



विश्वजीवनामृतं ज्ञानम्

LIBRARY MANUAL

Vision and Mission

Our long run objective is reflected in our vision which states:

"Global excellence in knowledge economy"

Our Mission

In pursuance of our vision we have short run mission as guidance:

- Teaching and research with focus on emerging technologies, business process and high-tech solutions in low-tech environment,
- Integrating technologies and management in cross-cultural environments,
- Shaping students innovative, entrepreneurial, supportive, assured and international.



Quality Policy

ABV-IITM Gwalior is committed at offering quality education, training, research, competency development and consultancy to the satisfaction of all its stakeholders. This institute, through its innovative teaching methods and research, aims at improving effectiveness of IT and management practices on a continuous basis. All along, the Institute works towards creating a knowledge-networked environment. We achieve this through:

- a. Proper understanding of quality policy and its effective communication across all levels,
- b. Adherence to this policy on a routine basis,
- c. Periodical audits on quality procedures.



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1. Introduction

The manual touches upon all important functional modules of the library and delineates a clear policy as to how the activities of the library like collection development, provision of information services, management of other academic support facilities.

ABV-IIITM Gwalior encourages the use of library for professional purpose. Individuals and organizations can use the library regularly either on a deposit or non deposit basis with prior approval from the concerned authority. The library brings out several publications for reference purposes. Some of the major services rendered by the library are reference, reprographic, bibliographic, document delivery, data search facilities, resource sharing with other libraries, etc. It also networks with libraries of leading institutions to offer reference, indexing and bibliographic services.

2. Brief about library

At present, the library is being operated from Academic block 'A' which is expected to move to its permanent location at the earliest. Institute library is equipped with high-speed servers and multimedia computers interconnected through Ethernet subnets which are in turn connected to the rest of the computers of the Institute through a campus wide network. The automated library uses computerization for circulation of books and browsing of some of the journals. Single bar-coded identity card, is provided to the users. The entire book collection is bar-coded and important in-house functions like acquisition, cataloguing and circulation are automated using the Alice 6.0 automation software. Some of the journals, database and the book database are available on the Institute network for browsing purposes.

The e-resource base includes several e-books and e-journals. A large number of video courses produced by several eminent professors from various premier institutes are made available to the users for browsing. The library collection also includes a large section of expensive reference books and, a large number of text books. The book bank facility which meant to cater the semester wise book requirement for the economically backward students of the Institute is also available. The demands of the ever-growing research areas are being catered with the help of latest volumes and different mechanisms to help the researchers get their research articles.

Dr. S. R. Ranganathan, father of library science development in India has famously said that the library is the trinity of 'learning resources, faculty/students and the library staff'.

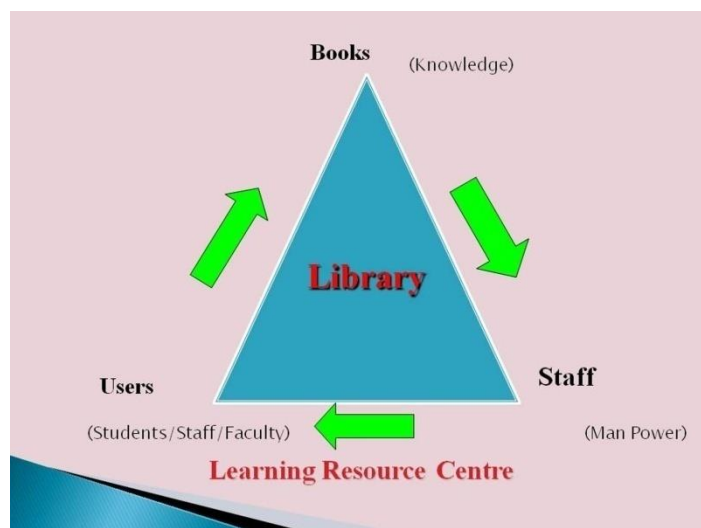


Fig. 1.1 Library Trinity

Library Sections

- 1.1 Main Book Section
- 1.2 Circulation Section
- 1.3 Periodical/Journals Section
- 1.4 Magazines Section
- 1.5 E-Learning Section
- 1.6 Book Bank Facility
- 1.7 Thesis Section
- 1.8 Reading/ Reference Section
- 1.9 Hindi Section
- 1.10 Newspaper Section

2.1 Main Book Section (Stack Section)

Main book section has a rich collection in the areas of Science, Technology, Engineering, Social Sciences, Management, and Applied Sciences. The collection comprises mainly with books, encyclopaedias, dictionaries, pamphlets, reports, back volumes, specifications, yearbooks, annual reports, etc. The collection is heavily used by the faculties, students, retired faculties, alumni members, corporate members, project coordinators, and research scholars. Above collection is housed on the ground floor of the library. The library has segregated specialized collections having separate sections.

2.2 Circulation Section:

The circulation section is situated on ground floor of central library, the gateway between users and documents so it plays a major role to library and Information System. The Alice 6.0 library software is used for handling various tasks of circulation section. The books can be issued after showing the library card which is issued after availing library membership.

All kind of queries by the users are being performed by this section. Please read the general library rules for the details regarding new membership registration, overdue charges, borrowing facility, fine for lost/ damaged books, and other norms.

The library circulation section performs various activities like:

- Providing library membership and issuing a barcode generated smart card.
- Issuing a duplicate library cards in loss.
- Issue/Return/Re-Issue and reservation of books, compact disk, bound volumes, etc.
- Collection and remittance of overdue charges, reminders for overdue books.
- Cancellation of membership and issue of No-dues.
- Recovering the cost of books if loss by users.

2.3 Periodical/Journals Section

Journals (current and bound) are issued strictly for reference in the library against library card not more than one journal shall be issued (overnight) for reference at a time. The journal must be handled with care. Photocopies of the articles published in the journal are allowed within the Institute premises. Library has 55 print and 462 bound volumes.

2.4 Magazines Display Section

Presently the display of magazines is housed in reading section, and Institute library plays a very important role in ensuring the optimum utilisation of magazines/ journals/ newsletter and annual reports, etc.

The latest available issue of the magazines, journals are to be referred within library premises and are not available for issuing out.

2.5 E- Learning Section (Digital Library)

The e-learning section maintains a large collection of digital learning collections, like; NPTEL (National Programme on Technology Enhanced Learning) Lecture CDs, business data CDs, textbook CDs and video cassettes. The e-learning sections have the readymade desktops to use of digital learning materials.

