

Library as a Learning Resource

Library is the heart of an academic institution & aims to impart knowledge. Our Library being the heart of the Institution repository to knowledge and form an integral part of education.

***The College Library is fully air-conditioned, wi-fi enabled and has a seating capacity of 51 users. An e-resource Centre has been established on the ground floor of the Library consisting of 5 nodes to enable students to access information for their academic pursuits through internet and e-resources.**

*** The Library uses E R P Open Campus ILMS software, version 1.0.1.3 which was fully automated in 2013. Some of the key features of the software provided by Reliable Services, Raipur, are:- easy to use- Graphical User Interface with Multilingual Search and export facility for reports generation.**

***The Online Public Access Catalogue module of the software allows library database searching by entering preferred terms and is mainly used for information retrieval.**

*** The college is very enriched in terms of availability of reference books and text books. The library has total 10176 books [Encyclopaedia, Dictionary, Title, text, reference & Donated books].**

*** All the Database is also maintained in various Registers & Files in hardcopy.**

*** The library is having active membership of INFLIBNET N-LIST consortia and provides 6000+ e-journals and 1,64,300+ e-books and 6,00,000 e-books through NDL on various subjects.**



MAHARAJA AGRASEN INTERNATIONAL COLLEGE

NAAC Accredited B+

(Run By Shree Maharaja Agrasen Charitable Trust)
Affiliated to Pt. Ravishankar Shukla University, Raipur
Shree Ramnath Bhimsen Marg, Samta Colony, Raipur - 492001 (C.G.) INDIA
Contact us : 0771-4024459, 4066664, 9770971171
Email: maic_raipur@yahoo.co.in Website : www.maicindia.org



LIBRARY





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MAIC Library Information

❖ ❖ Total Books (JUNE 2022)	10176
❖ ❖ No. of Titles	4093
❖ ❖ No. of Reference Books	1043
❖ ❖ No. of Volumes	9495
❖ ❖ No. of Donated Books	0681
❖ ❖ No. of CD/ DVD	140
❖ ❖ News Paper	014
❖ ❖ Print Journals & Magazines	023
❖ ❖ N-LIST[6,000+1,64,300] (E-Journals & E-Books)	171300

Total Books (Subject wise) Details :-

S. No.	Particulars	Titles	Volume
1	Commerce	454	1413
2	Computer science	445	1409
3	Management	271	941
4	Education	1048	3210
5	Interior Design	50	50
6	Encyclopaedia	16	16
7	Dictionary	23	23
8	Mathematics	117	487
9	Physics	72	289
10	Chemistry	8	22
11	Religious	562	1074
12	Donated	651	681
13	Miscellaneous	376	561
Total Books		4093	10176

Ms. Suchitra Mandal
(Asst. Librarian)

Ar. Neha Agase
(Lib. In Charge)

Dr. M. S. Mishra
(Principal)



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MASTER LIST OF RECORDS- LIBRARY (Registers)

S.NO	RECORDS DETAIL	RECORD/FILE NO	LOCATION	DISPOSAL DATE/PERIOD
1	Accession Register	MAIC/LIB/R-01	Library	LIFE TIME
2	Accession Register (Donated)	MAIC/LIB/R-02	Library	LIFE TIME
3	Periodical Register	MAIC/LIB/R-03	Library	LIFE TIME
4	News Paper Register	MAIC/LIB/R-04	Library	LIFE TIME
5	Students Circulation Register (B.COM, M.COM, BBA, BCA, BSC, PGDCA, B.ED, D.EL.ED., DBM, B.VOC)	MAIC/LIB/R-05	Library	1 Year
6	Staff Circulation Register	MAIC/LIB/R-06	Library	LIFE TIME
7	Books Loan Register	MAIC/LIB/R-07	Library	LIFE TIME
8	Reference Register	MAIC/LIB/R-08	Library	LIFE TIME
9	Library Visitor Register (Student)	MAIC/LIB/R-09	Library	1 year
10	Staff Visitor Register	MAIC/LIB/R-10	Library	1 year
11	Digital library Register	MAIC/LIB/R-11	Library	LIFE TIME
12	Books Purchase Records Register	MAIC/LIB/R-12	Library	LIFE TIME
13	Library Notice Register	MAIC/LIB/R-13	Library	LIFE TIME
14	Staff/Students Fine Register (file)	MAIC/LIB/R-14	Library	1 Year
15	Library Tele-calling Register	MAIC/LIB/R-15	Library	1 year
16	Maximum Books Issue Register (file)	MAIC/LIB/R-16	Library	1 year
17	Suggestion Register	MAIC/LIB/R-17	Library	LIFE TIME
18	Library Meetings	MAIC/LIB/R-18	Library	LIFE TIME

