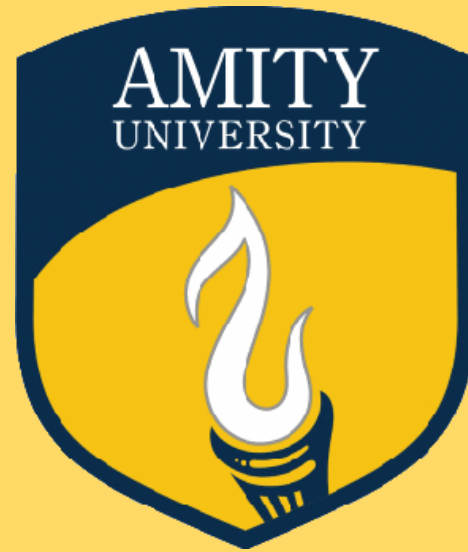


Amity University Rajasthan

NAAC Criteria IV: Key Indicator 4.2

Library as a Learning Resource



Amity University Rajasthan, Jaipur



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INTRODUCTION

- Amity University Rajasthan, Jaipur has Libraries located at three locations:
 - i. Central Library,
 - ii. Department Library of Amity Law School &
 - iii. Department Library of Amity School of Architecture & Planning.
- Central Library is located at SRC building 3rd floor & department Libraries are located their concern blocks . The total area of the library are 1772 Sqr. Meters.
- Library is fully automated/computerized with Library Management Software (LMS) “Koha” which functions from cataloguing to security protocols which are integrated. The Acquisition, Cataloguing, Circulation, Serial Control, Membership, Web OPAC etc. is all automated.
- Dewey Decimal Classification is used (International Classification Scheme) for arranging of books.
- Libraries are well equipped with text books, reference books, journals, magazines, e-resources and newspapers etc.

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INTRODUCTION



- Fully Air-conditioned
- Fully Wi-Fi
- Collection of around 43 thousand books
- Over 13 thousand electronic journals
- Over **18 thousand electronic** books
- Print magazines, audio, video, CDs, DVDs



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LIBRARY FACILITIES & SERVICES

LIBRARY FACILITIES

- Total covered area 1772 sq. meters
- Seating capacity: 365 users
- Fully Air-conditioned
- Internet 100 mbps 24x7
- CCTV camera

LIBRARY SERVICES

- Circulation of Books
- Web-OPAC
- Reference Services
- Current Awareness Services

ACCESS TO LIBRARY

- Users entry must be on Entry register
- All stream highlighted on books racks
- The Circulation & OPAC system in the Library is facilitated with Koha Library Management Software.
- **Go to Library Web Portal(OPAC)**
- <http://10.2.2.20> (within the campus)

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LIBRARY AUTOMATION: KOHA SOFTWARE

Mail - Sonu Kumar - Outlook x Koha staff client x +

Not secure | 10.2.2.20:8080/index.html

Circulation Patrons Search Cart More

14871 | Central-Library Help

koha Enter patron card number or partial name: Submit

Check out Check in Renew Search patrons Search the catalog

Home

News

Welcome to Koha
Welcome to Central Library, Amity University Rajasthan
Posted on 10/29/2007 Edit | Delete | New

What's Next?
Now that you've installed Koha, what's next? Here are some suggestions:

- Read Koha Documentation
- Read/Write to the Koha Wiki
- Read and Contribute to Discussions
- Report Koha Bugs
- Submit Patches to Koha using Git (Version Control System)
- Chat with Koha users and developers

Posted on 10/29/2007 Edit | Delete | New

Circulation

Patrons

Advanced search

Lists

Authorities

Cataloging

Serials

Acquisitions

Reports

Tools

Koha administration

About Koha

Windows taskbar: Internet Explorer, File Explorer, Google Chrome, Mail, Word, PowerPoint

