EDUCATION IS DEDICATION

SAHRDAYA COLLEGE OF ENGINEERING AND TECHNOLOGY

LIBRARY HANDBOOK

2023-2024

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OUR VISION

To provide comprehensive information resources and excellent services in support of the research, teaching and learning requisites of the Institution
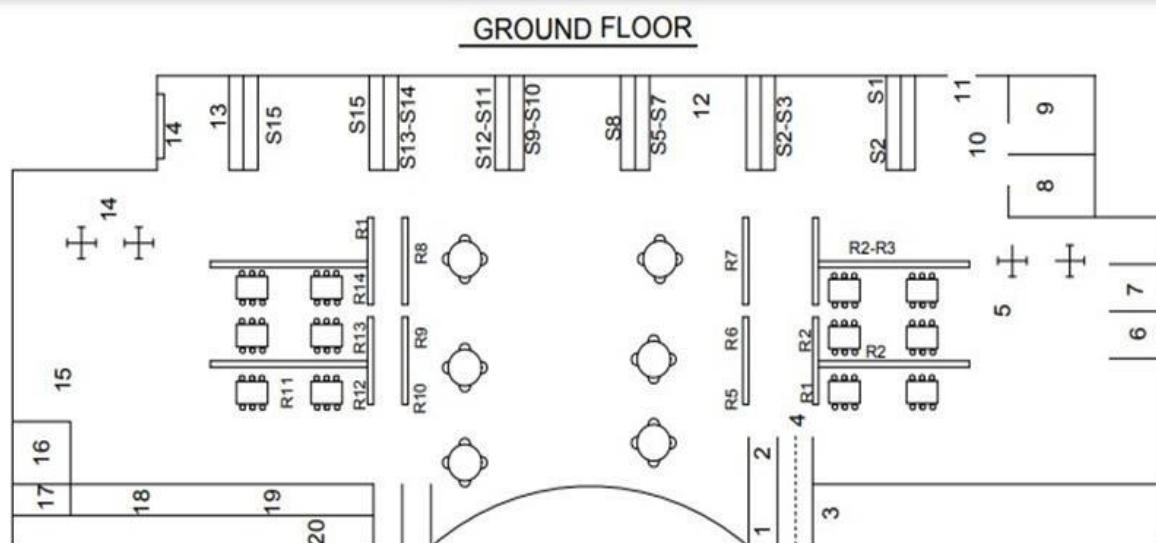
OUR MISSION

1. To provide high quality services to the users by excelling in collecting, preserving and providing access to the best scholarly and educational resources to foster the growth of intellectual professionals, who shall employ it for the welfare of the society.

2. To facilitate seamless access to robust and distinctive collections to the stakeholders.

INTRODUCTION

Sahrdaya Knowledge Center, the multi-storey fully automated infrastructure marvel with excellent amenities and facilities, functions as the pivotal Learning Resource Hub of the institution. The centre , includes an international standard multimedia and video conference theatre, lecture spaces and academic event zones, stocks and distributes not only traditional educational resources such as books, journals, general reading publications, software and audio/visual materials, but also state of the art electronic information resources, electronic journals, databases, free websites and other web based resources. The Center is manned and managed by fully qualified information service professionals trained for the special upkeep of its impeccable physical environment too. The Center Head is usually involved in editing web pages and making contributions to the Virtual Learning Environment, in order to provide access to quality and timely resources to his faculty colleagues and students. A key aspect of the Centre is its thrust on facilitating self study in a variety of different ways including information literacy and study skill acquisition, a key role ignored rather than catered to, by the higher education library service centers in our country.

LIBRARY FLOOR PLAN

GROUND FLOOR

1. OPAC
2. ACCESS CONTROL
3. CIRCULATION COUNTER
4. THEFT CONTROL
5. REFERENCE
6. GK HOUSE
7. EMPLOYMENT INFORMATION SERVICE
8. DIGITAL LIBRARY
9. STORE ROOM
10. POTABLE WATER
11. FIRE EXIT

12. STACK
13. RESEARCH CUBICLE
14. PERIODICALS
15. REFERENCE
16. CD/DVD SECTION
17. UPS ROOM
18. REPROGRAPHIC CENTRE
19. BOOKS PROCESSING SECTION
20. LIBRARIAN'S CABIN
21. NEW ARRIVALS
22. REFECENCE

S-STACK
R-REFERENCE

FIRST FLOOR

23. COMPUTER LAB
24. REFERENCE
25. CONFERENCE HALL
26. FIRE EXIT
27. STACK

28. RESEARCH CUBICLES
29. BOUND VOLUMES
30. REFERENCE
31. LANGUAGE LAB

S - STACK
R - REFERENCE

LIBRARY OPENING HOURS

Monday - Saturday : 8AM - 6PM

LIBRARY RESOURCES

Print Collection

The library contains more than 35000 printed Books. Classified, catalogued, Barcodes pasted and arranged systematically in the shelves with necessary direction boards and labels.

