



# STUDENTS' LIBRARY GUIDE

ACADEMIC SESSION  
2016-2017

SIR J.C. BOSE SCHOOL OF ENGINEERING  
DR. P. C. MAHALANOBIS SCHOOL OF MANAGEMENT

# **SUPREME KNOWLEDGE FOUNDATION GROUP OF INSTITUTIONS**

## **LIBRARY AND INFORMATION CENTRE**

### **01. INTRODUCTION:-**

Library and Information Centre at SKFGI is one of the best state of the-art Engineering and Management College Library in the State. It started its function in 2009 with UG and PG programme. Its vision is to serve the information needs of its users. It mainly hold books related to engineering, management and allied subjects. The vision of the library is to create a computer friendly Resource Centre with a wide collection of books, journals and articles that would help its members to satisfy their intellectual demand and provide an efficient dissemination of knowledge. It also aims to provide a knowledge gateway that would help in the development of young dynamic engineers and managers to make them ready to face the real world. The library has a user-friendly approach. It offers a fully integrated and vibrant environment for conducting academic study.

### **02. RULES AND REGULATIONS OF THE LIBRARY GUIDELINES:-**

1. Silence to be maintained at all through the library.
2. No discussion is permitted inside the library.
3. Registration to be done to become a library member prior to using the library resources.
4. Only registered members are allowed to use the Library.
5. Registered members are issued a library membership identity card.
6. Members should produce their ID cards at the entrance of the Library.
7. Library membership ID cards are non-transferable.
8. Readers are not allowed to bring personal books or any printed material and other personal belongings like bags, umbrellas, etc. inside the library. These materials are to be kept at the entrance at their own risk.
9. Readers are advised not to leave their precious and valuable items like money, passport, credit card, cellphone etc. at the entrance counter.
10. Readers should not carry books from one floor to another and also leave the books on the reading table after use.
11. Readers should not Write in, mark or otherwise disfigure/damage books, furniture etc.
12. Library can recall any issued book even before the due date.
13. If a book is lost by the borrower, the same book of the latest edition is to be replaced by him/her.
14. In the absence of the Librarian the Library Office assistant will be in charge.
15. The number of books to be issued may be changed as per the discretion of the librarian.
16. Readers should observe strict silence and Switch off their Mobile phones etc in the library premises.

### **03. LIBRARY SERVICES:-**

1. Book Circulation Services
2. Reference Service / Referral Service
3. Journals and General Magazine Section
4. Newspaper Section
5. Online Access to E-Resources

6. Book Bank
7. Internet Facility
8. Reprographic Service
9. DELNET
10. WEB OPAC
11. Study Hall

#### **04. LIBRARY WORKING HOURS:-**

**Working Hours:** 9 a.m. to 8 p.m. (Mondays to Saturdays)

**Transaction Hours:** 10.15 a.m. to 5.00 p.m. (Tuesdays to Saturdays).

**Lunch Break:** 1.25 p.m. to 2.00 p.m. During Semester examination the lunch break is reduced to 30 minutes and the transaction time is extended from 9.45 a.m. to 5.30 p.m.

Hostelites can avail the reference service till 8.00 p.m.

#### **05. LIBRARY MEMBERSHIP:-**

1. Students, Teachers, Technical Assistants and Office Staffs can become the member of the Library of SKFGI
2. Any person of SKFGI can also be a member subject to approval from the Registrar of the Institution.
3. To become a member a student has to collect the library membership form from the library.
4. The filled-in membership form along with four (4) copies of stamp size photograph is to be submitted to the library Help Desk.
5. To become a member, a teacher, technical assistant and office assistant has to submit a filled in membership form along with two copies of stamp size photograph.
6. A student will be issued 3 library cards: namely, Book Bank Card, Loan Card and Reading Card.
7. The library card for a student is valid for four years from the date of issue.
8. Do not fold, alter entries made on the cards, members are responsible for the entire set of library borrower card issued to them.
9. Loss of borrower card should be reported to the librarian in writing. A fine of Rs. 100/- will be charged for the issue of a duplicate membership card.
10. Every student and PhD scholars will have to Obtain a NO Due Certificate at the end of the course from the library after surrendering the Library Membership Card. Retaining the card by members after the completion of the course is treated as unlawful and liable for Overdue charges. Members intending to apply for a No Due Certificate are required to surrender the Library membership ID card and borrowed books together at the Library Issue counter and fill up a printed application form obtained from the library.

## **06. BOOK CIRCULATION SERVICE:-**

Books will be issued on presentation of the library card. Borrowers must satisfy themselves with the physical condition of books before borrowing. They will be responsible for any type of damage or mutilation noticed at the time of return.

Under the Loan Card, a maximum of 3 books will be issued for fifteen days only. Fifteen days will be counted from and including the day of issue and including all holidays and weekly off days in between.

