

# Index

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## Koha App

Koha app is an open source integrated library system. It is used worldwide by school, institute, and universities libraries. It is designed to manage physical collection of items. It Including :- Online Public Access Catalogue module which provides a simple and clear interface for library users to perform tasks such as searching for and reserving items and suggesting new items.

## E-granthalaya software

E-granthalaya is also integrated library management software developed by NIC for automation and networking of government libraries. Using this software the libraries can automate in-house activities as well as user services. The software provide web OPAC interface to publish the library catalog over internet/intranet. This software is provided at zero cost to the Ministries/Public /Universities/Colleges.

## **N-list** (Introduction)

N-list stands for “National Library and Information services infrastructure for Scholarly Content. The N-List Programme is funded by MOE as a college component under the e-shodh sindhu consortium. It provides access to more than 6000+ e-journals, 1, 99,500+ e-books through NDL. It will facilitate desktop access to high quality e-resources to students and researchers 24 hours a day .it covers all discipline viz. Pure Sciences, Social sciences and Humanities including Linguistic and languages.

Note: - The institution has applied for above e-journal on 24/02/2023.

## N-list Subscription document:-

### **Registered**

Your college has been registered under N-LIST  
Programme successfully.

OK

Registered for N-list 01



Information and Library Network Centre  
(An Autonomous Inter-University Centre of UGC)

सूचना एवं पुस्तकालय नेटवर्क केन्द्र  
(विश्वविद्यालय अनुदान आयोग का स्वायत्त अंतर विश्वविद्यालय केन्द्र)

National Library and Information Services Infrastructure of Scholarly Content (N-LIST)

Proforma Invoice

Ref No : INF/N-LIST/2023/8524

Date: 2023-05-09 06:07:27 (Website)  
College GST No : Not Available  
College GST State Code : PB [03]

Name and Address of Subscriber

To  
The Principal  
N.J.S.A. Government College  
Kapurthala  
Kapurthala  
Punjab - 144601

SR. No.	Membership Fee	Period of Membership	Amount in Rs
1	N-LIST Annual Membership Fee	April 2023 to March 2024	5,000.00
		CGST@0.00%	0.00
		SGST@0.00%	0.00
		IGST@18.00%	900.00
		<b>Total</b>	<b>5,900.00</b>

Rupees Five Thousand Nine Hundred Only

GSTIN: 24AAAT11480J1Z5

Servicing Accounting Code: 998431

You are requested to send annual membership fee along with proforma invoice. The Annual Membership fee shall be paid through CMP E-Collection (VAN) facility.

- Demand Draft in favour of "INFLIBLIST08524" Account payable at Gandhinagar
- RTGS / NEFT fund transfer to INFLIBNET Centre Account as per the details given below:

**Bank Account No: INFLIBLIST08524**

Beneficiary Name: INFLIBNET Centre

Bank Name: State Bank of India

Name of the Branch: CMP Centre, Aishwaryam, Lingampally, Hyderabad

IFSC Code: SBIN0004266

Important Note:

- 1 Annual Membership Fee shall be paid through CMP E-Collection(VAN) facility. Bank Account Number is unique and applicable for your college only.
- 2 In case of RTGS/NEFT payment, kindly send the payment details viz UTR No., date of payment to INFLIBNET Centre through email at [paymentinfo@inflibnet.ac.in](mailto:paymentinfo@inflibnet.ac.in) or letter to INFLIBNET Centre Gandhinagar.
- 3 Annual Membership Fee is non-refundable.

Sincerely Yours

Ashok Kumar Rai  
Scientist - E (CS)

## Proforma Invoice. 02

Infocity, P.B. No. 4, Gandhinagar - 382007, Gujarat, INDIA

इन्फोसिटी, प.ब. नं. ४, गंधीनगर - ३८२००७, गुजरात (भारत)

Ph.: +91-79-23268000, Fax : +91-79-23268222, <http://www.inflibnet.ac.in>



## Office Principal N.J.S.A. Govt. College, Kapurthala

e-mail : gckapurthala@gmail.com  
website: www.gckpt.com

To,  
INFLIBNET Centre  
Infocity, Opp. DAIICT  
Gandhinagar-382007  
Gujarat

No. 1096

Date: 24/05/2023

### Authorization letter of college administrator for N-LIST

Dear Sir,

I hereby authorise Mr/Mrs/Shri/Smt. **Dr. Jasmeet Sethi** Designation **Associate Professor** Department **Chemistry**, as college administrator for NLIST. She is authorised to create user IDs and Passwords for faculties, staffs and students of the college. Her e-mail ID and phone number is as below.

