SSM INSTITUTE OF ENGINEERING AND TECHNOLOGY
DINDIGUL-624 002

LIBRARY HAND BOOK

2023-2024

Library Collections

S.No	Particulars
1.	**Books:** Total No. Of Volumes : **29405** Total No of Titles : **6862**
2.	**Journals :** Total No of Journals : **142** (Hard Copy)

3.	**Autolib Software:**
	     URL (online search) : 10.10.4.102:8080/AutoLib
	OPAC Search:
	    User ID **: WebOpac**
	    Password : **WebOpac**

4.	**E.Journals**: **911**
	
	- **DELNET :** http://www.delnet.in
	  User Name : **tnssmiet**
	  Password : **ssm7078**
	
	- **Inventi Journals** : http://www.inventi.in
	  User Name: **ssmiet**
	  Password **: ssmietlib**
	
	- **MANTECH Journals:**
	  URL**:** http://mantechpublications.com/admin/index.php/index/login
	
	    User Name : **ssminstitute**
	  Password : **ssm@54321**
	
	- **MAT Journals:** http://matjournals.in/index.php
	  User Name: **ssmiet_library**
	  Password : **ssmiet_library@123**

5.	**E.Books** : 10,664 (DELNET)
6.	**Digital Library:** User Name : **digitallibrary;** Password : **library@123**
7	**Non-Book Materials** :**1147** (CD's, DVD's and Hard Disk)
8	**Back Volumes** : **1259**

9	**Membership:**
	- **DELNET:** User Name : **tnssmiet,** Password : **ssm7078**
	- **National Digital Library**
	    User Name : **ssmietlibrary@gmail.com**
	    Password : **ssmietlibrary2011**

CONTENT

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LIBRARY

VISION

To support the transformation amongst students to excel in their professional domain by providing efficient and user – friendly access to learning resources at a single point

MISSION

To develop passion to each and every student to read and share by providing a conducive environment in the fast changing technological eco-system

About

The college has an exclusive building for central library with all amenities. Library has a collection of **29,405** volumes of recent and relevant technical books that covers all engineering topics narrated by authors of national and international repute. The books are classified according to the Deway Decimal Classification system. Open access system is followed in the library. Before commencement of academic year, a circular will be given to all departments for book requirements. Based on the requirement of subject handling faculty and approved by head of the department, books are purchased properly during the academic year with the approval of Library Advisory Committee. New arrivals are updated in the library database for easy accessibility of students. The number of copies and titles are increased in each academic year as recommended by Anna University and AICTE.

A full range of service is provided in the Library, including reference, request scan and photocopy of materials, access to e-journals and browsing internet. To enhance the quality of learning and to reinforce research drive amongst the students, college subscribes National, International Journals and outstanding on line Journals.. Competent teachers instill in the young minds the habit of reading all the dailies and magazines which transform the students into scholars.

Owing to the advent of technology and speed of process in the library system, all the functions are automated. Catalogue **(OPAC)** of the holdings is available for online access through web. For handling thousands of books and journals periodically, library automation has been evolved from the beginning. The books are classified according to Deway Decimal Classification system. Open access system is followed in the library. The library has been actively conducting NPTEL Video courses for students. It has also made DELNET - Institution Membership, National Digital Library and Inter Library loan available for the students.

To inculcate the book reading habits among our students and to enrich the technical knowledge by utilizing text books and reference books, an exclusive Library Hour is included in the class time tables for all the years.

LIBRARY BOOK DETAILS

Total Number of Volumes : **29405**

Total Number of Titles : **6862**

Department wise-Book Details

S.No	Branches	Available Titles	Available Volumes
UG			
1	Automobile	606	3055
2.	Civil	750	4185
3.	CSE	755	3265
4	ECE	920	4228
5	EEE (start from 2013)	525	2535
6	Mechanical	921	4208
7.	Computer Science & Business System (New Course)	115	600
8.	Artificial Intelligence & Data Science (New Course)	120	601
9.	Information Technology (New Course)	101	503
10.	Cyber Security (New Course)	113	501
11.	Artificial Intelligence with Machine Learning	102	505
	➢ Science & Humanities	968	2761
	➢ General/Reference	391	673
PG(M.E.)			
1.	ME-Communication Engg.	230	900
2.	ME-Thermal Engg.	245	885
	Total	**6862**	**29,405**

