

# *RATNALAY*

A JOURNEY SINCE 1970

*THE CENTRAL LIBRARY*

*DEMOW COLLEGE*

# DEMOW COLLEGE LIBRARY:

*A HIGHLIGHT*



By Library Staff

# HISTORY

- The library of [Demow College](#) has been considered an important and indispensable part of the institution since the setting up of this college ([1970](#)).
- The [library](#) had no separate physical existence till 1997. With a very limited collection and insufficient infrastructure the library started to develop since 1997 with separate existence.
- The [student union](#) of the college donated their share from the fund collected for Swaraswati puja for purchasing of books. The surrounding tea garden proprietors had also contributed for building up the collection of books.

CONTD...

- **After having UGC registration in 1998 the college got ample opportunity for development of the library.**
- **Technology added to the library in 2001, the SOUL 2.0 software was installed parallel to the internet in 2004.**
- **In 2015, the library building has been extended to double storied having facilities for different groups of users with the sections- text book, periodical, reprographic, internet, reference etc.**

## **CONTD...**

- **N-LIST (National Library and Information Services Infrastructure for Scholarly Content) service has also been added to the library.**
- **3 and 6 months self financed short term computer course namely CLP (Computer learning Programme) intending for increasing the rate of computer literacy among the students has been introduced.**
- **Subsequently the library of Demow College has been renamed as 'RATNALAY' as per resolution adopted in the G.B. meeting held on 26/03/2024.**

# VISION & MISSION

- *VISION*
- **To fulfil the need of every user by rendering manual as well as machine based services efficiently and timely.**
- **To make provision for rare document section where scientifically and systematically the ancient manuscripts will be preserved.**
- **Proper documentation in every aspect of collection.**
- **Effective use of technology in different services including management of library.**

## CONTD...

- **To render the service for children in section/corner or public at one particular time**
- **Providing service to rural areas by extending awareness programme intending to make them information literate.**
- **To support the research scholars by providing proper information and guide.**
- **To make the library building attractive by outside and inviting from inside.**
- **To set up an ideal library in context with services required by different types of users.**

- ***MISSION***

- Supporting the basic objectives of parent institution by rendering the services like required books/document/information to its clientele on demand or in anticipation of demand.
- Making a close relationship in between students and books/journals/documents.
- Making some arrangement for building relationship among students, books and teacher (along with library personnel as guide ).
- Converting the potential users of the library into the habitual users by rendering LOC.

## CONTD...

- **Providing extension services by holding group discussion, meeting, popular talk etc. at library and holding some awareness programme at outside the college.**
- **Enhancing the rate of information literacy among library users.**
- **Promoting the users of library as technologically sound at par with outside world.**
- **Processing for converting the right documents into digital format.**

INFRASTRUCTURE

AND

RESOURCES

# INFRASTRUCTURE

**Area of the entire building : (i) Total length of the old building = 43 fts.**

**Wide of the old building = 37 fts.**

**(ii) Total area of the old building = 1591 sq fts./484.93 sq mts.**

**(iii) Total area of the new building (both floors) = 3,472 sq fts./1058 sq mts.**

**(iv) Total area of the entire building = 4924 sq fts./1510sq mts.**

**(v) Area of Reading room (old) = 114.60 sq mts. New = 120 sq mts.**

**(vi) Total area of Reading room = 234.6 sq mts. (old+new)**

**(vii) Area of Stack (old) = 160.32 sq mts., new = 120 sq mts.**

**(viii) Total area of stack = 280.32 sq mts.**

**(ix) Total seat capacity = 60 +15**

**(x) Area circulation = 111sq fts.**

**(xi) Area of Librarian's room = 111 sq fts.**

**(xii) Area of property counter = 111sq fts.**

# DIFFERENT SECTIONS/ AREAS

- **Ground Floor**

- A.
  - i. Property counter
  - ii. Circulation
  - iii. Librarian's Room
- B. Text book section (Stack Area) with reading provision
- C. Periodical section
- D. Reprographic Section cum Teachers/Scholars Reading Area
- E. Internet cum Digital section (Provisioned with Computer Learning)

- **First Floor**

- F. Reference Section
  - i. Stack area with Reading provision
  - ii. Group discussion area

# TECHNOLOGY

- **Computer system- 33 nos**
- **SOUL 2.0/KOHA**
- **Barcode scanner**
- **LAN with Browser (OPAC) and circulation**
- **Internet connection (Unlimited) with Wifi**
- **Mi Board with Digital Visualiser**
- **Projector**
- **Digital Scanner**
- **Photocopy machine- 1 nos**

# RESOURCES

- *Manpower*
- **Dr. Wakidur Rohman, MLISc., LL.B., Ph.D.**  
*Librarian*
- **Nikumoni Borgohain, M.Lib.I.Sc**  
*Library Asst.*
- **Jibon Gogoi**  
*Library Bearer*

# **LIBRARY ADVISORY COMMITTEE OF DEMOW COLLEGE**

*Chairperson:*

**Dr. Krishnajyoti Handique, Principal**

*Ex-officio secretary:*

**Dr. Wakidur Rohman, Librarian**

*Senior Faculty:*

**Mr. Pabitra Gogoi, Vice- Principal**

*Members of the Committee:*

- 1. Juri Kotoky**
- 2. Deepa Sarmah**
- 3. Mondira Mohan**
- 4. Dr. Lengdon Chetia**
- 5. Palash Sarma**
- 6. Dulurani Phukan**
- 7. Upen Gogoi**