Under the Book Bank Card, a maximum of 5 to 7 books will be issued for One Whole semester. A maximum of 5 books for a month will be issued to a Teacher and Technical Assistant.

## **07. DEPARTMENT-WISE ISSUE AND RETURN DAYS:-**

Tuesdays- E.E.

Wednesdays- M.E.

Thursdays - E.C.E.

Fridays- C.S.E.

Saturdays: C.E., M.B.A. and M.Tech.

If the issue or return day of a student under a particular stream becomes a holiday, the next working day will become the issue or return day for that particular student.

## **08. OVER DUE CHARGES:-**

Under the Loan Card a maximum of 3 books

Under the Book Bank Card a maximum of 5 to 7 books will be issued for Whole semester.

In the first page date slip is pasted and stamped mentioning the due date of return.

A fine will be charged @ Rs.1 per day per book from the due date till the book is returned to library.

For calculating overdue charges, fifteen days will be counted from and including the day of issue and including all holidays and weekly off days in between. Fine will be calculated from the sixteenth day up to the earlier day of return.

## **09. REFERENCE SERVICE / REFERRAL SERVICE:-**

**(Both for UG and PG courses)**

Any member of the library can avail the reference service. Apart from a rich collection of books related to engineering, management and allied subjects the Reference Section also contains Dictionaries, project and thesis of students and scholars.

Members have to register their names, arrival time and departure time along with their signature in the gate register before entering the reference section.

Members are allowed to carry a copy, pen and laptop inside the reference section. No reference books will be issued out.

Under Reading Card a student will be issued maximum of two books each day which have to be returned within 5.p.m.

If the book under reading card is not returned, a fine @ Rs.10 per day per book will be charged.

Only after payment of the dues, the concerned Student Will be able to avail the issue and return facility.

## **10. BOOK BANK SERVICE (Both for UG and PG courses) :-**

Under the Book Bank Card a maximum of 5 to 7 books will be issued for one complete semester.

After the end of the semester the students are to return the books to the library (within 3 days after the completion of their semester exam).

Choice of subject for the book bank and the title, including the author of the book will be finalized by the library. Students cannot choose neither the subject nor the specific book.

## **11. JOURNALS, GENERAL MAGAZINE SECTION AND NEM/SPAPER SECTION :-**

Members can avail the facility of this section. The library consists of the following collection of Journals, Articles, Magazines and Daily Newspaper:

1. Chip
2. PC Quest
3. Electronics for you
4. India today
5. Digit
6. Readers digest
7. DEL NET (online)
8. Indian Journal of Finance
9. IEEE (online)

## **12. INTERNET FACILITY:-**

Members can avail the internet facility from the library. For the students this facility is available only during the project classes with written permission from the respective HODs.

For M. Tech. students, the facility is available during the non-class hours.

For Ph.D. scholars the facility can be available during library hours.

## **13. REPROGRAPHIC SERVICE:-**

Library users may use the reprographic services for making copies of previous years question paper or other reference materials. A member can borrow the documents to be copied through the reading card and duly return the documents after photocopying it. The reprography section is adjacent to the library. It is chargeable. Charge for each pages of different size paper etc. is displayed at the reprographic Centre.

The Reprographic Centre has also the facility of printing from removable e-sources in color and BW.

## **14. ONLINEACCESS TO E-RESOURCES E-ACCESS RULES:-**

The e-Resources are licensed for nonprofit educational institutions and are governed by copy right rules for the use of the resources.

Systematic download, distribution and retaining of substantial portions as well as forwarding of electronic versions of articles or the use of these articles for commercial purposes are strictly prohibited.

Members are also strictly prohibited to download the entire journal issue or databases or an entire electronic e-book.

**15. SKFGI LIBRARY SUBSCRIBES THE FOLLOWING E-JOURNALS PROVIDING ACCESS TO THE FOLLOWING ONLINE ELECTRONIC RESOURCES TO ITS USERS.**

1. DELNET (online)
2. IEEE (online)

**16. DELNET: DEVELOPING LIBRARY NETWORK:-**

Developing Library Network is a network of 900 institutions and access is being given to more than 50 lakh record through online system. DELNET provides an array of facilities and is a big step towards modernization of Indian libraries. The SKFGI Library is working towards developing the DELNET for maximum utilization for the benefit of its members. It is in progress.

**17. WEB. OPAC: - .**

Online Public Access Catalogue is a search engine for finding any catalogue information related to the library collection. Any member can search by specifying Author, Title, Subject, Year of publication or any other field. Members can also know the status of any book (availability) or due dates for borrowed books through this system. This facility will be available in SKFGI Library.

**18. STUDY HALL:-**

Students are provided with large reading hall where the ambience is ideal to study and learn. The Hall is kept open up to 6:00 P.M. for the students. An isolated space is also provided in the Hall to facilitate books and journals consultation by the Teachers.