Available Volumes: 29,405

LIBRARY BOOK DETAILS (As per Norms)

AICTE/UGC Norms

Required and Available Volumes and Titles

S.No	Branches	Required Titles	Available Titles	Required Volumes	Available Volumes
1	Automobile	600	606	3000	3055
2.	Civil	700	750	3500	4185
3.	CSE	600	755	3000	3265
4	ECE	775	920	3850	4228
5	EEE (start from 2013)	500	525	2500	2535
6	Mechanical	775	921	3850	4208
7.	Computer Science & Business System (New Course)	100	115	500	600
8.	Artificial Intelligence & Data Science (New Course)	100	120	500	601
9.	Information Technology (New Course)	100	101	500	503
10.	Cyber Security (New Course)	100	113	500	501
11.	Artificial Intelligence with Machine Learning	100	102	500	505
	➤ Science & Humanities	-	968	1000	2761
	➤ General/Reference	-	391	-	673
	PG(M.E.)				
1.	ME-Communication Engg.	200	230	800	900
2.	ME-Thermal Engg.	200	245	800	885
	Total	**4850**	**6862**	**24,800**	**29,405**

Required Volumes: 24,800

Available Volumes: 29,405

YEARLY INCREMENT OF BOOKS & JOURNALS

(LAST 5 YEARS)

LIBRARY BOOKS	
Total No. of Volumes : **29,405** Total No. of Titles : **6862**	
Year	**No. of Volumes Added**
2022 - 2023	1727
2021 - 2022	1307
2020 - 2021	1364
2019 - 2020	1654
2018 - 2019	1739

JOURNAL SUBSCRIPTION	
Year	**Hard Copy**
2022 - 2023	142 No.
2021 - 2022	130 No.
2020 - 2021	106 No.
2019 - 2020	106 No.
2018 - 2019	102 No.

JOURNALS

Total Number of Journals: 142

Journals :

S.No	Name of the Course	No. of Journals	
		National	**International**
UG			
1	Computer Science and Engineering	06	06
2	Civil Engineering	06	06
3	Electronics and Communication Engineering	06	06
4	Electrical and Electronics Engineering	06	06
5	Mechanical Engineering	06	06
6	Artificial Intelligence and Data Science	06	06
7	Computer Science and Business System	06	06
8	Information Technology	06	06
9	Cyber Security	06	06
10	Science and Humanities	10	-
PG			
1.	ME-Thermal Engineering	06	06
2.	ME-Communication Systems	06	06
	Total	**76**	**66**

e- Journals

S.No	Name of the e.journal Publisher	Total No of Journals	Name of the relevant courses with no. of Journals in bracket eg. CSE(12), EEE(8) etc.
1.	DELNET	911	Engineering (All aspects)
2.	INVENTI	16	Automobile &ECE
3.	MANTECH	22	Civil, CSE,ECE, EEE and Mechanical
4.	MAT	21	Civil, EEE and Mechanical

SSM INSTITUTE OF ENGINEERING AND TECHNOLOGY, DINDIGUL

LIBRARY

JOURNAL DETAILS- 2023

Total No of Journals: 142

National : 76

International : 66

International Journal list -2023

Civil

S. No	Name of the Journals	Periodicity Per Year
1.	International Journal of Advances in Civil Engineering	2
2.	International Journal of Civil Engineering	2
3.	International Journal of Civil Engineering and Construction Technology	2
4.	International Journal of Environmental Pollution Control and Management	2
5.	International Journal of Civil Engineering and Technology Research	2
6.	International Journal of Surveying and Structural Engineering	2

COMPUTER SCIENCE & ENGINEERING

S. No	Name of the Journals	Periodicity Per Year
1	International Journal of Data Analysis and Information system (IJDAIS)	2
2	International Journal of Embedded Software and Open source System(IJESOS)	2
3	International Journal of Energy Systems Computers and Control	2
4	International Journal of Grid Computing and Multi Agent System (GCMAS)	2
5	International Journal of Network and Mobile Technologies(IJNMT)	2
6	International Journal of Wireless Communications and Networking	2