E-mail ID: gurnoor.2012@gmail.com

Phone: 98147 - 68650

With regards,

  
Principal  
N.J.S.A. Govt. College  
Kapurthala

## Authorization letter.04

**To**  
**The N-LIST College Administrator**  
**N.J.S.A. Government College**  
**Kapurthala - Punjab.**

**Dear Sir / Madam,**

Please find below the username and password for college Administration Module, which will allow you to create/edit/delete username and password for authorised users. The module will also help you to track your college usage. The College Admin login interface is available at <https://nlist.inflibnet.ac.in/collegeadmin/>. Follow the user guide to create username and password for authorised users.

### **N-LIST Login Details for College Administrator**

**Username:** [gurnoor.2012@gmail.com](mailto:gurnoor.2012@gmail.com)

**Password:** 443744 (One Time Password)

You need to activate your username using the OTP and set your desired password using <https://nlist.inflibnet.ac.in/vactivate.php>.

Please refer the **User Management Help Manual** of N-LIST College Administrator available at [https://nlist.inflibnet.ac.in/docs/College\\_Administration\\_Manual.pdf](https://nlist.inflibnet.ac.in/docs/College_Administration_Manual.pdf).

**Systematic download of e-resources content is Strictly Prohibited.** Terms and Condition for access to e-resources is available at <https://nlist.inflibnet.ac.in/vlicence.php>

**Important Note:** Your college will be responsible, if any violation is reported during the access period and in creating/distributing username and password (through College Administration Module). Kindly instruct your users to not share their username and



You need to activate your username using the OTP and set your desired password using <https://nlist.inflibnet.ac.in/vactivate.php>.

Please refer the **User Management Help Manual** of N-LIST College Administrator available at [https://nlist.inflibnet.ac.in/docs/College\\_Administration\\_Manual.pdf](https://nlist.inflibnet.ac.in/docs/College_Administration_Manual.pdf).

**Systematic download of e-resources content is Strictly Prohibited.** Terms and Condition for access to e-resources is available at <https://nlist.inflibnet.ac.in/vlicence.php>


**Important Note:** Your college will be responsible, if any violation is reported during the access period and in creating/distributing username and password (through College Administration Module). Kindly instruct your users to not share their username and password to others. If it is so, access to N-LIST e-resources will be stopped for the entire college.

You may contact us on [college@inflibnet.ac.in](mailto:college@inflibnet.ac.in) for further any assistance.

With regards,

N-LIST Team  
INFLIBNET Centre  
(An IUC of UGC)  
Infocity, Opp. DA-IICT  
Gandhinagar - 382007, Gujarat  
Phone: 079-23268243/44  
Email: [college@inflibnet.ac.in](mailto:college@inflibnet.ac.in) (access related);  
[paymentinfo@inflibnet.ac.in](mailto:paymentinfo@inflibnet.ac.in) (payment related)

## User Name and Password 05



**N-LIST**  
National Library and Information Services  
Infrastructure for Scholarly Content  
enabling access to e-Resources in colleges in India

[College Admin Login](#) | [Licences and Fee Use](#) | [FAQs](#) | [Downloads](#) | [Awareness Programme](#)

HOME | ABOUT | MEMBERS ▾ | REGISTER | E-RESOURCES | SEARCH

## N.J.S.A. GOVERNMENT COLLEGE

Home | Admin Dashboard

- Dashboard
- Users Details
- Upload Bulk Users
- Activate Bulk Users
- Member Delete list
- Usage Statistics
- Invoice / Receipt
- Activity Log
- Change Password
- Logout

### DASHBOARD

**N.J.S.A. Government College**

Address: N.J.S.A. Government College, Kapurthala, Punjab - 144601

Website: <http://www.gkpt.com/>

ASSTIC Code: C-27976

GST No: Not Found Add GST No

1  
Active Users

0  
Expired Users

0  
Pending Users

0  
Delete Account

#### Principal Details

**Dr. Tirath Ram Sasra**

[basirathirath@gmail.com](mailto:basirathirath@gmail.com)

9463539206

#### N-LIST College Admin Details

**Dr. Jasmeet Sethi**

[gurnoor.2012@gmail.com](mailto:gurnoor.2012@gmail.com)

9814768650

#### Technical Person Details

**Dr. Jasmeet Sethi**

[gurnoor.2012@gmail.com](mailto:gurnoor.2012@gmail.com)