Reference Collection

The Reference Collection consists of standard reference tools such as Dictionaries, Directories, Encyclopedias, Handbooks, Atlases, World Record Books and the books mentioned in the syllabus as the reference, audio-visual materials, CD-ROMs, Previous Question Papers. Books for Civil Service Coaching, GATE, GMAT, GRE, MBA, G.K., QUIZ Competition and Aptitude Test. These reference materials are for use in the Library only. Reference materials are indicated by a REFERENCE Seal on the Title page of the book and the color of the spin label is yellow instead of white, white is for the Text book.

Serials Collection

Serials collection contains about 123 printed titles. Current issues of periodicals are displayed on periodical racks while back issues or bound volumes of periodicals are located on bookshelves separately to the current issues. These are for use in the Library only. The Library also subscribes to 6 News papers. Current issues of the newspaper are put on the newspaper stands in the reading area. Back issues are kept at Circulation Counter for one month.

Digital Collections

The Digital Library of the College provides abundant learning resources including full-text electronic journals, electronic books, databases, electronic news, reference resources, past examination question papers and supplementary readings, etc. Our collection includes IEEE, NPTEL, IETE, EBSCO Biotechnology Collection , EBSCO e-book Engineering Core , IEI , NDL, DELNET , SWAYAM , INVENTI Journals, Swayamprabha, IGNOU Gyandhara Prabha ,E-Yantra, Shodh Ganga, and Digital Library managed by DSpace. Many of our faculty members and students are using National Digital Library (NDL) and doing Online Courses in NPTEL and SWAYAM platforms. Library users can access the electronic collections anytime while they are on campus.

Link to e-resources

1. DELNET : http://164.100.247.26/
2. IEEE : https://ieeexplore.ieee.org/Xplore/home.jsp
3. BIOTECHNOLOGY COLLECTION : https://search.ebscohost.com
4. E-BOOK ENGINEERING CORE : https://search.ebscohost.com
5. NPTEL : https://nptel.ac.in/
6. NPTEL WEB COURSE : http://202.54.1.5/
7. IEI : https://www.ieindia.org/WebUI/IEI-Registration.aspx
8. IETE : https://www.tandfonline.com/page/iete-journals
9. INVENTI JOURNALS : https://inventi.in/login/login_signup
10. NDL : https://ndl.iitkgp.ac.in/
11. SWAYAM : https://swayam.gov.in/
12. E-PG PATHSHALA : https://epgp.inflibnet.ac.in/
13. E-YANTRA : https://www.e-yantra.org/
14. SWAYAMPRABHA : https://www.swayamprabha.gov.in/
15. IGNOU GYANDHARA PRABHA : https://www.ignouonline.ac.in/gyandhara/
16. SHODH GANGA : https://shodhganga.inflibnet.ac.in/
19. OPAC : http://202.54.1.14/
20. SCET LIBRARY : https://sahrdaya.ac.in/central-library/
21. D-SPACE : http://202.54.2.211:8080/xmlui
22. SCIENCE DIRECT : https://www.sciencedirect.com/
23. AICTE ELIS FREE RESOURCES : https://free.aicte-india.org/
24. AICTE MLIBRARY POWERED BY KNIMBUS : https://aicte.knimbus.com/user#/home

25. TURNITIN PLAGIARISM CHECKING : https://apjabdul.turnitin.com/home/sign-in
26. OPEN ACCESS JOURNALS : https://sahrdaya.ac.in/central-library/e-resources/open-access-journals/

DELNET (Developing Library Network)

DELNET was initially supported by the National Information System for Science and Technology (NISSAT), Department of Scientific and Industrial Research, Government of India. It was subsequently supported by the National Informatics Centre, Department of Information Technology, Ministry of Communications and Information Technology, Government of India and the Ministry of Culture, Government of India.

DELNET has been established with the prime objective of promoting resource sharing among the libraries through the development of a network of libraries. It aims to collect, store, and disseminate information besides offering computerized services to users, to coordinate efforts for suitable collection development and also to reduce unnecessary duplication wherever possible.