The section is aimed to provide barrier free access and independent reading of library materials. The section believes that with proper training and opportunity, visually challenged people can compete on terms of equality with their sighted peers.

2.6 Book Bank

The book bank is housed in the central library of the Institute. The collection consists of prescribed text-books in paperback editions. Book bank has about 3,000 books and caters to the needs of economically backward students through provisioning of a maximum of 6 books per semester. Students request for the same in the prescribed Proforma (available in library) after the notification. The notification usually appears in the beginning of a semester. The new arrivals in the book bank are displayed outside the book bank office in A-block for the information of students and others concerned.

2.7 Thesis Section

Thesis reports (summer & final) are strictly for reference in the library and no photostat is generally allowed. A minimum fine of Rs. 200/- will be imposed, if any project report is found damaged or taken out of the library. However in some exceptional/emergency condition, photocopies of some of the pages may be allowed subject to written permission of the in-charge library.

2.8 Reading/Reference Section

The library provides a quiet area for studying, and a common area to facilitate group study and collaboration. The reading rooms are open from 9:30 a.m. to 10 p.m. on all working days while the reading room remain entirely closed on (i) Independence Day, (ii) Republic Day, (iii) Mahatma Gandhi's Birthday and other special holidays. Admission to the reading room is free for all persons not less than 18 years of age and holding library membership card.

2.9 Hindi Section

The Hindi section has a large collection of poetry, drama, novel and biographies of personalities. A separate section has been created in library for Hindi publications.

2.10 Newspaper Section

The newspapers, press clippings are strictly for reference and study without removing any page/press clipping. Photo-copies are allowed within the Institute premises. The newspaper(s) should be folded properly after reading and kept back in the designated place.

2. Facilities & Services

3.1 Reference Service

Library houses all important reference sources like encyclopaedias, dictionaries, handbooks and manuals, statistics, yearbooks, magazine and newspapers. The collection ranges from general to subject specific sources. All the reference sources are housed in the ground floor reference section. Users can also contact staff on duty for any assistance.

3.2 Inter Library Loan

Library maintains an inter library loan arrangement with leading from various libraries. Apart from this, the library also has membership with DELNET, INFLIBNET and INDEST AICTE Consortium. Hence, all possible efforts must be made to make available the learning resources needed for the faculties, staff and students.

3.3 Reprographic Photocopying Services

Presently library maintains one heavy duty photocopying machine. Two operators are appointed to provide photocopying service in shift basis.

Copyright for reprographic services:

- Allows the copying of content from Indian publications as well as those from other countries.
- Reduces the risk and the potential cost of copyright infringement.
- Distribute the photocopy in the secured network of the organization.
- Scan material and form digital copies.

- Make available the digital copies in secured network of the organization.
- Make photocopies of a photocopy.
- Take topics from books for reference and distribute it in the organization.

3.4 Document Delivery Service

ABV-IIITM learning resource centre has been recognized as one of the twenty two document delivery centres established by UGC-INFLIBNET, Ahmedabad, DELNET, New Delhi and INDEST AICTE consortium. The centre delivers, on demand, the copies of research papers from 4000 and odd print journals subscribed by these 22 centres apart from 7000 and odd full text e-journals, conference proceedings and other materials. Access to all these journals has been provided through JCCC gateway portal. Users can also submit an online request in JCCC for the article from both print and e-journals.

3.5 Conference Alert Facilities

The library has a display panel on the front portion of library for displaying information, conference alerts, newly available book/ journals, events, and achievements of the Institute.

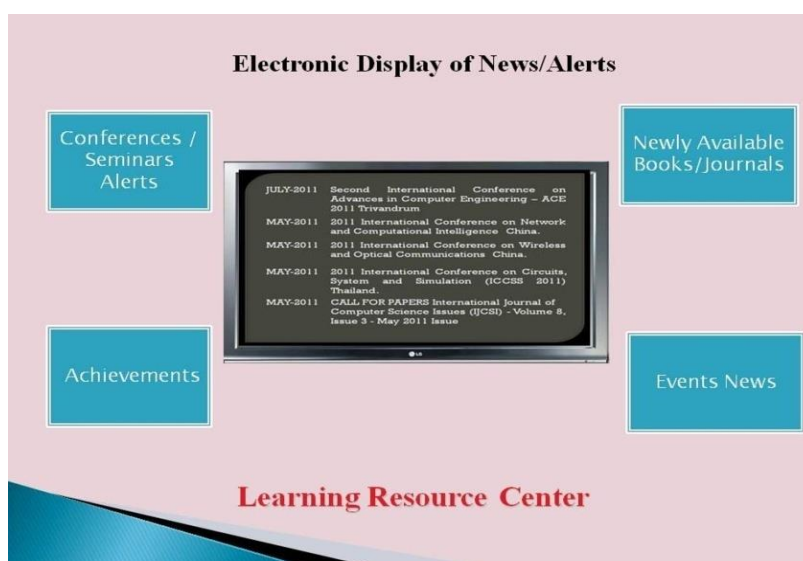


Fig. 1.2 Electronic Display Panel

3.6 Issue/Returns and Reservation

The library is availing issue/return/reservation facility through circulation counter (please see membership rules for details).

3.7 Digital Library Services

The Indian National Digital Library in Engineering Sciences and Technology (INDEST) Consortium was set up in 2003 by the Ministry of Human Resource and Development (MHRD) on the recommendation of an expert group appointed by the ministry. The IIT Delhi has been designated as the consortium headquarters to coordinate its activities. The consortium was renamed as INDEST-AICTE consortium in December 2005. The Institute is also a member of INFLIBNET (Information Library Network), Ahmadabad.

Digital library provides seamless access to various CD-ROM databases, electronic theses & dissertations, in-house bibliographic and full text databases, institutional repository, archive, etc.

3.8 Plagiarism Check Tool

The Institute has subscribed to turnitin tool for checking similarity of your articles in reference to the several resources published on the web. This to ensure for the fair acceptability of our articles among the business community. Every member of the library can take help of this tool for the similarity check before submitting their article(s) for peer review. This facility is user id based and hence is accessible either through the supervisor(s) or certain specific users assigned the credentials.

4. Collection Summary

4.1 Books

The library has five main sections, namely: i) main book section, ii) thesis section, iii) e-Learning section, iv) book bank, and v) reading room. Presently, the main section has a collection of almost 27,000 books while the book bank section has more than 3000 titles. Our books are mostly on Computer Science, Information Technology, Applied Sciences, and Management. However this does not imply that other subject areas have been neglected. There are sufficient titles on Business Administration, Organization Behavior, Human Resources, Industrial Relations, Economics, and other Social Sciences. Borrowing facilities are given only to the members of the library. Books can be borrowed against the library card (non-transferable) issued to the members. Borrowing is permitted only through the circulation counter, for list of books please visit the library inquiry OPAC.