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MASTER LIST OF RECORDS- LIBRARY (Files)

S.NO	RECORDS DETAIL	RECORD/FILE NO	LOCATION	DISPOSAL DATE/PERIOD
1	Books Suggestion/ Requisition Form	MAIC/LIB/F-01	Library	LIFE TIME
2	Books Approval File	MAIC/LIB/F-02	Library	LIFE TIME
3	Book Order File	MAIC/LIB/F-03	Library	LIFE TIME
4	Book Bill File	MAIC/LIB/F-04	Library	LIFE TIME
5	Membership Form	MAIC/LIB/F-05	Library	LIFE TIME
6	Library (Monthly) Report	MAIC/LIB/F-06	Library	YEARLY
7	Stock Verification	MAIC/LIB/F-07	Library	YEARLY
8	Journals subscription (Hard copy)	MAIC/LIB/F-08	Library	LIFE TIME
9	Journals subscription (soft copy) online	MAIC/LIB/F-09	Library	LIFE TIME
10	Book Quotations	MAIC/LIB/F-10	Library	Yearly
11	Library Quotations	MAIC/LIB/F-11	Library	LIFE TIME
12	Library Stationary Issue record (register)	MAIC/LIB/F-12	Library	LIFE TIME
13	Requisition Forms (For New Books)	MAIC/LIB/F-13	Library	LIFE TIME
14	Library Requirements	MAIC/LIB/F-14	Library	LIFE TIME
15	Library Formats	MAIC/LIB/F-15	Library	LIFE TIME
16	Staff Membership Records	MAIC/LIB/F-16	Library	LIFE TIME
17	Student Membership Records	MAIC/LIB/F-17	Library	Yearly
18	library Rules	MAIC/LIB/F-18	Library	LIFE TIME

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LIBRARY OBJECTIVES

1. To develop collections of materials that support, enrich and satisfy the academic requirements and research needs of Maharaja Agrasen International College.
2. To encourage use of the library and its facilities by the students and academician.
3. To assist and instruct students, faculty and staff in the use of the library.
4. To provide reference and research services by a variety of means, including printed materials and electronic resources.

A portion of the library's budget is allocated to each academic area in order to provide a selective input into the library's holdings. However, the final authority for selection rests with the Librarian and those who are delegated such authority.

CRITERIA

MAIC Library has adopted the following criteria for materials selection.

1. Library Material Resources shall meet high standards of quality in factual content, appropriate period and proper presentation.
2. Materials shall be suitable for the subject area and for the demonstrative development, aptitude level, and social development of the students.
3. Materials that are recommended by faculty members to support specific course work.
4. Materials are selected by using selection tools, recommendations from administrators, faculty, staff and students.

LIBRARY POLICIES

1. Distinct arrangements are made to catalog library materials (book or nonbook) immediately, if the request is considered urgent.
2. When a book is dragged for correction and/or repair, all necessary work should be done positively. Likewise, when corrections are made, the records must correspond with the changes to the book. Both procedures must be done at the earliest convenience.
3. If any recommendations given by management and staff members to improve the competence of technical services will be taken into consideration.
4. Records are reserved for the purpose of reporting all departmental activities, departmental reports are submitted monthly, each semester, and annually.
5. As a rule, the library does not catalog donated books whose publication dates are beyond ten (10) years unless there is a specific reason to retain it. After screening, these books are so designated and discarded.

