



PRAHLADRAI DALMIA LIONS COLLEGE OF COMMERCE & ECONOMICS
ISO 21001: 2018 Certified
NAAC Re-Accredited with 'A' Grade (III Cycle)

B. Com (Investment Management)

Report on Library Orientation

Class: FYBIM

Date: 31st July 2025

Venue: Library

1. Introduction

On **31st July**, a **Library Orientation Program** was conducted for the First Year Bachelor of Investment Management (FYBIM) students in the Central Library. The primary aim of the orientation was to acquaint students with the library facilities, rules, timings, and the resources available for academic as well as personal growth.

2. Objectives of the Session

The orientation session was designed with the following objectives:

- To familiarize students with the **layout and facilities of the library**.
- To explain the **rules and regulations** for maintaining discipline and smooth functioning.
- To inform students about the **library timings** and borrowing procedures.
- To introduce students to the **variety of books and resources** available for their use.

3. Library Rules and Regulations

During the session, the librarian and staff briefed students about the rules that must be followed while using the library:

- Students must carry a valid **college identity card** for accessing library services.
- **Silence** must be strictly maintained in the library premises.

- Mobile phones and other electronic distractions are prohibited.
- Books must be handled carefully and returned on or before the due date.
- Fines will be applicable for late returns, loss, or damage to books.

4. Library function days-

- The library remains closed on **Sundays and public holidays**.
These timings have been designed to ensure that students have sufficient access to resources for study and research.

5. Resources and Book Collection

The orientation also highlighted the diverse collection of resources available in the library:

- **Academic Books:** Covering subjects such as finance, economics, investment management, business, and allied disciplines.
- **Reference Material:** Encyclopedias, dictionaries, handbooks, and yearbooks.
- **Periodicals and Journals:** Business magazines, research journals, and newspapers..

6. Benefits for Students

The orientation emphasized how effective use of the library can:

- Enhance academic performance by providing quality resources.
- Encourage reading habits and lifelong learning.
- Support project work, assignments, and research.