System tray: 2:24 PM 3/3/2022



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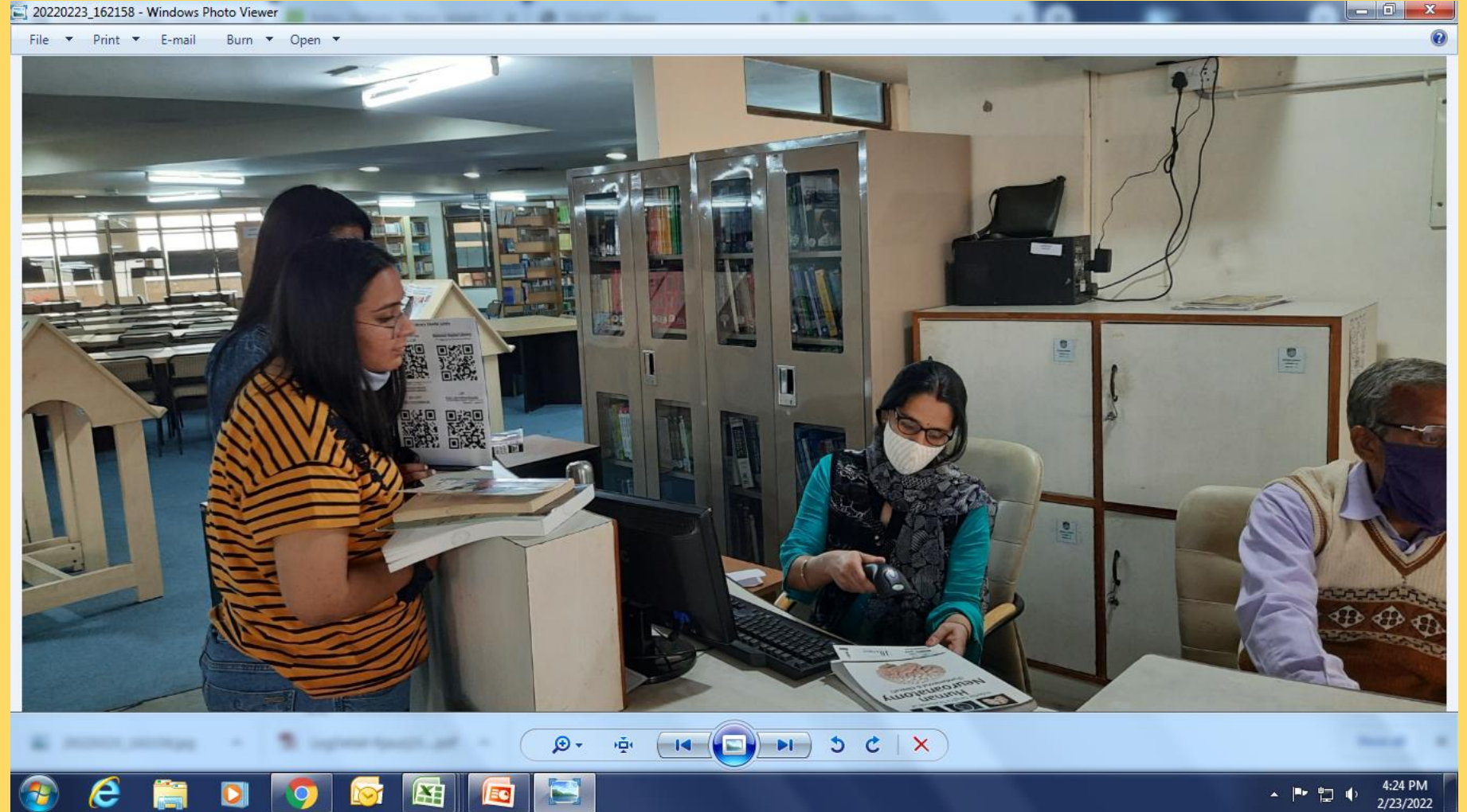
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LIBRARY AUTOMATION: CIRCULATION SEARCH

The screenshot displays the Koha library automation interface. At the top, the browser address bar shows the URL: 10.2.2.20:8080/cgi-bin/koha/members/moremember.pl?borrowernumber=3177. The Koha logo is visible on the left. A search bar contains the patron ID 'NT26789'. Below the search bar, the system identifies the patron as 'Mr Neeraj Kumar (NT26789)'. The interface is divided into several sections:

- Contact information:** E-39 UGF-101, Balaji Enclave, Ghaziabad, Uttar Pradesh. Primary phone: 8885021132. Secondary phone: 8287034791. Primary email: neeraj.blisc@gmail.com. Date of birth: 08/01/1982 (39 years). Gender: Male.
- Library use:** Card number: NT26789. Borrowernumber: 3177. Category: NT (NT). Registration date: 07/30/2018. Expiration date: 01/01/2028. Library: Central-Library. Show checkouts to guarantor: No. Username: NT26789. Password: *****.
- Additional attributes and identifiers:** Course/Institution: Library. Show barcode on the summary screen items listings: Yes.
- Patron messaging preferences:** A table with columns for 'Days in advance', 'Email', and 'Digests only'.