# DETAILS OF COLLECTION (ONLY ADDITION)

Library Holdings	2018-2019		2019-2020		2020-2021		2021-2022		2022-2023		2023-2024		2024-2025	
	No	Value	No	Value	No	Value	No	Value	No	Value	No	Value	No	Value
Text Books	10554	1314135	11279	1393766	11279	1393766	11279	1393766	11279	1393766	11279	1393766	11634	1470666
Reference Book	1820	732635	1820	732635	1820	732635	1820	732635	1820	732635	1820	732635	1865	1590666
E-Books							80409		80409		80409		80409	
Journals/Periodicals	13						13		13		13		12	
E-Resources							3828		3828		3828		3828	
Any-Other							20						20	

# DETAILS OF COLLECTION(PURCHASE)

Year	Existing Books		Newly Added		Total	
	Books	Expenditure	Books	Expenditure	Books	Expenditure
2018-2019	10554	1314135	725	79631	11279	1393766
2019-2020	11279	1393766	71	8500	11350	1402266
2020-2021	11350	1402266	184	36800	11534	1439066
2021-2022	11534	1439066	0	0	11534	1439066
2022-2023	11534	1439066	0	0	11534	1439066
2023-2024	11534	1439066	0	0	11534	1439066
2024-2025	11534	1439066	351	91000	11949	1530066

# FUND GENERATION

## 1. CLP (Computer Learning programme)

- Rs.2,56,500/- generated from 2016-2024
- Rs.1,64,500/- generated from last five years

## 1. Over dues and Xeroxs

- Rs. 1104/- from 2016-2017

# **SERVICES & FACILITIES AVAILABLE AT PRESENT**

- **Books lending service** for students of every particular class thrice a week.
- **Automated circulation & OPAC**.
- **Reading facilities** at adjacent part of text book section.

## Contd...

- Separate periodical section with reading facility.
- Separate reference section with reading facility.
- Book Bank service
- Availability of information sources at North-East Collection
- Separate provision for discussion/meeting/talks etc.

## CONTD...

- Separate reprographic section. Services rendered by Photocopier machine
- CCTV surveillance available at different corners
- Separate section for Internet and digitization process. Wi-Fi is available at library.
- Computer Learning Programme (a six months/ self financed course) has also been running at computer lab of the library. The classes are being held with the help of smart board and digital visualizer.

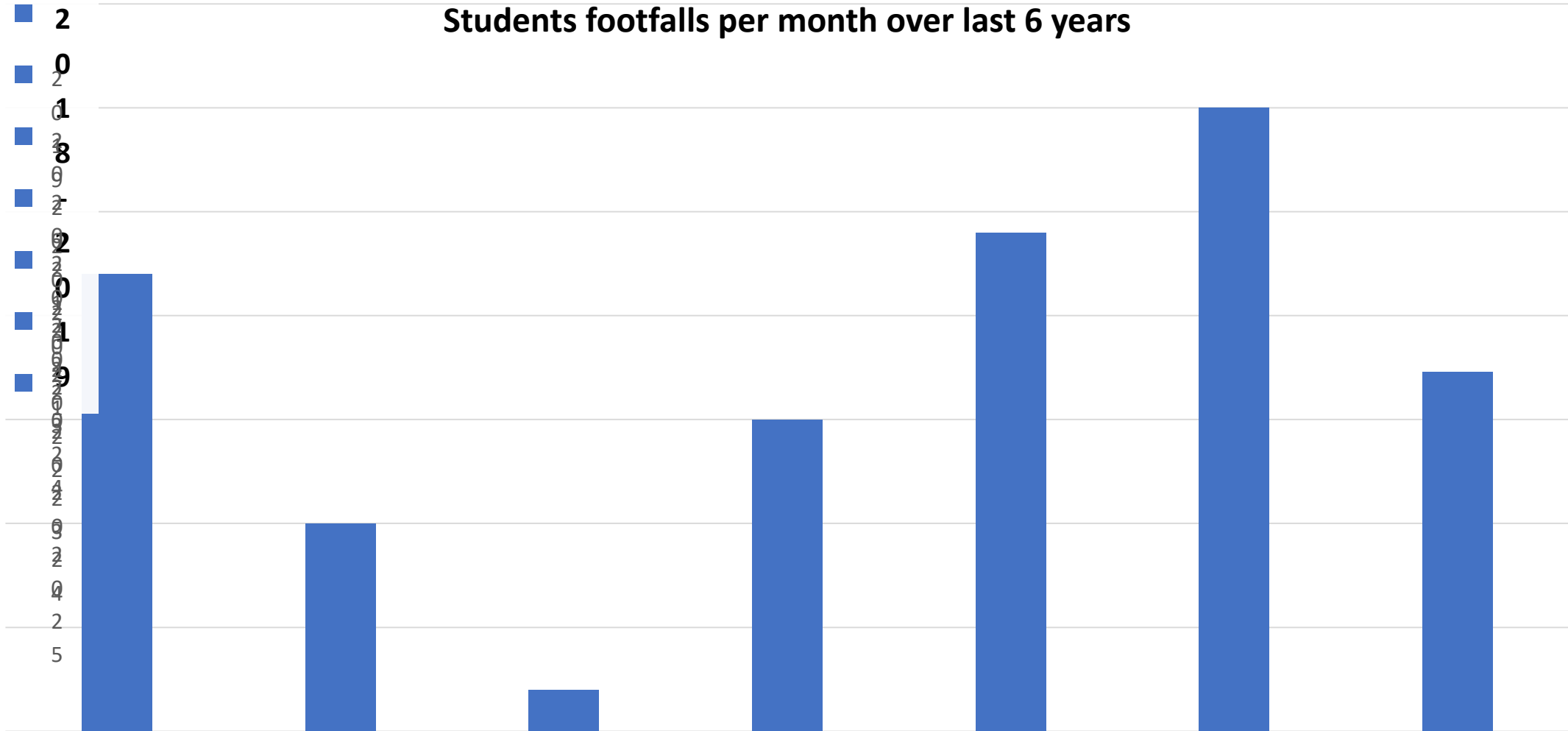
## CONTD...

