

**PVDT College of Education for
Women**

**SNDT WOMEN'S UNIVERSITY,
MUMBAI**

**LIBRARY POLICY AND
PROCEDURE**

1. LIBRARY:

The college certifies optimal allocation and utilization of the available financial resources for maintenance and upkeep of different facilities by holding regular meetings of various committees constituted for this purpose and using the grants received by the college as per the requirements in the interest of students.

Library staff :	Dr. Bhupendra Bansod	: Librarian (Professor Scale)
	Mr. Ganesh Gurav	: Library Attendant cum Peon
Library Timings:	10.00 AM to 5.30 PM	
Library Area:	218 Sq. Ft.	
Reading room Area:	200 Sq. Ft.	
Library access:	Open Access	
Library Software:	SOUL 3.0	
Software opac :	172.18.11.237/webopac	
College website :	https://pvdt.ac.in/library/	
Library website:	https://sites.google.com/view/pvdtlibrary/home	
Online Resources:	75 databases shared by university library	

1.1 Library Assets:

Sr. No.	Assets	Quantity
1	Circulation Desk	1
2	Librarians Desk	1
3	Cupboard	14
4	Open stacks	8
5	Tables (Lib. + Reading Room)	8+2
6	Periodical showcase	1
7	New arrivals stand	1
8	Newspaper stands	1
9	Library LED Display Unit size 43"	1
10	Printer, Bar code Scanner	2+2
11	Computers, Laptop	4
12	Chairs (Lib. + Reading room)	20+40
13	Notice board (Reading)	2
14	Tube lights	12
15	Fans	8
16	CCTV	1
17	Fire Extinguisher	2
18	Vacuum cleaner	1

2. Library Advisory Committee

Chairman	:	Dr. Sanjay Shedmake, Principal
Secretary	:	Dr. Bhupendra Bansod, Librarian
Sr. Faculty	:	Dr. Siddharth Ghatvisave, Asso. Prof.
Sr. Faculty	:	Dr. Amol Ubale, Asst. Prof.
Admin staff	:	Mr. Vishal Jadhav
Students	:	Miss. Tazneen Khan

A) Tenure: Two year

B) Function of the Committee

The committee meets at least Three times in an academic year.

Functions of the Committee

- a) The library committee decides policy matters for general functioning of the library.
- b) The library committee members finalize policy for procurement of books and journals.
- c) Committee members suggest the allocation and utilization of funds different departments for purchase of book and journals for the library.
- d) Review the library budget and advise on the same
- e) Help the librarian to sort out problems in the library
- f) Suggest in Acquisition of resources

2.2 Library Budget/Finance

Library budget refers to financial allocation to procure documents and provide access to the information resources. The annual library budget of the library has the following components:

Library Budget 2023 - 2024:

Sr. no	Budget Head	Amount (Rs.)
1	Books	20,000
2	Journals/Periodicals (Renewal & New subscription	15000
3	Computer, Software, printer etc. maintenance	10000
4	Binding and other maintenance expenses	10000
5	Furniture and general equipment	10000
	Total	65000

3. PURCHASE OF BOOKS/ JOURNALS etc.

Book Purchase Policy:

- Teacher's recommendations are preferred.
- Student's and other staff's recommendations are also considered.
- Latest published books are also received on approval basis in the library and are sorted out with the help of concerned teaching staff.
- Publisher's catalogues are also taken into consideration for latest publications.
- Eligible Discounts are taken as per the category of the book.

- Foreign Books are suggested to university library.

New Arrivals:

1. The newly arrived books in the library are kept for display in New Arrivals cupboards for first few days.
2. They are also issued for reading at home, if demanded by readers.
3. Diwali Issues are being kept for display and premises reading for one month and then issued for home reading.