Electronics and Communication Engineering

S. No	Name of the Journals	Periodicity Per Year
1	International Journal of Advances VLSI Design	2
2	International Journal of Analogue Circuits VLSI And Bioelectronics	2
3	International Journal of Embedded System and Computer Engineering (IJESCE)	2
4	International Journal on Information & Communication Technologies	2
5	International Journal of Aerospace & Electronics Systems	2
6	International Journal of Micro and Nano Electronics Circuits and Systems	2

Electrical and Electronics Engineering

S. No	Name of the Journals	Periodicity Per Year
1	International Journal of Electrical Energy System (IJEESS)	2
2	International Journal of Electrical Engineering and Embedded Systems (IJEEE)	2
3	International Journal of Electric Power systems & Energy Conversion	2
4	International Journal of Power Electronics and Technology	2
5	International Journal of Power System and Power Electronics	2
6	International Journal of VLSI Design	2

Mechanical Engineering

S. No	Name of the Journals	Periodicity Per Year
1	International Journal of Advanced Manufacturing Systems	2
2	International Journal of Mechanical Engineering	2
3	International Journal of Mechanical Engineering and Materials sciences	2
4	International Journal of Materials Research ,Electronics and Electrical system	2
5	International Journal of Nanosystems	2
6	International Journal of Surface Science & Engineering	2

Journal List - International

ME -Thermal Engineering-2023

S. No	Journal Name	Periodicity Per Year
1	International Journal of Thermal Energy and Applications	2
2	International Journal of Thermal Engg. & Technology	2
3	International Journal of Mechanics and Thermodynamics	2
4	International Journal of Mechanical Engineering and Research	2
5	International Journal of Advanced in Thermal Sciences and Engineering	2
6.	International Journal of Thermodynamics and Chemical Kinetics	2

ME –Communication and Engineering

S. No	Journal Name	Periodicity Per Year
1.	International Journal of Wireless Networks and Communications	2
2.	International Journal of Industrial Electronics and Control	2
3.	International Journal of Wireless Communication and Simulation	2
4.	International Journal of Communication Engg. and Technology	2
5.	Global Journal of Electronic and Communication Research	2
6.	International Journal of Satellite Communication and Remote Sensing	2

B.Tech – Artificial Intelligence and Data Science
International -2023

S.No	Journal Name	Periodicity Per Year
1	Current Development in Artificial Intelligence	2
2	International Journal of Computational Intelligence Research	2
3	Inventi Impact Artificial Intelligence	3
4	International Journal of Data Mining and Data Warehouse	2
5	International Journal of Computer Graphics and Techniques	2
6	International Journal of Digital Information Technology	2

B.Tech – Computer Science and Business System
International-2023

S.No	Journal Name	Periodicity Per Year
1.	International Journal of Advanced Computer Science and Technology	2
2.	International Journal of Business Information System	2
3.	Global Journal of Business Management and Information Technology	2
4.	International Journal of Software Engineering	2
5.	International Journal of Computer and Internet Security	2
6.	International Journal of Wireless Communication and Simulation	2

B.E.- Cyber Security

Journals : International-2023

S.No	Journal Name	Periodicity Per Year
1.	International Journal of Networks Security & Research	02
2.	International Journal of Secure Software Engineering and Technology	02
3.	International Journal of Computer and Internet Security	02
4.	International Journal of Image processing and Applications	02
5.	International Journal of Multimedia, Computer Vision and Machine Learning	02
6.	International Journal of Neural Networks and Applications	02

B.Tech-Information Technology
Journals : International-2023

S.No	Journal Name	Periodicity Per Year
1.	International Journal of Computers, Information Technology & Engineering	02
2.	International Journal of Information Technology and Database Systems	02
3.	International Journal of Information Retrieval	02
4.	International Journal of Intelligent Information Processing	02
5.	International Journal of Information Technology and Knowledge Management	02
6.	International Journal of Mathematics, Computer Sc. and Information Technology	02

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National Journals for the year 2023

Sl.No	Name of the Journal	Periodicity Per Year
Civil Engineering		
01.	Inventi impact-Civil Engineering	4
02	Inventi Impact structure and design	4
03.	Journal of Research in Civil and Architecture	3
04.	Journal of Civil and Construction Engineering	3
05.	Journal of Remote Sensing, Environmental Sc. and Geotechnical Engg.	3
06.	Indian Concrete INST. Journal	4
Computer Science and Engineering (CSE)		
01.	Journal of Research in Computer Science and Engg.	3
02.	Journal of Internet of Things and Information Technology	3