DELNET has been actively engaged with the compilation of various Union Catalogues of the resources available in member-libraries. It has already created the Union Catalogue of Books, Union List of Current Periodicals, Union Catalogue of Periodicals, CD-ROM Database, Database of Indian Specialists, Database of Periodical Articles, Union List of Video Recordings, Urdu Manuscripts' Database, Database of Theses and Dissertations, sample databases of language publications using GIST technology and several other databases. The data is being updated in these databases and is growing rapidly. All the DELNET databases have been resident on DELSIS, an in-house software developed on BASIS Plus, an RDBMS, the product of Information Dimensions Inc. of USA which has been provided to DELNET courtesy National Informatics Centre, New Delhi.

DELNET DATABASES

a) Union Catalogue of Books

DELNET maintains an online union catalogue of books available in its member-libraries. This union catalogue is continuously updated and is growing in size. The information can be retrieved by author, title, subject, conference, series, etc. The request for inter-library loan can be placed through the online system.

b) Union List of Current Periodicals

DELNET has created union lists of current periodicals in science and technology, social sciences and humanities. This database is available online to DELNET users. It now lists 37,847 periodicals and is regularly updated and new titles are added annually. It is a major resource for Document Delivery Services.

c) Union Catalogue of Periodicals

DELNET maintains a union catalogue of periodicals, which contains full holdings data of the libraries. At present, the database contains 20,235 records.

d) Database of Periodical Articles

The database has details of articles which can be searched under the title, author, compiler, name of the periodical and subject. The database is being extensively utilised by the researchers and scholars. At present the database contains 9,84,809 records.

e) CD-ROM Database

A bibliographic database of CD-ROMs available with the member-libraries is being compiled. It has 58,831 records.

f) Union List of Video Recordings

This is a database of video cassettes available in DELNET member-libraries and has about 6,000 listings.

g) Union List of Sound Recordings

This union list consists of audio cassette records available in member-libraries. This database has 1,025 records.

h) Database of Theses and Dissertations

A database of Theses and Dissertations submitted to Indian Universities has been started, which covers various subjects. The database has 1,02,096 records.

i) Union List of Newspapers

The database has 70 records and contains information about the newspapers including title, name of the editor, published from, E-mail address and also the Web address of the INTERNET edition if available on the WWW.

j) Database of E-books

It has nearly 1613 records.

k) Profile of Member-Libraries

A directory of member-libraries is available and contains information about them.

II Delnet also provides access to

Cambridge Dictionaries online

Networked Digital Library of Theses and Dissertations

ODLIS : Online Dictionary of Library & Information Science

GISTNIC Databases

MEDLINE & other databases of NLM

U.S. Patents: Full Text

Full Text Medical Journals

Open Access Journals

Engineering & Technology E-Journals: Table of Contents

Full-Text Medical Books

Full-Text Engineering & Technology E-journals

Learning Resources for LIS Professionals

Digital Libraries of the World

IEEE - ASPP

IEEE All-Society Periodicals Package (ASPP), brought to you, is available online or in print and provides access to the IEEE core collection of engineering, electronics, and computer science periodicals.

Features and benefits

IEEE ASPP Online combines high-quality technical literature with the power of online searching, including:

- 206 IEEE online society-sponsored journals, transactions, and magazines
- Peer-reviewed publications, concentrating on theoretical and experimental papers
- Quality magazines focusing on practical applications in research, design, and specification
- More than 324,000 documents, many of them available in HTML as well as the original PDF format
- The most highly-cited journals in the field
- Complimentary access to *Bell Labs Technical Journal*
- Over three million abstract records
- Back file to 2005
- Robust search tools with a user-friendly interface
- Daily updates—hundreds of papers added each week
- INSPEC® abstract/citation and bibliographic records
- Online access to articles accepted for future print publication.

EBSCO Biotechnology Collection

The database features a comprehensive collection of international biotechnology related content with a focus on Indian and South East Asian publications.

- More than 250 full-text biotechnology and pharmaceutical journals
- The largest collection of full-text content indexed in MEDLINE, EMBASE and BIOSIS
- A fully customizable single-search platform allowing a company to include their logo and branding
- Ability to search for recently published journals and backdated journals
- Mobile capabilities for on-the-go searching

E-Books - Engineering Core from EBSCO

Give access to the most popular engineering eBooks to support academics, decision making, inform product design and promote best practices. Engineering Core includes 6000+eBooks on a wide range of topics including biotechnology, civil engineering, electrical engineering, energy sciences, industrial safety, materials, optics and photonics, project management, robotics and more.

