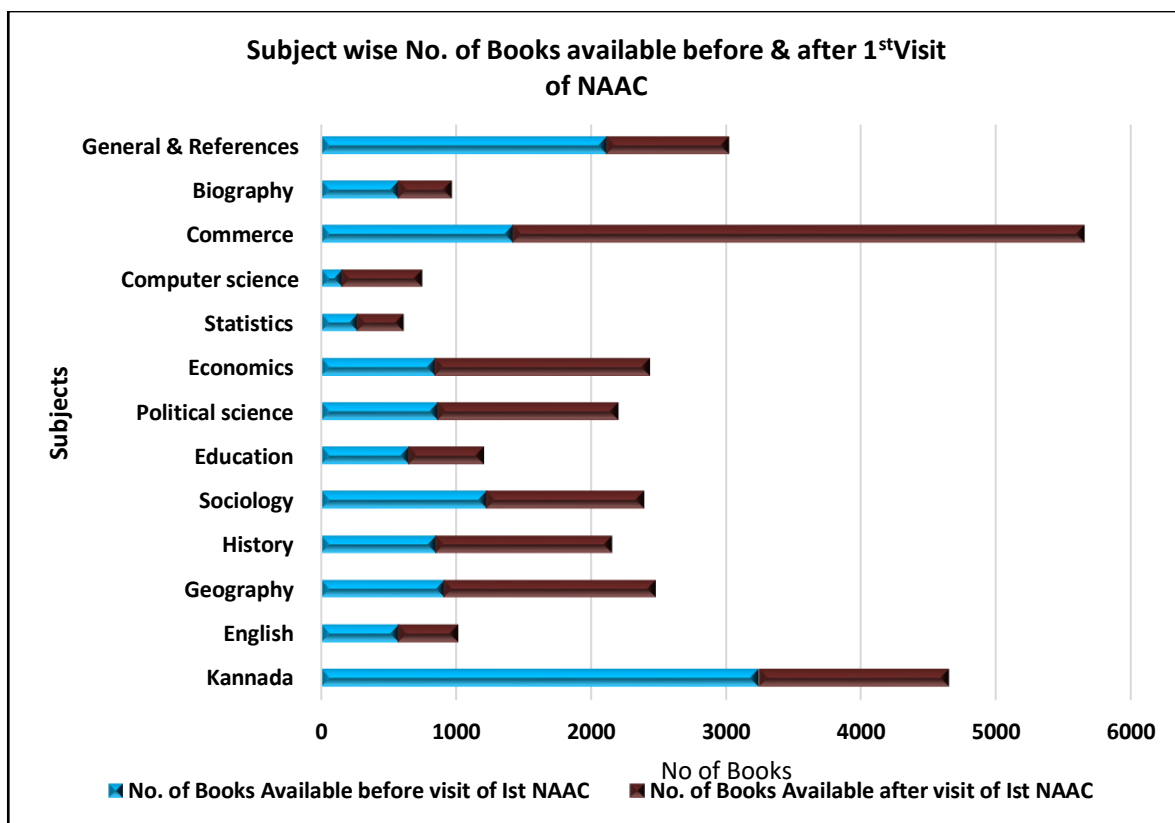
The above Table No. 13 shows the details of library personnel. The library in-charge is the librarian with an attender.

### Quality Aspects of Library and Information Center

The first cycle of NAAC took place in the year 2004 and recently in 2017 the third cycle of NAAC visited and the college was accredited with B++ Grade. The below table highlights the collection of library resources i.e. collection of books before and after NAAC visit.

**Table No. 14: Subject Wise No. of Books Available before and after 1<sup>st</sup> Visit of NAAC**

Sl No.	Subjects	No. of Books Available before Visit of First NAAC	No. of Books Available after Visit of First NAAC	Total
1	Kannada	3240	1405	4645
2	English	578	444	1022
3	Geography	913	1566	2479
4	History	852	1306	2158
5	Sociology	1229	1163	2392
6	Education	653	561	1214
7	Political Science	867	1337	2204
8	Economics	846	1591	2437
9	Statistics	272	349	621
10	Computer science	159	599	758
11	Commerce	1423	4237	5660
12	Biography	578	398	976
13	General & References	2113	908	3021
	<b>Total</b>	<b>13,723</b>	<b>15864</b>	<b>29587</b>



The above Table No. 14 provides with the information of number of books before and after 1<sup>st</sup> visit of NAAC. The collection of Kannada books is larger than all the other books and Computer Science collection is the least. The total number of books is 13,723. The above Table No. 14 depicts the number of books the college library has after the 1<sup>st</sup> visit of NAAC till the end of 31<sup>st</sup> March 2023. The numbers show that the larger collection of books is of Commerce and the least collection is of Statistics. Total number of books is 15864.

