SHRI SHAKTI DEGREE COLLEGE
SANKHAHARI, GHATAMPUR, KANPUR NAGAR-209206

LIBRARY DIRECTORY
GENERAL EDUCATION

Library Advisory Committee

AMIT KR. SRIVASTAVA   **Dr. NARENDRA MOHAN**

Library In-Charge   **Principal**

मातृ–पितृ वंदना

माता और पिता चरणों में, हम सब षीष झुकाते है ।

उनके ऋण से उऋण हो सके, प्रभु से यही मनाते है ।।

माता और पिता से बढ.कर, कोई भी भगवान नहीं ।

उनकी कृपा दृश्टि पाये बिन, संतति का कल्याण नही ।।

मातृ तुल्य गुरू नहीं जगत में, नहीं पिता से बढ त्राता ।

जिनके आषीशों से मानव, जीवन उन्नत बन पाता ।

प्राणों को देकर भी उनका, ऋण न कदापि चुका सकते ।

बस कृतज्ञता ज्ञापित करके, अपना षीष झुका सकते ।।

ईष्वर हमें षक्ति दे ऐसी, उनकी सेवा कर पायें ।

कभी नही उनका ऋण भूलें, चाहे प्राण चले जाये ।।

नोट :– प्रत्येक छात्र／छात्रा को कक्षाएं प्रारम्भ होने के पूर्व होने वाली प्रार्थना–सभा में नित्यप्रति उपस्थित होना अनिवार्य हैं।

VISION

To provide excellent higher education integrating with ground realities of life.

MISSION

1. To ensure the availability of minimum basic infrastructure as per norms and standard fixed by state government / affiliating university.
2. To give first priority for the Professional Development of teachers and to establish the co-ordination with National and International organization's related to teaching-learning and social services and also to ensure optimum utilization of these organizations.
3. To develop the collaboration / link with Institution / Industries for providing job-orientation and need based exposure.
4. To develop the quality of the teaching-learning through optimum use of innovative methods particularly e-technology and all available infrastructure.
5. To encourage for self-discipline, self-dependency, self-confidence, personality development, nationality and need based community-oriented activities through value added education.
6. To introduce and encourage the emotional feelings of being in "Mahavidyalaya Parivar" through the concept of participative contribution.
7. To introduce and encourage the sense of mutual trust, mutual respect and mutual co-operation within and outside the institution.

VALUE

1. To develop the awareness about the ground realities of life and also to provide job-orientation.

2. To prepare good citizens with effective and developed personality by encouraging the feeling of social commitment and nationality on participatory basis through value added education.

3. To make competent to face the global problems like unemployment, poverty illiteracy, Terrorism and also to gain the success in global competition in the field of education through excellent education.

4. To encourage such activities which may be an example for others and which may develop awareness about ecology and environment.

COLLEGE LIBRARY

VISION

Collection and dissemination of knowledge and information.

MISSION

1. Assessment of need in various aspects of the field from all stakeholder
2. Processing systematically for acquiring, recording and communicating about all new arrivals
3. Educating and encouraging for the best use knowledge store.
4. Providing easy and comfortable services to all who deserve and desire.
5. Introducing, educating and encouraging the availability and optimum use of latest technology by users.
6. Marching a head effectively for achieving vision of the Institution as end-result.

VALUE

1. Availability of knowledge and information centre under one roof.
2. Opening road to meet the object of all-3-dimensions of Higher Education i.e. Teaching, Research and Extension.
3. Dissemination of rural related information through easy resources assisting for rural development.
4. Developing close relationship with all stakeholders.
5. Free services for marginalized stakeholders.
6. Participation of all stakeholders in the growth of our institution.

PREFACE

Traditionally, for a considerable long period, classroom was being recognized as primary resource centre of learning. But now with the change in time and situation, library is being recognized as primary resource centre of learning . To meet this changed scenario, our institute has decided to strengthen college library not only with the stock of books but also to provide a library which is fully user's friendly, which is fully automated and which may meet all the needs of every kind of student . We are actually in process to introduce a system which may deliver its product and services to maximum users.

A library needs to prepare well framed rules and guidelines with regard to hours, access, issue policy and other regulations to offer better services to students. With a view to extend healthy student support, this library directory containing guidelines about offering and utilizing services, has been brought up with active co-operation from Library Advisory Committee and IQAC. We hope, our users would appreciate the efforts. Institution would be happy to welcome any suggestion from our stakeholders to make this directory more useful.