4.2 Print Journals/Periodicals

Our library boasts of almost 55 print journal titles both from India and abroad. The summary has been given in the following table

Table 1.1: List of Print Journals

S No	Name of Journal	Source/Publisher
1	Communication of the ACM	ACM
2	Asian Management Review	AIMA, New Delhi
3	Journal of Computational & Theoretical Nano Science (CTN)	American Scientific Publisher
4	Journal of Library and information communication technology	Associated Pub. House Agra
5	Journal of Contemporary Management Research	Bharathidarsan Institute of Management Trichirappalli.
6	CURIE, Journal of Co operation Among University Research and Industrial Enterprises	Birla Institute of Technology & Science Pilani
7	International Journal of Computers, Communications & Control (IJCCC)	CCC Publications
8	Nanotech Insights	CKMNT
9	Management in Government	Dept. of Administrative Reforms & Public Grievances GOI
10	Economic & Political Weekly	Economical & Political Weekly
11	Abhigyan	FORE School of Management New Delhi
12	GITAM Journal of Management	GITAM Institute of Management Visakhapatnam
13	Foreign Trade Review	IIFT Delhi
14	Decision	IIM Calcutta
15	Vikalpa	IIM Ahmedabad
16	IIMB Management Review	IIM Bangalore
17	METAMORPHOSIS A journal of management research	IIM Lucknow
18	Journal of Services Research	IIMT Gurgaon
19	Journal of the Indian Institute of Science	IISc Bangalore
20	PARADIGM	IMT Ghaziabad
21	International Journal of Bioinformatics Research and Applications	Inderscience Publisher
22	International Journal of Industrial and Systems Engineering	Inderscience Publisher
23	Harvard Business Review	India Today Group New Delhi
24	Bulletin of Material Science	Indian Academy of Science Bangalore
25	Pramana	Indian Academy of Science Bangalore
26	Industrial Engineering Journal	Indian Institute of Industrial Engineering
27	Indian Journal of Management Technology	Institute of Management Technology-Nagpur
28	Journal of Computer Science	Karpagam Publication Coimbatore

29	Labour Law Reporter	LLR, New Delhi
30	Vision	MDI GURGAON (sage pub.)
31	Evolutionary Computation	MIT Press
32	Int. J of Information Dissemination and Technology	MMU Amballa
33	Indian Journal of Engineering & Material Sciences (IJEMS)	NISCAIR New Delhi
34	Indian Journal of Pure & Applied Physics (IJPAP)	NISCAIR New Delhi
35	Indian Journal of Traditional Knowledge (IJTK)	NISCAIR New Delhi
36	Journal of Intellectual Property Right (JIPR)	NISCAIR New Delhi
37	Journal of Scientific and Industrial Research (JSIR)	NISCAIR New Delhi
38	Natural Product Radiance (NPR)	NISCAIR New Delhi
39	Annals of Library And Information Studies	NISCAIR New Delhi
40	YOJANA	Publications Division-Ministry of Information & Broadcasting Government of India
41	Quantum Information & Computation	Rinton Press
42	Asian Journal of Management Cases	Sage Publication India Pvt. Ltd. New Delhi
43	Journal of Human Values	Sage Publication India Pvt. Ltd. New Delhi
44	Leadership	Sage Publication India Pvt. Ltd. New Delhi
45	Science, Technology & Society	Sage Publication India Pvt. Ltd. New Delhi
46	Statistical Modeling	Sage Publication India Pvt. Ltd. New Delhi
47	International Journal of Mathematical Science	Serial Publication, New Delhi
48	International Journal of Economic Research	Serial Publication, New Delhi
49	International Journal of Management Research and Technology	Serial Publication, New Delhi
50	The Global Journal of Finance & Economics	Serial Publication, New Delhi
51	IETE Journal of Research	The Institute of Electronics and Telecommunication Engineers
52	IETE Technical Review	The Institute of Electronics and Telecommunication Engineers
53	International Journal of Image and Graphics (IJIG)	World Scientific
54	Journal of Interconnection Networks (JOIN)	World Scientific
55	International Journal of Swarm Intelligence	Inderscience Publisher

4.3 E-Resources (e-Journals & e-Databases)

We take pride in stating that our resource centre is a member of UGC-INFONET or INFLIBNET, member of Developing Library Network (DELNET), and a core member of INDEST Indian National Digital Library in Engineering Sciences and Technology, Consortium. The significance of being a member of INDEST AICTE Consortium, is its open accessibility to over 12,000 online journals at best possible rates. However, currently this institute subscribes to around 2800 online issues. This resource centre functions as a database for CMIE Centre for Monitoring Indian Economy.

ELECTRONIC RESOURCES AVAILABLE IN THE CENTRAL LIBRARY

ACM Digital Library (<http://portal.acm.org/portal.cfm>)

The ACM digital library incorporates digital versions of works published by ACM since its inception. The major components of the resource is an enhanced version of the ACM Digital Library plus an extended bibliographic database consisting initially of more than a quarter-million citations of core works in computing. These works are of all types (journals, proceedings, books, technical reports, theses, etc) and from all the major publishers in the discipline.

IEL/ IEEE/IEE Electronic Library (<http://ieeexplore.ieee.org/>)

The IEEE/IEE Electronic Library (IEL) is industry's most powerful engineering reference resource; it provides unparalleled full-text access to publications from Institute of Electrical and Electronics Engineers (IEEE) and the Institution of Electrical Engineers (IEE). It includes 126 journals from IEEE, 21 journals from IEE, magazines, transactions and 600 + conference proceedings as well as active IEEE standards – over 1 million documents in all. Back files from 1988 plus selected titles from 1950. More than 25,000 new pages are added per month. It provides access to 1,200,000+ full-text documents and more than two million full-page PDF images, including all original charts, graphs, diagrams, photographs and illustrative material.