| | Days in advance | Email | Digests only |
|----------------|-----------------|--------------------------|--------------------------|
| Item due | - | <input type="checkbox"/> | <input type="checkbox"/> |
| Advance notice | 1 | <input type="checkbox"/> | <input type="checkbox"/> |
| Hold filled | - | <input type="checkbox"/> | - |
| Item check-in | - | <input type="checkbox"/> | - |
| Item checkout | - | <input type="checkbox"/> | - |

The Windows taskbar at the bottom shows the system time as 3:30 PM on 3/14/2022, with a temperature of 36°C and weather conditions of Haze.



LIBRARY AUTOMATION: CIRCULATION CHECK-IN

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The screenshot displays the Koha library automation interface. At the top, there is a navigation bar with 'Circulation', 'Patrons', 'Search', 'Cart', and 'More' options. The user is logged in as 'NT26789 | Central-Library'. The main content area is titled 'Check in' and features a search box for 'Enter patron card number or partial name:' with a 'Submit' button. Below this, there are buttons for 'Check out', 'Renew', and 'Search the catalog'. The 'Check in' section includes a form for 'Enter item barcode:' with the value '16335' and a 'Submit' button. An 'Options' section contains a checkbox for 'Book drop mode'. Below the form is a 'Checked-in items' table with columns for Due date, Title, Author, Barcode, Home library, Holding library, Shelving location, Call number, Type, Patron, and Note. The table shows one item checked in: 'Foundations of software testing' by Mathur, afitya P. with barcode 16335, located at Central-Library. The patron is Neeraj Kumar, (NT) with 1 checkout.

| Due date | Title | Author | Barcode | Home library | Holding library | Shelving location | Call number | Type | Patron | Note |
|---------------------|---------------------------------|-------------------|---------|-----------------|-----------------|-------------------|-------------|--------------|------------------------------------|------|
| 04/13/2022 11:59 PM | Foundations of software testing | Mathur, afitya P. | 16335 | Central-Library | Central-Library | | 005.1 M42F | General Book | Neeraj Kumar, (NT) Checkouts: 1 | |

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The screenshot shows the Koha library automation software interface. The browser address bar displays the URL: 10.2.2.20:8080/cgi-bin/koha/circ/circulation.pl. The page title is "Circulation > Checking out". The user is logged in as "Mr Neeraj Kumar (NT26789)".

Navigation: Home > Circulation > Checkouts > Mr Neeraj Kumar (NT26789)

User Profile: Mr Neeraj Kumar (NT26789). Profile picture and contact information are visible on the left sidebar.

Checkout Form: "Checking out to Mr Neeraj Kumar (NT26789)". Enter item barcode: 16335. Check out button.

Attention: Overdues: Patron has ITEMS OVERDUE. See highlighted items below.

Messages: Add a new message.

Checked out: Foundations of software testing (16335). Due on 04/13/2022.

2 Checkouts(s) | 0 Holds | Restrictions

Number of checkouts by item type: Column visibility, Excel, CSV, Copy, Print.

| Due date | Title | Item type | Location | Home library | Checked out on | Checked out from | Call no | Charge | Fine | Price | Renew | Check in |
|--------------------|--|--------------|----------|-----------------|---------------------|------------------|------------|--------|------|-------|--|---|
| Today's checkouts | | | | | | | | | | | | |
| 04/13/2022 | Foundations of software testing by Mathur, afitya P. 16335 | General Book | | Central-Library | 03/14/2022 03:13 PM | Central-Library | 005.1 M42F | 0.00 | 0.00 | 0.00 | 0 Not renewable (0 of 0 renewals remaining) | <input type="checkbox"/> |
| Previous checkouts | | | | | | | | | | | | |
| 12/12/2021 | Art and Print Production by Sarkar, N. N. 10034 | General Book | | Central-Library | 11/12/2021 10:48 AM | Central-Library | 769 S19A | 0.00 | 0.00 | 0.00 | 0 Not renewable (0 of 0 renewals remaining) | <input type="checkbox"/> |
| Totals: | | | | | | | | 0.00 | 0.00 | 0.00 | Renewal due date: <input type="text"/> | Forgive fines on return: <input type="checkbox"/> |