Journals/ Magazine Purchase policy:

1. The selection of journal subscription during the calendar year is made on the basis of recommendations of the faculties and Library Committee.
2. The maximum number of Periodicals are suggested to purchase at university library. College library also subscribed 7 Journals.
3. The old issues have been kept with bound volumes

Newspaper:

1. Library subscribes 4 Newspaper in Marathi, Hindi & English language.
2. Newspapers are purchased from local vendor to ensure proper and in time availability.

Book Classification: Dewey Decimal Classification

Book Entry: SOUL 3.0 Software

List of Journals

1. Bharatiya Shikshan (Mar)
2. Shikshan Sankraman (Mar)
3. Shikshan Samiksha (Mar)
4. University News (Eng)
5. Empliment News (Eng)
6. Pratiyogita Darpan (Hin)
7. School Science (Quarterly) (Eng)
8. A Journal for Secondary Schools (Eng)
9. Indian Educational Review (Eng)
10. Research Journal (Eng)

11. Journal of Indian Education (Eng)
12. Bharatiya Aadhunik Shiksha (Hin)
13. Primary Teacher (Eng)
14. Prathmik Shikshak (Hin)
15. Theosophical journal (Eng: Complementary)

E Resources:

Link of university databases : <https://sndt.ac.in/university-library/ul-e-resources.htm>

SNDT Women's University Library members have access to several online resources and databases, including:

- UGC INFONET Consortia: IP-based e-resources
- E-Shodhsindhu: IP-based e-resources accessible from Churchgate and Juhu Campus
- Indiastat.com: Database access
- Epw-rf time series: Database access
- Proquest Databases: Database access
- Vidwan: Expert database and national researcher network developed and maintained by INFLIBNET

SNDT Women's University Library members have access to the following online resources & databases

e-RESOURCES under -UGC INFONET Consortia (IP Based)

1. CAMBRIDGE UNIVERSITY PRESS

CUP is both an academic and educational publisher. It covers subjects like Science; technology; medicine; humanities; social sciences; English language teaching; education. Through the consortium, 224 Cambridge University Press journals are available with back files since 1997.

Link: <http://journals.cambridge.org/>

2. EMERALD (LIS Collection)

Emerald Group Publishing covers journals and books in business and management with a strong and growing presence in disciplines including LIS, social sciences, engineering, linguistics and audiology. All of Emerald research journals are peer-reviewed to ensure

the highest quality.

Link: <http://www.emeraldinsight.com/>

3. **JCCC**

The Consortium provides current as well as archival access to more than 4500 core and peer-reviewed journals and nine bibliographic databases from 23 publishers and aggregators in different disciplines. These e-resources covers almost all subject disciplines including arts, humanities, social sciences, physical sciences, chemical Sciences, life sciences, computer sciences, mathematics and statistics, etc.

Link: <http://jccc.ugcinfonet.in/>

4. **JSTOR**

It offers high-quality, interdisciplinary content to support scholarship and teaching. It includes over one thousand leading academic journals across the humanities, social sciences, and sciences, as well as select monographs and other materials valuable for academic work.

Link: <http://www.jstor.org/>

5. **SPRINGERLINK**

It offers the following subjects. Architecture and Design, Behavioral Science, Biomedical and Life Sciences, Business and Economics, Chemistry and Materials Science, Computer Science, Earth and Environmental Science, Engineering, Humanities, Social Sciences and Law, Mathematics and Statistics, Medicine, Physics and Astronomy, Professional and Applied Computing.

Link: <http://www.springerlink.com/>

6. **INDEST CONSORTIUM**

Indian National Digital Library in Engineering Sciences and Technology. It offers subjects in engineering, science & technology.

Link : <http://paniit.iitd.ac.in/indest/>

7. **Manupatra**

Manupatra providing legal, taxation, corporate and business policy databases. It covers almost 300 journals. It also offers Case law database, legislation database, notification database and business & policy database.

Link : <http://www.manupatra.com>

8. **All India Reporter**

It includes all high court, Supreme Court cases weekly updates from 1950-2014.