Springer Link (<http://www.springerlink.com>)

Springer link is one of the world's leading interactive databases for high-quality STM journals, book series, online reference works, eBooks, and the online archives collection. Springer link is a powerful central access point for researchers and scientists. The SpringerLink online journal collection includes more than 1,200 peer-reviewed journals, comprising more than 600,000 individual documents. Titles include complete back issues to 1996, with digital conversion of all back issues under way, making every title available from Volume I, Issue I onwards. Contents in Springer Link are organized by subject into 12 online libraries including medicine and the sciences, Behavioural Science, biomedical and Life Sciences, Business and Economics, Chemistry and Materials Science, Chinese Library of Science, Computer Science, Earth and Environmental Science, Engineering, Humanities, Social Sciences and Law, Mathematics, Medicine and Physics and Astronomy.

LNCS Lecture Notes in Computer Science (<http://www.springerlink.com>)

The series Lecture Notes in Computer Science (LNCS), including its sub series Lecture Notes in Artificial Intelligence (LNAI) has established itself as a medium for the publication of new developments in computer science and information technology research and teaching – quickly, informally, and at a high level. LNCS has always enjoyed close cooperation with the computer

science R & D community, with numerous academics, and with prestigious institutes and learned societies.

MathSciNet (<http://www.ams.org/mathscinet>)

The electronic version of Mathematical abstracts is the most important component of MathSciNet. Mathematical reviews is a reviewing journal of international mathematics literature. The MathSciNet contains signed reviews and bibliographic data from the first issue in January 1940 to the present. Journals, conference proceedings and books of mathematical research are also covered. Items listed in the annual indexes of Mathematical reviews, but not given an individual review, are also included.

Science Direct (<http://www.sciencedirect.com>)

Science Direct is the web-based interface to the full-text database of Elsevier Science journals and Academic Press (Ideal), one of the world's largest providers of scientific, technical and medical (STM) literature. The Science Direct offers a rich electronic environment for research journals, bibliographic databases and reference works. The database offers more than 1900 scientific, technical and medical peer-reviewed journals, over 59 million abstracts, over 7 million full-text scientific journal articles, an expanding suite of bibliographic databases and linking to another one million full-text articles via Cross Ref to other publishers' platforms. Science Direct is offered under the following options:

EBSCO's Business Source Complete (<http://search.epnet.com>)

Business Source Premier, designed specifically for business schools and libraries, is the world's most comprehensive index of business journals, magazines and other sources. This database contains indices and abstracts for more than 3,800 business-related periodicals with coverage going back to the first half of the 20th century for many leading scholarly journals. The database also facilitates searches through a business thesaurus and search for citations (a.k.a. linked, cited references) for more than 1,100 academic journals. In addition, the database provides full text for more than 3,000 periodicals, including nearly 1,000 full text peer-reviewed journals. Business Source Premier is the most comprehensive archive available for business journals, offering hundreds of thousands of peer reviewed business articles in PDF prior to 1985. Post- 1985 coverage is also unparalleled with current full text from leading journals in every area of business, including marketing, management, MIS, POM, accounting, finance, econometrics, economics, international business, and more.

Emerald Insight Full-text (<http://www.emeraldinsight.com/>)

Emerald publishes the world's widest range of management and library & information services journals, as well as a strong specialist range of engineering, applied science and technology journals. Emerald database allow instant access to the latest research and global thinking. It provides information, ideas and opportunity to gain insight into key management topics. Emerald was established in 1967 by a group of senior academicians formed MCB University Press, a publishing house that focused on niche management disciplines including strategy, change management and international marketing.

J-STOR (<http://www.jstor.org>)

JSTOR is a not-for-profit organization with a dual mission to create and maintain a trusted archive of important scholarly journals and to provide access to these journals as widely as possible. JSTOR offers both multidisciplinary and discipline-specific collections. JSTOR is not a current issues database. Because of JSTOR's archival mission, there is a gap, typically from 1 to 5 years, between the most recently published journal issue and the back issues available in JSTOR. JSTOR have a large collection of journals aggregated from 700 publishers from more that 25 countries. Number of titles and publishers joining JSTOR is growing gradually. UGC-Infonet Digital Library Consortium members have got access to full text e-journals from Vol. 1 issue 1 onwards up to last three to five years gap depending on the original publisher rights.

www.indiastat.com

Indiastat.com is the authentic source for Indian Statistics collected from the best sources for information and statistics on India. Within huge database of www.indiastat.com you can easily surf through half-a-million pages that contain socio-economic statistical data and useful information on India

PROLA Physical Review Online Archive (<http://publish.aps.org>)

APS strives to produce journals of the highest quality, while still keeping our journals accessible worldwide to professionals, researchers and students at institutions such as yours.

SCOPUS (www.scopus.com)

SCOPUS is the largest abstract and citation database containing both peer-reviewed research literature and quality web sources. With over 18,000 titles from more than 5,000 publishers, SCOPUS offers researchers a quack, easy and comprehensive resources to support their research needs in the scientific, technical, and social sciences fields and more recently, also in the arts and humanities.

Some other Online Journals:

- **Social Networks (online journal)**

<http://www.sciencedirect.com/science/journal/03788733>

➤ **International Journal of Swarm Intelligence**

<http://www.inderscience.com/jhome.php?jcode=ijsi>

Table 1.2: Sage Online Management 13 journals

Journal Code	SAGE Management & Robotics Collection (K: 008) Journal Titles	E: ISSN	URL
1	Accounting History	1749-3374	http://ach.sagepub.com/
2	Business & Society	1552-4205	http://bas.sagepub.com/
3	Global Business Review	0973-0664	http://gbr.sagepub.com/
4	Human Resource Development Review	1552-6712	http://hrd.sagepub.com/
5	International Small Business Journal	1741-2870	http://isb.sagepub.com/
6	Journal of Entrepreneurship	0973-0745	http://joe.sagepub.com/
7	Journal of Leadership & Organizational Studies	1939-7089	http://jlo.sagepub.com/
8	Journal of Macromarketing	1552-6534	http://jmk.sagepub.com/
9	Journal of Management	1557-1211	http://jom.sagepub.com/
10	Journal of Marketing Education	1552-6550	http://jmd.sagepub.com/
11	Journal of Service Research	1552-7379	http://jsr.sagepub.com/
12	Marketing Theory	1741-301X	http://mtq.sagepub.com/
13	The International Journal of Robotics Research		http://www.sagepub.com/journals/Journal201324/title

CMIE Databases (Centre for Monitoring Indian Economy Pvt. Ltd.)

Industry Analysis Service presents a series of documents that provide you with detailed and up-to-date information on Indian industries. The documents are presented in a simple and analytical framework to reveal the current trends and future prospects in the industries. The service integrates a wide variety of data to present a cohesive and analytical picture of the industries.