Always show checkouts immediately

Renew or check in selected items | Renew all



LIBRARY AUTOMATION: ONLINE CATALOGUE

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Web OPAC

The screenshot shows the Amity University Rajasthan Central Library Web OPAC interface. The search bar contains the text "principles of management". A red circle highlights the search bar with the text "Title wise search". The interface includes a navigation menu with "koha", "Cart", and "Lists". The header displays "AMITY UNIVERSITY RAJASTHAN CENTRAL LIBRARY" and "Welcome, Dr Sonu Kumar". The search bar has a dropdown menu set to "Library catalog" and a "Go" button. Below the search bar, there are links for "Advanced search", "Authority search", and "Tag cloud". The main content area features a "New Arrivals" section with book covers, a "Choose a group to see which titles are new to the library" dropdown menu, and a "Library Timing" table.

| Days | Timings |
|---------------|-------------------------|
| Monday-Friday | 9:00 A.M. to 09:00 P.M. |
| Saturdays | 9:00 A.M. to 5:00 P.M. |

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LIBRARY AUTOMATION: ONLINE CATALOGUE

Web OPAC

The screenshot displays a web browser window with multiple tabs open. The active tab is 'Central Library, Am...', showing a search results page for 'principles+of+management'. The page layout includes a left sidebar with navigation links and a main content area with search controls and a list of results.

Search Results:

- 1. Principles of Food, Beverage and Labor Cost Controls**
by Dittmer, Paul R. & Keffe, J. Desmond.
Edition: 9th
Material type: Book; Format: print ; Literary form: Not fiction
Publisher: New Delhi Johan Wiley 2010
Availability: **Items available for loan:** Central Library [Call number: 641 D63P] (1).
★ ★ ★ ★ ★
Place hold Save to lists Add to your cart
- 2. Principles of Organizational Behaviour**
by Fincham, Robin & Rhodes, Peter.
Edition: 4th
Material type: Book; Format: print ; Literary form: Not fiction
Publisher: New Delhi Oxford University Press 2010
Availability: **Items available for loan:** Central Library [Call number: 658 F49P] (2).
★ ★ ★ ★ ★
Place hold Save to lists Add to your cart
- 3. Principles of Microeconomics**
by SALVATORE, DOMINICK.
Edition: 5th
Material type: Book; Format: print ; Literary form: Not fiction
Publisher: New Delhi Oxford University Press 2010

Left Sidebar Navigation:

- Availability: [Limit to currently available items.](#)
- Authors: [Kotler, Philip; Arms...](#), [Myers, Brealey; Moha...](#), [Nolakha, R.L.](#), [Tripathi, P. C. & Re...](#), [Tripathi, P. C.; Red...](#), [Show more](#)
- Holding libraries: [Central Library](#), [Library \(Amity Law School\)](#)
- Item types: [Book Bank](#), [CD](#), [General Book](#), [Law General Books](#), [Reference Book](#), [Show more](#)
- Locations: [Book bank](#), [General](#)

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LIBRARY AUTOMATION: SERIALS CONTROLS

Web OPAC

The screenshot displays the Koha Serials Web OPAC interface. At the top, there is a navigation menu with options: Circulation, Patrons, Search, Cart, and More. The user is logged in as NT26789 at Central-Library. The main search area features the Koha logo and a search box for subscriptions with fields for ISSN and Title, and buttons for Submit, Advanced search, Search subscriptions, Check out, and Search the catalog. Below the search area, there is a list of actions: Claims, Check expiration, Manage frequencies, Manage numbering patterns, and Add subscription fields, along with a '+ New subscription' button. The browser's address bar shows the URL 10.2.2.20:8080/cgi-bin/koha/serials/serials-home.pl. The Windows taskbar at the bottom shows the time as 3:46 PM on 3/14/2022, with a temperature of 36°C and a haze condition.