#### **Library Policy and Committee:**

The unwritten collection development policy is adopted by the college library. The library has a separate committee to look upon the affairs of the library.

#### **Library Stock Verification:**

The verification of stock takes place once in five years and is based on complete collection. Accession register containing accession numbers is used to conduct the stock verification. If there is any loss of books by the users then fine is collected from them.

#### **User Satisfaction:**

The library user is fully satisfied with the quantity and quality of the books, journals, newspapers and of online sources. The users are completely satisfied with the different services provided by the college library such as circulation service, clipping service, bibliographic compilation information display and notification services, user orientation, resource sharing whereas very satisfied with digital availability and moderately satisfied with the photo copying and printing service.

#### **Librarian Satisfaction:**

The librarian is fully satisfied with quality of print control, quality of electronic collections, ICT availability and library budget.

### **Best Practices adopted in the MES Arts and Commerce College library**

- 1. Display of New Arrived Books and Journals:** The new books bought by the library are displayed to make sure that users avail them for their use. It is of great advantage as users are updated about books.
- 2. User education for New Comers:** Newly admitted students are given orientation program by the library staff. A session is organised by the library staff at the beginning of the commencement of classes informing students about the library.
- 3. Best Reader Award:** Every year the college library selects best reader award for both boys and girls. This encourages students to use library as much as possible and ensure the habit of reading among students.
- 4. Provides complimentary books to faculty members:** The complimentary books are provided to teaching staff ensuring that the teaching faculty uses it and then introduce it to the students so that they make use of it for their reference.
- 5. Providing magazines and journals for extra reading:** Apart from availing only subject related books, the college library avails varying varieties of magazines and journals in languages like Kannada and English. By this the students are given lot of opportunity to explore the world beyond academic texts.
- 6. Conducts Exchange Programmes:** The college library organises exchange program with other college libraries. This indeed helps to in-corporate better practices for effective and efficient work.
- 7. Availing Book Bank Scheme:** This practice avails books to the students of all faculties for per semester. By this student get adequate amount of books for studying throughout the year.
- 8. Book Exhibition:** On birth anniversary of great personalities, the college library organises book exhibition where the books related to that personality are exhibited. By this students are motivated to follow them and be good citizen and contribute to the society.
- 9. Availing old question paper set:** Previous year question papers are collected and made available to the students so that they get well prepared for their exams. This helps students to face their exams with confidence and bring glory to their college.
- 10. Digitization of Library:** With the changing pace of time it becomes necessary for one to update oneself. Thus in this period of Information and Technology (ICT), the college library is being updated by adopting digitization. Partially the library work is being done through computers with the help of software.

#### **The Digital Library of MES Arts and Commerce College Library contains;**

- Subscribed N-list (INFLIBNET) through which readers can access 97000+E-books and 6000+Journals.
- Users can use 300+other useful website links in college library.
- 200 E-books in Kannada language are available to users.
- To manage E-book collection free and open source E-book computer software application called Calibre Software is used.
- Previous question paper in e-format are available
- Audio and video collection is available in this digital library
- Online Public Access Catalogue (OPAC) has been installed to help the users in searching the resources that are available in the library.

- 11. Old coins collections from students:** As a part of other activity students are encouraged to collect the old coins and deposit it to the library so that it becomes the part of the education.
- 12. Collection of Opinions from students:** The college library accepts suggestions from students to overcome the challenges and issues faced by library. Through the suggestions the library tries to make necessary changes in its work.
- 13. Library Committee:** MES Arts and Commerce College Library has set up the library committee which consists of the principal of the college, the head of each department and the librarian. This committee discusses and give suggestions on the development of the library services.
- 14. Book collection for competitive examinations:** In this competitive world it is important for students to prepare themselves for the future challenges. For this the college library provides books which help in preparing for any competitive exams.
- 15. Visit of Eminent Personalities:** Motivation is very much required for every one in every stage. This motivation can be got by listening to great personalities. The college library has been visited by some eminent personalities and has got much appreciation from them. The information of their visit, advice and suggestions are recorded and preserved by the library.
- 16. View and Review Competition:** For building competitive minds, competition is very much required. Thus Competition of reviewing an image is organised for students by the library. It displays a picture and students have to build a story on it. This helps to build thinking capacity, creativity, language and confidence to participate.

Other than the above mentioned Best Practices, MES Arts and Commerce College Library has some future plans in adopting other best practices such as-

- Implementation of RFID Technology (Radial Frequency Identification).
- Networking of Inter Libraries.
- Open Reading Facility in Garden.

### Conclusion

MES Arts and Commerce College Library is working under the guidelines of NAAC. The best practices adopted by the library have much influenced on its functions and services. By these practices the library has developed to a great extent and is rendering its best to its user.

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