Centre for Monitoring Indian Economy is a Mumbai based economic and business information and research organization. Established in 1976 it is widely regarded as an authoritative and independent think-tank.

(i) Prowess (Multi User LAN Version)

Prowess Content

- More than 26,000 companies (including Listed, Unlisted, PSU & Co-Operative)
- More than 20 years of detailed information on :
- Audited Financial
- Interim Financial
- Details Stock Information
Segment Wise Information
- Product Detail
- Company Announcements News & Views
- Normalized database so as to enable peer set benchmarking

* *Please visit for installation of PROWESS \\192.168.1.14*

(ii) India Trades (Multi User LAN Version)

Objectives and content

To provide the most comprehensive database on exports & imports in India & World. The import & export data as per harmonized ITC classification system & principal commodities. Data on exchange rates, data on world trade and news on trade and commodities

Software

The database is accessible through a user-friendly software. With this you may select indicators **into a spreadsheet, plot charts, do a text search, calculate growth rates**, etc., with ease.

* *Please visit for installation of India Trades \\192.168.1.14*

(iv) Economic Outlook IP Based (Formerly Business Beacon & EIS)

Please visit <http://economicoutlook.cmie.com/> to access the service. Users can use their existing CMIE service login ID and password to access the same or a new user can create user ID in the 'New User Registration' section of website. Economic Outlook provides insights, forecasts, near real-time release of new economic data, comments on developments and a large database.

(v) Industry Outlook (IP based)

Please visit <http://industryoutlook.cmie.com/> to access the service. Users can use their existing CMIE service login ID and password to access the same or a new user can create user ID in the 'New User Registration' section of website.

4.3 E-Books (e-Books available at institute library)

➤ IEEE-Wiley e-Books collection (480 titles)

Purchase perpetual access is via IEEE Explore to more than 440 eBook titles. The collection includes the 2010 front list titles plus a backlist of titles from 1974-2010. 40 new front list will be added to IEEE Wiley eBooks Library 2011. They extend and enlarge the reading experience, and they improve

the accessibility of information. For details of e-books please see Annexure- 'A' IEEE Wiley e-Books collection

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- b. The database is offered herein on an "as is" basis. IEEE makes no warranty as to the quality, performance, or compatibility of the database.
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(Taylor & Francis e-Books Collection):

<http://www.crcnetbase.com/>

e-Books are, quite simply, one of the most exciting innovations in the history of publishing. They extend and enlarge the reading experience, and improve the accessibility of information. Taylor and Francis is the commercial publisher in the world and one of the leading global academic publisher. Taylor and Francis Group provides e-book subscription. For details of e-books please see Annexure 'B' (ii) Taylor & Francis e-Books collection.

4.4 Features of Electronic Subscription

Given below are some of the important features, associated with electronic subscription:

- a) Electronic composition and transmission have led to fast production and distribution of the product. On other words, printing and distribution processes have been virtually eliminated.
- b) Faster reviewing of the journals, saving thereby the precious time of specialists.
- c) The production mode of e-journals offers opportunities to establish network communication among the authors, editors, and referees.
- d) Users can access a particular article or the entire issue of the journal, within no time. If required, printouts of the relevant pages can be obtained.
- e) Large collection can be searched and retrieved simultaneously and instantly.
- f) User interest profile can be created. The system notifies the user, as and when any new publication relevant and useful to the person is added into the database, automatically.
- g) E-journals are quite cost effective as compared to the printed version.
- h) Multimedia capabilities can also be incorporated into the e-journal. This provides an edge over the conventional journal available in print form.
- i) Since the information is sought from different e-journals simultaneously, the retrieved pieces of information emerge in a packaged form.
- j) Hypertext and hypermedia formats enable linkages among different sections within an article or among a group of articles in journals and other electronic resources.
- k) Publishers, research groups, authors, and so on can be easily contacted if needed, via electronic mail links. Hence, the users have more creative ways to have their information queries answered.

User guidelines for use of e- Resources:

Only registered members of the library are authorized to use the computers, internet facility or to access e-resources. Prior to such authorization, the students must sign and return the library registration form acknowledging their responsibilities and the consequences of violation.

Students are expected to observe network etiquette by being polite. Students are prohibited from pretending to be someone else; transmitting obscene messages or pictures; revealing personal addresses or telephone numbers-either their own or another person's; or using the network in a way that would disrupt use by others.

The following policy for acceptable use of computers, networks, and system resources, including the Internet and e-resources, shall apply to all library users; faculties, staff, and students. All technology equipment shall be used under the supervision of the site network administrator. Any user who violates any condition of this policy is subject to disciplinary action or administrative sanctions. In addition to any other disciplinary action taken, the network department reserves the right to terminate access to system resources for any user who violates these guidelines.

1. Every user, in whose name a system account is issued, will be responsible at all times for its proper use.
2. Users shall not let other persons use their name, password, or files for any reason.
3. Users shall not use others' system accounts or try to discover another user's password.
4. Users shall not erase, rename, or make unusable anyone else's computer files, programs or disks.
5. Users shall not use computers for any non-instructional or non-administrative purpose, including, instant messaging, online shopping, or personal use of streaming media such as online radio stations or video broadcasts.
6. Users may not install, download, copy, or distribute copyrighted materials such as software, audio or video, files, graphics, and text without the written permission of the competent authority.
7. Users shall not use the computers for illegal purposes, in support of illegal activities, or for any other activity prohibited.
8. Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software.
9. Users shall not use computers to purposefully distribute, create, or copy messages or materials that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.
10. Users shall not use computers to purposefully access materials that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal. In the event that

accidental access to prohibited materials occurs, users are expected to immediately discontinue such access and report the incident either to library staff or to the competent authority.

11. Users shall not intentionally damage the system, damage information belonging to others, misuse system resources, or allow others to misuse system resources.
12. Users shall not alter or vandalize computers, networks, printers, or other associated equipment and system resources. Alteration or vandalism includes, but is not limited to: removal of parts, intentional destruction of equipment, altering system settings or software, installing unauthorized or unlicensed software or programs, attempting to degrade or disrupt system performance, or attempting to make system resources unusable.
13. Users shall not use computers for the forgery or attempted forgery of email messages. Attempts to read, delete, copy, or modify the email of other system users, deliberate interference with the ability of other users to send/receive email, or the use of another person's email account is prohibited.
14. Users should not use library network for sending and receiving a large number of personal messages, including using group email distribution lists to send non-administrative or non-instructional messages to other users.