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LIBRARY AUTOMATION: ACQUISITIONS' ALERT

The screenshot shows the Amity University Rajasthan Central Library website. The browser address bar displays '10.2.2.20/#'. The page header includes the Koha logo, a shopping cart icon, a 'Lists' dropdown, and a welcome message for 'Dr. Sonu Kumar'. A search bar is present with a dropdown menu open, showing options: 'Library catalog', 'Title', 'Author', 'Subject', 'ISBN', 'Series', and 'Call number'. The 'Library catalog' option is highlighted. Below the search bar, there are links for 'Advanced search' and 'Tag cloud'. The main content area features a 'New Arrivals' section with a dark blue header and a row of book covers, including 'Design for Climate Change' and 'Urban Spaces'. To the right of the book covers, there is a section titled 'Choose a group to see which titles are new to the library' with a dropdown menu set to '-- Please Choose --'. Below this is a 'Library Timing' section with a table:

| Days | Timings |
|---------------|-------------------------|
| Monday-Friday | 9:00 A.M. to 08:00 P.M. |
| Saturdays | 9:00 A.M. to 5:00 P.M. |

The Windows taskbar at the bottom shows the system clock as 4:32 PM on 2/23/2022.

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ONLINE E-RESOURCES: AMIZONE ACCESS

E -Books/E-Journals/ E-Articles/Databases:

IEEE Xplore, Oxford University Press, Science Direct, Taylor & Francis, Scopus, DELNET, Refread Collection, NDL, e PG Pathsala etc.

Legal Databases (SCC online, AIR Online)



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ONLINE E-RESOURCES: AMIZONE ACCESS

How to Use of E-Resources?

The screenshot shows a web browser window displaying the Amity eLibrary homepage. The browser's address bar shows the URL 'amity.refread.com/#/home'. The page header includes the Amity University eLIBRARY logo, navigation links for 'eResources', 'Explore More', and 'News', and a user profile for 'Dr Sonu'. The main heading is 'Amity eLibrary' with the tagline 'Serving You 24x7 | 500,000+ eResources | Everywhere'. A search bar is prominently displayed with a dropdown menu set to 'All Publications' and a search input field containing 'Enter Keywords to Search'. Below the search bar, there are links for 'Search Tips' and 'Watch Tutorial'. A 'Recent Searches' section lists terms like 'mass communicat...', 'architecture', 'microbiology', 'biotechnology', 'management', and 'computer scienc...'. The page is decorated with illustrations of people using library services. The Windows taskbar at the bottom shows the time as 3:46 PM on 2/23/2022.



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ONLINE E-RESOURCES: AMIZONE ACCESS

DETAILS OF E-RESOURCES

The screenshot shows the Amity University eLibrary interface. The main content area is divided into four columns of e-resources:

| By Discipline | By Publisher | By Format | By Collections |
|-------------------------|--------------------------|--------------------------|--------------------------|
| Agricultural Sc... 4K+ | IEEE Xplore 41K+ | *Remote Access ... 8 | 3D Printing |
| Astronomy 6K+ | OUP Journals 277 | Available in Li... 127K+ | Bioinformatics |
| Biochemistry 2K+ | Refread Collect... 425K+ | Conference Proc... 36K+ | Digital Marketing |
| Biology 4K+ | SCC Online 1 | Ebooks 18K+ | IOT |
| Biotechnology 17K+ | Scienccdirect J... 980 | Journals 13K+ | Machine Learning |
| Botany 13K+ | Scopus 1 | Magazines 65 | Mechatronics |
| Chemical Engine... 35K+ | Taylor & Franci... 1K+ | Thesis & Disser... 270K+ | Nanostructured Materials |
| Chemistry 33K+ | | Video Lectures 129K+ | Nanotechnology |
| Civil Engineeri... 7K+ | | | Smart City Design |
| Computer Scienc... 22K+ | | | |

At the bottom of the grid, there is an alphabetical index (A-Z) and an 'ALL CONTENT' button.

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ONLINE E-RESOURCES: DELNET

The screenshot displays the DELNET website interface. At the top, the DELNET logo is visible with the tagline "Developing Library Network". A navigation menu includes links for About Us, Membership, Services, Resources, Publications, Software Support, Programmes, Member Testimonials, and Contact Us. A prominent banner features a large red "25" with the text "Years of Commitment" and "1992-2017", along with the slogan "Networking Libraries, Spreading Knowledge". Below the banner, there are buttons for "New Discovery Portal" and "DELReSS Portal for Schools". A "Latest Updates" button is also present. On the right side, a "WELCOME" banner is displayed, followed by a login form for "Institution: Amity University Rajasthan". The form includes a "Click here to continue" button and a "Feedback" link with the email "sangskau2003@yahoo.co.in". Below the login form, a list of resources is provided: "Access Millions of Networked Library Resources through DELNET", "3,50,00,000+ Books available for loan", "1,00,000+ list of Journals", "5,000+ Full-text E-journals", and "1,00,000+ Thesis/Dissertations". A blue button at the bottom of this section reads "Providing Information Support Services to the Scholarly World". The browser's address bar shows "delnet.in" and the page is secured. The Windows taskbar at the bottom indicates the time as 3:54 PM on 2/23/2022.