Link : <http://www.airwebworld.com/>

9. **ELSEVIER Pharmacy**

Access to 70 Pharmacy Journals from the areas of Pharmacology, Toxicology and Pharmaceutical Science.

Link : <http://www.elsevier.com/journals/subjects/pharmacy>

10. **IEL DIGITAL LIBRARY**

Delivering full text access to the world's highest quality technical literature in engineering and technology

Link: <http://www.ieeexplore.ieee.org/>

11. **CMIE Prowess (Server based access)**

Prowess is a database of the financial performance of over 27,000 companies. It includes all companies traded on the National Stock Exchange and the Bombay Stock Exchange, thousands of unlisted public limited companies and hundreds of private limited companies. Prowess contains time-series data from 1998-99.

Databases Subscribed & Available in the Library (ID & Password Based)

1. **[Indiastat.com](http://www.indiastat.com)**

[Indiastat.com](http://www.indiastat.com) is owned by Datanet India. [Indiastat.com](http://www.indiastat.com) serves with authentic and perhaps the most comprehensive compilation of secondary level socio-economic statistical information about India and its states on various socio-economic parameters. These parameters are: General Info, Demographics, Economy, Agriculture, Civil Supplies and Consumer Affairs, Environment and Forest, Industries, Infrastructure, Companies, Education, Health, Housing, Labour & Workforce, Polity, Media, Insurance, Tourism, Crime & Law, Social Welfare & Developmental Schemes etc. [It](http://www.indiastat.com) provides secondary level statistical information about India, its states, regions and sector. [Indiastat.com](http://www.indiastat.com) is a cluster of 56 associate websites wherein 19 websites are sector-specific, 6 are regional websites and 31 websites are state-specific.

Link : <http://www.indiastat.com/>

2. **EPWRF India Time Series (EPWRFITS)**

EPWRF is disseminating data in the time-series format, using various modes of publications, hard copy as well as electronic modes. In this context, it has been observed that the CDs brought out by the EPWRF have been quite popular. The datasets have been structured under various modules: Financial Markets, Banking Statistics, Domestic Product of States of India, Finances of State Governments, Combined Government Finances, National Accounts Statistics, Price Indices, Agricultural Statistics, Power Sector, Industrial Production, Annual Survey of Industries, External Sector, Finances of the Government of India.

Link : <http://www.epwrfits.in/>

3. **J-Gate**

J-Gate is an electronic gateway to global e-journal literature. Launched in 2001 by Informatics India Limited, J-Gate provides seamless access to millions of journal articles available online offered by 13,161 Publishers. It presently has a massive database of journal literature, indexed from 44,695 e-journals with links to full text at publisher sites. J-Gate also plans to support online subscription to journals, electronic document delivery, archiving and other related services. Database - A comprehensive searchable database with 47,004,299 articles, with 10,000+ articles added every day. J-Gate provides access to 6,291 online-only journals, which are not available in print. Captures and indexes articles from more than 23,281 open-access e-journals and maintains links to them. Provides links to over 6,791,306 open-access articles. Presently links to e-journals from 13,161 publishers. This useful feature enables a J-Gate subscriber to check the availability of journals in local libraries. The J-Gate site is updated every day, ensuring the freshness and reliability of content.

Link : <http://jgateplus.com/>

4. **ProQuest Central (Covers below 30 databases)**

This database serves as the central resource for researchers at all levels. Covering more than 160 subject areas, ProQuest Central is the largest aggregated database of periodical content. This award-winning online reference resource features a highly-respected, diversified mix of content including scholarly journals, trade publications, magazines, books, newspapers, reports and videos. This database covers following subjects: Arts, Business, Health & Medicine, History, Literature & Language, News & Newspapers,

Science & Technology and Social Sciences.