- **N-LIST (National Library & Information Services Infrastructure for Scholarly Content) service is also available at library.**
- **Apart from the library orientation classes at degree & H.S classes, the library has regularly been rendering extension service at surrounding educational institutions.**
- **Best Reader Award.**
- **News Letter Publication from Library**

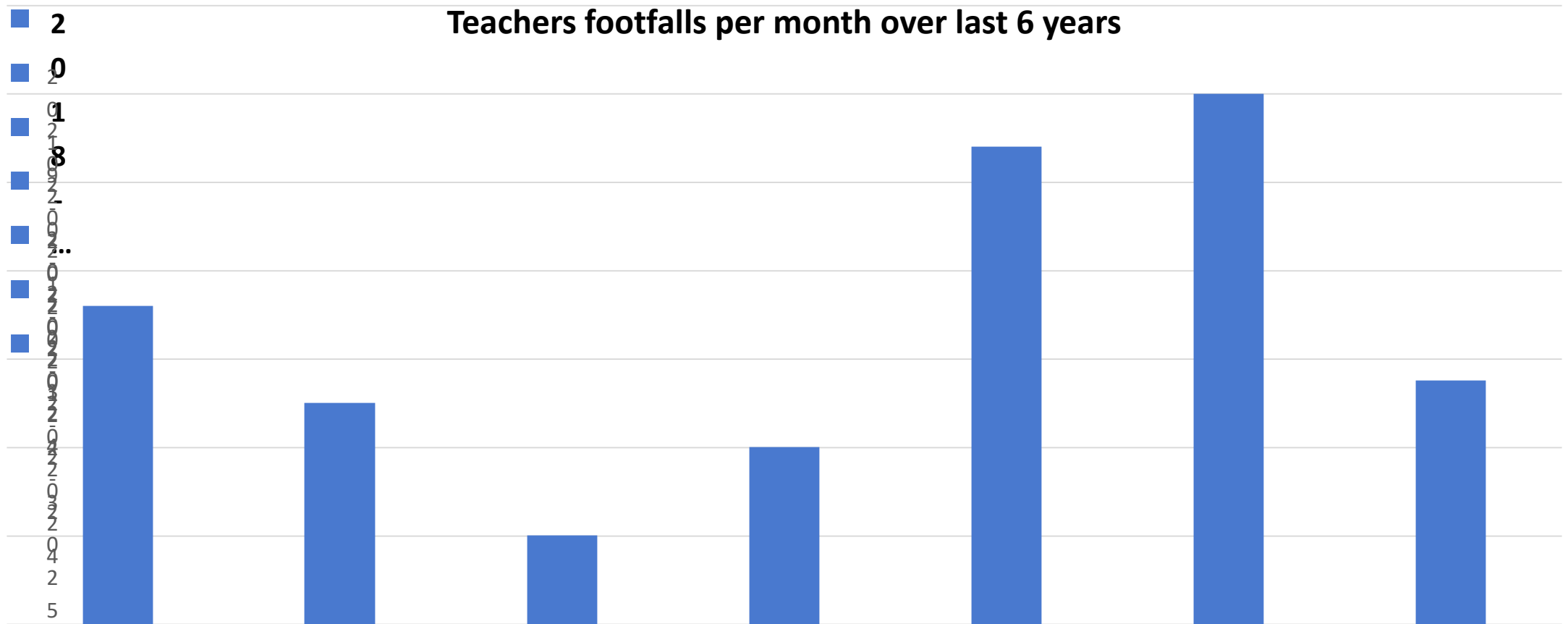
## **STRATEGIES ADOPTED FOR ENHANCING THE READING HABIT:**

- Orientation class holding at the different point of time among different level of students, particularly with new comers
- Provision of *Best Reader Award*
- Organising extension work through '*Let us Read*' programme in different educational institutions of surrounding area
- Holding programmes by '*Readers Club*' in different occasions to promote the study for their reading habit

# GRAPHICAL REPRESENTATION OF LIBRARY USERS IN AVERAGE(PER MONTH)



# GRAPHICAL REPRESENTATION OF LIBRARY USERS IN AVERAGE (PER MONTH)



# PRESENT SUBSCRIPTION

JOURNAL(POPULAR)	JOURNAL(RESEARCH)	NEWS PAPER
Prantik	University News	The Assam Tribune
SportStar	Kurukshetra	Amar Asom
Pratiyogita Darpan	Prakash	Times of India
GNRC Sasthya	IASLIC Bulletin	Employment news (Discont..)
India Today	The Heritage(Multilingual)	
Competition Success Review	Economic and Political Weekly (Discont..)	
Gariyoshi		
The week (Discont..)		
Frontline (Discont..)		