**19. LIBRARY COLLECTION (As on 26<sup>st</sup> May, 2016) :-**

Total number of Books: 61944

Total number of Titles: 2552

Total number of CCS / DVDs: 1502

Total number of Book Bank: 30031

Total number of Membership: 31913

Total number of Magazines: 6

Total number of Newspapers: 4

**20. NO DUE CERTIFICATE:-**

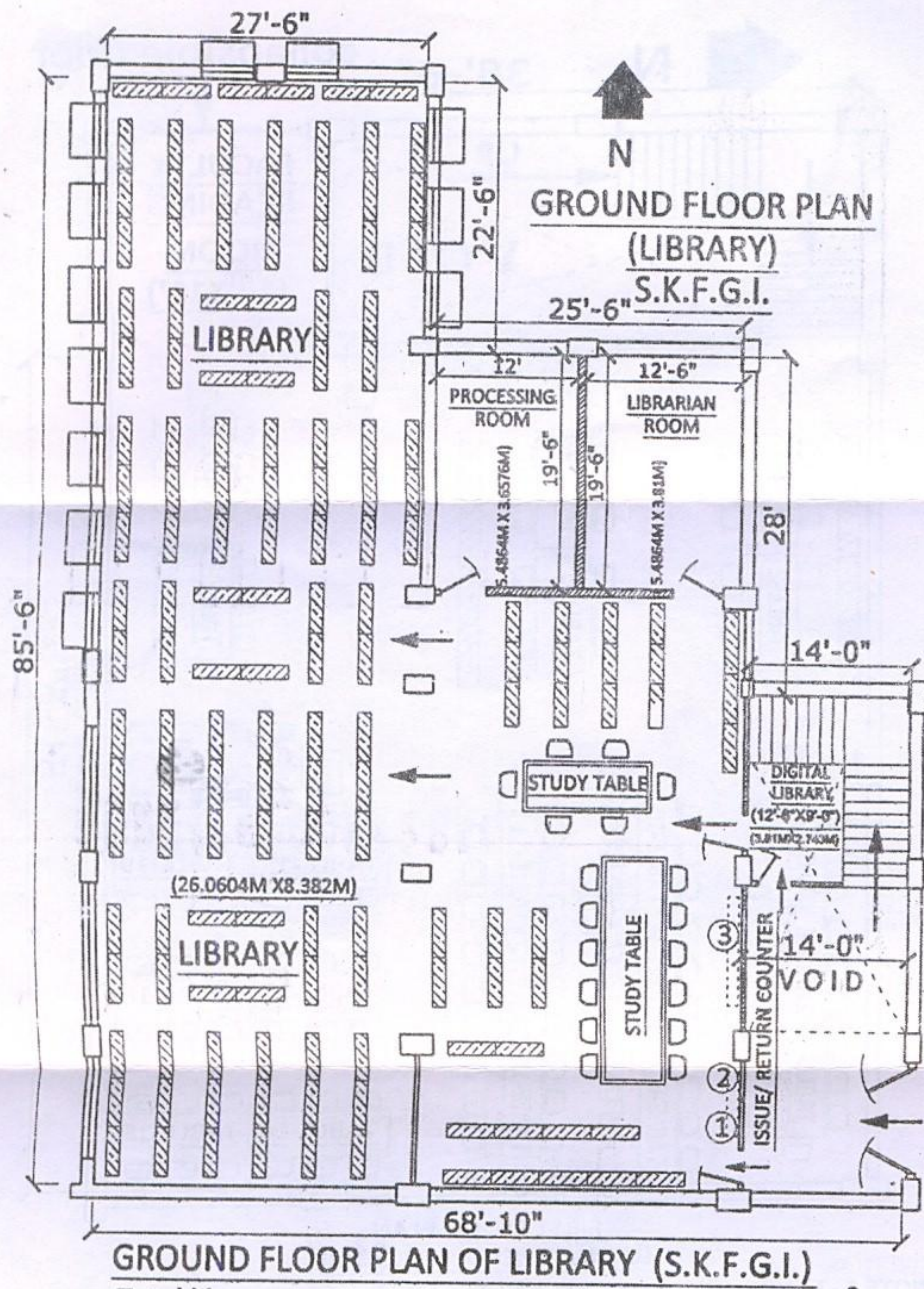
No due certificate is issued by the Librarian on demand. The certificate is issued only when:

- (a) All books are returned in good conditions.
- (b) Surrendering the book bank card
- (c) Surrendering the loan card
- (d) Surrendering the reading room card
- (e) No library outstanding.

