

## POLICY

- To support Teaching-Learning process.
- To inculcate reading habits.
- Updating the stock of documents.
- To satisfy user's need to optimum level.

LIBRARY RESOURCES		
SR.NO.	Particulars	Number
1	Total Collection of Books	7101
2	Donated Books	10
3	Specimen Copy	50
4	Non Book Materials	NIL
5	Total Journal & Periodicals	18
6	News papers	8
7	Projected/Dissertation	10

## TIMING

All the facilities are available during the working days between 7:30 am to 5:30 pm.

## SOFTWARE

- Lib-Man package procured in March 2017
- Data base of all Books is updated.
- In-House operation like Acquisition, Circulation and OPAC automated.
- Bar coding of all books for maintaining speed and accuracy.

## SERVICES TO CLIENTELE

- 28 Members of N-LIST-INFLIBNET Database from 2017.
- Reading room facility.
- Circulation of reading material including text books, Newspapers.
- Inter Library Loan in Institution of college.
- Book Bank Scheme.
- Internet Facility is available for Students.