# Activities of Demow College Library(last 6 years)

Sl. No	Date	Name of Activities	Details of Activities
1	06/04/2017	Library Advisory Committee (LAC)meeting	The meeting presides over by Mr. Anil Borgohain, V. P.,resolves to select Best reader award to Mr. Babul Masua, a student of English,6 <sup>th</sup> sem.,etc.
2	10/08/2017	Inter class Quiz Competition	The programme conducted to follow New India Manthan Programme-2017.
3	13/08/2017	Extempore Speech Competition	The programme conducted by Library well assist by faculty members and select Bhaskar Hazarika, student of 1 <sup>st</sup> sem as first and the 2 <sup>nd</sup> position obtained by Prasanta Saikia, 1 <sup>st</sup> sem.
4		Regular Library Orientation Classes(LOC)	Basically the classes are taken to the students of HS 1 <sup>st</sup> year and 1 <sup>st</sup> semester students in general.

## CONTD...

Sl. No	Date	Name of Activities	Details of Activities
5	26/08/2017	Extension service at Dhai Ali Joirapar M. V. School, Sivasagar	Delivered speech on how to create/increase reading habit, need and importance of library among the people of rural inhabitants etc..
6	14/09/2017	<a href="#">Extension service</a> at Maharani Adarsha Janajati Hogh School, Rupahibam	Delivered speech on how to create/increase reading habit, need and importance of library at educational institutions, how can a book change the life of a person.
7	21/09/2017	<a href="#">Extension service</a> at Baruah Changmai Chahjanajati High School	Inspired the students, other staff members by delivering speech on importance of reading books, significance of library services at schools etc..

## 2018-2019(April-March)

Sl. No	Date	Name of Activities	Details of Activities
1		Library Orientation Classes	The classes held among the students of Higher Secondary and B.A 1 <sup>st</sup> semester.
2	26/10/2018	<a href="#">Library Advisory Committee (LAC) Meeting</a>	Basically discusses the issues on Best Reader Award (2018-19) and Computer Learning Programme(CLP).

## 2019-2020(April-March)

Sl. No	Date	Name of Activities	Details of Activities
1		Library Orientation Classes	Served and inspired the students through off line and online classes on how to continue their reading habit .
2	06/11/2019	Library Advisory Committee (LAC) Meeting	Discussed on Various issues of library problems, services, CLP etc.

## 2021-2022(April-March)

Sl. No	Date	Name of Activities	Details of Activities
1		Library Aware services	Served and inspired the students to continue their reading habit in post-covid situation .
2		Library Advisory Committee (LAC) Meeting	Discussed on Various issues of library problems such as disrupted power supply, insufficient collection and infrastructure development etc.

## 2022-2023(April-March)

Sl. No	Date	Name of Activities	Details of Activities
1		<a href="#">Library Aware services</a>	Classes to the students of 3 <sup>rd</sup> sem/4 <sup>th</sup> sem. on Library and Information Science as SEC, and essential awareness among the students.
2	03/12/2022	Library Advisory Committee Meeting	Discussed on various issues of library such as selling of old news papers, renewal of N-LIST, repairing of roof at 1 <sup>st</sup> floor, library building.
3	28/02/2023	Speech on Library technology, networks, resources and its use etc. at <a href="#">Bir Lachit Borphukan</a> College, Sivasagar	Delivered a speech on use of modern library by a college student, on INFLIBNET, different functions provided by a library important for a college students etc.

## 2023-2024(April-March)

Sl.No	Date	Name of Activities	Details of Activities
1		<a href="#">Library Aware services</a>	Classes to the students of 3 <sup>rd</sup> sem/4 <sup>th</sup> sem. on Library and Information Science as SEC, and essential awareness among the students.
2	27/04/2023	<a href="#">Library Advisory Committee Meeting</a>	Discussed on various issues of library such as purchase of books, research journals, updation OPAC to Web-OPAC, SOUL2.0, change of fee for CLP students etc.
3	28/04/2023	Extension service at Rupahibam MV School, Udoipur, Demow, Sivasagar	Delivered a speech on how to grow reading habits, how to grow efficiency through acquiring required skills in life style, etc.. Provided 10 nos. of useful books for library.

## CONTD...

Sl.No	Date	Name of Activities	Details of Activities
4	12/08/2023	Observation of National <a href="#">Librarian's Day</a>	On the occasion of 131 <sup>st</sup> birth anniversary of Dr. S.R. Ranganathan, father of Library Science in India , a programme was held, delivered speech on significance of the day, felicitated Sri Jibon Gogoi, a library grade IV personnel for his untiring service, inspired the programme by participating faculty members.
5	18/08/2023	<a href="#">Extension service</a> at Khangia T.E. Modal School, Demow, Sivasagar	Delivered a speech how to utilise time when at school by arranging library in their won classes, arranging their assignments, how can they help people of neighbouring society, , negative effects of using mobile phone etc.
6	23/08/2023	Projector displaying the event of landing <a href="#">Chandrayaan-3</a> on Moon	The entire travelling and moment of landing the Chandrayaan-3 on Moon had been well enjoyed by the entire college fraternity with local youths. The programme organised at the computer laboratory in library.