Link: <http://search.proquest.com/>

No.	Name of Database	URL
1.	ABI/INFORM Complete	http://search.proquest.com/abicomplete/
2.	Accounting & Tax	http://search.proquest.com/accounting
3.	Banking Information Source	http://search.proquest.com/bankinginformation
4.	Canadian Newsstand Complete	http://search.proquest.com/canadiannews/
5.	CBCA Complete	http://search.proquest.com/cbcacomplete
6.	Hoover's Company Profiles	http://search.proquest.com/hooverscompany/
7.	OxResearch	http://search.proquest.com/oxresearch/
8.	Pharmaceutical News Index	http://search.proquest.com/pharmanews
9.	Asian Business & Reference	http://search.proquest.com/asianbusiness/
10.	Biology Journals	http://search.proquest.com/biologyjournals/
11.	Career and Technical Education	http://search.proquest.com/careerarts/
12.	Computing	http://search.proquest.com/computing/
13.	Criminal Justice	http://search.proquest.com/criminaljusticeperiodicals/

14.	Education Journals	http://search.proquest.com/education/
15.	European Business	http://search.proquest.com/europeanbusiness/
16.	Family Health	http://search.proquest.com/familyhealth/
17.	Health & Medical Complete	http://search.proquest.com/healthcomplete/
18.	Health Management	http://search.proquest.com/healthmanagement/
19.	Military Collection	http://search.proquest.com/military/
20.	Newsstand	http://search.proquest.com/newsstand/
21.	Nursing & Allied Health Source	http://search.proquest.com/nursing/
22.	Political Science	http://search.proquest.com/politicalscience/
23.	Psychology Journals	http://search.proquest.com/psychology/
24.	Religion	http://search.proquest.com/religion/
25.	Research Library	http://search.proquest.com/pqrlarts/
26.	Science Journals	http://search.proquest.com/sciencejournals/
27.	Social Science Journals	http://search.proquest.com/socscijournals/
28.	Sociology	http://search.proquest.com/sociology/
29.	Telecommunications	http://search.proquest.com/telecomms/
30.	Snapshots	http://search.proquest.com/snapshots/

5. **ProQuest Dissertations & Theses Full Text**

ProQuest Dissertations & Theses Full Text covers collection of dissertations and theses on

humanities and social sciences from year 1637 to present.

Link: <http://search.proquest.com/>

6. **EBSCO- Communication and mass media**

Communication & Mass Media Complete provides the most robust, quality research solution in areas related to communication and mass media. It incorporates the content of *CommSearch* and *Mass Media Articles Index* along with numerous other journals in communication, mass media, and other closely-related fields of study to create a research and reference resource of unprecedented scope and depth encompassing the breadth of the communication discipline. *CMMC* offers cover-to-cover (“core”) indexing and abstracts for more than 570 journals, and selected (“priority”) coverage of nearly 200 more, for a combined coverage of more than 770 titles. Furthermore, this database includes full text for over 450 journals

Link: <https://search.ebscohost.com>

7. **EBSCO- PsycARTICLES**

PsycARTICLES® is a robust database offering complete access to the full text of nearly 80 landmark journals contains more than 163,000 articles in behavioral science and related fields ranging from education, to nursing, to business, to neuroscience. It includes all journal articles, book reviews, letters to the editor, and errata from each journal. Coverage spans 1894 to present.

Link: <https://search.ebscohost.com>

8. **i-Scholar**

i-Scholar is a digital library of peer-reviewed scholarly journals which facilitates institutions and individual users to browse, subscribe and access to the scholarly content. i-Scholar is the "Collection of Journals" provided by Informatics. The i-Scholar gateway opens the delivery platform for both academic as well as corporate research segments. i-Scholar is the unique platform to access full-text content from several leading Indian and International Publishers. I-Scholar has various Subject Collections of your interest from both subscription and open access journals.

