Vivek Education Society's

VIVEK COLLEGE OF COMMERCE

Siddharth Nagar, Goregaon (West), Mumbai- 400 104.

KNOW YOUR LIBRARY

Visit Library on: -www.vivek-college.org
Email ID: - vivekcollegelibrary1@gmail.com

Introduction

The library plays an important role in supporting the academic activities in the college. The library is the soul of any institute. It identifies, evaluates, procures, processes, and then makes these learning resources available to the faculty and students for their teaching and research.

The library has always been striving hard to meet the expectations of its users. However, there has been a long-felt need to bring clarity and uniformity in the procedure and practices of the library to improve its efficiency, utility, and services.

Objectives of the Library

❖ To provide resources to enrich and support the curriculum
❖ To build a positive attitude towards overall development of the user through resources
❖ Organize the library resources to facilitate their use
❖ Provide guidance and aid to faculty and students in use of library resources

Library Advisory Committee

It is important to safeguard the interest of all sections of the library users, formation of policies, rules & regulations, and implementing the library policies in a judicious manner. For the smooth functioning of the library and to meet all the objectives, the College

Library has a Library Advisory Committee consisting of the Principal, Librarian, and teaching faculty.

Procurement Process for Purchase of Books

- ❖ Receiving Recommendations through recommendation Form from the faculty
- ❖ Find out the exact details of the Title/s recommended
- ❖ Duplicate Checking
- ❖ Put up for Approval after checking the budget available
- ❖ Prepare and send Purchase Orders
- ❖ Receive Books from Suppliers/Publisher
- ❖ Cross-checking with Purchase Orders
- ❖ Processing and getting the book ready for circulation

Issue / Return Procedure

a. While Issuing books:

- ❖ Textbooks are issued to students on all working Hours of the library
- ❖ quickly glance at the book for any damage
- ❖ Last page of the book on the due date slip, the due date is stamped
- ❖ Scan the barcode to capture the details of issuing books in the Circulation Module of LMS
- ❖ Library card of the student is collected and the book card is placed in the library card pocket and kept in the tray

❖ One hour before the closing of the library all the issued book cards are arranged class no. wise and are merged in the issue tray.

b. While receiving the books:
❖ Quick glance at the book for any damage
❖ Check Due dates for necessary action
❖ Return the book from the user Account (Scan the barcode to capture the details of returned books in the circulation module of LMS)
❖ Send them to stack for shelving

Documents that can and cannot be Borrowed
a. Documents that can be borrowed:
❖ Textbooks from the general shelf can be borrowed.
❖ Reference books if there is more than one copy of the same edition
❖ CDs can be borrowed by staff only as there is no CD drive in the library

b. Documents issued for current reference and cannot be borrowed for home issue
❖ Bound Volumes of Journals, Loose issues of journals and the Latest available issues of the magazines
❖ Reference books cannot be issued other than Advance Learners
❖ Under special circumstances, these materials can

be issued at the discretion of the Librarian and teaching faculty.

Renewal/Reservation and Overdue Charges

- ❖ For renewal student must bring the books to the Circulation Counter. If a borrowed book is not in demand, then a user may renew the book. The library staff has the right to recall a book if the same is required by another user
- ❖ Staff can renew the book before the last day of the academic year
- ❖ An overdue charge is Re.1/ per day shall be charged against each book not returned within the due date
- ❖ A fine of Rs 50/ per day shall be charged if the current issue books did not return the same day of the issue.
- ❖ Each month fine collection report is printed from the library software and fine collected is submitted to the accounts department to be deposited

Days for the issue of books for home reading

Books will be issued for home reading on all working days from 7.30 am to 5.00 pm

Issue of Library Cards

All students are issued I-card & Library cards

➢ **B.COM. Students issued**
TWO LIBRARY CARDS
❖ One card for Issue of Books for home reading
❖ 2nd card for Issue of a Fiction book or Issue of books for Current Reading

➢ **Self -Financing & P.G. Students issued.**
THREE LIBRARY CARDS
❖ 2 Library Cards for Issue of Books for home reading
❖ 3rd card for Issue of a Fiction book or Issue of books for Current Reading

Procedure for generating I-card & Library Cards

❖ Roll no. generated by the office staff in the software
❖ MICM uploads the students list in the library software and generate member code
❖ Excel sheet generated with all the details of the students required to print I-card and Library card
❖ The Excel sheet forwarded to the I-card printer
❖ Arrange the I-card and Library cards class-wise and roll no. wise to distribute in the classroom
❖ Each student signs on the student roll call list when they receive I-card & Library card