PROCEDURES FOR PROCESSING LIBRARY MATERIALS

NEW BOOKS

1. Write date received, vendor, and price of book at the seam-side of the page directly behind the title page.
2. Each book is stamped, embossed, templated, bar-coded, and where appropriate, a "For Reference" tab is attached.
3. Assign existing classification number found in local database to all duplicate materials writing the assigned number at the seam-side lower left corner of the title page.
4. Attach a MAIC Library template to the center inside cover of each book. If pertinent information (dates, procedures, atomic numbers, etc.) is printed there, then attach template to the opposite center or first available blank page. Attach a "gift plate" if the book is donated.
5. Emboss each title page and page 51 at the lower left corner. If book contains less than 51 pages, emboss page that is exactly 1/2 of number of pages.
6. Stamp top, bottom and side edges of each book with the MAIC ownership stamp.
7. All materials that are not duplicated are to be assigned cataloging information at this point from OCLC.
8. Place security strip in all books. For hardback books, strips are placed down inside spine; all paperback books are tagged with strips placed well within spine to avoid detection—thus removal.
9. Enter all information into the local database.
10. Print out spine labels and book cards and pocket labels.
11. Attach the top of the spine label 1 1/2 from the bottom of the spine. If the spine is too narrow, attach label at the same measurement on the front of the book.
12. Attach book card and pocket labels and paste the pocket to the inside center of back cover. All reference books and all non-reference books are given a white card in pocket.
13. Each book is added to the "book list" file listing accession number, author, title, and indicating if it is a duplicate title or not.

DONATED BOOKS

1. Donated books are screened to determine their condition, whether or not they are outdated, or if otherwise suitable for processing.
2. With refer to the subject matter, some donated books whose publication dates exceed ten (10) years, may be processed and housed in the archives.
3. Each donated book is templated with a MAIC ownership template, unless otherwise requested.
4. The date received and "gift" is written on the seam-side of the page directly behind the title page, if it is a donated item.
5. Each book is bar-coded. This number is recorded along with the author and title.

6. Place security strip in all books. For hardback books, strips are placed down inside spine; all paperback books are tagged with strips placed well within spine to avoid detection thus removal.
7. The books are checked against the local database to determine if they are duplicates, and if so are separated at this point. The duplicates are assigned their classification numbers and put on a labelled cart. They are ready to be entered into the local database.
8. Books are searched in OCLC (Online Computer Catalog Center) or the Library of Congress for accuracy of cataloguing information and then entered into the local database.
9. All other books whose information cannot be obtained will be cataloged locally.
10. A letter of acknowledgment and thanks is forwarded to the donor of library materials. The library does not, however, appraise donated items.

NON-BOOK MATERIALS

All policies and procedures for processing books also apply for non-book materials, except ownership and spine labels are done slightly different because of nonbook formats.

POLICIES FOR USING OPAC

1. OPAC (On-line public access catalog) is available to all members of our academic community. You must be a currently enrolled student or faculty/staff member to have access to the OPAC off campus.
3. Please contact the Circulation Desk for remote access information at (9713059000, suchitramandal@maicindia.org)

CIRCULATION DEPARTMENT

The Circulation Department is perhaps the most widely used area of the library, and the Circulation Librarian is probably the most well-known person on the library staff. All books from the regular collection are checked out from this department.

Policies

1. The Department limits the students to five (5) books to be checked out at one time.
2. The Department allows books to be checked out for a two-week period. Renewal is permitted if the book has not been requested.
3. The Department charges Rs 2 per day for overdue books, excluding Sundays and holidays.
5. The Department is responsible for maintaining a reserve collection for the faculty.
6. The Department is responsible for the training of student workers.
7. The Department provides typewriters for the community.

CIRCULATION PROCEDURES FOR CHECKING OUT A BOOK FOR THE OVERALL LIBRARY

1. Present MAIC ID card each time you check out library materials.
2. Books from the regular collection are checked out for a period of two (2) weeks and may be renewed. The Minority Men book collection checks out for (7) days only. This collection is housed behind the Circulation desk.
3. If the book you wish is not in, you may ask to be notified when it is available.
4. A fine of Rs 2 per day (excluding Sundays and holidays) is charged for each over due book. Students are required to pay the cost of lost books.
5. You are held responsible for any book checked out on your card.

RETURN BOOK PROCEDURES

- A. Borrower should deposit all books in the inside book return.
- B. Each book should be checked for date due and for condition.
- C. Books not overdue may be checked in and placed on the truck to be reserved.
- D. Library fines are Rs 2 per day.

RENEWALS

- A. Books may be renewed only twice, unless it has been requested.