COLLEGE INTRODUCTION

Shri Shakti Degree College is owned and controlled by Shri Shakti Shikshan Santhan, a society registered under Society Registration Act, 1860 (Reg. No. 1418/22-06-07). The Foundation brick was laid down by Shri R. C. Trivedi (Ex. Director of Bank of Baroda) on 8th August, 2002 in a village of remote area being his native place. The college is spread over 20,000 sq. meter area with attractive greenery inside the college and with completely pollution free, calm and quiet environmental situation decorated by outside greenery of agricultural crops. The college is situated in the village of Sankhahari, Post-Harbaspur, Tehsil-Ghatampur, District-Kanpur Nagar-209206 (U.P.) on Ghatampur-Amauli Road at the distance of 13 km from Ghatampur and 12 km from Amauli where frequent private buses and tempoes are available to reach the College.

LIBRARY ADVISORY COMMITTEE

To facilitate the functioning of library, Library Advisory Committee with the representatives of students and alumni has been formed. Periodical meetings of this committee are held and proceedings are approved in the meeting of IQAC. Main functions of the committee are –

1 Management of library and information services

2 Adequate and relevant collections

3 User's friendly services

4 Technology use and modernization

5 Development of inter-library relationship

At present, the office bearers and members of the committee are as under :-

1   The Principal   --   President

2   Shri Vivek Trivedi   --   Vice President   (HOD-B.C.A.)

3   Amit Kr. Srivastava   --   Secretary   (Librarian)

4   Kapil Kr. Mishra   --   Member   (Dy. Librarian)

5   Dr. Sandeep Tripathi   --   Member   (Lecturer-B.A.)

6   Shiv Sharan   --   Member   (Lecturer-B.Ed)

7   Arvind Mishra   --   Member   (Lecturer-B.T.C.)

8   Deepti Sacahan   --   Member   (Lecturer-B.C.A.)

9   Satyendra Agnihotri   --   Member   (Lecturer-B.Sc.)

10 Dr. Harshita Jaiswal   --   Member   (Lecturer-M.Sc. Botany)

11 Akanksha Gaur   --   Member   (Lecturer-M.Sc. Chemistry)

12 Sanjay Kr. Mishra   --   Member   (Library Clerk)

13 Vibha Awasthi   --   Member   (Asstt. Librarian)

14 Alka Devi   --   Member   (Student Representative B.Ed.)

15 Jitendra Kr Pandey   --   Member   (Student Representative B.T.C.)

16 Almas   --   Member   (Student Representative B.C.A.)

17 Pratima Sachan   --   Member   (Student Representative B.Sc.)

18 Priyanka   --   Member   (Student Representative B.A)

SERVICE HOURS

The Library will generally be kept open from 10.00 a.m. to 5.00 p.m. on all working days. On Sunday, the Library will function from 10.00 a.m. to 2.00 p.m. The Library will remain closed on all public holidays.

The issue and return of books will be closed half an hour before closing the library and the members should leave the library 15 minutes before closing the library.

USERS' ORIENTATION

Institution organizes two days' Orientation Programme for all new entrants at the beginning of every new session wherein awareness in detail is developed amongst new students about the purpose, advantage, structure of college library, facilities available, rules and regulations for the use of library, composition of Library Advisory Committee and free accessibility of Internet facility. Demo is given about On-Line Public Access Catalogue (OPAC) system through LCD.

Information about New Arrivals, journals and employment news etc. is not only placed on library notice board but is placed in all other notice boards within campus and a notice to this effect is circulated in all class rooms / staff room so that users may consult the list and may know about new arrivals.

LIBRARY SERVICES

Library offers the following general services and other innovative value added services :-

* Lending Service

Lending service is the primary service of the library. All the books in the library are bar-coded. The check in and check out process is carried out at the circulation desk using the bar code identity card issued to the members. This service ends half an hour before the closing of the library.

* Reference Service

Library has possessed a balanced and rich collection of knowledge for reference.

* Proficiency Corner

It is one of the main attractions of the library which is a special collection built up for users who are preparing for competitive examinations like NET, SSC, Railways, Bank Clerk, UPTET, CTET, General Studies etc.

* Internet Service

The Library provides internet service using BSNL broad brand internet connectivity. The users are provided free services.

* Conference Alert Service

Forthcoming conferences, workshops and seminars will be displayed in the library notice board.

* New Addition Alert Service

Newly added books are displayed in the library notice board for alerting the students and scholars. Besides, the list of newly added books and journals is circulated among the teaching departments.

* N-LIST Service

The institution has a facility of N-LIST, which may be used by the teachers and students. Proper demo is given by library staff to develop awareness about the methodology for the use of N-LIST.

MEMBERSHIP

* Membership of the library is open to the following categories :

Members of the Management Committee of the College

Students and Teachers of the College

Non-teaching staff of the College

Alumni of the College

* Admission to the library

Admission is restricted to the members only. But others, who are desirous of visiting the library, may do so, with the permission of the Librarian or in his absence, of the senior most member of the staff of the library present.