NPTEL

1. What is NPTEL?

NPTEL is an acronym for National Programme on Technology Enhanced Learning which is an initiative by seven Indian Institutes of Technology (IIT Bombay, Delhi, Guwahati, Kanpur, Kharagpur, Madras and Roorkee) and Indian Institute of Science (IISc) for creating course contents in engineering and science. NPTEL as a project originated from many deliberations between IITs, Indian Institutes of Management (IIMs) and Carnegie Mellon University (CMU) during the years 1999-2003. A proposal was jointly put forward by five IITs (Bombay, Delhi, Kanpur, Kharagpur and Madras) and IISc for creating contents for 100 courses as web based supplements and 100 complete video courses, for forty hours of duration per course. Web supplements were expected to cover materials that could be delivered in approximately forty hours. Five engineering branches (Civil, Computer Science, Electrical, Electronics and Communication and Mechanical) and core science programmes that all engineering students are required to take in their undergraduate engineering programme in India were chosen initially. Contents for the above courses were based on the model curriculum suggested by All India Council for Technical Education (AICTE) and the syllabi of major affiliating Universities in India.

2. Why NPTEL?

- The basic objective of science and engineering education in India is to devise and guide reforms that will transform India into a strong and vibrant knowledge economy. In this context, the focus areas for NPTEL project have been i) higher education, ii) professional education, iii) distance education and iv) continuous and open learning, roughly in that order of preference.

- Manpower requirement for trained engineers and technologists is far more than the number of qualified graduates that Indian technical institutions can provide currently. Among these, the number of institutions having fully qualified and trained teachers in all disciplines being taught forms a small fraction. A majority of teachers are young and inexperienced and are undergraduate degree holders. Therefore, it is important for institutions like IITs, IISc, NITs and other leading Universities in India to disseminate teaching/learning content of high quality through all available media. NPTEL would be among the foremost and an important step in this direction and will use technology for dissemination.

- India needs many more teachers for effective implementation of higher education in professional courses. Therefore, methods for training young and inexperienced teachers to enable them carry out their academic responsibilities effectively are a must. NPTEL contents can be used as core curriculum content for training purposes.

- A large number of students who are unable to attend scholarly institutions through NPTEL will have access to quality content from them.

All those who are gainfully employed in industries and all other walks of life and who require continuous training and updating their knowledge can benefit from well-developed and peer-reviewed course contents by the IITs and IISc.

IEI- Springer Journals

The Institution of Engineers (India) [IEI] is a statutory body to promote and advance the engineering and technology, established in 1920 and incorporated by Royal Charter in 1935. It is the largest multi-disciplinary professional body of engineers encompassing 15 (fifteen) engineering disciplines with a Corporate membership of over 2 lakhs, and serving the nation for more than 9 decades. Through Technical Activities and Research Publications IEI disseminate and update of engineering and technological knowledge among its members.

To augment the quality of the Journals, in a landmark achievement, the Institution has signed the co-publishing agreement with M/s Springer (India) Pvt Ltd, New Delhi, on 10th August 2011 at Headquarters in Kolkata. Both IE(I) and Springer have agreed for the common cause of improvement in the quality of journals, impact factor, citation index and also to bring the Journals

Within the reach of one and all in all corners of the globe.

All 15 engineering divisional journals have been grouped into five series –Series A, Series B, Series C, Series D & Series E.

IETE Publications

The Institution of Electronics and Telecommunication Engineers (IETE) is India's leading recognised professional society devoted to the advancement of Science and Technology of Electronics, Telecommunication & IT. Founded in 1953. The IETE is the National Apex Professional body of Electronics and Telecommunication, Computer Science and IT Professionals. It serves more than 1,25,000 members (including Corporate, Student and ISF members) through various 64 Centres, spread all over India and abroad.

The IETE has been disseminating quality information on the latest developments in the field of Electronics, Telecommunications, IT and Computer Science Engineering through its journals- Bi-monthly - IETE Journal of Research (IF-0.284) & IETE Technical Review (IF1.304) and 6 monthly IETE Journal of Education. With a wide circulation of about 2,000 copies of each issue of Journal of Research and Technical Review and 2,000 copies of Journal of Education. IETE has made these journals available on http://www.ietejournals.org for free access. IETE Newsletter, 4 monthly publications, covers information of important events, technical activities of Centres/ ISFs, PACs or any other exemplary feats of our IETE Members.

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INVENTI JOURNALS

College subscribed 20 journals from INVENTI publication in various subjects.