Link: <http://www.ischolarglobal.com/>

No. of titles

1. [Global Journal of Enterprise Information System](#)
2. Indian Journal of Industrial Relations: Economics & Social Dev
3. International Journal of Business Analytics and Intelligence
4. International Journal of Financial Management
5. International Journal of Hospitality and Tourism Systems
6. International Journal of Information Library and Society
7. International Journal of Management Prudence
8. [International Journal of Marketing and Business Communication](#)
9. [International Journal on Customer Relations](#)
10. [International Journal on Leadership](#)
11. [Journal of Commerce and Accounting Research](#)
12. [Journal of Entrepreneurship & Management](#)
13. [Journal of Hospitality Application and Research](#)
14. [Journal of Organization and Human Behaviour](#)
15. [Journal of Strategic Human Resource Management](#)
16. [OPUS: Annual HR Journal](#)
17. Journal of Management Research
18. [PRIMA: Practices and Research in Marketing](#)
19. [Social Work Chronicle](#)
20. [Indian Journal of Finance and Economic Management](#)
21. [Indian Journal of Humanities and Social Sciences](#)
22. [Indian Journal of Management and Indian Business Studies](#)
23. [Indian Journal of Advances in Electronic Engineering](#)
24. [International Journal of Biomedical and Healthcare Science](#)
25. [International Journal of Educational Administration](#)
26. [International Journal of Educational Planning and Administration](#)
27. [International Journal of Humanities and Social Sciences](#)
28. [International Journal of Librarianship and Administration](#)
29. [International Journal of Psychology and Counseling](#)
30. Research Journal of Pharmacy and Technology
31. [International Journal of Nursing Care](#)
32. [Asian Journal of Management](#)
33. [Asian Journal of Nursing Education and Research](#)

34. [Asian Journal of Pharmacy and Technology](#)
35. [Asian Journal of Pharmaceutical Research](#)
36. [International Journal of Advances in Social Sciences](#)

PRINT+ONLINE JOURNALS SAGE JOURNALS (ID & Password Based)

No	Name of the Journal(s)	URL
1.	Bio scope: South Asian Screen Studies	http://bio.sagepub.com
2.	British Journal of Visual Impairment	http://jvi.sagepub.com
3.	Contributions to Indian Sociology	http://cis.sagepub.com
4.	Environment and Urbanization Asia	http://eua.sagepub.com
5.	Focus on Autism & Other Developmental Disabilities	http://foa.sagepub.com
6.	Human Factor	http://www.sagepub.in/journals/Journal201912
7.	India Quarterly	http://iqq.sagepub.com
8.	Indian Economic & Social History Review	http://ier.sagepub.com/
9	Indian Historical Review	http://ihr.sagepub.com
10	Indian Journal of Gender Studies	http://ije.sagepub.com
11	International Journal of Rural Management	http://irm.sagepub.com
12	Journal of Developing Societies	http://jds.sagepub.com
13	Journal of Early Intervention	http://jei.sagepub.com

14	Journal of Emerging Market Finance	http://emf.sagepub.com
15.	Journal of Entrepreneurship	http://joe.sagepub.com
16.	Journal of Health Management	http://jhm.sagepub.com
17.	Journal of Infrastructure Development	http://jie.sagepub.com
18.	Journal of Intellectual Disabilities	http://jid.sagepub.com/
19.	Journal of Interdisciplinary Economics	http://jie.sagepub.com
20.	Journal of Learning Disabilities	http://ldx.sagepub.com/
21.	Journal of Management	http://www.sagepub.in/journals/Journal201724
22.	Journal of Special Education	http://www.sagepub.com/journals/Journal201881
23.	Margin Journal of Applied Economic Research	http://mar.sagepub.com
24.	Marketing Theory	http://mtq.sagepub.com
25.	Media, Culture & Society	http://Mcs.sagepub.com
26.	Psychology & Developing Societies	http://pds.sagepub.com
27.	Social Change	http://sch.sagepub.com
28.	Studies in History	http://sih.sagepub.com
29.	Teacher Education & Special Education	http://Tes.sagepub.com
30.	Vision	http://vis.sagepub.com/