Procedure for issue of duplicate I-card & Library Card

❖ Students should submit FIR along with duplicate I-card application form

❖ The application form to be filled with all student details along with photo

❖ The application form should be signed by the discipline committee

❖ Library accepts the application again with a fine of Rs100 for each card

❖ The details of the student mailed to the printer along with I-card Form

❖ Student informed by sending an SMS to collect the duplicate cards

❖ Student signs on the student's roll call list with the red pen while receiving the duplicate card

Loss of books

❖ If the book is damaged or lost either replace the same books or pay the cost of the last edition.

❖ Reference book if lost and the same book not available is out of print, same subject book of the different author is replaced after the approval of the concerned subject teacher

❖ Result of the students are withheld who fails to return the library books

Outside Visitors:

❖ Only Ex-students can use the library reading room by paying a nominal charge of Rs.300/-
❖ Membership is given for one academic year

Precaution is taken to prevent Theft / Misuse of Library resources:

❖ 5 CCTV camera is installed inside the library
❖ Open access area students are required to leave their bags on the stack and staff accompanies the student

No dues

❖ The refund form will be signed by the librarian after submitting all the library cards issued
❖ If library cards are not found by the student we check the library software to confirm

User Services
a. Timing

Circulation Hours (Issue &Return)
Reading Room & Computer Research Center

Monday-Saturday   : 7.30am to 5.00 pm
Sundays/Holidays   : closed

Only Reading facility in School side classroom With permission

Monday-Saturday   : 5.00 pm to 8.00 pm
Sundays/Holidays   : 9.00 am to 8.00 pm

b. Reference Service:

Reference books are issued to students for current reading only. These books are kept in the issue counter and only after the student informs the reference book are sent for shelving

c. Information Literacy

The library staff guides the students, research scholars, and faculty of college and school whenever they need guidance about how to use technology, internet resources, and e-resources.

d. Library Orientation

As a Part of User Education, a Classroom Orientation Program was organized for students of first-year classes –aided & self-financing. Through PowerPoint presentation, the Librarian acquaints them with the functioning of the library and creates awareness of the library resources for maximum utilization of the resources

e. Indexing Services

Offers computerized search service. A list of books available in the library is displayed on the screen and one can search subject-wise, title-wise, and publisher-wise.

f. OPAC
A computer with library software is kept at the entrance of the library for students to access the library catalog and also WEB OPAC is available through the college website, library tab

g. Display of New Arrivals
A list of new books purchased is displayed on the library noticeboard and a few books are displayed on the new arrival rack.

h. Computer Resource Centre
There are 8 computers with broadband connectivity exclusively for students. Students can access information resources free of cost to improve their learning activities. Library staff monitors the students. The printout facility is available at a nominal cost.

i. Book Bank scheme
Book Bank facility is extended to economically weak students from all the undergraduate sections.

j. Scholar Library Card
Additional scholar card is issued to all undergraduate course toppers to issue books,

k. Advance Learners
Students studying for competitive exams and other exams can issue related references for home reading by paying a refundable deposit of Rs 1000

l. Display of books on important days
Books relating to the days are displayed at the entrance to make students aware of the library collection ie. Independence Day, republic day, Gandhi Jayanti, teacher's Day, etc.

m. College Website
All the information relating to the library is available in the library tab on the college website. WEBOPAC can be accessed to know the availability of the resources in the library.

n. I-card & Library Cards
At the start of the academic year, after the Roll no is assigned, all students are issued an I-card and Library Cards

o. Question paper set

Previous exam question papers are made available for students and staff. Question papers for the last three years are filed together and kept for current issues.

p. Electronic counter

Laptops, LCDs, extension boards, VGA cables, HDMI cables, AUX cables, remote, projection screens, mike, amplifier, speakers, camera are issued to the staff on a lecture basis or for college events.

q. Photo Gallery

Maintain a folder of all the photographs of all the activities held in the college. From the folder, photos are picked to be uploaded to the website and to the college magazine.

General Rules and Regulations

➢ Students are Responsible for the book borrowed on their card.

➢ Your Library card is not transferable. The book will be issued only against the library card of the person receiving the book.