National Digital Library of India (NDLI)

About National Digital Library of India

Ministry of Human Resource Development under its National Mission on Education through Information and Communication Technology has initiated the National Digital Library of India (NDL India) pilot project to develop a framework of virtual repository of learning resources with a single-window search facility. Filtered and federated searching is employed to facilitate focused searching so that learners can find out the right resource with least effort and in minimum time. NDL India is designed to hold content of any language and provides interface support for leading Indian languages (currently Hindi and Bengali). It is being arranged to provide support for all academic levels including researchers and life-long learners, all disciplines, all popular form of access devices and differently-abled learners. It is being developed to help students to prepare for entrance and competitive examination, to enable people to learn and prepare from best practices from all over the world and to facilitate researchers to perform inter-linked exploration from multiple sources. The pilot project is devising a framework that is being scaled up with respect to content volume and diversity to serve all levels and disciplines of learners. It is being developed at IIT Kharagpur.

Who all can be benefited by NDL India?

NDL India has been designed to benefit all kinds of users like students (of all levels), teachers, researchers, librarians, library users, professionals, differently abled users and all other lifelong learners.

There are so many Digital Libraries. How is NDL India different from them?

NDL India will provide a single window search facilities to act as a one-stop shop for all digital resources. Information can be personalized based on the education level, choice of language, difficulty level, media of content and such other factors while other Digital libraries may not include all these choices. This is like a 'customised service' provided in a 24x7 integrated environment to suit a user's requirement and will be like a one-stop shop for all.

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SWAYAM

SWAYAM is a programme initiated by Government of India and designed to achieve the three cardinal principles of Education Policy viz., access, equity and quality. The objective of this effort is to take the best teaching learning resources to all, including the most disadvantaged. SWAYAM seeks to bridge the digital divide for students who have hitherto remained untouched by the digital revolution and have not been able to join the mainstream of the knowledge economy.

This is done through an indigenous developed IT platform that facilitates hosting of all the courses, taught in classrooms from 9th class till post-graduation to be accessed by anyone, anywhere at any time. All the courses are interactive, prepared by the best teachers in the country and are available, free of cost to the residents in India. More than 1,000 specially chosen faculty and teachers from across the Country have participated in preparing these courses.

The courses hosted on SWAYAM will be in 4 quadrants – (1) video lecture, (2) specially prepared reading material that can be downloaded/printed (3) self-assessment tests through tests and quizzes and (4) an online discussion forum for clearing the doubts. Steps have been taken to enrich the learning experience by using audio-video and multi-media and state of the art pedagogy / technology. In order to ensure best quality content are produced and delivered, seven National Coordinators have been appointed: They are NPTEL for engineering, UGC for post-graduation education, CEC for under-graduate education, NCERT & NIOS for school education, IGNOU for out of the school students and IIMB for management studies.

Courses delivered through SWAYAM are available free of cost to the learners, however students wanting certifications shall be registered, shall be offered a certificate on successful completion of the course, with a little fee. At the end of each course, there will be an assessment of the student through proctored examination and the marks/grades secured in this exam could be transferred to the academic record of the students. UGC has already issued the UGC (Credit Framework for online learning courses through SWAYAM) Regulation 2016 advising the Universities to identify courses where credits can be transferred on to the academic record of the students for courses done on SWAYAM.

SWAYAM platform is indigenously developed by Ministry of Human Resource Development (MHRD) and All India Council for Technical Education (AICTE) with the help of Microsoft and would be ultimately capable of hosting 2000 courses and 80000 hours of learning: covering school, under-graduate, post-graduate, engineering, law and other professional courses.

E-PG PATHSHALA

e-PG Pathshala is an initiative of the MHRD under its National Mission on Education through ICT (NME-ICT) being executed by the UGC. The content and its quality being the key component of education.

E-YANTRA

e-Yantra is a robotics outreach project, an initiative of the Department of Computer Science and Engineering at the Indian Institute of Technology, Bombay .It is funded by the Ministry of Education, Government of India, under the National Mission on Education through ICT (NMEICT). The goal of e-Yantra is to complement existing Higher Education systems worldwide and solve local problems across a variety of domains such as: Agriculture, Disaster, Manufacturing Defense, Home ,Smart Cities and Service Industries through technology

SWAYAM PRABHA

The SWAYAM PRABHA is a group of 34 DTH channels devoted to telecasting of high-quality educational programmes on 24X7 basis using the GSAT-15 satellite. Every day, there will be new content for at least (4) hours which would be repeated 5 more times in a day, allowing the students to choose the time of their convenience. The channels are uplinked from BISAG, Gandhinagar. The contents are provided by NPTEL, IITs, UGC, CEC, IGNOU, NCERT and NIOS. The INFLIBNET Centre maintains the web portal.