## CONTD...

Sl.No	Date	Name of Activities	Details of Activities
7	29/08/2023	Extension service at Bamrajabari High School, Bamrajabari, Demow, Sivasagar	Extends the service to the students, faculty staff by delivering a speech on need of well organised school library, how can it help in their knowledge and wisdom required to have efficiency in day to day life, in academic issues and problems etc.
8	10/10/2023	Awareness Programme at Bhimpowa High School, Udoipur, Demow, Sivasagar.	An awareness programme in association with NSS unit of Demow College, basically on health and hygiene among girls, reading habits etc. Distributed 100 sanitation pads among the girls of the school.
9	22/01/2024	Library Advisory Committee Meeting	Discussed on selling of old news papers, book purchase, KOHA installation , Book faire etc

## CONTD...

Sl.No	Date	Name of Activities	Details of Activities
10	25/01/2024	<a href="#">Let Us Read</a> (Extension Service) Programme at Attabari Higher Secondary School, Attabari	A programme was held to make the students informed on why to read, how to read, how a library can help in fulfilling their dreams. Member of Science Society, Demow branch, 3 other faculty members were also present and delivered their speeches.
11	08/02/2024	<a href="#">Let Us Read</a> (Extension service) programme at Dikhari T.E. Model School, Dhemechi	A programme was organised by the library in association with faculty members and the school authority to aware the students for increasing their reading habit and few other related current issues.

Contd.....

Sl. No.	Date	Name of Activities	Details of Activities
12	8-9/11/2024	Book Fair and Book Donation	A programme on Book Fair and Book Donation was held on the occasion of Inter College Handball Tournament (Dibrugarh University), Jointly organised by IQAC, Central Library and Readers' Club, inaugurated by Mr. Bhim Dehingia, President of G.B., Demow College.
13	21/11/2024	Extension Service	A programme on "Let Us Read" held at Demow Girls' High School to popularise and enhance the reading habit among the students (Upper Classes), jointly organised by IQAC, Central Library, Readers' Club and the Dept. of History of Demow College. Speakers : Dr. Wakidur Rohman and Mr. Palash Sarma
14	26/11/2024	Extension Service	A programme on "Let Us Read" held at Demow Girls' Senior Secondary School to popularise and enhance the reading habit with motivational speech among the students jointly organised by IQAC, Central Library, Readers' Club and the Dept. of History of Demow College. Speakers : Dr.

Contd....

Sl. No	Date	Name of Activities	Details of Activities
15	28/12/2024	'Let Us Read', an outreach programme	'Let Us Read' programme jointly organized by IQAC, Central Library and Readers' Club of Demow College, held at Banadarmari Naga ali M. E. School under adopted village of Udoipur.
16	31/12/2024	'Let Us Read', an outreach programme	Let Us Read' programme jointly organized by IQAC, Central Library and Readers' Club of Demow College, held at Demow Sukanpukhuri High School
17	10/02/2025	Let Us Read', an outreach programme	Let Us Read' programme jointly organized by IQAC, Central Library and Readers' Club of Demow College, held at Kaliapani Mazdur Prathamik Bidyalay, adjacent to adopted village.
18	27/03/2025	Let Us Read', an outreach programme	Let Us Read' programme jointly organized by IQAC, Central Library and Readers' Club of Demow College, held at Dikhari T.E. Model School, Dibrugarh.

Sl. No.	Date of Activities	Name of Activities	Details of Activities
19	12/08/2025	Celebration of National Librarians' Day	On the occasion of 133 <sup>rd</sup> birth anniversary of Padmashri Dr. S.R. Ranganathan, the Father of Library Science in India, the National Librarians' Day celebrated under the President ship of Mr. Pabitra Gogoi, Vice Principal of the institution. Dr. Wakidur Rohman was the Chief Speaker on the occasion. Faculty members and students participated the programme.
20	27/08/2025	Celebration of –The Book Year -2025(Let Us Read)	Following the Govt. of Assam instruction the programme organized by IQAC, the Central Library and Readers' Club of Demow College, held at Dupani High School
20	27/08/2025	Celebration of –The Book Year -2025(Let Us Read)	Following the Govt. of Assam instruction the programme organized by IQAC, the Central Library and Readers' Club of Demow College, held at Dupani High School

Sl. No.	Date	Name of Activities	Details of Activities
21	09/09/2025	Celebration of –the Book Year-2025	Organized by IQAC and The Central Library of HCDG College, in Collaboration with IQAC & the Central Library of Demow College, Dr. Wakidur Rohman acted as Resource Person & Palash Sarma accompanied him
22	14/10/2025	Celebration of –the Book Year-2025 (Let Us Read)	Organized by the Central Library, Readers' Club and IQAC in collaboration with NSS unit of Demow College and Athabari T. E. Primary School, held at Athabari T. E. Primary School, Athabari
23	30/10/2025	Library Advisory Committee Meeting	Discusses important issues like Book fair/purchase, Log-in, Fine, Repairing, CLP etc.
24	18/11/2025	Awareness/Outreach programme	On the occasion of 53 <sup>rd</sup> birth anniversary(posthumously) of Jubeen Garge, held at Dikhari T. E. Model Higher Secondary School, organized by the School in collaboration with IQAC & the Central Library, Demow College

- The Library Audit held on 23/09/2024
- It audit period covers 2019-2024
- Audited by Dr. Pankaj Kr. Nath, Librarian (Associate), Gargaon College, Sivasagar.

IMAGES OF THE  
LIBRARY

# In 2000, Library Scenario



# Extension Service in 2000



# Extension Classes Inside College



Contd...



Contd...



Contd...



# Extension Classes Outside the College



Contd...



Contd...



# Inter Class Quiz Competition



Contd...



# Smart Classes



Contd...