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ONLINE E-RESOURCES: DELNET

DELNET

The screenshot shows the DELNET website home page with the following sections:

- Knowledge Gainer Portal**: Access Full Text E-books, E-journals, E-articles, etc.
- Language Learning Portal**: English, Foreign Languages
- Manuscripts & Rare Books**: Access it
- E-BOOKS**: Autobiographies & Biographies, E-Books: Read and Download them online, Full-Text Medical Books
- THESIS/DISSERTATIONS**: EBSCO Open Dissertations, Global Full-text Thesis and Dissertation, Networked Digital Library of Thesis and Dissertations, Yale Medicine Thesis Digital Library
- E-JOURNALS (Full-Text)**: Aerospace Sciences E-journals, Agriculture & Horticulture E-journals, Architecture E-journals, Arts, Commerce and Science Collection of E-Journals, Ayurveda E-journals, Dental E-journals, Education E-journals, Engineering and Technology E-journals, Fashion Technology, Homeopathy, Hotel Management E-journals, Law E-journals, Library and Information Technology E-journals, Management E-journals, Mass Media E-journals, Medical E-journals, Nursing E-journals, Pharmacy E-journals

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ONLINE LIBRARY ACCESS: AMIZONE SNAPSHOT

LOGIN IN AMIZONE (E-RESOURCES)

The screenshot displays the Amizone web portal interface. At the top, there is a navigation bar with the Amizone logo and a welcome message: "Welcome Dr Sonu Kumar [14871]". Below this, there are tabs for "Day", "Week", and "Month", with "Day" selected. The main content area shows a calendar for Wednesday, February 23, 2022, with a highlighted event: "Event - Vigyan Ek Ullahas : STUTI : Synergistic Training Program Utilizing the Scientific And Techno...". Below the calendar, there is a "News & Events" section with a list of upcoming events, including "Understanding Securities Market (Feb 21 2022 To Feb 25 2022)", "Education Awareness camp (Feb 19 2022)", "Second Language Acquisition and Memory Science (Feb 18 2022)", "Webinar on 'Pre-opening Hotel -management phases and procedures' (Feb 18 2022)", and "Amity University organizes International Conference on Comparative Law, 2022 in collaboration with School of Business and Law, Edith Cowan University".

On the right side of the page, there is a "Login" section with fields for "User Name" and "Password", and a "Login" button. Below the login section, there is a "RANKED AMONGST THE TOP 3% UNIVERSITIES GLOBALLY" banner for Amity University. Further down, there is a "Virtual Lab Research Repository" section and a "Live Online Classes" section with a link to download "Microsoft Teams".

The bottom of the page shows a Windows taskbar with various application icons and a system tray displaying the time as 3:40 PM on 2/23/2022.