IGNOU GYANDHARA PRABHA

Gyandhara is an internet audio counselling service offered by IGNOU. students can listen to the live discussions by the teachers and experts on the topic of the day and interact with them through telephone ,email: gyandhara@ignou.ac.in and through chat mode.

Gyavani ,delhi can be heard from 8am to 8pm

SHODHGANGA

Shodhganga : a reservoir of Indian theses is a digital repository of theses and dissertations submitted to Indian universities. It is maintained by INFLIBNET Centre which is an autonomous Inter-University Centre of the University Grants Commission (UGC) of India, was initially located in the campus of Gujarat University, Ahmedabad. As of January 2013, INFLIBNET Centre has moved to its new institutional building at infocity, Gandhinagar,[1] capital of Gujarat. As on 4 October 2016, as many as 293 universities in India have signed MoUs with the INFLIBNET Centre to participate in the Shodhganga project. A further 13 centrally funded technical institutions have also signed MoUs with the Centre to participate in the Shodhganga project. The full text of all the documents submitted to Shodhganga are available to read and to download in open access to the academic community worldwide. The repository has a collection of 2,10,661 theses and 6123 synopses. The top five universities in terms of the numbers of theses submitted are Panjab University, Aligarh Muslim University, Jawaharlal Nehru University, Karnataka University and Anna University. The Shodhganga repository was created consequent on the University Grants Commission making it mandatory through regulations issued in June 2009 for all universities to submit soft copies of PhD theses and MPhil dissertations to the UGC for hosting in the INFLIBNET

OPAC

Online Public Access Catalog (OPAC) designed specifically for searching the collection. It provides basic and advanced searching with multiple display modes, items status and book location display. Before the OPAC can

help the users to find materials, users must tell it what type of materials they need. Users have the option of conducting a Simple, Standard or Advanced Search. Click on the specifying tab at the top of the screen. Follow the instructions on the screen for limiting the user search by author, title, subject, call number or other categories. Users also have various options to display the results. The OPAC provides an easy to use clipboard feature that allows the user to temporarily save and print the selections. The Library staff is available for OPAC assistance.

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SCET LIBRARY LINK

Our college website provides link to Central Library. This link helps to search books, journals, magazines, CD/DVD collections, Institutional Digital Repository (PPTs, Project Reports, Seminar Reports, Previous Calicut University Question Papers), links to various e-resources, News Letters, Library services, rules and regulations, etc

D-SPACE

DSpace digital library software manages our digital collection through which we can access e-books, encyclopaedias, previous years KTU Question Papers, etc.

SCIENCE DIRECT

ScienceDirect is a website which provides access to a large bibliographic database of scientific and medical publications of the Dutch publisher Elsevier. It hosts over 18 million pieces of content from more than 4,000 academic journals and 30,000 e-books of this publisher.

AICTE mLIBRARY POWERED BY KNIMBUS

Knimbus mLibrary provides your Library a one-stop solution with integrated tools like Off- Campus Access, Universal Search, Mobile App, Librarian Dashboard and Reporting so that your users can seamlessly access the digital resources anytime, anywhere and on any device. Knimbus mLibrary helps transform your library for a digital future with its comprehensive digital Library platform, modern interface and powerful administration tools, backed by a strong customer service.

TURNITIN PLAGIARISM CHECKING

Turnitin (stylized as **turnitin**) is an Internet-based plagiarism detection service run by the American company Turnitin, LLC, a subsidiary of Advance Publications.

Founded in 1998, it sells its licenses to universities and high schools that then use the software as a service (SaaS) website to check submitted documents against its database and the content of other websites with the aim of identifying plagiarism. Results can identify similarities with existing sources and can also be used in formative assessment to help students learn to avoid plagiarism and improve their writing.

OPEN ACCESS JOURNALS

DOAJ is a community-curated online directory that indexes and provides access to high quality, **open access**, peer-reviewed **journals**

FINDING LIBRARY MATERIALS

All library books are being entered into a library computer database, KOHA. This system has a user interface **Online Public Access Catalog (OPAC)** designed specifically for searching the collection. It provides basic and advanced searching with multiple display modes, items status and book location display. Before the OPAC can help the users to find materials, users must tell it what type of materials they need. Users have the option of conducting a Simple, Standard or Advanced Search. Click on the specifying tab at the top of the screen. Follow the instructions on the screen for limiting the user search by author, title, subject, call number or other categories. Users also have various options to display the results. The OPAC provides an easy to use clipboard feature that allows the user to temporarily save and print the selections. The Library staff is available for OPAC assistance. WEBOPAC 24/7 Access to library's online public access catalogue (OPAC) found at college website www.sahrdaya.ac.in apart from the systems available in the library, extends the Library's hours-of-operation.

