

ALVA'S INSTITUTE OF ENGINEERING AND TECHNOLOGY

Shobhavana Campus, Mijar, Moodubidre 574225, Karnataka

(Affiliated to VTU, Belagavi, Approved by AICTE New Delhi, Recognized by Govt. of Karnataka)



Department of Library and Information Centre



Handbook

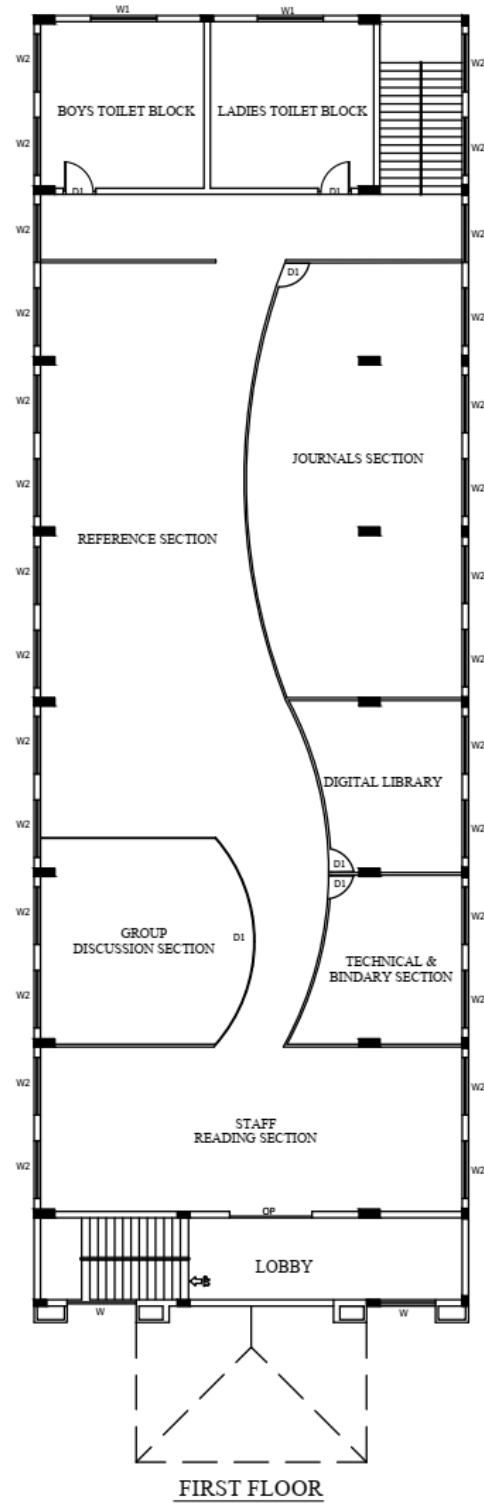
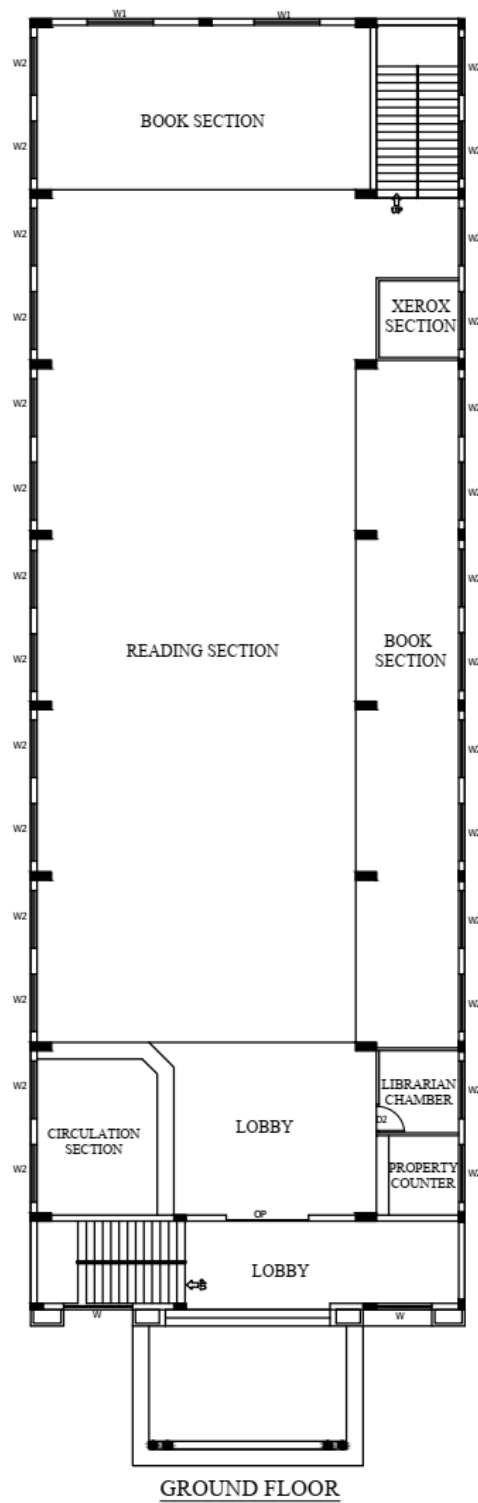
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1. About the Library