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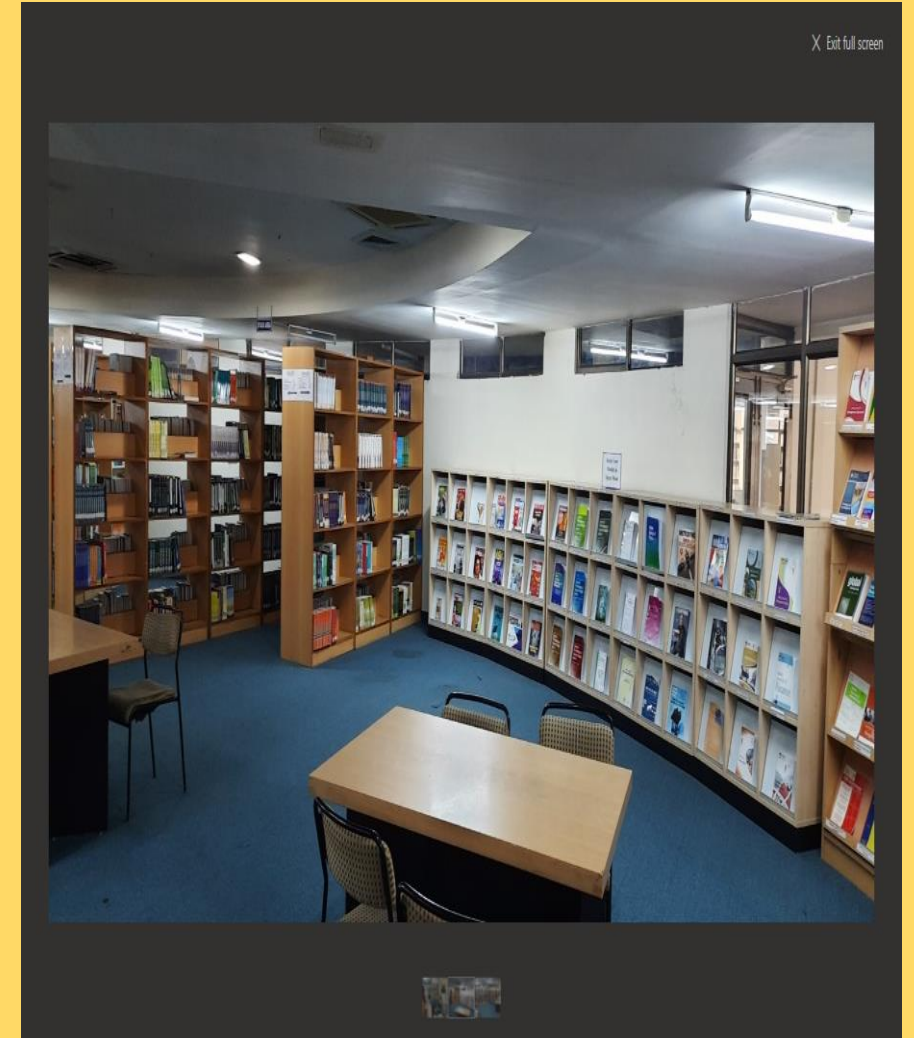
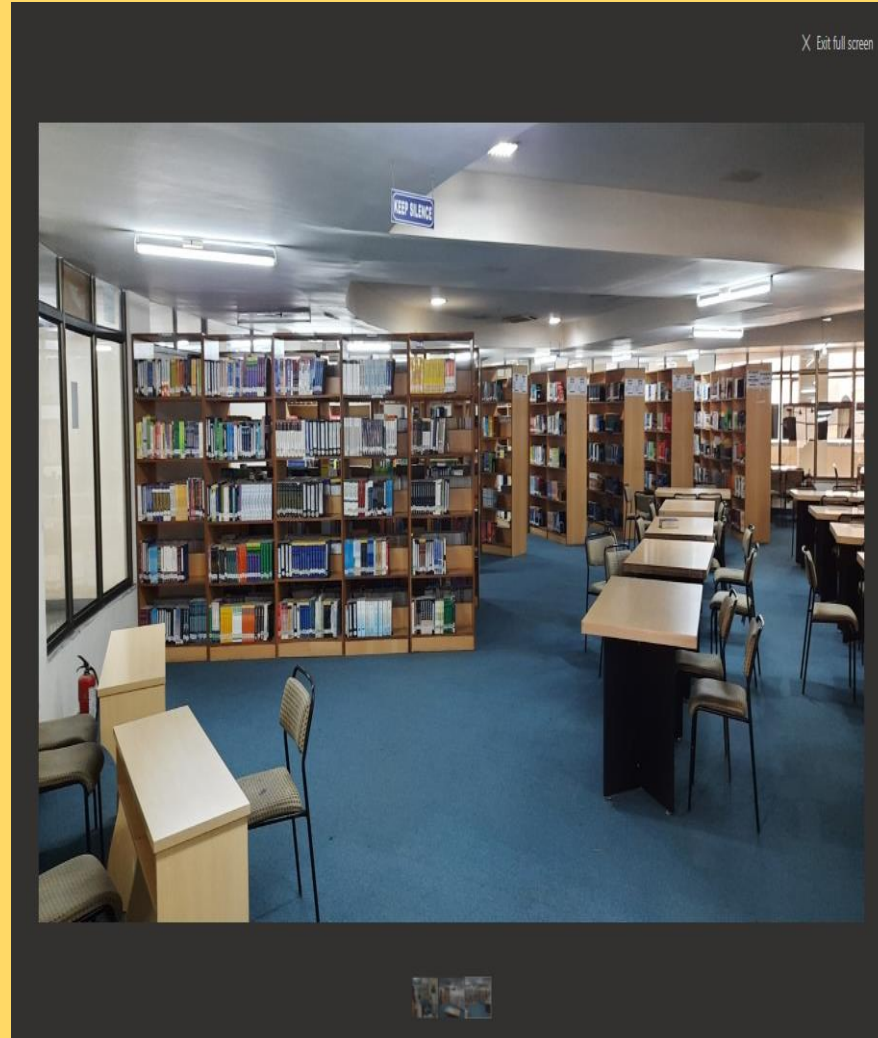
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LIBRARY: STACKING ARRANGEMENT