4.5 Magazines (Institute subscribed about 46 magazines)

Table 1.3: List of magazines

SN	Title (Magazines)	SN	Title (Magazines)
1	A V Max	24	India Today (Hindi)
2	Auto India	25	India Today (English)
3	Benefit (EFY Publication)	26	Indian Management
4	Better Photography Magazine	27	Inside Outside
5	Business & Management Cronical	28	Kurushetra (English)
6	Business Economy	29	Linux for You
7	Business Today	30	Logistics Management
8	Business World	31	Management Accountant
9	Cable Quest	32	Management Today
10	Chip	33	Money Life
11	Competition Success Review (Eng.)	34	Money Today
12	Competition Success Review (Hindi)	35	Packaging & Design
13	Computer Active	36	Pratiyogita Darpan (English)

14	Cricket Samrat	37	Pratiyogita Darpan (Hindi)
15	Dalal Street	38	Reader Digest
16	Earth (Geotimes)	39	Science and Culture
17	Electrical India	40	Science Reporter
18	Electronic Bazar	41	Search
19	Electronic Marker	42	Seminar (India)
20	Entrepreneur	43	The Economist
21	Facts for You	44	Vigyan Pragrati
22	Forbes India	45	Voice & Data
23	GIS Development	46	Scientific American

4.6 Newspapers

The Institute library has subscribed 08 English newspaper and 08 Hindi newspapers.

Table 1.4: List of newspapers

S.No.	News Paper Name	Qty.	Medium
01	The Times of India	02	English
02	Hindustan Times	02	English
03	The Hindu	02	English
04	Business Line	02	English
05	The Economic Times	02	English
06	Financial Express	02	English
07	The Indian Express	02	English
08	Dainik Bhaskar	02	Hindi
09	Raj Express	02	Hindi
10	Nai dunia	02	Hindi
11	Patrika	02	Hindi
12	Dainik Jagran	01	Hindi
13	Punjab Kasri	01	Hindi
14	Peopless Samachar	01	Hindi
15	Aacharan	01	Hindi
16	Employment News	01	English

4.7 Thesis Reports

Institute library has 46 list of Ph D thesis reports and the number of M Tech, MBA Thesis reports about 1350. Please see an annexure 'C' list of Ph D thesis reports, list of M Tech thesis reports, and list of MBA thesis reports.

4.5 CD/DVDs Collections

Summary of CDs, DVD, Lecture CDs and Video Cassettes. For details of NPTL Lecture CDs, textbook CD and DVDs please see annexure 'C', : List of CDs/DVDs.

Table 1.5: CDs Summary

Video Cassettes	164 } Same titles
DVDs	
CDs:- Text Book CD's= (1879), Lecture CD's & DVD's (937)	2816

5. General Rules and Regulations

5.1 General Rules for Library

(a) Library Timings

❖ Library Timings are as follows

Monday - Saturday : 9.00 a.m. to 06.00 p.m.

Sundays & Public Holidays : Closed

❖ Issue/Return Timings

Monday- Friday : 10.30 a.m to 5.00 p.m.

Sunday & Public Holidays : Closed

The Library remains open on all days of the year except on 26th January, 15th August and 2nd October (National Holidays).

(b) Library Card

A prospective member can avail this facility by approaching to an authorized library official. In case of students, the applicant has to be a currently a registered student. In case of faculty/ Staff, the application is duly forwarded through registrar. Every effort would be made to make the card available to the applicant within 03 (three) working days.

(c) Loan privilege and period of loan

The number of books that could be borrowed by a member from the library depends on the credentials (decided from time to time) of a member.

Students	:	03 books for 10 days
Ph.D. Scholars	:	10 books for 30 days
Faculty Members	:	40 books for one semester
Staff	:	10 books for 30 days

(d) General rules/information for library users

- (i) The library card is not transferable.
- (ii) Members are responsible for any damage caused by them to the books or any other property belonging to the library and shall be required to pay the penalty imposed upon them by the librarian.
- (iii) The librarian reserves the right to suspend the membership of any member found misbehaving, abusing the library staff and or behaving in an indecent manner or engaging in activities which will disrupt harmony and peace in the campus.
- (iv) The members caught tearing pages/stealing of books will be suspended forthwith from using the library facilities and further disciplinary action will be initiated against them by the Institute.
- (v) Books/Journals etc. removed from the shelves should not be placed back, but left on reading tables which will be kept back in the respective shelves by the library staff.
- (vi) Reference material should not be taken out of the library.
- (vii) Each member will be issued a library card. If the library card is lost, Rs.100/- will be charged for an issue of duplicate.
- (viii) Borrower should check the book before borrowing. If a book is torn, soiled due to rain, stained due to photocopying or loose from binding, this should be reported to the library staff at the counter. Borrower is responsible for the condition of the book while returning.
- (ix) A minimum fine of Rs.200/- will be charged for any book damaged due to photocopying, rains, stains, torn, loose binding or plastic cover of the books being removed or torn.
- (x) Library members, who have paid deposit, should claim their deposit amount within one year from the date of expiry of their membership failing which the amount will be forfeited.
- (xi) If a book is lost or damaged, the borrower must replace the book, or in case of non-availability, pay the cost at the rate then prevailing, or the original rate.

- (xii) A person loosing or damaging library books repeatedly shall be debarred from using the library.
- (xiii) Smoking, eatables and drinks are not allowed in the Library and reading hall.
- (xiv) Mobile phones to be switched off or to be kept on silent mode in the library premises.
- (xv) All readers are required to maintain discipline in the library.
- (xvi) Library staff will not be responsible for reader's personal books.

- (xvii) Library users may be asked to present their bag for inspection by library staff, as well as any books or folders they are carrying.
- (xviii) Photography is not permitted unless permission is sought- via security staff in the first instance.
- (xix) CD-ROMs will be issued only for the use in the office during issue hours.
- (xx) All the members must return the books/publications borrowed by them to the library, when called for by the library for physical verification or for any other purpose.
- (xxi) No outsider can use library resources without written permission from faculty in-charge Library.
- (xxii) There should be only one central library in the Institute. There is no provision of any departmental library in the Institute.
- (xxiii) Institute regularly organizes conferences and seminars. This is strictly recommended that 5% of the total budget allocated to the concerned conference.
- (xxiv) The following categories of books, journals etc. shall not be issued out of the library.
 - ✓ Books treated as reference by the library.
 - ✓ Rare books and manuscripts
 - ✓ Bound and unbound journals, bulletins, reports etc.
 - ✓ Theses reports

E. Grievance handling/Disciplinary Action

1. Noise, disturbance or unseemly behavior is prohibited, including abusive or threatening behavior to library staff or to other library users. Such type of matter should be immediately reported to librarian.