03.	Journal of Software Engg. and Software Testing	3
04.	Journal Android, IOS Development & Testing	3
05.	Journal of Computer Programming and Multimedia	2
06.	Inventi Impact: Software Engineering	4
Electronics and Communication Engineering(ECE)		**Periodicity Per Year**
01.	Inventi Impact: Signal Processing	4
02	IETE Journal of Research	6
03	ICFAI Journal of Telecommunication	6
04	Journal of VLSI Design Tools and Technology	3
05	Inventi impact Electronic Components	4
06	Inventi impact Wireless communication and Networking	4
Electrical and Electronic Engineering(EEE)		**Periodicity Per Year**
01.	Journal of Electrical and Power system Engineering	3
02	Journal of Renewable Energy and Resources	3
03.	Journal of Research in Electrical Circuits and Systems	3
04.	Journal of Research in Instrumentation and Control	3
05.	Journal of Current Trends in Electrical Engg.	3
06.	Inventi Impact: Energy and Power	4
Mechanical Engineering		
01.	Journal of Product Design, Quality Engineering and Technology	**3**
02	Inventi Impact-Mechanical Engg.	4
03.	Journal of Research in Mechanical Engg. and Applied Mechanics	3
04.	IUP (ICFAI) Journal of Mechanical Engg.	4
05.	Journal of Mechanical and Mechanics Engg.	3
06.	Jl. of Material science and Manufacturing Engg	3

SSM INSTITUTE OF ENGINEERING AND TECHNOLOGY

ME -Thermal Engineering-2023
Journal : National

S.No	Journal Name	Periodicity Per Year
1.	Journal of Thermal Energy Systems	3
2.	Inventi Impact: Solar	4
3.	Journal of Thermal Engineering & Technology	2
4.	Indian Journal of Heat and Mass Transfer	2
5.	International Journal of I.C Engines and Gas Turbines	2
6.	Journal of Modern Thermodynamics in Mechanical System	3

ME –Communication and Engineering
Journal : National

S.No	Journal Name	Periodicity Per Year
1.	Indian Journal of Digital Electronic Technologies	2
2.	Advances in Wireless and Mobile Communications	2
3.	Journal of Electronics and Optical Communication Engg.	2
4.	Journal of Advances in Communication Engineering and its Innovations	3
5.	Journal of Image and Signal Processing	3
6.	Journal of Remote sensing GIS and Technology	3

B.Tech – Artificial Intelligence and Data Science
Journal : National-2023

S.No	Journal Name	Periodicity Per Year
1.	Recent Trends in Artificial Intelligence and it's Applications	3
2.	Journal of Image Processing and Artificial Intelligence	3
3.	Journal of Information Technology and Sciences	3
4.	Journal of Web Development and Web Designing	3
5.	Journal of Innovations in Data Science and Big Data Management	3
6.	Research & Review: Machine Learning and Cloud Computing	3

B.Tech – Computer Science and Business System
Journal : National-2023

S.No	Journal Name	Periodicity Per Year
1.	Journal of Big Data Technology and Business Analytics	3
2.	Advancement of IoT in Block chain technology and its applications	3
3.	Journal of Cyber Security in Computer System	3
4.	Journal of Data Mining and Management	3
5.	Journal of Computer Science Engineering and Software Testing	3
6.	Journal of Network Security Computer Networks-	3

B.E.- Cyber Security
Journals : National-2023

S.No	Journal Name	Periodicity Per Year
1.	Journal of Cybernetics and Systems	02
2.	Journal of Cyber Security Privacy Issues and Challenges	03
3.	Journal of IoT Security and Smart Technologies	03
4.	Indian Journal of Information Security and Computer	02
5.	Indian Journal of Secure Internet and Computer Security	02
6.	Inventi Impact : Start-Ups –list change only	04

B.Tech-Information Technology
Journals : National-2023

S.No	Journal Name	Periodicity Per Year
1.	Indian Journal of Information Technology	02
2.	Indian Journal of Information Technology and Communication Engg.	02
3.	Indian Journal of Information Technology and Computer Engineering	02
4.	Indian Journal of Information Technology and System Science and Management	02
5.	Journal of Information Technology Management and Research	02
6.	Indian Journal of Information Sciences and Applications	02

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Subscription for the year 2023