OPEN ACCESS SYSTEM

The library is following open access system; users can directly approach both reference and stack areas without any restriction. This will help them to go through all related books in their area of search.

Classification system

Books are classified according to the Dewey Decimal Classification Scheme and arranged on shelves by call number, which can be found in the Online Public Access Catalogue (OPAC)

Second Summary
The Hundred Divisions

000	Computer science, knowledge & systems	500	Science
010	Bibliographies	510	Mathematics
020	Library & information sciences	520	Astronomy
030	Encyclopedias & books of facts	530	Physics
040	[Unassigned]	540	Chemistry
050	Magazines, journals & serials	550	Earth sciences & geology
060	Associations, organizations & museums	560	Fossils & prehistoric life
070	News media, journalism & publishing	570	Life sciences; biology
080	Quotations	580	Plants (Botany)
090	Manuscripts & rare books	590	Animals (Zoology)
100	Philosophy	600	Technology
110	Metaphysics	610	Medicine & health
120	Epistemology	620	Engineering
130	Parapsychology & occultism	630	Agriculture
140	Philosophical schools of thought	640	Home & family management
150	Psychology	650	Management & public relations
160	Logic	660	Chemical engineering
170	Ethics	670	Manufacturing
180	Ancient, medieval & eastern philosophy	680	Manufacture for specific uses
190	Modern western philosophy	690	Building & construction
200	Religion	700	Arts
210	Philosophy & theory of religion	710	Landscaping & area planning
220	The Bible	720	Architecture
230	Christianity & Christian theology	730	Sculpture, ceramics & metalwork
240	Christian practice & observance	740	Drawing & decorative arts
250	Christian pastoral practice & religious orders	750	Painting
260	Christian organization, social work & worship	760	Graphic arts
270	History of Christianity	770	Photography & computer art
280	Christian denominations	780	Music
290	Other religions	790	Sports, games & entertainment
300	Social sciences, sociology & anthropology	800	Literature, rhetoric & criticism
310	Statistics	810	American literature in English
320	Political science	820	English & Old English literatures
330	Economics	830	German & related literatures
340	Law	840	French & related literatures
350	Public administration & military science	850	Italian, Romanian & related literatures
360	Social problems & social services	860	Spanish & Portuguese literatures
370	Education	870	Latin & Italic literatures
380	Commerce, communications & transportation	880	Classical & modern Greek literatures
390	Customs, etiquette & folklore	890	Other literatures
400	Language	900	History
410	Linguistics	910	Geography & travel
420	English & Old English languages	920	Biography & genealogy
430	German & related languages	930	History of ancient world (to ca. 499)
440	French & related languages	940	History of Europe
450	Italian, Romanian & related languages	950	History of Asia
460	Spanish & Portuguese languages	960	History of Africa
470	Latin & Italic languages	970	History of North America
480	Classical & modern Greek languages	980	History of South America
490	Other languages	990	History of other areas

LIBRARY FACILITIES AND SERVICES

- REFERENCE
- ISSUE, RETURN & RENEW
- E-RESOURCES
- INTERNET FACILITY (Free Wi-Fi)- 655 **Mbps**
- OPEN ACCESS SYSTEM
- OPAC & WEB OPAC
- OVERNIGHT ISSUE
- DEPARTMENT LIBRARIES – EC, CS, EEE, CE, BT & BM
- BARCODE & AUTOMATED TRANSACTIONS
- BOOK DISINFECTOR
- THEFT CONTROL
- CC TV SURVEILLANCE
- NEW ARRIVALS DISPLAY
- RESEARCH CUBICLES
- CONFERENCE ROOMS FOR DISCUSSIONS
- NEWS HOUSE & EMPLOYMENT INFORMATION SERVICE
- GENERAL KNOWLEDGE HOUSE
- REPROGRAPHIC SERVICE
- DRINKING WATER
- PROPERTY COUNTER
- RESTROOMS
- FIRE EXTINGUISHER

SOFTWARE SUPPORTING LIBRARY SERVICES

- KOHA   -   AUTOMATION
- DDC & CA CUTTER   -   CLASSIFICATION
- BOSCH VIDEO MAGT. SYSTEM   -   CC TV

LIBRARY REGULATIONS

1) Personal belongings except purses and few sheets of white paper are not allowed beyond the issue counter. They shall be kept at the property counter.