# The First Batch Computer Learning Programme

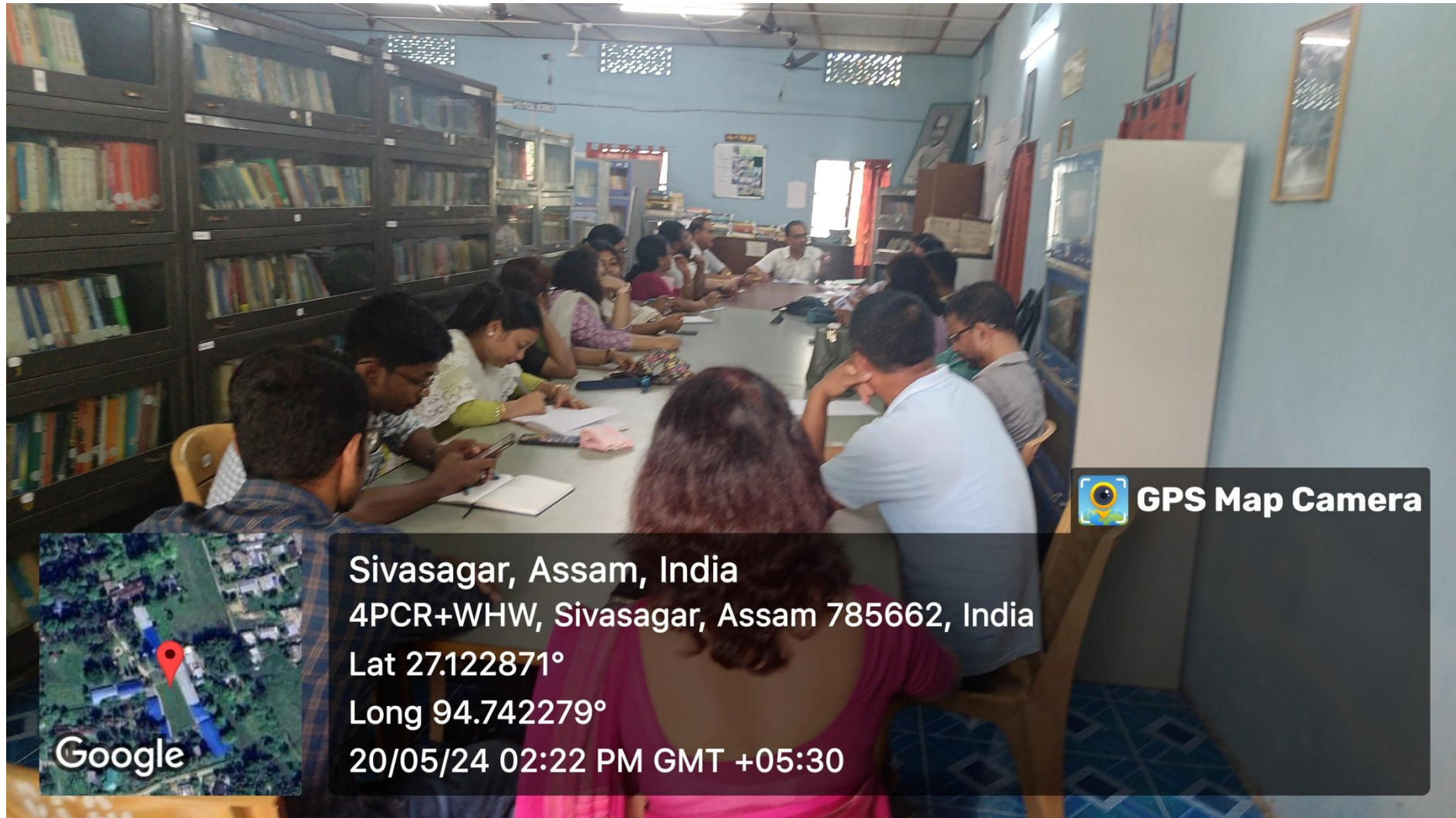


An image of receiving cloth at Library for Cloth Banking Service



Sivasagar, Assam, India  
4PCR+WHW, Sivasagar, Assam 785662, India  
Lat 27.123015°  
Long 94.742051°  
31/05/24 11:48 AM GMT +05:30

An image of staff meeting at library



An image of discussion with teacher and students at library



An image of CLP batch -2023 with staff

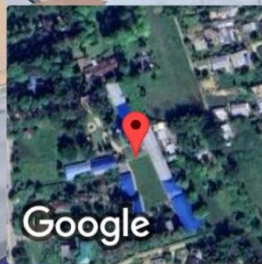


 **GPS Map Camera**

Sivasagar, Assam, India  
4PCR+WHW, Sivasagar, Assam 785662, India  
Lat 27.122888°  
Long 94.74211°  
14/05/24 02:14 PM GMT +05:30



An image of class of CLP at library



Sivasagar, Assam, India  
4PCR+WHW, Sivasagar, Assam 785662, India  
Lat 27.122916°  
Long 94.742219°  
14/05/24 01:39 PM GMT +05:30

An image of present Library Staff with the Honourable Principal



Sivasagar, Assam, India  
4PCR+WHW, Sivasagar, Assam 785662, India  
Lat 27.122916°  
Long 94.741841°  
26/04/24 11:04 AM GMT +05:30