Science & Humanities

S.No	Journal Name	Periodicity (per year)
1.	Journal of Research in Applied Chemistry	2 issues
2.	Journal of Engineering Mathematics and Statistics	2 issues
3.	Journal of Research in Physics and Applied Sciences	2 issues
4.	The IUP Journal of English Studies	4 issues
5.	International Journal of Linguistics, Literature and Culture	6 issues
6.	National Journal of Multidisciplinary Research and Development	4 issues
7.	Inventi impact: Bioinformatics	4 issues
8.	Patent Journal: Environmental Engg.	4 issues
9.	Current Science	24 issues
10.	Resonance	12 issues

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Magazines

S.No	Magazine Name	Periodicity (per year)	Vendor
1.	Autocar India	14	Haymarket SAC pub.
2.	Eletronics for You	12	EFY Enterprises
3.	Open Source for You	12	EFY Enterprises
4.	Sri Ramakrishna Vijayam (Tamil)	12	Sri Ramakrishna Math
5.	Anbu Neri (Tamil)	12	Anbu Neri Trust
6.	Corporate Citizen	12	Corporate Citizen

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E.RESOURCES

Learning Resources (Soft) E-Resources - E-Journals - E-Books	 911 No. 10,664 No.
AUTOLIB Software	Updated the recent version of AUTOLIB– Integrated Library Management Software- Web Based Software –Multiuser-Advanced Edition.
NPTEL Resources (4TB HDD)	Content Management System and Videos are available for NPTEL Resources in College LAN. (4TB HDD)
Digital Library Services	Digital Library facilities were provided in the Library where students can access all kinds of e-sources.
Availability of Intranet/Internet	Internet browsing facilities are available in the library. (Bandwidth:300 Mbps)
Video courses online & Institutional Membership	**NPTEL**-http://nptel.iitm.ac.in/ **National Digital Library** Registration ID**: INTNNC5O2RGXCAE** **DELNET** (Membership No**:IM-7078)**

LIBRARY INFRASTRUCTURE

Infrastructure	Details
Carpet Area of Library	1136 Sq.m. (12,226 Sq. Feet)
Number of seats in Reading Space	120
Number of Users per day	150-200 No.
Timings: ☐ On Working Days ☐ During Examination ☐ During Vacation	8.45 am to 6.30 pm 8.45 am to 6.30 pm 8.45 am to 6.30 pm
Number of Library Staff	03
Availability of Bar-coding facilities	Barcode Technology is followed for Circulation and Library Gate Entries.

INSTITUTION MEMBERSHIP

For downloading e. materials (e.journals, e.books etc), Institution has membership with the following Networks.

S.No		URL
1.	DELNET	**www.delnet.nic.in** (Remote Access)
2.	NATIONAL DIGITAL LIBRARY	**ndl.iitkgp.ac.in**

Special Services/Facilities offered

1. Separate building for library with **12,226 Sq.feet**

2. Library equipped with **CCTV Cameras**

3. Library Enriched with **vast and useful collections**. Journals, General Reference Materials, Technical Magazines, Newspapers and CDs-DVDs are available for reference.

4. **Open Access System** is followed in the Library**.**

5. **Dewey Decimal Classification** System is followed for classification of Books.

6. Web Online Public Access Catalogue (**OPAC**) for searching the availability of library resources.

7. **Book Bank** facilities available.

8. **Photocopying** facilities available.

9. **Scanner and Printer** facilities available.

10. Documents are fully **Bar-coded** and Barcode Technology is followed for Circulation and Library Gate Entries.

11. **Digital Library** is available with 10 computers to access all e-resources. (e-journals, e-books etc.) Also 6 computers are available for library housekeeping activities.

12. **Internet** browsing facilities are available in the library.

13. **AUTOLIB software** is used for all library transactions.

14. **Audio Visual Section**: The Audio Visual section of the library has facilities to view online video programmes like NPTEL etc.

15. Institution has **membership** with National Digital Library and DELNET for downloading the e-materials.

16. **Back Volumes Section**: Back volumes of journals have been neatly bounded and categorized for reference.

17. **Inter-Library Loan** facilities available.

18. **News Paper Clipping Services**: Notice Board is occupied at the entrance of the library and importance news cuttings were displayed at regular intervals.

19. **Question Papers**: Previous year Anna University Examination question papers have been segregated and categorized for students' reference.