PRINT+ONLINE JOURNALS OTHER THAN DATABASES (Pune Campus IP Based)

No.	Name of the Journal(s)	Publisher	URL
1.	American Journal of Clinical Nutrition	American Society for Nutrition	http://ajcn.nutrition.org
2.	Childhood Education	Taylor & Francis	www.acei.org
3.	Down to earth	Society for Environmental Communication	http://www.downtoearth.org.in
4.	Economic and Political Weekly	EPW Research Foundation	www.epw.in
5.	Electronics for you	EFY Enterprises pvt Ltd	www.electronicsforu.com/
6.	Indian Journal of Gender Studies	Sage publication	http://ijg.sagepub.com
7.	Journal of Entrepreneurship	Sage publication	http://joe.sage.com
8.	Journal of the American Dietetic Association	Elsevier	www.andjrn.org/
9.	Nutrition Today	American Society for Nutrition	www.nutrition.org
10.	The Journal of Nutrition	American Society for Nutrition	http://jn.nutrition.org
11.	Vikalpa Journal	Sage publication	http://vik.sagepub.com
12.	Young Children	naeyc	www.naeyc.org

PRINT+ONLINE JOURNALS OTHER THAN DATABASES (Juhu Campus IP Based)

No.	Name of the Journal(s)	Publisher	URL
1.	American Journal of Clinical Nutrition	American Society for Nutrition	http://ajcn.nutrition.org

2.	Down to Earth	Society for Environmental Communication	http://www.downtoearth.org.in/archives/
3.	Economic & Political Weekly	Economic & Political Weekly: Sameeksha Trust	www.epw.in
4.	Harvard Business Review	Harvard Business Publishing	http://hbr.org
5.	Indian Journal of Pharmaceutical Sciences	Wolters Kluwer	http://www.ijpsonline.com
6.	Journal of Brand Management	Palgrave Macmillan	www.researchgate.net
7.	Journal of Nutrition	American Society for Nutrition	http://jn.nutrition.org
8.	World Digital Libraries	TERI Press	https://bookstore.teri.res.in/

4. CIRCULATION SECTION AND BORROWING PRIVILEGES

- Issue and returns of reading materials through soul software
- Attending the users query through reference desk and online via email or WhatsApp group, community
- Registration of new library members in LMS
- Books Circulation through software (also kept manual for few days)
- Reference Section is open to all
- Library Orientations / Information Literacy by college and university library by organising several events, webinars etc.

Web Opac of SOUL

SOUL WEBOPAC

← Return to Search

▼ Refine Your Search

Subject(s)

- [Educational philosophy](#) 10
- [Population Education](#) 7
- [Education](#) 6
- [Philosophy](#) 6
- [Commissions Reports policy](#) 4
- [More Subject\(s\)](#)

Author(s)


- [NCTE](#) 14
- [Wakpoinjan Pradnya](#) 12
- [Aggarwal J.C](#) 9
- [Rao Bhaskara Digumarti](#) 5
- [NCTE](#) 3
- [More Author\(s\)](#)

20 Records/Page Sort by: Select

🖨️ Print

Displaying 1 to 20 records out of 391 Records

1 2 3 ... Next Last

- Select All
-
- 

Democracy and Education
 by Dewey John
Publisher Information : Light and Life Publishers, New Delhi 1915
Accession no : 7903
Subject : Democracy
Available Copies : 1/1 **Status :** Available
Location : Main Library : E2 **Call no :** 370.1/Dew/