9814768650

**N-list portal-06**

## SESSION 2021-22

### **Stock Report of Library:-**

1. List of Accession Registers (Page No. 1)
2. Total number of Books in the Library = 36935 (Page No. 2,3,4)
3. Details of Newspapers/ Magazines/ Annual reports/ and other such document (Page No. 5)
4. List of Equipments fitted in Library (Page No. 6)
5. List of Furniture in Library (Page No. 7)
6. List of Prospectuses Annual Reports, College Magazines & Souvenirs (Page No. 8)
7. List of useless items (Page No. 9)
8. List of Stationery items (Page No. 10)
9. Account of Library Registers & Files (Page No. 11, 12, 13, 14)
10. Account of Old Files and Library Registers (Almirah No. 117, 118)

### **Library Committee:**

1. Dr. Jasmeet Sethi - Jasmeet
2. Ms. Sneh Sharma - Sneh Sharma
3. Ms. Parminder Kaur - Parminder Kaur
4. Ms. Neelakshi - Neelakshi
5. Ms. Harpaljit Kaur - Harpaljit Kaur
6. Ms. Mamta - Mamta

*Jasmeet*  
Principal  
U.S.A. Govt. College  
Rasputhala  
Jasmeet

## List of Accessioned Registers of Library Books

PAGES	NO. OF STOCK REGISTER	SR. OF BOOKS ACCESSIONED		PAGES
1	1	1	4950	
2	2	4951	9300	
3	3	9301	14300	
4	4	14301	14436	PAGE NO.1 TO 6 (A)
		10001	13975	PAGE NO 7 TO 167 (B)
5	5	13976	14436	PAGE NO 1 TO 20 (B)
		14437	20750	PAGE NO 20 TO 203 (A)
6	6	20751	34700	
7	7	34701		CONTINUE
8	8 (UGC)	1	5575	
9	9 (UGC)	5576	10500	
10	10 (UGC)	10501	15400	
11	11 (UGC)	1501		CONTINUE
12	12. ORIENTAL BOOKS REGISTER	1	373	
13	13. OLD GIFTED BOOKS REGISTER	81 BOOKS		
14	14. BOOK BANK REGISTER	1 TO 295 ENTRIES		
15	15. OLD DONATED BOOKS	1 TO 194 ENTRIES		