20. Display of New Arrivals & Periodicals.

21. Faculty Publications and Research Papers are available for reference.

22. **Motivation:** Regular library users are appreciated with prizes during the Librarians' Day celebrations.

Inter Library Loan Facilities:

The institute has registered itself on DELNET that provides Inter Library Loan and Document Delivery Services. ILL requests can be registered in online for books. The resources are not available in the Union Catalogues and Journal Articles, requests can be sent to DELNET through e-mail.

Students Accessibility & Support for Self Learning

Remote Access:

1.DELNET

2.NDL (National Digital Library)

3.OPAC (Online Public Access Catalogue)

1. DELNET:

DELNET provides access to more than 3 crore catalogue records of books, journals articles etc. through Discovery Portal and also more than one crore and fifty lakh full-text e-books, e-journals & e-articles through Knowledge Gainer Portal. Through DELNET we access 400 online Journals for Engineering and Technology and also 10852 e-books in 705 categories.

URL: www.delnet.nic.in

2. National Digital Library:

NDL is a project to develop a framework of virtual repository of learning resources with a single-window search facility. Filtered and federated searching is employed to facilitate focused searching so that learners can find out the right resource with least effort and in minimum time. The Institution has membership in National Digital Library.

10,02,18,178 Resources Hosted in NDL

All types of resources such as Books, Audio Books/Lectures, Video lectures. Lecture Presentations/Notes, E. Books, simulations, Question

Papers, Solutions, Thesis etc available. Students can download the e-materials through the following URL.

ndl.iitkgp.ac.in

3. Online Public Access Catalogue (OPAC)

Web Online Public Access Catalogue (OPAC) is used for searching the availability of library resources and also students can easily access their needed materials and downloaded the previous year's question papers through the e-sources of OPAC by clicking the e-portal. This portal supports to the students for their self learning activities. Through this portal students can also search the following e-sources.

- Sites for free online Education
- Link for e-Books (General and Subject)
- Link for E-Journals (General and Subject)
- Link for Study Materials (Government Examination)
- Placement Material Drive Links

Autolib Software:

URL (online search) : 10.10.4.102:8080/AutoLib

OPAC Search:

User ID   : WebOpac
Password : WebOpac

NDLI-Club-User Support System:

NDLI Club offers you an all-around and robust user support system. The Institution has membership in NDL Club with the students, faculty and staff. To inculcate the reading habits among the students, the NDL Club authorities of SSMIET conducting different types of competitions for the students like Speech, Writing, Discussion forum, Quiz, Debates, Drawing, Poetry etc and also conducting one Awareness Session on NDLI and NDLI Club with the newly registered students through NDLI Club Portal.

Ministry of Education
Government of India

Indian Institute of Technology
Kharagpur

National Digital Library of India

CERTIFICATE OF REGISTRATION

This is to certify that **"SSM Institute of Engineering and Technology"** is registered as a NDLI Club under the National Digital Library of India.

NDLI CLUB PARTNER
National Digital Library of India
- LEARN. SHARE. GROW. -

Registration No.: INTNNC5O2RGXCAE

Date of Registration: 01/04/2021

Validity Extended Upto: 01/04/2024

Prof. K. P. Sinhamahapatra
Joint Principal Investigator
National Digital Library of India Project
Chairman
Central Library IIT Kharagpur

Dr. B. Sutradhar
Joint Principal Investigator
National Digital Library of India Project
Librarian
Central Library IIT Kharagpur

E-Repository:

AICTE Outcome Based Education Engineering Books-
AICTE-e-Kumbh portal

Outcome-Based Education (OBE) is a student–centric teaching and learning methodology in which the course delivery, assessment are planned to achieve stated objectives and outcomes. It focuses on measuring student performance i.e. outcomes at different levels.

As per the instruction from AICTE, e- books are available for free access by faculty and students on AICTE-e-Kumbh portal. According to this purpose, all the above said books are downloaded and available at **SSMIET Website (E-Repository).**

LIBRARY SECTIONS

Acquisition /Technical Section

- The books demanded by different departments are purchased and processed in this section.

Book Bank Section

- Under the Book Bank scheme, students are entitled to borrow maximum 5 text books at a time for a period of one semester. Students are served on first-come first serve basis.