2. Any user who is aggrieved by a decision of the librarian may appeal to the faculty-In charge library. The faculty-in charge library may nominate two members of the library committee to form a panel to review the case.
3. In case found guilty the user has to abide by the decision made by the committee.

F. Overdue of books

1. No overdue publications are renewed over telephone or through any kind of message/letter. The publications are to be presented physically at the issue counter for renewal.
2. Overdue charge is Re. 1/- per day per book. The statement of fine in respect of every member of the Institute will be sent to the accounts section for recovery.
3. If any member fails to return books, library will issue a reminder after one month from the due date and then the case will be put up to Director for necessary action.
4. If any of the borrowed publications is not returned within three months from the due date then it will be presumed that the book is lost and a notice will be issued giving two weeks time for replacement failing which recovery will be made.
5. If the book (s) is (are) out of print, three times of price of the latest known edition of the publication(s) would be recovered from the borrower.
6. In case of un-priced publication, the borrower must replace it by an original copy. Otherwise the library would recover three times of its photocopying charges as per the prevailing photocopying charges at the Institute.

5.2 Book Bank Rules & Regulations:

(i) As per the scheme, maximum 6 books (depending on availability) of the current subjects may be issued to the student for one semester and students are expected to return the books within a week from the date of final examination of semester.

(ii) The book will be given to the needy students (income of parents must not exceed Rs. 3 lacs PA) on the basis of availability. Needy students are therefore advised to keep a copy of income certificate of their parents.

(iii) All those students who are availing the facility must ensure timely return of the entire set of books provided to them within seven days of completion of their examination in the concerned semester. Failing to return, a sum of Rs. 10/- per day (for all books irrespective of the number of books one has taken) will be collected as fine.

(iv) If any student availing the facility losses the book / damages the book / disfigures the book, he/she shall replace the volumes with new book (or pay 2 times the cost of book when the book is not available in market).

(v) Students are advised to make effective use of these valuable books. You are requested to ensure discipline and cooperation for the smooth functioning of this facility.

5.3 Reading Room Rules

- ❖ Reference books like encyclopaedia, handbook, atlas, etc are strictly for reference in the library.
- ❖ Newspapers are strictly for reference and study without removing any page/press clipping. Photo-copies are allowed within the Institute premises.
- ❖ All the library users must sign in /out register lying with the attendant at the gate.
- ❖ Users should maintain peace and silence in the library and should not disturb other readers in the library. Smoking /eating/drinking is strictly prohibited in the library premises.
- ❖ Users leaving the library should permit the library staff to examine their personal belongings, if so required.
- ❖ All members are requested to keep their mobiles switched off.

5.4 Copyright

(i) Copyright law must be observed in all copying of Library material and in all copying carried out in the Library, whether by reprographic or any other means. Current copyright licensing rules are displayed next to Library photocopiers.

(ii) Ph.D. thesis, MBA thesis, M Tech thesis and other related material will be treated as intellectual property of the library. No part of the above publication may be reproduced, stored in or introduced into a retrieval system or transmitted in any form or by any means (electronic, mechanical, photocopying recording or otherwise) without the prior written permission of both library committee and the Director.

6. Procurement of Learning Resources

6.1 Procurement Procedure of Books

1. **Recommendation Forms:** Books in the library will be procured purely on the basis of recommendation forms containing particulars and costs, received from faculty, faculty associate, visiting faculty, staff, students and scholars of the Institute.
2. **Library Suppliers:** The library has suppliers who were previously supplying books in the library and these booksellers are also members of the State of National Booksellers Association, which is a precondition in GOC (Good Offices Committee) while selecting booksellers for purchasing books. The library staff along with Prof. In-Charge library will be randomly giving orders for purchasing books to suppliers. No one supplier will be regularly given orders.
3. **Discount:** As per the directions of the GOC (Good offices Committee) all books in English, Hindi and other Regional Languages will carry a uniform discount of 10% on the published prices except government publication. However, the Institute will strive to get a discount of 25% on all books. The discount will never in any case go below 10% except for online purchases with approval from Director.
4. **Authority to Recommend Purchase of Books:** Extract of the Govt. of India's Decision taken from Swamy's General Financial Rules states that librarian (not below the rank of Deputy Secretary to the Govt. of India) subject to the powers delegated under delegation of financial powers rules, 1978 may purchase books etc., from the reputed and standard booksellers on the prevalent terms and conditions. Tenders need not be called for this purpose. Accordingly, the Prof. In-Charge library will have the authority to recommend purchase books for library or the same may be passed through library committee. Books will be procured only after prior approval of the Prof. In-Charge library.
5. **Authority to Approve Purchase:** Approval of Director shall be obtained for the discount, final price and procurement channel. A Purchase order shall be a record of purchase.
6. **Conversion of Foreign Currency:** The conversion rates for books and journals will be on the basis of GOC rates, which are decided on the first of every month.
7. **Verification of Prices:** As the discount is given on the published price of the book, the prices of the books, after they are purchased, will be tallied with the copy of publisher price list, which will be made available to the library by the supplier. The supplier will be giving his initials in every page of the price list certifying it as true copy.
8. **Library Seal:** All books purchased must be entered in "Accession Register" with a seal of ABV IITM Library.
9. **Payment:** All payment of books purchased shall be on a summary format and payments shall be made after approval by Director.
10. **Gate Entries:** The traffic of books in the Institute shall be regulated through gate entries. Books received by courier of speed post shall be regulated through the dispatch office.

- 11. Books Procured for Project:** The recommendation form of the library has a section wherein the budget allocation can be specified. The books procured for any specific budget will be specified in the recommendation form. The books will also be stamped with the specific project and the payment will be made from that project. If books purchased online then last clause of section 3 of F will be applicable.