ALMIRAH NO.	SUBJECT	SHELF NO/NUMBER OF BOOKS							TOTAL
1	GENRAL/PHYLOSOPY	61	61	62	61	51	50		346
2	PHILOSOPY	75	68	58	64	65	74		404
3	PHILOSOPY	51	46	44	47	48	45		281
4	RELIGION	51	42	44	63	71	37		308
5	SOCIOLOGY	50	66	62	49	37	44		308
6	POLITICAL SCI.	38	54	54	43	51	52		292
7	POL.SC/ECO	42	54	36	37	32	31		232
8	ECONOMICS	35	34	47	38	43	44		241
9	ECONOMICS	38	43	37	39	37	29		223
10	ECONOMICS	58	47	52	53	58	56		324
11	ECONOMICS	41	49	42	56	62	49		299
12	ECONOMICS	44	56	55	70	51	53		329
13	LAW	43	31	43	37	49	60		263
14	ADM/EDU/ENG	51	57	56	63	60	55		342
15	ENG/MATH	51	65	46	55	52	40		309
16	MATH	48	53	56	44	47	49		297
17	MATH	53	38	36	42	24			193
18	HINDI	46	54	44	58	36			238
19	HINDI	50	41	53	66	57	73		340
20	HINDI	60	56	62	55	39			272
21	HINDI	49	41	66	71	72	75		374
22	HINDI	64	61	59	55	49	47		335
23	HINDI	B-47/F-42	B-81/F-84	B-84/F-59	B-64/F-56	B-60/F-67	B-54/F-5		745
24	HINDI	71	68	70	68	69	71		417
25	HINDI	66	65	74	87	83	72		447
26	HINDI	70	83	83	107	77	48		468
27	HINDI	60	60	68	B-58/F-48	50	52		415
28	HINDI	60	67	68	74	74	55		398
29	HINDI	123	B-70/F-66	B-64/F-68	B-64/F-61	B-66/F-58	40		680
30	PUN/RELIGION	74	66	69	51	65	54		379
31	PUN /RELIGION	62	66	80	55	58	49		370
32	PUNJABI	65	77	69	64	83	68		426
33	PUNJABI	F-73/B-65	F-69/B-68	F-70/B-75	F-52/B-70	F-69/B-57	F-86/B-79		833
34	PUNJABI	F-78/B-90	F-82/B-86	F-75/B-83	F-69/B-76	F-67/B-79	F-69/B-79		933
35	PUNJABI	F-72/B-64	F-85/B-78	F-87/B-83	F-51/B-66	F-62/B-68	F-70/B-68		854
36	PUNJABI	F-66/B-79	F-78/B-63	F-72/B-67	F-74/B-74	F-73/B-79	F-78/B-81		884
37	PUNJABI	F-71/B-76	F-64/B-67	F-58/B-65	F-54/B-62	F-38/B-47			602
38	HISTORY/PUN	57	45	52	47	51	17		269
39	PHYSICS	30	26	32	28	21	33		170
40	PHYSICS	33	36	40	37	30	33		209
41	PHYSICS	30	35	23	23	29	25		165
42	CHEMISTRY	33	34	24	27	23	19		160
43	CHEMISTRY	19	26	35	23	27			130
44	CHEMISTRY	17	19	21	24	18			99
45	CHEMISTRY	24	24	35	30	42			155
46	BIOLOGY	31	29	30	25	25			140
47	BIOLOGY	32	29	32	26	30	31		180
48	BIOLOGY	29	29	28	28	29			143
49	HEALTH/MADICEN	33	29	30	33	36	39		200
50	HEALTH SC/ENGINE	43	34	39	37	34	36		223
51	AGGRI HOME S.C	29	35	39	33	40	39		215
52	HOME SC/ACCOUNT	62	42	39	36	28	28		235
53	ACC/MANAGEMENT	33	30	31	34	35	42		205
54	MANAG/ART/MUSIC	33	46	38	64	44	54		279
55	MUSIC/ART	48	51	50	57	47	65		318
56	ENGLISH	57	47	68	57	42	52		323
57	ENGLISH	40	43	59	42	40	46		270
58	ENGLISH	51	B-32/F-36	B-33/F-41	B-37/F-34	B-20/F-31	B-12/F-31		358
59	ENGLISH	32	38	54	39	50	34		247
60	ENGLISH	54	52	37	40	32	35		250
61	ENGLISH	36	46	51	37	43			213

62	ENGLISH	38	39	41	35	44	40			237
63	ENGLISH	51	40	35	27	16				169
64	GENRAL BOOKS	36	40	50	39	41				206
65	GENRAL BOOKS	32	38	38	42	42	30			222
66	ENGLISH	43	44	56	54	51	44	35	44	371
67	ENGLISH	39	43	50	43	44	50	49	49	367
68	ENGLISH	53	57	46	51	42	50	53	48	400
69	ENGLISH	50	42	42	39	35	45	44	50	347
70	ENGLISH	43	55	41	36	42	37	34	11	299
71	G.K	38	33	40	81	32	30			254
72	GEOGRAPY	35	36	36	44	41	16			208
73	REFERANCE	36	44	41	47	38	39	42	49	336
74	REFERANCE	40	38	33	29	30	32	42	33	277
75	REFERANCE	28	27	32	41	29	35	37	38	267
76	REFERANCE	36	46	38	36	35	38	38	36	303
77	REFERANCE	29	34	34	43	33	38	39	17	267
78	REFERANCE	31	42	40	41	38	38	43	37	310
79	REFERANCE	49	34	21	24	26	21	47	14	236
80	REFERANCE	41	44	31	25	22	29	24	3	219
81	HISTORY	44	43	30	38	37				192
82	ENGLISH	53	61	53	50	37	B-12/F-43			309
83	ENGLISH	66	48	53	18					185
84	T.B COMMERCE	35	28	B-21/F-36	B-10/F-30	21				180
85	T.B COMMERCE	22	30	35	19	21				127
86	T.B COMMERCE	30	36	31	35	7				139
87	T.B MATH	30	41	35	38	30	25			199
88	T.B PB/HIN/ENG/ENV	83	102	46	97	14				342
89	T.B SANSKRIT/MUSIC	66	48	44	59	37	20			274
90	T.B PHYSICS	22	31	36	39	34	23			185
91	T.B COMPUTER	30	32	38	29	37	4			170
92	T.B PHY/BOT/ZOOLOGY	27	33	34	37	15	21			167
93	T.B CHEMISTRY	26	47	43	59	36	25			236
94	T.B POL.SC/GRAP/HIS	B-24/F-35	B-9/F-51	35	38	34	23			249
95	T.B PHLO/PHY/HOME	41	43	39	56	55	19			253
96	HINDI	62	64	65	57	28	33			309
97	HINDI	59	55	54	54	49				271
98	ECONOMICS	28	34	28	26	30				146
99	ECONOMICS	26	33	32	36	33	12			172
100	HINDI (STORE)	B-54/F-59	B-69/F-66	B-48/F-65	B-64/F-67	B-64/F-67	59			682
101	HINDI (STORE)	56	49	56	58	B-50/F-53	59			381
102	HINDI (STORE)	59	51	54						164
103	FRENCH (STORE)	49	40	33	56	36	4			218
104	UNIV CALENDER //	19	24	25	31	17	16			132
105	URDU (STORE)	B-43/F-50	B-56/F-55	B-52/F-35	B-37/F-42	B-16/F-35	38			459
106	D.PHARAM/HINDI //	63	63			B-77/F-111	B-101-80			495
107	SCIENCE (STORE)	29	28	34	43					134
108	REFERANCE (STORE)	28	31	33	23					115
109	MISC ISSUE COUNTER	49								49
107	GIFTED BOOKS	83								83
110	BOOK BANK	295								295
111 TO 112	OLD DONATED BOOK AT HALL	194								194
<b>TOTAL BOOKS=</b>										<b>33358</b>