➢ Textbook and Fiction will be issued for one week for B.Com students (Aided) and Professional Course students (Unaided).

➢ Reference books & Periodicals will be issued on all

days during the working hours of the Library for current reading and should be returned the same day.

➤ Reference Books & Periodicals will not be issued for Home Reading.

➤ Previous year question papers can be issued for current reading.

➤ Students should check the books while issuing and bring to the notice of the library staff if any damage, failing to which the students are responsible for the damage to the book subsequently discovered.

➤ Books/Periodicals damaged or lost must be replaced or pay the cost of the book lost.

➤ A fine of Re 1/- per day will be charged if the book is not returned within the due date.

➤ A fine of Rs.50/- per day will be charged if the current reading book is not returned on the same day.

➤ Duplicate I Card and Library Card will be issued in the library after scrutiny, on payment of Rs.100/-

➤ Mobile phone is strictly prohibited in the library, if found will be confiscated, or a fine of Rs.500/ is charged on finding the student guilty

➤ SILENCE should be maintained while they are in the Library

➤ The RESULT of students will be with-held if they fail to return all Library Books/Book Bank Books

Activities

a. Curricular Activities

Book-Bank Scheme:

Under these schemes, the Library Committee selected economically weak students from all undergraduate sections. They are issued full sets of textbooks for both Semesters. Students should return the books in good condition immediately after the term-end exams.

I-card & Library Cards:

At the start of the academic year, after the Roll no is assigned all students are distributed I-card. For the B.Com section Two Library Cards are issued (One for the issue of Textbooks & Second for the issue of Current Reference books/Fiction).

For the Self-financing section three cards are issued (two cards for the issue of textbooks & one card for the issue of Current Reference books/Fiction).

b. Co-curricular Activities

Orientation Program:

As a Part of User Education, a Classroom Orientation Program was organized for students of first-year classes –aided & self-financing through PowerPoint presentation, the Librarian acquaints them with the functioning of the library.

Earn while you Learn scheme:

Four students are selected to acquaint them to the functioning of the Library. They help in shelving,

sorting, stock taking etc. Students are employed for a month in the month of May

c. Extra-curricular Activities

Sale of withdrawal book:

Sale of withdrawal books and Magazines held at the start of the academic year. Textbooks are sold at Rs.10, Reference books at Rs.15, and Magazines at Rs.5. After the sale the remaining books are sold to the Radhiwalla.

Weekly written Quiz:

After the first year, students join every Tuesday, 10 multiple-choice questions are forwarded through Google form to the student's official WhatsApp group. Students are required to fill in their name, class, and roll no. and solve the quiz and submit. Students winning the maximum number of quizzes will be awarded in the Annual prize distribution function.

Book Review Competition:

Students can review books in English, Marathi, Tamil, or Malayalam. Staff members are generally the Judge for the competition. The winning students are awarded in the prize distribution function.

Book Exhibition:

Book Exhibition is held along with School and Junior College. Publishers/Distributors take part in the exhibition by displaying a wide range of books on various subjects. The exhibition catered to students from K.G. to P.G. The Exhibition is open to the general public also.

Prize coupon:
During the Annual Prize distribution function, prize winners both academic and co-curricular winners are given coupons with which they could select books of their choice from the book exhibition. If students had any particular choice of books not displayed in the exhibition, the distributors arranged to make the books available.

Library Staff

Mrs. Bindu Varma	**-Librarian**
Mr. Mahadev Hadkar	**-Library Attendant**
Mr. Krishna Polumure	**-Library Peon**
Mrs. Kavita Kamble	**-Library Peon**
Mr. Ketan Rathod	**-Library Peon**
Mrs. Lata Bare	**-Library Peon**
Mr. Mahendra Kamble	**-Library Peon**

Library Collection as on 31st May 2023

Reference Books	19358
Textbooks	12991
Fiction	2746
Periodicals	95
CDs	826
Maps	30
Back Volume of Journals	1609
Newspapers	15

Spent on New Books & Periodicals

	2020-21	**2021-22**	**2022-23**
Books	3,10,594	4,27,669	4,54,494
Periodicals	0	2,28,176	2,50,888
Database	5,900	5,900	1,19,511