 GPS Map Camera

An image of Readers at Periodical section



## Let Us Read an extension programme at Dikhari Model School



An image of discussion with students by Readers' Club at library



An image of enjoying (at Library) ChandraYaan landing at Moon



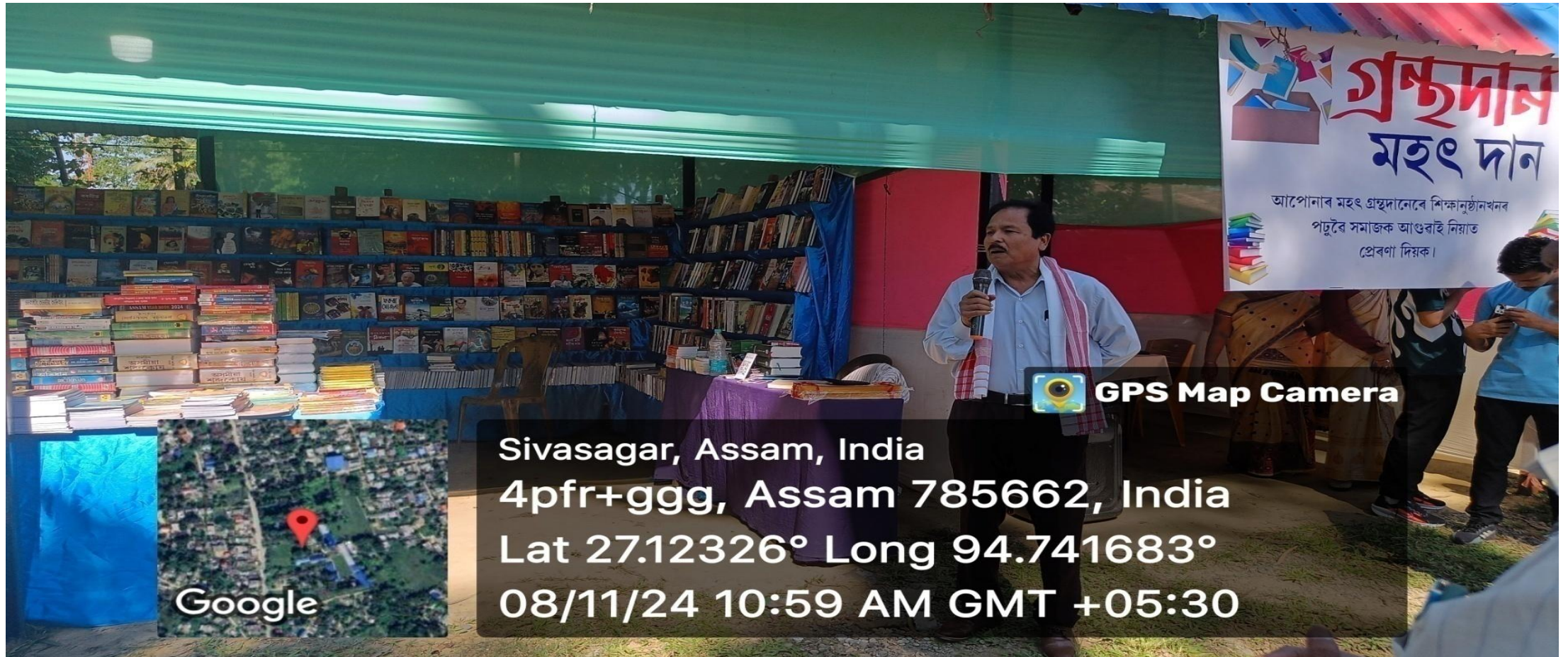
An image of extension service at neighbourhood school



Library Audited for 2019-2024 period, by Dr. Pankaj Kr. Nath, Librarian (Associate), Gargaon College



An image of Book fair and Book donation programme at the college premises organised by the organising Committee of Handball tournament in association of IQAC, Central Library and Readers' Club, inaugurated by the President, G. B. Demow College (8-9 November, 2024)



Let Us Read” programme, and extension service at Demow Girls’ High School, jointly organised by IQAC, Central Library, Readers’ Club and the Dept. of History to popularise and enhance the reading habit.



An image of 'Let Us Read' Programme at Bandarmari Naga ali M E School (adopted vill.), jointly organized by IQAC, Central Library and Readers' Club, Demow College.



*Let Us Read*, an outreach programme, organized by IQAC, Central Library and Readers' club at Demow Sukan Pukhuri high School, Demow.



 **GPS Map Camera**

Hukanpukhuri, Assam, India  
5p4v+cr5, Demow-netaipukhuri Rd, Hukanpukhuri,  
Bagali Pathar, Assam 785671, India  
Lat 27.156061° Long 94.744485°  
31/12/24 11:22 AM GMT +05:30



*Let Us Read* : an Outreach Programme, organized by Central Library, Readers' Club and IQAC, held at Kaliapani Mazdur Prathamik Bidyalay.



An image of Outreach Programme on *Let Us Read* at Dikhari T. E. Model School, Dibrugarh



Dihajan Gaon, Assam, ...

Celebration of –‘The Book Year-2025’(Let Us Read) at Dupani High School (Adjacent to the Adopted Village), organized by IQAC, the Central Library and Readers’ Club



# Celebration of- The Book Year-2025(Let Us Read),Baruah Changmai Chah Janajati High School (Tea Tribe), organized by IQAC, Central Library & the Readers' Club



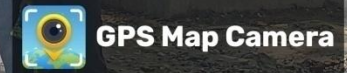
# Celebration of- the Book Year-2025, organized by HCDG College, in Collaboration with IQAC and the Central Library, Demow College, Dr. Wakidur Rohman invited as Resource Person



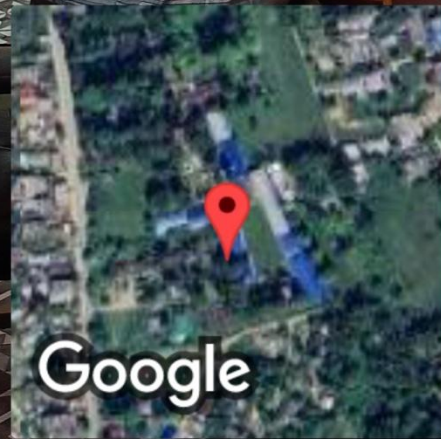
Celebrating the Book Year-2025(Let Us Read), at Athabari T.E. Primary School, organized by the Central Library, Readers Club, IQAC in collaboration with NSS unit of Demow College and Athabari T. E. Primary School