LIBRARY STACKS



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LIBRARY USES & OTHER DETAILS

The students' regularly using library as per details given below:

- Average number of walk-ins (per month): 3550 (Year-2021-22)
- Average number of books circulation (per month): 763 (Year-2021-22)
- Ratio of library books to students enrolled: 13.69 per student
- Average number of books added during the last five years: 853 (June 2017 to June 2022)

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LIBRARY COLLECTION

| Sr. No. | Resources | | Total |
|---------|-----------------------------|---------|--------|
| 1 | Books | Title | 12069 |
| | | Volumes | 42896 |
| 2 | E-Books (open access) | | 18000+ |
| 3 | Print Journals (subscribed) | | 81 |
| 4 | E- Journals (subscribed) | | 5000+ |
| 5 | E- Journals (open access) | | 8000+ |
| 6 | Magazines (subscribed) | | 26 |
| 4 | CD/DVD Collection | | 1711 |
| 5 | Newspapers | | 09 |
| 7 | Project Reports | | 972 |
| 8 | Ph.D. Thesis | | 139 |

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LIBRARY COLLECTION: NEWSPAPER/ MAGAZINE

PRINT NEWSPAPERS

1. Dainik Bhaskar
2. Hindustan Times
3. Business Standard
4. The Financial Express
5. The Hindu
6. The Economic Times
7. The Times of India
8. Rajasthan Patrika
9. Employment News

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LIBRARY HOURS

- Monday – Friday : 09:00 a.m. to 08:00 p.m.
- Saturday : 09:00 a.m. to 05:00 p.m.
- Sunday : : 09:00 a.m. to 05:00 p.m. (Open during Exams only)
- Library Closed - Holidays

LOAN PRIVILEGES AND FINE POLICY

- Students : 03 books (for 10 days)
- Research Scholars : 03 books (for 10 days)
- Faculty Members : 08 books (for 30 days)
- Non Teaching Staff : 03 books (for 30 days)
- Fine after due date as per AUR Library rules.

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LIBRARY RULES & REGULATIONS

- Library is open to bonafide members only.
- All users must maintain peaceful environment of study within and around AUR-Library. Talking, eating, smoking, using cell phones or sleeping is strictly prohibited.
- Member should produce their ID Card for borrowing library documents.
- Any violation of these AUR-Library Rules shall lead to forfeiture of the membership of concerned member. Appropriate disciplinary action may also be imposed.
- Entry in AUR-Library premises is allowed only after verifying Identity Cards. The Card should produce it on demand by any authorized AUR- Library staff.
- A member must enter his/ her name, address and time of entry and put his/ her signatures legibly in the register kept at the entrance for the purpose as a token of his acceptance to abide by the AUR-Library rules.
- Following articles that may cause undue inconvenience to other members are strictly prohibited inside the premises of AUR-Library.
- Private books and printed matters other than belonging to AUR-Library, Mobile phones,, compact discs, Umbrella, briefcases, boxes and such other articles. These may be kept outside in the pigeon-holes by members on their own risk.

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FUTURE PLANS & SUGGESTIONS

FUTURE PLANS

- Institutional Repository
- Radio-Frequency Identification RFID- Technology
- Knowledge-based Resource Centre
- Rich Collection
- IRINS

SUGGESTIONS

Suggestions are most welcome to improve the library and its services.

FOR ANY QUERY AND HELP CONTACT

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THANK YOU