[🔗](#)
[❤️](#)
[🛒](#)
[📄 More Details](#)
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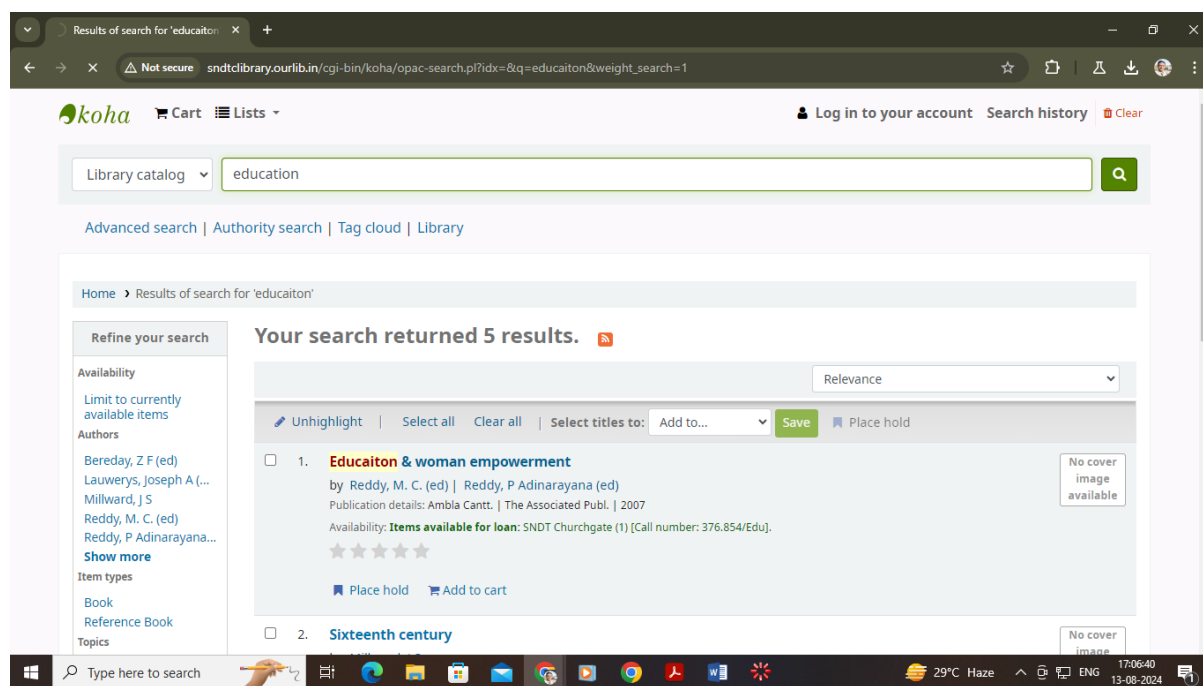
Democracy and Education
 by Dewey John
Publisher Information : Light and Life Publishers, New Delhi 1915

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<div style="background-color: #003366; color: white; padding: 5px; margin-bottom: 5px;">👤</div> <p>Total Members 199</p>	<div style="background-color: #003366; color: white; padding: 5px; margin-bottom: 5px;">📄</div> <p>Total Material (Unique Copies) 3,046</p>	<div style="background-color: #003366; color: white; padding: 5px; margin-bottom: 5px;">📄</div> <p>Total Material (Multiple Copies) 3,569</p>	<div style="background-color: #003366; color: white; padding: 5px; margin-bottom: 5px;">📄</div> <p>Last 5 Entered Accession No 16496, T76, T83, 14881, 17903</p>
<div style="background-color: #003366; color: white; padding: 5px; margin-bottom: 5px;">📄</div> <p>Pending For Order 0</p>	<div style="background-color: #003366; color: white; padding: 5px; margin-bottom: 5px;">📄</div> <p>Pending For Received 0</p>	<div style="background-color: #003366; color: white; padding: 5px; margin-bottom: 5px;">📄</div> <p>Pending For Accessioning 0</p>	<div style="background-color: #003366; color: white; padding: 5px; margin-bottom: 5px;">📄</div> <p>ILL Issued Books 1</p>