Before entering the library, the gate register is to be singed by each member and the membership identity card is to be shown at the counter. Private books and such other personal belongings are not permitted to be taken inside the library.

* Procedure for Membership

Application for membership is to be made in the prescribed form obtained from the library.

* Duration of Membership

The duration of membership for different categories will be as follows **:**

Management Committee, Teachers and Non-teaching staff of the College :- 2 years renewable after submission of fresh application.

Students and Alumni of the College :- 1 year renewable after submission of fresh application.

* Cancellation of Membership

Membership may be cancelled at any time. In order to cancel membership all dues should be cleared and the identity card issued will have to be surrendered.

LOAN FACILITY

* Loan Privileges

Members are eligible to borrow books from the library as follows :-

\# Management Committee, Teachers   - 05 books

\# Non-teaching staff, Alumni and Students   - 02 books

* Period of Loan

\# A book shall be issued for Management Committee, Teachers and Non-teaching for 15 days and students and alumni for 10 days .

* Overdue Charges

An overdue charge of Rs. 1/- per day shall be levied for a book not returned.

* Other Conditions of Loan

1. Periodicals, Reference Books, Damaged Books are not normally issued on loan. Before leaving the counter, the member shall satisfy himself as to whether the book lent to him is in sound condition and if not, shall immediately bring the matter to the notice of the staff on duty. Otherwise the member will be held responsible for any damage found afterwards.

   Readers shall not write, or damage, or make marks on any book belonging to the library. In case a book is damaged or lost, the borrower is required to replace the book by a latest or same edition, or he will be required to pay four times the published price of the books plus 20% of the published price as procurement charges and also overdue charges if any as per rules.

Duplicate membership identity cards shall be issued one week after loss report against a payment of Rs. 25/-. But the members will be held responsible for any loss that the college library may have to incur due to the misuse of their lost membership identity cards.

2. The library is a place of individual study and the members should, therefore, behave in such a way as is conducive to the working of the library.

(i) Strict silence is to be maintained within the library.

(ii) Smoking shall not be permitted within the library.

(iii) Cell Phones shall not be permitted within the library.

(iv) In case any book is lost or torn, suitable action will be decided by Library Advisory Committee after obtaining suitable comments from possessor.

(v) Noise or any type of indiscipline in library is not to be ignored.

RETURN OF BOOKS

It is the duty of every reader to return the books in time. If the books are not returned in time, reminders shall be sent, but non-receipt of reminder is not an excuse for the non-return of books. The retention of a book beyond a period of 6 months from the due date without any satisfactory explanation may lead to the cancellation of membership. If the books are not returned even after sending reminder, the college authorities shall take such action as it is found necessary, including legal steps to recover the book retained by the member, the panel cost and overdue charges of the books as per rule. In such cases all the expenses incurred in connection with legal steps shall be taken either from the member or from the guarantor.

CLEARANCE PROCESS

Head of Departments and Principal of the College should insist on their students, staff, teachers etc. who are members of the library to produce a clearance certificate from the Librarian to the effect that they have returned all books and cleared all dues before they are admitted to final examinations or issued a transfer certificate.

Head of Departments and Principal of the College shall also insist on their staff/teachers who are members of the library to produce a clearance certificate from the Librarian in the event of their transfer/retirement. The staff working in the college or its departments shall also obtain clearance certificate at time of relief/retirement.

The books which are not returned by the college teachers and employee even after one year of due date and after sending reminders, the penal cost and overdue charges as per library rules shall be deducted from the salary of the concerned person by the management. Similarly, the overdue charges of the returned books shall also be deducted from salary if this is not remitted by the staff within six months of returning the books.

NEED ASSESSMENT

Students, teachers, alumni and any stakeholder is free to suggest to make available any book, journal, employment material or newspaper etc. through requisition slip to be submitted to library. Need is also assessed through catalogues sent by various booksellers. Library Advisory Committee decides to purchase looking to the utility and interest of the users. Librarian submits the budget of the year looking to the norms of the university / state govt. about quantity and quality of books etc. and after threadbare discussion, matter is forwarded to the management through IQAC for final action.

Book Suggestions Form for Faculty / Students of the College Library

Name   : ……………………………………………………

Library Membership No. : ……………………………………………………

Designation / Class   : ……………………………………………………

Department   : ……………………………………………………

Email   : ……………………………………………………

Suggested Book Title   : ……………………………………………………

Author   : ……………………………………………………

Publisher   : ……………………………………………………

ISBN   : ……………………………………………………

Any Other Details   : ……………………………………………………

<u>CAREER / EMPLOYMENT INFORMATION</u>

Many students visit library in search of latest information about employment and career development. Our library is having resource material relating to employment news and competitive examination.