Policies for Checking out Reserve Collection

All materials placed on “reserve” are kept in a special section behind the Circulation Desk, and should be requested at the point indicated by the sign “RESERVE BOOKS.”

CELL PHONE POLICY

1. The use of cell phones is prohibited in the library.
2. Policy of Confidentiality of Library Records
3. Library users’ circulation records are held in strict confidentiality. Such records shall not be made available to any agency of state, federal, or local government .
4. Library staff shall keep the permanent records of library users’ requests for information or computer usage.

Reference Section

The Reference Section is located on the library.

Policies

1. Reference materials, books, periodicals, pamphlets, newspapers and anyother materials labeled reference are non-circulating.
2. Reference books in the Restricted Reference Room cannot be removed from that room except to be taken to the copy machine. This has to bedone with permission from the librarian.
3. Reference books and materials can be removed from the shelves andplaced on reserve by an instructor for a limited time (one semester), but ifneeded by other patrons, they may be used.
4. Reference materials may be used by the Faculty members and students in the library.

Procedures for Retrieval of Stored Materials

1. Check magazine call slip for full title and date.
2. Check magazine list for correction location of periodicals.
3. Locate periodicals, remove from stack without getting the entire stackout of order.
4. Return, give periodical to user.

Educational Media Collection

The Educational Media Department adheres to the following policies and procedures:

1. All material or equipment leaving the Educational Media Center has tobe signed for by an instructor or an administrator.
2. Materials and equipment may be checked out by days, weeks, or asemester.
3. All equipment and materials on loan have to be returned one weekbefore the end of the semester.
4. Feedback in regards to policies of check-out procedures for materials andequipment will always be welcomed.

Enclosed Documents are

- A. Library Rules
- B. Library Service
- C. Purchase Process



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LIBRARY RULES

1. Library hours: 08.30 am to 03.30 pm Lunch Break: 01.00 pm to 01:30 pm.
2. Members must update Entry Record whenever they visit the Library.
3. No one is allowed to enter with bags and personal belongings.
4. Only two books will be issued at a time, to the member.
5. Books will be issued on the basis of the College ID card with Lib. Borrowers No.
6. Books will be issued for 15 days for the student members.
7. If any assigned day happens to be a holiday, the next working day will be allotted for Issue / Return of the books.
8. A fine of Rs.2 per day per book will be charged for late returning the books after due date to student.
9. A member can re-issue the same book for once only by bringing the book personally in the library within due date.
10. No one is allowed to carry non-issued books (Reference books) outside the library room.
11. Reference books, News Papers, Magazines & Journals will be kept for study purpose in the library only for all category members.
12. Members are not allowed to write, mark or fold the pages of the book.
13. For damaging the book in any form the member has to replace the book by a new one. Otherwise Member may lose the membership status.
14. An issued book can be reserved. After receiving from the earlier member, this book will be kept un-issued for 3 days.
15. Students must follow the rules and maintain the discipline while using the library.
16. Any Student who is found responsible for destruction of library property, torn books, scribbling in the library books will be strictly fined and punished.
17. Librarian will take advice and guidance from the Principal to take decision on library matters.
18. Mobile Phones are strictly prohibited in Library.

Library Authority :-

Ms. Suchitra Mandal
(Asst. Librarian)

Ar. Neha Agase
(Lib. In Charge)

Dr. M. S. Mishra
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Library Facilities & Services

1. Air-Conditioned Library
2. Digital Library
3. Latest International and National Journals & Magazines.
4. Back Volume Journals.
5. E-News shared through WhatsApp Group & Newspaper Clippings.
6. Xerox and Printout Facility.
7. CD's
8. Latest & Old University Syllabus.
9. Old University Question Papers.
10. Connectivity-LAN.
11. Internet Services.
12. WIFI Zone
13. Infibnet N-List [Access to 6000 E-Journals and 1,64,300 E-Books].
14. NDL [Access to 6,00,000 E-Books through NDL Registered Email].
15. Display of arrival of newly added books on Notice Board.
16. Weekly Display of Employment News on Notice Board and shared through WhatsApp Group.
17. Induction Programmes for fresher student.
18. Online Public Access Catalogue for Book Searching (Author, Title, Book Id, Publisher, Subject, Class, Keyword, ISBN, Accession Number, Year of Publication)
19. Book Stacking Facility.
20. Exhibition of Books.
21. Library Loan
22. Referral Service
23. Fire Extinguisher.
24. Life News Channels Hindi/English.