## List of books Rack wise

RACK NO.	SUBJECT	SHELF NO /NUMBER OF BOOKS													TOTAL		
		43	44	48	54	49	49	49	45								
1	SANSKRIT																332
2	HINDI	49	59	70	70	57	67										372
3	DICTIONERY	11	27	16	21	21											96
4	GAZETTES SYLABUS	20	15	19	16	28	24	24	20	21	20	17	50				274
4	GENRAL		B14-50/F33-25	B-32/F-68	37												259
6	MATH/PHY/CHEM	B-39/F-54	B-69/F-65	B-42/F-45	B-54/F-35	B-52/F-21											476
7	BIO/ECO/GEO/HIS	B-41/F-44	B-38/F-32	B-33/F-61	B-62/F-52	B-35/F-25											423
8	PHIL/POLT/MUS/S.C	B-58/F-31	34	90	31	43											287
9	COMMERCE	29	30	28	28												115
10	SANSKRIT	45	41	43	46	37	50	43									305
11	REFERANCE COUNTER	29															29
12	ORIENTAL/SANSKRIT	B51-46/F51-45	B46-45/F45-38														367
													BOOKS=		3335		
													33358+3335				
													TOTAL BOOKS=		36693		

## COLLEGE LIBRARY NEWSPAPER/ MAGAZINE ETC.

- I. Newspaper from march, 2019 to march 2020 are lying in the store else are auctioned from time to time and cost is deposited in the AF.**
- II. Magazine / journals are stored at the magazine cabinet and two steel almirahas other than auctioned from time to time and cost is deposited in the AF.**
- III. University annual reports/ seminars/ meetings reports etc are stored in the steel almirahas.**
- IV. Govt gazettes are stored at the steel rack in the store.**



## LIST OF EQUIPMENTS FITTED IN THE LIBRARY

1. FRIDGE SAMSUNG	= 01
2. COMPUENES SET INCLUDING (LCD,CPU,MOUSE,BATTERY)	= 03
3. PHOTOSTATE MACHINE	= 01
4. PRINTER	= 01
5. BARCODE LABEL MACHINE	= 01
6. BARCODE SCANNER	= 01
7. PANEL FITTED FOR NET	= 01
8. AIR CONDITIONER VOLTAS (WITH STABLISER)	= 04
9. CC CAMERA	= 01
10. CELLING FAN FITTED	= 34
11. EXHANST FAN IN STORE	= 01
12. PEDESTRAIN FAN	= 01
13. FIRE EXTINGUISHER	=02
14. SUGGESITION BOX	=01
15. TELEPHONE	=01

# LIST OF FURNITURE IN THE LIBRARY

1. STEEL ALMIRAHAS	=67
2. WOODEN ALMIRAHAS	=55
3. STEEL RACK	=05
4. WOODEN RACK	=15
5. STEEL MEGAZINE CABINET	=01
6. STEEL MEGAZINE RACK	=01
7. READING TABLE BIG	=16
8. OFFICE TABLE	=03
9. SMALL TABLE	=03
10. WOODEN CHAIR OFFICE	=03
WOODEN CHAIR WITHOUT ARMS	=10
11. NOTICE BOARD	=02
12. ISSUE COUNTER	=01
13. COMPUTER CABINET	=03
14. CATALOGUE CABINET	=02
15. REFERENCE COUNTER	=01
16. CURTAIN	=10

