

INDIRA MAHAVIDYALAYA

KALAMB, DIST. YAVATMAL 445401

www.indiramahavidyalaya.com

AISHE ID: C-42925

Institution Track ID: MHCOGN15368

Criterion 4

Infrastructure and Learning Resources



KEY INDICATOR 4.2

Library as a learning Resource



Metric No. 4.2.1 (QIM)

Library is automated with digital facilities using Integrated Library Management System (ILMS), adequate subscriptions to e-resources and journals are made. The library is optimally used by the faculty and students.

Links for Additional Supporting Documents

LMS, Internet and Library Recourses etc.

<https://indiramahavidyalaya.com/pdfpage.php?unum=719>

Expenditure on Book Purchase with Audited Statements

<https://indiramahavidyalaya.com/pdfpage.php?unum=720>

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DECLARATION

This is to declare that the information, reports, photos, true copies, numerical data etc. furnished in this file as supporting documents is verified by IQAC and found correct.

B. S. S. S.
Co-ordinator
IQAC
Indira Mahavidyalaya
Kalamb



P. B. Mandake
PRINCIPAL
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LMS, Internet and Library Recourses etc.

Sr. No.	Particulars
01	Library Policy & Procedures
02	Technical Details Koha Software & its Version
03	Internet Facility Bill from BSNL
04	Certificate from Internet Provider (BSNL Office)
05	Documents related to N-List Subscription
06	Data related N-List users (Various days)
07	Screenshots Related to Shodhganga, E-Shodhsindhu & Shodhgangotri
08	Library Committee Minutes of the Meeting & Action Taken Report 2018-19; 2019-20; 2020-21; 2021-22 & 2022-23
09	Feedback Analysis Report of Library Users 2018-19; 2019-20; 2020-21; 2021-22 & 2022-23
10	Year wise statistics of Reference Book, Text Books, Journals, e-Books, Periodicals, CD's etc. 2018-19; 2019-20; 2020-21; 2021-22 & 2022-23
11	Library Usage Data of Students & Teachers 2018-19; 2019-20; 2020-21; 2021-22 & 2022-23

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Expenditure on Book Purchase with Audited Statements

Sr. No.	Particulars
1.	Table showing expenditure on book purchases over the last five years
2.	Audited statement highlighted the items of expenditure on book purchases over the last five years

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Date: 12/02/2020

Library Policy and Procedures

The Institute ensures that the library is accessible to all stakeholders, prioritizing the dissemination of knowledge and resources to everyone.

Working hours of library: Library is opened from 10:00 AM to 06: 00 PM on all working days.

Library Rules, Circulation Policy & Procedures:

- Every student entering the library premises should have an identity card. It should be produced as and when demanded by the library staff.
- Identity cards and library books are Nontransferable.
- Student must handle books or any other reading material with the responsibility. Defacing or tearing the pages will be treated as misconduct and the defaulter will be treated as misconduct and the defaulter will be strictly dealt with.
- Student must consider the above-mentioned condition before borrowing otherwise they shall be held responsible for any damage or mutilation noticed at the time of returning the book.
- Only two books will be issued on library account for a period of seven (7) days.
- Maximum ten books will be issued on faculties for a period of a semester.
- Open access for all members into library
- Reference books, periodicals/journals, compact disk are not issued on home lending.
- Book should be returned on or before the due date.
- If the book is returned after the due date a fine of Rs 2/- per day will be charged and it should be paid in cash.
- If the due date falls on a holiday the book should be returned on the next day

- If the books are not returned immediately after the holiday the fine will be calculated from the due date till it is returned
- The book will be reissued if it is not in demand. Period of extension of books will be allowed one time only.
- Fine will be charged for loss of books for the replacement of the same. Fine charged will be the printed price of the book or replacement of the same book.
- Eating, smoking and mobiles are strictly prohibited in the library premises.
- All cases of the infringement of above-mentioned rules will be reported to the Principal for appropriate action.
- Users/ Readers belonging should be kept on the rack
- Every student must follow the library rules strictly

Library Maintenance Policy & Procedure:

- The books and journals shall be examined for the purpose of removal, repair, or replacement at the end of each academic year.
- Any book if in torn or damaged condition will be sent for repair and binding.
- The same criteria for selection will be used for the removal of books from the collection.
- Books no longer useful to the Library's collection will be sold in old book exhibition and then disposed of.

B. S. Gole
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