Ekarani Grant, Assam, India 🇮🇳  
4p3q+877, Khara Haat-demow Rd, Ekarani Grant, Assam  
785662, India  
Lat 27.103123° Long 94.738263°  
14/10/2025 11:09 AM GMT +05:30



# Library Advisory Committee Meeting held at IQAC office



Demow, Assam, India 🇮🇳

52, Ralchaigaon, Demow, Assam 785662,  
India

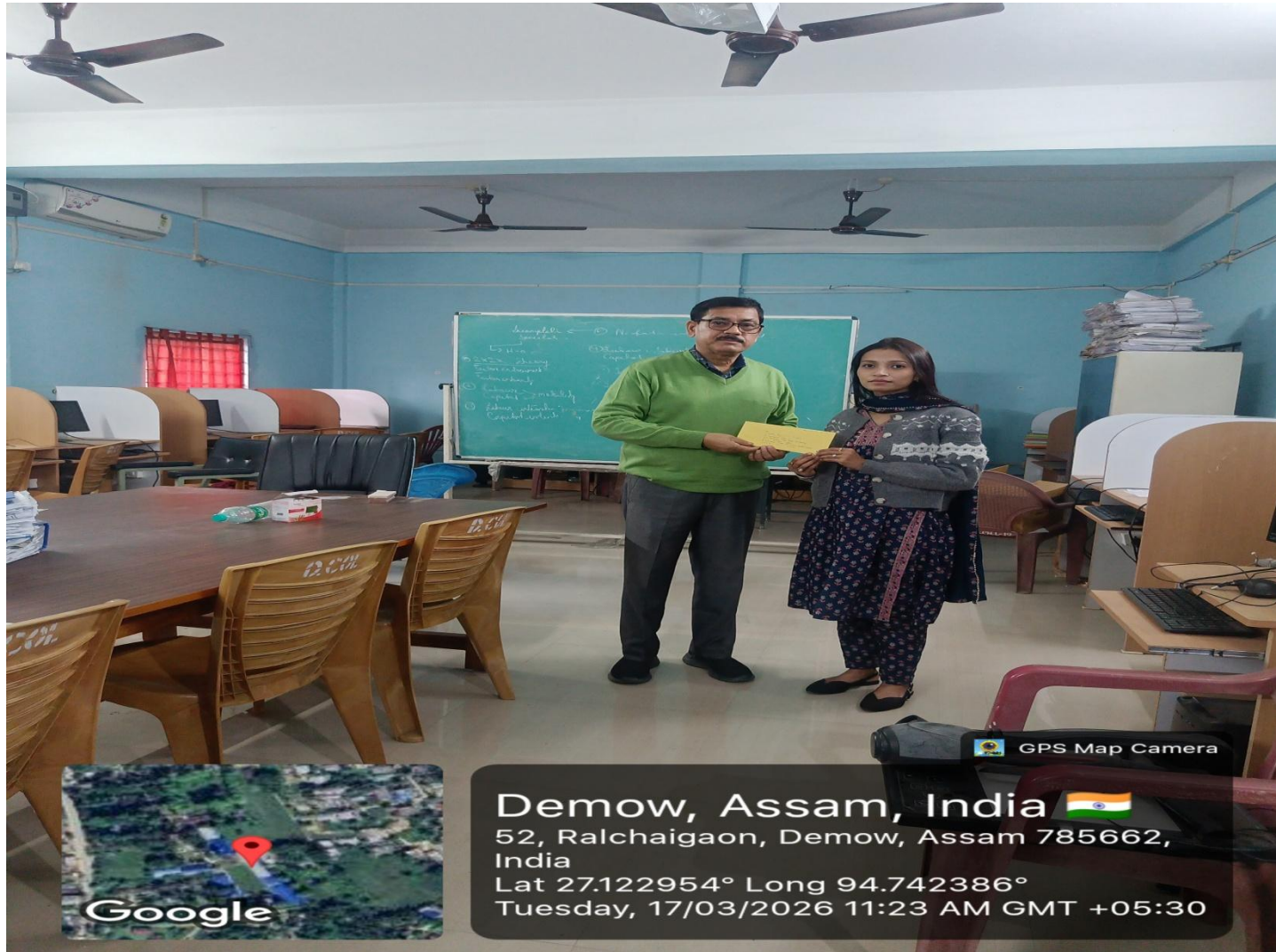
Lat 27.122638° Long 94.742096°

Thursday, 30/10/2025 02:16 PM GMT +05:30

An Awareness programme on *Book Reading* on the occasion of 53<sup>rd</sup> birth anniversary of Jubeen Garg, held at Dikhari T. E. Model School, organized by the school in collaboration with Dikhari T. E. Model Higher Secondary School, the students' handwritten annual magazine of the school also released



Ms. Chimi Chutia, a student of Diploma in Library & Information Science under KKHSOU, Guwahati, receives the certificate as an intern at Demow College Library



Ms. Jimpi Borkakoti, a student of Library & Information Science under IGNOU, study centre at Sibsagar Girls' College, Sivasagar receives the certificate as an intern at Demow College Library



*If you have a Library and a  
Garden you have Everything  
you need.*

*-Marcus Tullius Cicero*

THANK YOU