6.2 Procurement procedure for Journals/Periodicals

On the basis of recommendation forms containing particulars and costs, received from faculty, faculty associate, visiting faculty, staff, students and scholars of the Institute. The requisitions are discussed in the library committee meeting held from time to time for their need/suitability. Journals and magazines subscribed for the previous year will be re-subscribed without any recommendation forms (at present the library committee has approved renewal of certain journals for a period of 3 year. The list is available with library assistant). Journals which are available full-text online will not be subscribed but exceptions may be made to popular journals. The following procedures apply for journals:

- a. Discount:** As per the dissections of the GOC, all journals may be purchased on “No Discount.
- b. Suppliers:** The supplier will be chosen from the list of “Approved Subscription Agents” provided by the GOC.
- c. Authority to Approve Purchase:** The Director will have the final authority to approve the purchase.
- d. Advance Payment:** As per the terms and conditions of GOC full advance has to be paid to the suppliers for procuring the journals for library. All the publishers require payment in advance to register a subscription order. However, the Institute will be deducting 5% of the amount as security deposit till the final settlement for all missing issues and refund is done. The payment shall be made after approval by the Director.
- e. Agreement for Supply:** An annual agreement between the “supplier” and the “Institute” for supplying journals to the institute library shall be entered into.
- f. Price Proof:** The bills/invoices shall be accompanied with authentic publisher’s price list for India.
- g. Conversion Rates:** As per applicable/prevailing GOC conversion/ exchange rates.
- h. Refund for Non-Supplied Issues:** The supplier shall refund the amount for non-supplied/missing issues within 6 months of completion of order period.
- i. Missing Issues:** Claims for missing issues will be taken up by library within 3 months of completion of order period.
- j. Accession:** The journals and magazine subscribed will be entered in periodical register as soon as it arrives. The journals will be stamped with a seal of ABV IITM Library.

- k. Dispatch Entries:** The traffic of journals shall be regulated through entries at the dispatch section as they arrive by courier or speed post. In case of delivery by hand, entry will be made at gate.

6.3 Equipment and software are purchased after discussion in the library committee meeting and with due recommendation of the committee and approval of Director. However, items costing less than rupees 15000.00 do not need the approval of library committee and it is in the discretion of librarian/faculty In-charge.

7. Library Committee

Library committee is an intellectual body and acts as a nerve system of the Institute. Hence, library committee should comprise of faculties only. Following is the description of job responsibilities of human resource associated with the library:

- i. Library committee is the highest decision making body for library activity including purchase items in the library.
- ii. Director will constitute the library committee.
- iii. Faculty- In charge library will convene the meeting of library committee and present the minutes of the meeting to Director. After the approval of Director the matter may be proceed for further action.
- iv. Library committee is authorized to formulate any such administrative guide lines that may be deemed necessary from time to time.

8. Information Literacy/Library Orientation

Library will conduct information literacy/user education/orientation programmes to all in the beginning of the academic year. Besides this, these awareness programmes should be conducted when requested by users from time to time.

9. Physical Ambiences:

9.1 Cleanliness

Library is a central resource department that is the backbone of all academic programmes of the Institute. Students and faculties would be spending their considerable time in library premises pursuing their research and studies. Hence, it is very much essential that library has a checking system

in place to monitor the cleanliness and hygiene of the library premises like regular sweeping, cleaning and mopping of all floors, and washrooms.

9.2 Electricity and Water and Ventilation

Library will ensure that these essential things are working at all times and users would not be put to any inconvenience.

ABV-IIITM, Gwalior (Library)
Faculty/Staff Library Membership Form

Affix recent
passport
size
photograph

Membership No. (For Library) :

Name :

Father/Husband Name :

Designation :

Department :

Joining Date :

Address-(Local) :

.....

Mob. No. :

Address-(permanent) :

.....

Ph. No.(Landline) :

e-mail :

Endorsed by Faculty In-Charge

Signature of Employee

Date:

ABV-IIITM, Gwalior (Library)

Students Library Membership Form

Affix recent
passport
size
photograph

Membership No. (For Library) :

Name :

Father/Husband Name :

Course Name (Roll No.) : Session

Semester :

Department/Branch :

Date of Birth :

Address-(Local) :

.....

Mob. No. :

Address-(permanent) :

.....

Ph.No. (Landline) :

e-mail :

Endorsed by library staff

Signature of the candidate

Date

ABV-IIITM, Gwalior (Library)

Request No.....

REQUISITION FORM FOR PROCUREMENT OF BOOKS IN THE LIBRARY

S.No	Title	Author	Publisher	Year	Qty.	Rate	ISBN	Textbook or Reference

Library Remarks:

Suggested by:Date.....Signature.....

Approved by:Date.....Signature.....

- Instruction for Students:

Kindly fill in all columns and get it signed by the concerned faculty for quick processing

ABV-IIITM, Gwalior (Library)

RECOMMENDATION FORM FOR SUBSCRIPTION OF JOURNALS/PERIODICALS/MAGAZINES

S.No	Title	Publisher	Periodicity	Price	ISSN No.	Remarks, if any
1						
2						
3						
4						

Library Remarks:

Suggested byDate.....Signature.....

Approved byDate.....Signature.....

ABV-IIITM, Gwalior (Library)

Book Bank Membership Form

Affix recent
passport
size
photograph

Membership No. (For Library) :

Name :

Father/Husband Name :

Category (Gen/ OBC/ SC/ ST/ Ph/ :

Date of Birth :

Course Name (Roll No.) : Session

Income (P A) :

Address-(Local) :

.....

Mob. No. :

Address-(permanent) :

.....

Ph.No. (Landline) :

e-mail :

Note: : Please enclosed a copy of income certificate.

Endorsed by library staff

Signature of the candidate

Date

ABV-IIITM, Gwalior (Library)
Research Scholars Library Membership Form

Affix recent
passport
size
photograph

Membership No. (For Library) :

Name :

Father/Husband Name :

Course Name (Roll No.) : Session

Semester :

Department/Branch :

Date of Birth :

Address-(Local) :

.....

Mob. No. :

Address-(permanent) :

.....

Ph.No. (Landline) :

e-mail :

Endorsed by Supervisor

Signature of the candidate

Date

ABV-IIITM, Gwalior (Library)

Membership for Turnitin (Anti plagiarism web tool)

Membership as a :

Name :

Father/Husband Name :

Course Name : Session

Department/Branch :

Date of Birth :

Address- :

.....

Ph. No. :

e-mail :

Student declaration:

I hereby declare that the information given is true and correct to the best of my knowledge. I have accepted the Turnitin will be use academic purpose only.

Endorsed by Supervisor

Signature of the candidate

Date

ABV-IIITM, Gwalior (Library)

Library Membership for Visitors

Name (In Capital Letters) :

AGE : Years. Male / Female (Please \surd)

Year in which studying :

Name of Course (Post Graduation/M. Phil/Ph. D) :

College/Institutions :

Residential Address :

.....

E-Mail :

Contact No. :

I shall abide by the regulations governing the ABV-IIITM, Library, Gwalior

Endorsed by Prof. In-charge library_

Signature of User

Date_____