Circulation section

- This section is in charge of Circulation of library materials. It oversees the general reading area as well as the open access collection. Registration of users, borrowing and returning of books and other materials are carried out at this section. The Librarian and Library Assistants are always around to assist you with all of these activities.

Stack Section

- All the Books are arranged on the racks in stack as per the Deway Decimal Classification Scheme.

Periodical Section

- The Periodical section contains current issues of both foreign and local journals, magazines and newspapers.

Reference Section:

- Separate section for reference and its consists of Encyclopedias, Dictionaries, Yearbooks, General Knowledge, Aptitude, Gate, competitive examinations books like CAT, MAT, CSAT, TANCET, TNPSC, UGC-NET/JRF/SET, Banking and Civil service examinations.

Back Volume Section:

- Back volumes of Journals have been neatly bounded and categorized for reference

<u>**Digital Library:**</u>

- Digital Library is available with 10 computers to access all e-resources. (e-journals, e-books etc.) Also 6 computers are available for library housekeeping activities.

- **More than 1000 audio-visual resources** on Aptitude and General Knowledge.

- AUTOLIB software is used for all library transactions.

Lending and Borrowing of Books

S.No	Designation	No. of Books	Period of Loan
1.	Faculty	10 Books	03 Month
2.	Non-Teaching Staff	2 Books	1 Month
3.	P.G. Students	5 Books	15 Days
4.	U.G. Students	3 Books	15 Days
5.	Book Bank Members (SC/ST)	6 Books	6 Months

Issue and Return of Books

1. Only one renewal can be done and books need to be physically presented for renewals.

2. Reference books, Periodicals and copies of University examination question papers will not be lent.

3. When books are issued, students should check the pages of the issued books and if pages are found missing, they should report the same to the Librarian before leaving the Counter. While returning the books, if the pages are found missing, then the last borrower of the book shall be held accountable for the missing pages and shall accordingly be fined.

4. The Librarian may recall any book at any time even if the normal period of loan has not expired.

5. Absence to the college will not be permitted as an excuse for delay in returning the books.

Overdue Charges:

For default of return of books on the due date, a fine of Rs.2/- per day/per book will be levied.

Loss of Books:

Loss of books should be reported to the Librarian immediately in writing and the member should either replace it with another good copy of same edition or pay twice the cost of the book in addition to overdue charges.

No Due Clearance:

Final year students must return the library books before the issue of Hall Tickets and get the **'No dues certificate'** from the library. Rest of the students shall surrender all their books after the theory examinations. 'No Dues certificate' must be obtained by a student, before he/she leaves the college.

SUGGESTION

Members may suggest in writing to the Librarian about the purchase of any textbooks or reference books, which may or may not be available in the library or the books for which the number of copies may not be sufficient.

Guidelines to the users

1. All the users must register their names while entering the library using their Bar-coded ID cards.

2. ID cards are not transferable. Members are responsible for the books borrowed on their ID cards.

3. ID card has to be produced at the time of borrowing books.

4. The books borrowed have to be returned on or before the due date. Defaulters have to pay the prescribed fine for each book.

5. Loss of ID card should be reported immediately to the Librarian in writing.

6. As library is meant for silent reading and reference, the users are expected to maintain the same.

7. Personal belongings, text books and any printed materials cannot be taken inside the library. However, plain white sheets are allowed to take relevant notes.

8. Strict discipline must be maintained in the Library.

9. Students are instructed to handle books and reading materials very carefully. Marking in library books with pencil or ink, tearing the pages or spoiling the same in any other way will be viewed very seriously.

10. Damage to the properties inside the library will fetch a penalty – twice the cost of the materials.

11. Users should switch off the lights and fans when not required or while leaving the reading hall.
12. Users are expected to keep the library and the campus neat and tidy.

Salient Features

- Library receives requisitions from all the departments for new books and those books are purchased properly during the academic year with the approval of Library Advisory Committee. New arrivals are available in the library web page for reference.

- Book Exhibitions are conducted in every year for purchase of library books.

- Stock verification is usually carried out at the end of the year and after verification, further process is initiated to purchase missing books.

- Library Orientation programs are conducted for the first year students to know about the holdings and usage of the library resources. Also students are motivated to develop their reading skills.

- Notice Board is kept at the entrance of the library and importance news cuttings was displayed at regular interval.

- Regular library users are appreciated with prizes during the college day celebrations.

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