# Stored at Almira No. 116

LIST OF PROSPECTUSES			LIST OF ANNUAL REPORT			LIST OF RANDIR MAGZINE		
SR NO.	YEAR	COPIES	SR NO.	YEAR	COPIES	SR NO.	YEAR	COPIES
1	1994-95	1	1	1982-83	2	1	2005-06	113
2	1996-97	1	2	1987-88	5	2	2017-18	83
3	1997-98	2	3	1988-89	5	3	2018-19	684
4	1999-2000	1	4	1889-90	1	4	2019-20	990
5	2000-01	1	5	1994-95	1			
6	2001-02	2	6	1996-97	2			
7	2002-03	3	7	1998-99	1			
8	2003-04	23	8	1999-2000	1			
9	2004-05	4	9	2000-01	1			
10	2005-06	2	10	2001-02	2			
11	2006-07	12	11	2002-03	3			
12	2007-08	3	12	2003-04	1			
13	2008-09	14	13	2005-06	2			
14	2009-10	2	14	2007-08	48			
15	2010-11	1	15	2008-09	12			
16	2012-13	1	16	2010-11	91			
17	2015-16	2	17	2013-14	31			
18	2016-17	1	18	2015-16	17			
19	2017-18	368	19	2016-17	3			
20	2018-19	669	20	2018-19	18			
21	2019-20	1						
22	2020-21	1						
23	2021-22	NIL						

LIST OF SOUVENIR		
SR NO.	YEAR	COPIES
1	2006	55

ਸ਼ਾਇਬੇਰੀ ਸਟੇਰ ਵਿੱਚ ਪੜ੍ਹੀਆਂ ਖਾਣਾਂ ਵਸਤੂਆਂ ਦੀ ਸੂਚੀ

ਫੌਰਕ ਦੀਆਂ ਸੁਰਸੀਆਂ = 54

ਦਿਲੀਆਗੀਆਂ ਦੀਆਂ ਵੱਡੇ ਵਾਲੀਆਂ

ਛੋਟੇ ਵਾਲੇ ਪੱਥੇ — 04

ਮਾਈਰ ਸਟੈਂਡ ਛੋਟੇ ਵਾਲੇ — 01

ਪਾਇਰਾਨ ਛੋਟੇ ਵਾਲੇ ÷ 03

ਫੌਰਕ ਦੇ ਵੱਡੇ ਵਾਲੇ ਵੱਡੇ ਵਾਲੇ ਵਿਸ਼ੇਸ਼ਤਾ

ਦਿਲੀਆ ਦੀਆਂ ਦਿਲੀਆਂ ਤੇ ਸਟੈਂਡ — 08

ਫੌਰਕ ਦੇ ਵੱਡੇ ਵਾਲੀਆਂ ਵਾਲੇ ਵਾਲੀਆਂ — 02

ਦਿਲੀਆ ਦੀਆਂ ਵਾਲੇ ਵਾਲੀਆਂ ਵਾਲੇ ਵਾਲੀਆਂ ਪਾਸ ਤੇ।

## **List of unused things in the Library**

Wooden Chairs = 54

(For students)

Ceiling fans= 04

Iron Mike stand=01

Iron foot mat = 03

Wooden blocks= Small and Large miscellaneous

Stands for electronic tubes= 08

Wooden framed wall clocks= 02

The charge regarding this is with property incharge.

**Note: This translated document is the true copy of its Punjabi version.**



## **List of Stationary and Miscellaneous things in the Library**

1. Identity cards = 350

2. Rubber Stamps = 08

For staff entry= 01

For accessed no. = 01

Principal designation = 02

01 in Punjabi 01 in English

Library designation = 02

01 in Punjabi 01 in English

Signature of Principal Stamp = 01

Donated books entry = 01

3. Keys for all the locks =

4. Duplicate keys=

5. Plastic paper tray = 02

6. Wooden tray for magazine = 01

7. Glass block for tables = 02

8. Paper rim= 01

9. Scissors= 02(1small and 1 large)

10. Stapler= 01

11. Calculator= 01

12. Pen stand = 0

13. Other miscellaneous stationary ( Cello Tape, Tape Roll Machine, Paper Pin Box, Scale, Tag, Fevicol, Book Labels, Stamp Pad, Ink for Stamp Pads, Paper Pin, Drawing Pin etc.)