2) Students shall maintain unbroken silence in the library. It is not the place for discussions, chatting, sleeping.

3) Students are liable to pay compensation if they misbehave or damage books or any other property of the library.

4) All Faculty members and Students must scan the barcode printed in their college ID card in the scanners provided at the entrance of the library before entering the library and also at the time of leaving.

5) Circulation Policies:

Library circulation is controlled by automation software KOHA. Producing college ID card having Barcode and library card is necessary for issuing a document from library.
Each student shall be provided Borrower's Cards for taking books from the library.

Producing student's identity card is a must for issuing Borrower's Cards & Books.

In case of loss of Borrower's card, students must report immediately to the librarian who will issue a duplicate card on payment of Rs. 25/-

Books shall be issued to students for a fortnight. If the books are not returned on or before due dates, students have to pay an overdue charge. After the due date a fine of Rs. 1 per book per day will be collected till the date of returning.

In case any book is lost or damaged by the student, the student shall replace it with a new book or shall pay the cost of replacement plus Rs. 50.00. If a book is one of the volumes of a set, the student may be asked to replace the whole set.

On receiving books from the library, students must examine the books and report any damage found in books immediately to the librarian. If students fail to do so he/ she will be held responsible for the damage found on returning the book.

No book will be re-issued except when presented physically.

The books may be renewed 2 times if there is no request from others for that book.

If students fail to pay library dues at the right time, the privilege of borrowing books will be suspended till the payment is made in full.

6) Students are not expected to disturb the seating arrangement in the library in any way.

7) Students should not switch on the light/fan unnecessarily

8) Library will not be responsible for the loss of students' belongings from the property counter.

9) Students are not supposed to keep books unnecessarily on the table.

10) No- Due Certificate : All library dues should be cleared and a No-Due Certificate (NDC) obtained to this effect before registering for the examination of that particular semester

11) Overnight Issue, Semester Issue & Discount Scheme

Students can take reference books through overnight scheme (Issue Time – 3.30 pm to 5.30 pm only from Monday to Friday, except Friday prior to second Saturday.

These books should be returned before 9 am on the following working day. Only one book will be issued to one student. They have to submit their ID card for such issue. Books costing more than Rs. 1,500 will not be issued under this scheme. Students have to check books before it are taken out. While returning, if found damaged, the book has to be replaced with a new book with a processing charge of Rs. 50.00. Students who fail to return books on the due date also have to pay compensation of Rs. 10 per hour per book up to one week and after that, 1.5 times the price of the book, whichever is higher.

Semester Issue Scheme: Students can take four books under this scheme for using in a semester. They have to give an online request at the beginning of the semester and according to the availability of the books, students can collect these books within few days from the library. List of available books will be displayed on library Notice Board. They have to return these books and need to pay 25% of the cost of the books at the end of the semester.

Discount Scheme: Under the Discount Scheme, students can apply any number of books through the online link available in the college website at the beginning of the semester. After getting these books from the venders, the list of available books will be published on library notice board. Those students need to pay 85% of the cost of the books; they need not return these books. This facility is only to help students to purchase books on discount.

12) Photocopying

Photocopying from reference books, not exceeding ten pages, is permitted. Book issued for photocopying must be returned without any damage within the specified time. Failure to do so will lead to a compensation of Rs. 10 per book per hour.

13) Digital library

Students have to strictly follow the following guidelines:

- Students are expected to fill the details in the registers provided in the Digital Libraries before using the systems and at the time of leaving.
- Use internet only for academic purpose and correspondence.
- Playing music and games, watching movies etc will not be allowed.
- Maintain strict silence. Digital Library is not a place for discussion.
- One system for one student.
- Stay in your allotted seats.
- The System will be provided accordingly on the basis of availability (First come first serve).
- If there is a queue of waiting students, they cannot use internet for more than half an hour.
- Don't manipulate system settings and experiment with TRS programs or viruses.
- Students are liable to pay compensation for any damage caused while using the system.

14) The Librarian shall have the power to refuse the issue of a book to any student or he may recall any book without assigning any reason therefore. If students have any complaint about the services provided by the Library, instead of arguing with the library staff they may bring it to the notice of the Librarian.

15) Library rules may be altered or amended or new rules added by the Management from time to time.

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