Our library has material relating to self-employment provided by Directorate of Industries Office, loan schemes of 1/2 banks and study materials received from placement agencies and training agencies.

AVAILABILITY OF NEWSPAPERS

Following newspapers are regularly made available to the students :-

1   Dainik Jagran

2   Amar Ujala

3   Hindustan

4   Aaj

5   Hinduatan Times

6   Employment News

FEED BACK / COMPLAINT / SUGGESTION SYSTEM

Institution has introduced its own format to seek feed back once in every six month from the users. Through this feed back, institution comes to know about needs of various kinds of books, journals, competition materials and employment news etc. Students' grievances received through feed back are redressed and their suggestions are noted for suitable implementation.

Library has provided a grievance register inside the library apart from one complaint / suggestion box placed outside the library.

TECHNOLOGY STATUS

Institution has provided free Internet facility for students, staff and alumni. At present, -4- computers are available in the library with the planning to increase, -3- more computers with Reprography facility. Library has INFLIBNET facility and photocopy machine. There is a good stock of CDs and DVDs also. On-line journals are note worthy in Library. Institution is proud of declaring its functioning as partially automated but would be a fully automated within one year.

INFORMATION SYSTEM

College provides in prospectus many possible details about what is available in library, technology available there, and facilities for differently abled students. Library also places a summary of availables in library on notice board placed outside the library.

ENCOURAGEMENT TO USERS FOR OPTIMUM USE OF LIBRARY

Our library staff visit all class rooms atleast twice in whole session to encourage the students to visit the library and to make best use may be for reading news papers, employment news or any book relating to job preparation. Library organizes following activities to encourage students for optimum use of library **:-**

1. **Certificate and prize for best users of every faculty.**

2. **Organizing book reading competition.**

3. **Organizing Book Exhibition during Youth Festival of College.**

4. **Talk delivery on library "as first resource centre now".**

FACILITIES TO DIFFERENTLY ABLED STUDENT

Such students are given free services. Following adds are available in library for the support of differently abled students :-

Availability of Lenses for visually challenged students

Providing books required as per their comforts

Book issue facility 15 days for differently abled students

Courteous services of our staff not only for these students but for all, have always been appreciated .

ATTENDANCE MONITORING

Time slot is fixed in the regular time table so that users may know at what time , they are to go to use the library. Users are required to leave their bags etc. outside the library and to put signature both at the arrival and departure time in a register at entry gate. Similarly, arrival and departure time is to write while signing in the register provided in Reading Room. Best user of session is determined on the basis of attendance in these registers.

BOOK BANK

Library has established Book Bank Scheme. Under this scheme, -15- students whose guardians are below Poverty Line (BPL Cardholders) are provided one set of Reference Books of their all subjects free of charges for whole session over and above other library routine services.

STOCK VERIFICATION

Our library has introduced the system for stock verification at the end of every year and its proper record is maintained and thus proper control is expressed.

VILLAGE LIBRARY

Institution has established a library under Extension Scheme not only to encourage continuous education but to extend the information about latest technology to be used for increase in agriculture production and for the betterment of allied services, Books of the Villager's interest and study material relating to agriculture, awareness about social evils, rural health etc. are made available in this library. Its working hours are 8.00 AM to 9.00 AM and 5.00 PM to 7.00 PM every day.

STUDENT'S CHARTER

(A) Institution's Responsibilities Towards Students

The institution shall :-

* Communicate its goals and objectives systematically and clearly to all students offer programmes that are consistent with its goals and objectives.
* Offer wide range of programmes with adequate academic flexibility.
* Obtain feedback from students in the initiation, review and redesign of programmes if and when necessary.
* Facilitate effective running of the teaching-learning programmes.
* Implement a well-conceived plan for monitoring student progress continuously.
* Ensure that the student assessment mechanism is reliable and valid.
* Provide clear information to students about admission and completion requirements for all programmes, the fee structure and refund policies, financial aid and student support services.
* Ensure sufficient and well-run support services to all students.
* Promote healthy practices.

(B) Student's Responsibilities of Learning

The student shall :-

* Appreciate the institutional goals and objectives and contribute to the realisation of the same by participating in relevant institutional activities.
* Have a clear knowledge of the programmes, admission policies, rules and regulations of the institution.
* Follow the time schedules, rules and regulations of the institution.
* Make optimum use of the learning resources and other support services available in the institution.
* Prepare for continuous internal assessment and term-end examinations.
* Give feedback for system improvement.
* Have faith and ability to pursue life long learning.
* Live as worthy alumni of the institution.