	<p>Today Week <u>Month</u></p> <div style="display: flex; justify-content: space-around;"> <div style="border: 2px solid green; border-radius: 50%; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center;">264</div> <div style="border: 2px solid red; border-radius: 50%; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center;">29</div> <div style="border: 2px solid blue; border-radius: 50%; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center;">0</div> </div> <p>New Books Books Issued New Member</p>	
<div style="background-color: #003366; color: white; padding: 5px; margin-bottom: 5px;">👤</div> <p>For Technical Support Dr Bhupendra Bansod Librarian 9029092218 bbhupen2007@gmail.com</p> <p>📄 Technical Person Details</p>		<div style="background-color: #003366; color: white; padding: 5px; margin-bottom: 5px;">👤</div> <p>For Library Support Dr Bhupendra Bansod Librarian 9029092218 bbhupen2007@gmail.com</p> <p>📄 Library Person Details</p>

WebOpac of SLIM



The screenshot displays the WebOpac interface for SLIM. The search results page shows 5 results for the query 'education'. The first result is 'Educaiton & woman empowerment' by Reddy, M. C. (ed) | Reddy, P Adinarayana (ed). The second result is 'Sixteenth century'. The interface includes a search bar, navigation links, and a sidebar for refining the search.

Students of the College are required to have a current validated college Identity Card and Library Card to borrow materials.

Borrowing Limits

The limits are as follows:

- Teaching Staff: 20 Books for one month
- Temporary Staff: 05 Books for 8 days
- Non-Teaching Staff: 02 Books for 15 days
- Students: 02 Books for a week

Books - Home Lending

Reference/ Competitive Books - Library Premises

Periodicals - Library Premises

Policy Regarding Late Return of Books from Students

1. In case of late return of books, students will have to pay fine at the rate of Rs.1/- per day
2. In case of serious default amount of fine may be increased to Rs.10/- per day.
3. While charging the fine holidays are counted.
4. Re-issue of the books will depend upon the demand for the same.

5. USER SERVICES

- Circulation
- Book Bank
- Reference Service
- Home Lending services
- Inter library loan
- SOUL – OPAC
- Library Orientation
- New arrival
- Q R Codes
- Online access to e-resources
- Book reservation facility
- In-house Book Exhibition
- E-Resources
- University Institutional Repository
- Digitization of Theses & Dissertation
- Information Literacy Program
- Annual Book Exhibition
- MYLOFT, a platform for all databases at one place on PC as well as Mobile app

4. Rules and Regulations

Library timing

The library and reading room timing is as follows.

- Monday to Saturday: 10.00 am to 05.30 pm (except Sunday and university holidays)
(Flexible during examination as per student's demand)

5. Library General Rules:

1. Student should have a library card before entering the library
2. Library card is non-transferable.
3. If the library card is lost, a duplicate will be issued on payment of Rs. 50/ each
- 4.. In case of late return of books students will have to pay fine at the rate of Re.1/- per day

5. A complete silence and strict discipline should be maintained in the library and Reading room.
6. Student issued Two books for a week for home lending.
7. Re-issue of the books will depend upon the demand for the same.
8. Utmost care must be taken by all to keep the library clean.
9. Library materials borrowed must be returned on or before the due date.
10. A Register for all students is available at entrance of the library; Students are requested to make their entry in the attendance Register daily while entering and departing from library.
11. Reference books are not issued for home lending
12. Readers shall not write upon, damage, or make any mark upon any book, journal or magazine or other Material belonging to the library.

6. Library Promotion Policies:

- Library offers orientation programs to the students of the college in the beginning of every academic year. Through this program, an effort is made to familiarize every new member with the resources, services, facilities, policies etc. offered by the library.
- The library organizes various activities, games, competitions, events, exhibitions for students to encourage their reading habits and to make optimal use of the library.
- Every year, the library nominates two/three regular students for Best Library User Award to be conferred at the Annual Prize Distribution Program.