**Note: This translated document is the true copy of its Punjabi version.**

following stock has been found in Annexure no 117

Shelf No. 1:

1. Register (Library LOR-I written off Books.
2. Register (Library withdrawal Register of Books.
3. files → Building, Rare book list, GOC Rates, Staff Notice, Syllabus, Book Bank, Audit, Library Report, उत्तर विवरण, Library Notice, Newspaper Magazine Supply (2009-16), आफ़ी नमामा एते, Library Letters, Reminders for Books, free Books, गामा रीमां इंजीम एते, Computerisation of College Library, To Computerise library, Lib-grant, काम रेंड मैकेपी (2019-20), fire safety file, Notice file, functional log, Convocation (2018-19), College Library, मदीक मफ़मगीमां खगीरु मैकेपी, चैगी प्रमउर रे रेम ।
4. files → Subscription of Magazine (2014-15) (2015-16) (8) (2004-08) (2016-17) (2017-18) (1993-2004) (1982-90)
5. files → I Books Adjusted against security (4)  
II Stock verification 1985-86 to 2001  
III Stock verification 2001-2003  
IV change report 1993
6. files → I Cost deposited of Lost Books 2020 (6)  
II Cost deposited of Lost Books 2019  
III Cost deposited of Lost Books 2014-18  
IV Cost deposited of Lost Books (2004-2012)  
V Cost deposited of Lost Books 1993-2004  
VI Cost deposited of Lost Books 1984-1993



7. File ! डेरी जेडीमां पुमडरां च रेम

8. Files →

I	Auction of Library wastage	1987-88
II	Auction of Library wastage	1994-2002
III	" " "	2004-08
IV	" " "	2009
V	" " "	2013-14
VI	" " "	1987-1992
VII	" " "	1992-2011
VIII	" " "	2011-15

### Shelf No. 2

1. Register →
  - Acc Reg 2 (5576 to 10500) (UUC)
  - Acc Reg 1 (1 to 5575) (UUC)
  - Acc Reg 3 (10501 to 15400) (UUC)
  - Acc Reg 4 (14301 to 14436)
  - Acc Reg 5 (14437 to 20750)
  - Acc Reg 8 (4951 to 1300)
2. file → stock verification (2004-2009)
3. Notice file
4. Visitor book
5. Acc Reg (1) 1 to 4950
6. Acc Reg (3) 9301-14300
7. Acc Reg (6) 207051-34700
8. डेरी मांड मांडरां
9. Stock entry Register
10. Withdrawal Register III

11. Acc Reg (7) 34701
12. Issue Register 2012-15
13. Book Bank Register 2015-16
14. Stock Register 1993
15. Reg No 4 Non-Teaching issue Register
16. जेटी सर्वोप file 2019
17. जेटी सर्वोप file 2016-17
18. Fine List 2015-17
19. Fine List 2017-20
20. Reg's no 8 Teaching staff 1986
21. Reg's no 11 Teaching staff Issue Reg's 201
22. Reg's no 10 " " " " 1993

### Shelf No. 3.

1. Movement Register
2. Stationary items (Rim, Pen, file cover)

### Shelf No. 4

1. Detail of Expenditure of NP/Magazine Register
2. Accession Register of Book Bank
3. Register of Donated Books
4. Library meeting Register
5. Roll of Honour (1971-72 to 2009-10)
6. Session 2016-17, 2017-18, 2018-19 BA -I, II bills
7. Session 2016-17, 2017-18, 2018-19 Commerce & PGT

8. session 2016-17, 2017-18, 2018-19 Science
9. Accession Reg Oriented Books Register
10. Accession Gifted Books Register
11. To Computerised College Library 2014 Reg
12. Bill Register 2007-08
13. Bill entry Reg's 2016
14. Reg's No 9.
15. Miscell. Stock verification file
16. Books sanctioned MA Eng I & III file
17. Library Technical Stationary file
18. Pending file 2012-13
19. Non Teaching staff 2004 मंत्रालय अंतिम

Shelf 5.