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DIVIDATION OF MAIC LIBRARY

Introduction: Maharaja Agrasen International College (MAIC) is run by Maharaja Agrasen Charitable Trust and is affiliated to Pt. Ravishankar University Raipur.

MAIC Library which accommodates not only the latest editions of the prevailing print media but also provides the services of an electronic Library with a collection in the areas of Advanced Technology, Management, and General Reference. The Library is equipped, with modern facilities like: Multimedia systems, Interactive CD-ROMs, videos, Computer based learning packages and Internet.

Library is divided in section as:

- **Reference Section**
- **Circulation Section**
- **Reading Section**
- **Acquisition Section**
- **Classification Section**
- **Text Section**
- **Periodical Section**
- **E-Resource Section**
- **Reprography Section**
- **News Paper Section**

Reference Section:

- **Issue and Return of Books**
- **Issue and Return of Journals / Magazine**
- **Question Paper available in past University Examination**
- **Relevant News Paper Clipping**
- **English / Hindi News Paper available (Daily / Weekly)**
- **Current and Past University Syllabus available.**

Circulation Section:

- **Membership Form**
- **Issue Membership Card**
- **Issue and Return of Books**
- **Fine Mentioned for Overdue Period.**

- **Membership:** Membership is open to Students / MAIC Staff.
- **Annual membership** entitles the members to use the information services for a period of one year.
- Every member is issued a membership card. Members are expected to bring this card when visiting the library and present it at the entrance, if asked for.

A. Students membership entitles the members to:

- Borrow two book for period of 15 days.
- Access our reference and information services including current issues of periodicals and newspapers.
- Access our Reference and Reading facilities.
- Use our multimedia CD-ROMs and other learning packages.
- Reference books use to photocopy.

B. MAIC Staff membership entitles the members to:

- Borrow Five books for Regular Staff for period of one Month.
- Borrow two books for Visiting Staff for period of Month.
- Staff Member will not lend books to Students. It has been a practice that Students take books in the name of Staff Members.
- Books will not be issued to any new person who comes for demonstration Lectures or as Guest.
- Teachers should not send students or supporting staff for getting/Issuing/returning books from the library.
- Access our reference and information services including current issues of periodicals and newspapers.
- Access our Reference and Reading facilities.
- Use our multimedia CD-ROMs and other learning packages.
- Reference books use to photocopy.

C. MAIC Staff membership entitles the members to:

- **Membership Cards** are non-transferable. If the card is lost, it should be reported immediately. Duplicate Card will be issued on payment of Rs. 50/-.
- **Lost/Damaged Books** must be paid for. Members are advised to check the book and periodical before they are issued. Members must return the book(s) and periodical(s) on or before the due date.

- **Overdue charges or late return of books is Rs.2/- per book per day.**

Books Loan providing for Library member to full amount deposit in library & Borrow three book (Not issue Reference Books) for period of 20 days. Overdue charges or late return of books is Rs.2/- per book per day.

Timings

The MAIC Library is open from: 8.30. AM 3.30 PM on all college working days

For further details please contact:

