

Report on Library Visit by FYBCOM Students

Title	Report on the Educational Visit to the college Library
Date of Visit	24-9-2025
Time	10:00 AM to 12:00 PM]
Participating Group	First Year B.Com (FYBCOM) Students

1. Introduction

A visit was organized for the FYBCOM students to the [Name of Library] to familiarize them with the academic resources and services available to support their undergraduate studies. The visit aimed to promote a positive reading and research culture among the new students and provide practical knowledge on utilizing the library effectively.

2. Objectives of the Visit

The primary objectives of the library visit were:

- To explore the library's physical and digital resources.
- To understand the library management system
- To learn about the rules and regulations, such as the issue/return process, library timings, and the book bank scheme.
- To encourage the habit of using library facilities for academic and personal growth.

3. Overview of the Library

The library is a well-maintained facility, equipped with modern resources. Key features include:

- **Collection:** A wide range of books, national and international journals, magazines, newspapers, and reference materials relevant to commerce and allied subjects.
- **Digital Resources:** Access to e-books, e-journals, online databases (e.g., INFLIBNET), and internet access for research purposes.
- **Facilities:** Separate sections for reading, reference work, and computer usage, all under CCTV surveillance to maintain decorum.
- **Organization:** Resources are systematically organized using a standard classification system

4. Activities and Observations

The visit proceeded as follows:

- **Guided Tour:** Library staff provided a guided tour of the different sections, explaining the layout and the purpose of each area (e.g., reference section, periodical section, reading room).
- **Orientation Session:** An informative session was conducted, demonstrating how to use the link and search the library database to find specific materials. Students were also briefed on library etiquette.
- **Hands-on Experience:** Students actively explored the shelves to locate books related to their syllabus, which helped them understand the practical application of the library's classification system.
- **Interaction:** Students interacted with the library staff, asking questions about accessing e-resources from outside the campus and the procedure for the Book Bank Scheme.

5. Key Learnings and Benefits

The visit was highly beneficial for the students:

- Students gained practical insight into effectively utilizing library resources for their assignments and research.
- They learned the importance of the library as a central academic resource and were motivated to become regular users.
- The orientation helped clear up misconceptions about library rules and made the process of finding information less daunting.

6. Conclusion

The library visit was a successful and enriching experience for the FYBCOM students. It effectively achieved its aim of familiarizing them with the wealth of information available and equipping them with the necessary skills to leverage these resources throughout their academic journey.

Glimpses of activity