List of Periodicals

	ECONOMICS	
1	IUP Journal of Applied Economics	J
2	Arthshastra Indian Journal of Economics & Research	J
3	Economic & Political weekly	M
4	Yojana	M
5	Economic affair	J
6	Southern Economist	M
7	South Asia Economic Journal	IJ
	COMPUTER	
1	IUP Journal of Computer Science	J
2	IUP Journal of Information Technology	J
3	IUP Journal of Telecommunication	J
4	Digit	M
5	Indian Journal of Computer Science	J
6	International Journal of Computer Science & Engineering	IJ
7	International Academy of Science Engineering and Technology	IJ
8	International Journal of Computer Science & Management System	IJ

9	IAES International Journal of Artificial Intelligence	IJ
10	International Journal of Fuzzy Logic and Design	IJ

ACCOUNTS

1	Indian Journal of Finance	J
2	IUP Journal of Applied Finance	J
3	IUP Journal of Accounting Research & Audit Practices	J
4	The Management Accountant	J
5	Finance India	J
6	Journal of Accounting and Finance	IJ
7	Journal of Accounting	J

MANAGEMENT

1	Indian Journal of Marketing	J
2	Case Folio	J
3	Chartered Secretary	J
4	South Asian Journal of Business & Management Cases	IJ
5	IUP Journal of Marketing Management	J
6	IUP Journal of Organizational Behavior	J
7	IUP Journal of Corporate Governance	J
8	IUP Journal of Entrepreneurship Development	J

9	IUP Journal of Business Strategy	J
10	World Focus	J
11	IUP Journal of Management Research	J
12	Prabandhan-Indian Journal of Management	J
13	IUP Journal of Knowledge Management	J
14	IUP Journal of Supply Chain Management	J
15	IUP Journal of Operations Management	J
16	IUP Journal of International Relations	J
17	South Asian Journal of Human Resource Management	IJ
18	IUP Journal of Effective Executive	J
19	Harvard Business Review	IM
20	Outlook Business	M
21	Journal of Commerce and Management Thought	J
22	Indian Journal of Research	J
23	Vikalpa: Journal of Decision Makers	IJ
24	IUP Journal of Brand Management	J
25	Asian Journal of Management Cases	IJ
26	International Journal of Business Management and Information Technology	IJ

27	Journal of Corporate Social Responsibility	J
28	Journal of Soft Skills in Management	J
29	SCMS Journal of Indian Management	J
30	EP Journal of Entrepreneurship Development	J
31	Asian Journal of Management and Commerce	J
GEOGRAPHY		
1	International Journal of Environmental Science and Ecotechnology	IJ
2	Down to Earth	M
3	International Journal of Research in Tourism and Hospitality	IJ
4	Journal of Agriculture Extension and Rural Development	J
LAW		
1	International Journal of Law, Human Rights and Constitutional Studies	IJ
2	Utrech Law Review	IM
BANKING & INSURANCE		
1	IUP Journal of Bank Management	J
2	Banking Cases	M
3	Journal of Finance and Bank	J

	Management	
4	Global Journal of Risk and Insurance	J
5	Journal of Banking Financial Services and Insurance Research	J
FINANCIAL MARKETS		
1	IUP Journal of Financial Risk Management	J
2	Indian Journal of Research in Capital Market	J
3	The Global Analyst	M
4	Dalal Street	M
MASS MEDIA		
2	Bioscope south Asian Screen Studies	IJ
3	International Journal of Media, Journalism, and Mass Communication	IJ
GENERAL READING		
1	IUP Journal of Soft Skills	J
2	University News	J
3	Readers Digest	M
4	Sport Star	M
5	Frontline	M
6	The week	M
7	Outlook	M
8	India Today	M

9	Business Today	M
10	Times Magazine	M
11	Tell Me Why	M
12	Saptahik Sakal	M
13	Business world	M
14	Journal of Teaching and Learning Language and Literature	J
15	Critical Studies in Teaching and Learning	J
16	International Journal of Sports and Physical Education	IJ
17	Grahak Tituka Melwawa	M
	COMPETITIVE EXAM	
1	Competitive Success Review	M
2	GK Today	M
3	Chronicle	M
4	Pratiyogita Darpan	M
5	Career 360	M
6	Competition Affair	M
7	Employment News	M

Knowledge is free at the Library. Just get your own Containers

Libraries are the place where you can expect smart and clear answers to even most difficult questions

Without Libraries what have we? We have no Past and No Future

In the time of internet, everyone can visit a Library without leaving home. It's just a matter of opening a Library Website

Reading can take you places you have never been before.