**21. COMPUTERIZATION:-**

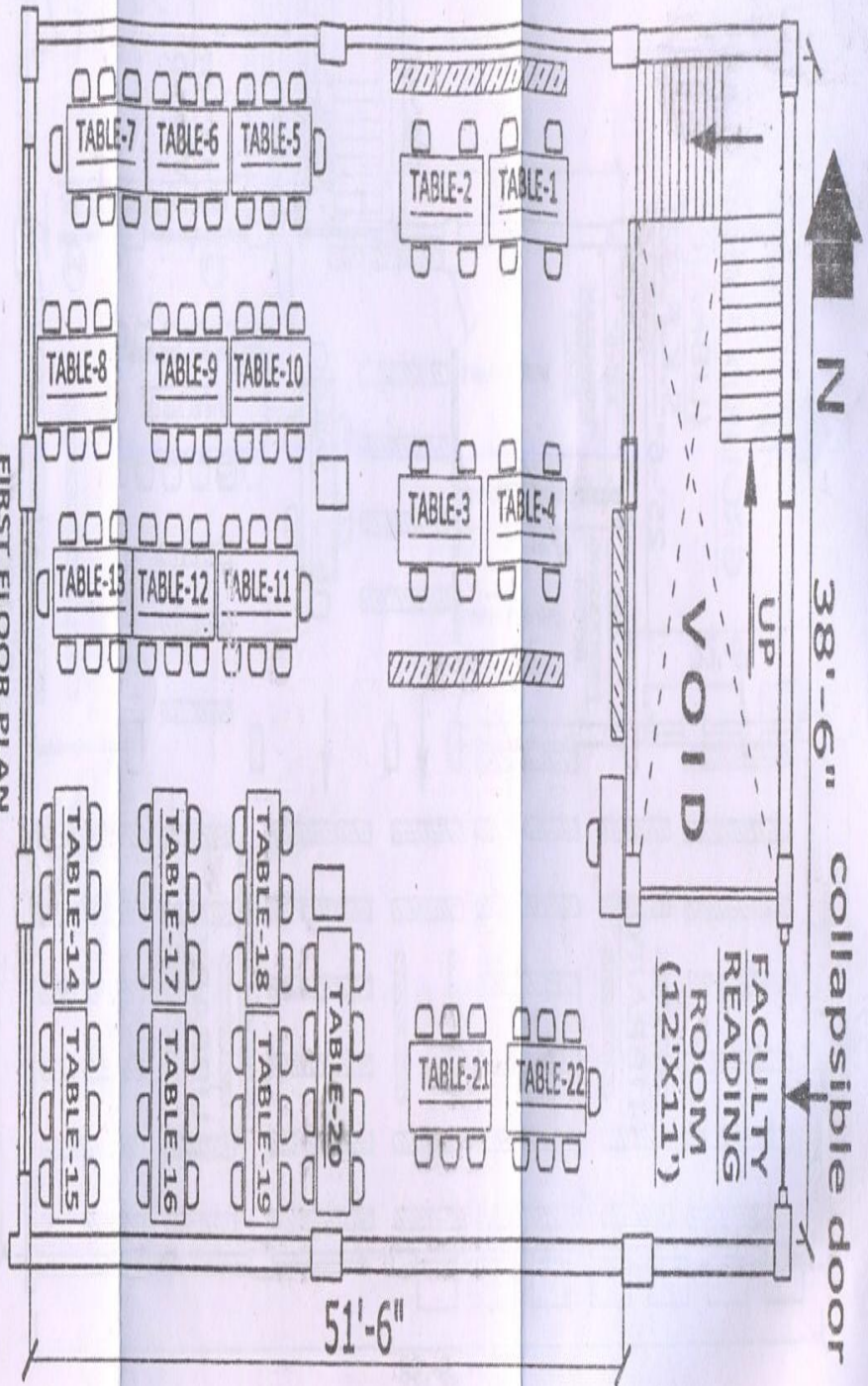
- a) For searching
- b) For indexing
- c) For issuing
- d) For returning
- e) On-line journals.





NOTE-1. Total library area including common space = 400 M<sup>2</sup>

NOTE-2. Bookshelf, Chair



NOTE 1.-Total area = 196.47 M<sup>2</sup>  
 (LIBRARY READING ROOM)

NOTE-2. Bookshelf, Chair





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GROUP OF INSTITUTIONS**

(Approved by AICTE, Affiliated to MAKAUT and WBSCT&VE&SD  
and Recognised by UGC)

1 Khan Road, Mankundu, Hooghly 712139, West Bengal, India  
Phone. 033-26831141 Fax 033-26831146  
E-mail : [mankundu@skf.edu.in](mailto:mankundu@skf.edu.in) Website: [www.skf.edu.in](http://www.skf.edu.in)

City Office :

DN-1, Eternity Building

8<sup>th</sup> Floor, Sector-V, Salt Lake, Kolkata - 700091

Phone : +91 33 64580307