Librarian, MAIC Library, Maharaja Agrasen International College, Raipur-492001



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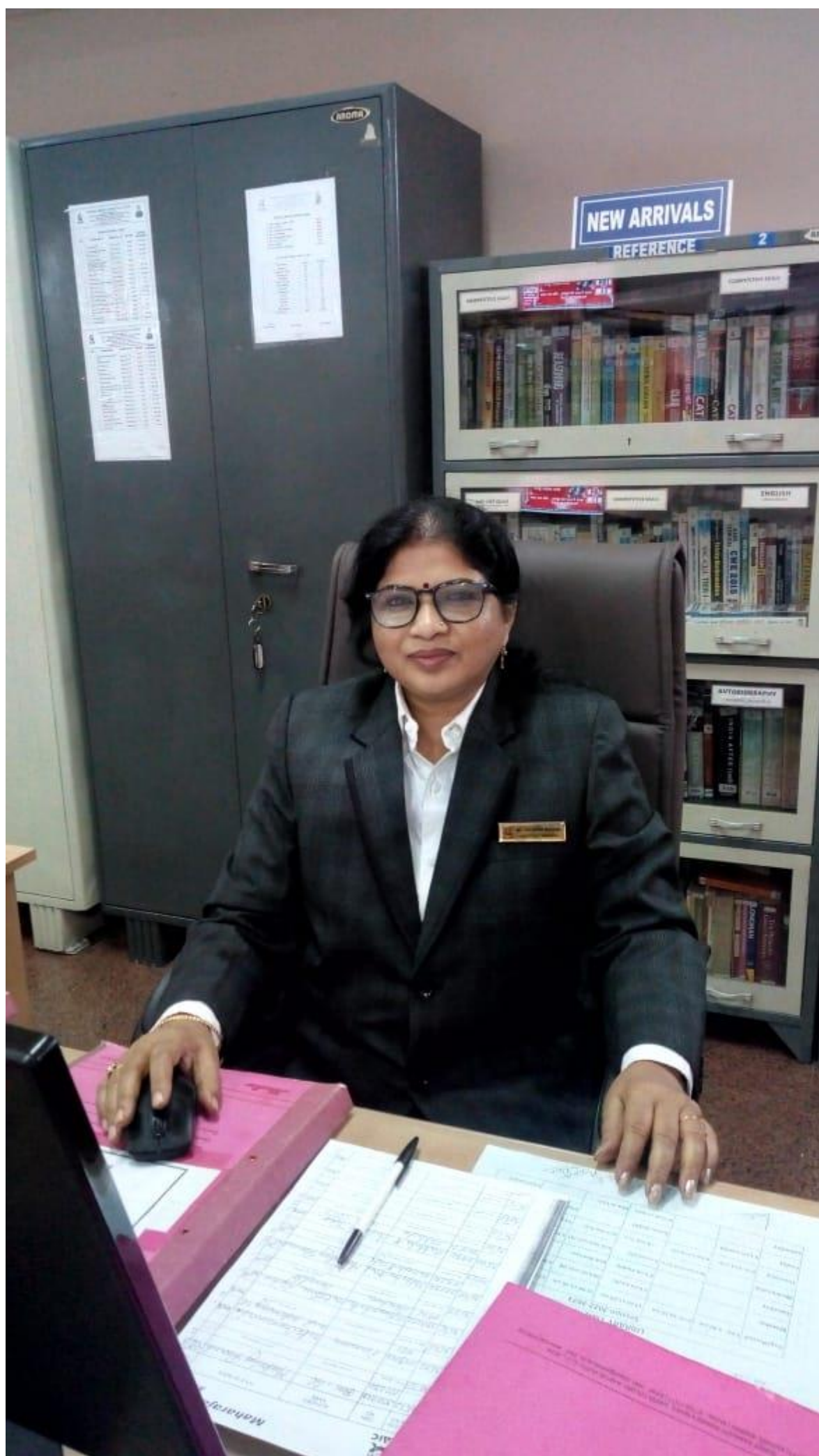
PURCHASING PROCESS

STEPS	ACTIVITY	RESPONSIBILITY	REF. DOC
1	Firstly we take the recommendation of books from staff and students as per the requirement.	Librarian	Books Suggestion Form
2	Then verification is done whether the recommended book are present in the library or not.	Librarian/Library Asst.	Acc. Register/ Excel sheet
3	List of recommended. Books are presented before the Management for Approval.	Librarian	Books Approval Letter
4	Review the list of recommended Books availability, No. of Copies, Budget, different quotation of different vendors are arranged.	Librarian	Books List
5	List of recommended books, number of copies, budget, and quotation are presented before the management for the approval.	Management	Books List and Quotation
6	After approval of Books by the Management purchase order are prepared by the librarian.	Librarian	Books Approved Letter
7	Books for purchased only from approved vendors.	Librarian	Approved List
DIRECT PURCHASE			
8	Apart from recommended books, if any urgent requirement is presented by students or Faculties.	Librarian	Books list
9	Requisition sheet come through Hod's then the names of the books are collected, and send for approval, after approval goes for direct purchase.	Librarian	Books list

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B.A,B.Lib&I.Sc.

M.Lib & I.Sc

Ms.Deep Kumari
(Library Assistance)

M.A,B.Lib,PGDCA