1. Printer
2. Stock Checking Register
3. Self study Report Book.

- ① गणनी गनिमटर - 2007-09 उँर
- ② " " - 2010-2013 उँर
- ③ " " - 2013-2016 उँर
- ④ " " - 2016-2018 उँर
- ⑤ अंघघां - 2015-16 उँर / 2013-2017 उँर
- ⑥ मटाढ़ गनिमटर - 1997-98 उँर
- ⑦ Attendance Register - 1999-2006 उँर
- ⑧ Bill Register UGC - 2004-05 उँर / 1986-87
- ⑨ Stock Register
- (10) AF Bill Register - 1988-2004 उँर
- (11) AF Register - 2005-2007 उँर
- (12) Megazine Register - 2002-12 उँर
- (13) Megazine Register - 1989-2002 उँर
- (14) Megazine Register - 1982-88 उँर
- (15) News Paper Register - 1989-96 उँर
- (16) News Paper Register - 1996-99 उँर
- (17) News Paper Register - 2007-2010 उँर
- (18) News Paper Register - 2010-13 उँर
- (19) News Paper Register - 1999-07 उँर
- (20) News Paper Register - 1982-88 उँर
- (21) Student Book issue Register - 2004-2006 उँर
- (22) " " " " - 2009-17 उँर
- (23) " " " " - 2005-09 उँर
- (24) " " " " - 2002-04 उँर
- (25) " " " " - 1999-02 उँर
- (26) " " " " - 1993-2000 उँर
- (27) " " " " - 1988-1993 उँर
- (28) " " " " - 1984-87 उँर
- (29) I Card Reg - 2011-14 उँर
- (30) Hodues " - 2014-15 "
- (31) Students Record Reg - 1994-98 उँर

## Library

32. Lib No dues Register — 1989-95 32
33. Students Record Register — 2009-12 32
34. " " Register — 2006-07 32
35. I card " — 2002-06 32
36. " " — 1999-2001 32

## Shelf - 2

1. Library Committee Register
2. Dispatch Register — 1993-06 32
3. Stock Register —
4. Staff Register
5. Teaching Staff issue Register
6. Lib catalogue Register
7. Register 10,000, 11950
8. Register 11951-13975
9. UGC withdrawal Register
10. Non teaching Staff Reg (4)
11. Student issue Reg 1987-88
12. Bill Register
13. Teaching Staff
14. Student Book Bank 1982-84

## Shelf - 3

1. Reminder issued to old students
2. Notice file
3. Free Gifted Bulks
4. Duplicate Bill file
5. Letter file
6. Rough files (11)
7. Seminar file
8. Duplicate identity cards (2003-04) (9 files)
9. Bulks against Security 2013-14
10. UGC Grant 2010 file
11. Duplicate Bill & Books I plan 2004-05
12. UGC X plan
13. Duplicate Bill 2011
14. Free Hindi Books
15. List of Books & Orders
16. Free Books 2011-12
17. Library. Notice file
18. Correspondence with university 2004 to 10
19. Duplicate Bill 2014.
20. library card.
21. Supply of university gazette
22. Acknowledge of Magazine
23. library cards 2017-18.
24. Duplicate cards 2012-15
25. Correspondence DPI
26. Line for ICards
27. Duplicate Card 2015-17
28. Duplicate IC 2018-19
29. " " 2014-15

## Shelf - 4

1. UGC Grant Duplicate Bill
2. Order of Library Almirah
3. Quotations for Books 1987-90
4. Com with DPI
5. Book Bank file
6. Duplicate Bill 1987
7. Quotation for Books 1984-87
8. Signature file
9. Audit Objections
10. Library Notice file
11. Book due & fine list 1993
12. Book file fair file 1992
13. No Dues cards file 1990
14. Quotations for Catalogue
15. Newspaper File
16. Student File
17. Library Quotations 1975-89
18. Old File 

{	1. <del>पत्रिका</del> पुस्तिका रिडायन
	2. Audit
	3. Book Fair 92
19. Library File
20. Duplicate I Card - 1988-89 - 5 Files
21. ~~पुस्तिका~~ पुस्तिका के पुस्तिका चरसह धार
22. Auction File
23. Correspondence Book DPI
24. Supply of Material

25. News paper File
26. DPI Unscrutable Book
27. Cast Deposit File
28. Committes File
29. Time holidays.
30. ~~मिर्ग~~ Furniture
31. Return of Books File
32. Funds File
33. ~~Band~~ Banded Books File
34. Binding File
35. Books Reminder - File
36. Application for Loan of text book form
37. Quotation of books 1981-84
38. Procedure books Files.



## Shelf - 5

1. Prize distribution Function - II copy
2. Prize Registered Current File
3. Banner - 1
4. Prize Record File
5. Shield - 5
6. Prize Books - 54.
7. Catalogue cards.