Alva's Institute of Engineering and Technology (AIET) was established in 2008 it is affiliated to VTU Belagavi, approved by AICTE New Delhi, recognized by the Govt. of Karnataka and accredited by NBA (CSE & ECE). It is an educational foundation with a distinctive academic profile, blending its commitment to a rural ethos with a modern spirit. The AIET library has a modern and well-equipped building, which offers excellent infrastructure facilities for reading, borrowing, and referencing.

This Central Library, located at the heart of the Institution, is easily accessible to the department, classrooms, and hostels. The building occupies a total area of about 1540 sq.mt and has the 1st floor. The building has a seating capacity for more than 280 users at a time. Over 26,000 volumes are available. The library is fully automated with an RFID system and barcode reader with OPAC (Online Public Access Catalogue). The library has kept pace with modernization by introducing the Digital library with E-journals. E-books, database, CD-ROMs, Internet, and e-mail facilities to the students and staff community. The library has been provided with excellent facilities for self-learning of the students beyond institution hours. The Librarian is the head of the department and he is directly responsible to the principal of the college for the performance of his duties and there is an assistant librarian to deal with the day to day activities of the library.



Library layout

2. Library section

Members of the library may easily access the bellow mentioned sections.

The AIET library mainly organized as following sections

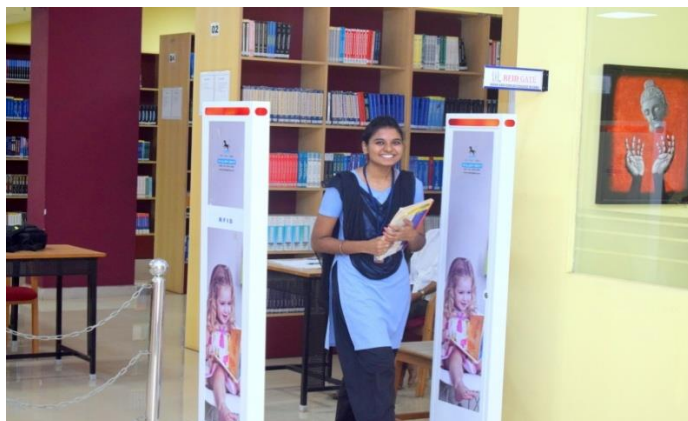
- 2.1 Circulation section
- 2.2 Lending section
- 2.3 Reference section
- 2.4 Reading section
- 2.5 Journals & Periodicals Section
- 2.6 Digital library
- 2.7 Photocopy section
- 2.8 Group Discussion section
- 2.9 Staff reading section
- 2.10 Technical section

2.1 Circulation section

The Department of Library and Information Centre is enriched with a huge collection of valuable books. To make the functioning of the library easy and effective, the college library is automated using an Integrated Library Management System called **EASYLIB** software (EASYLIB 4.3.3 version) 2009 onwards. The software consists of various modules for acquisition, cataloguing, circulation, serials control, and Online Public Access Catalogue (OPAC).



The EASYLIB software was upgraded to WEB 5.0 version in 2016 presently this software were upgraded to Cloud version 6.4a (in 2021). This new version fully automated with RFID technology which enables to issue, renewal of books, maintain the database of books, journals, periodicals and to maintain the data of students and faculty who utilize the library resources. Users can access the library facilities including OPAC beyond the campus through remote access facility. This technology makes the library more accurate and save the time of users.



Web OPAC (Online Public Access Catalogue) facility is made available in this software to know the bibliographical details about the collection. Two separate nodes are made available in the Central Library for OPAC facility.

Security of library resources is ensured through a system of checking at the exit point for all resources borrowed by the users. RFID system can help the circulation of books and track the Visitor time of entry and exit. CCTV cameras are installed in the library for strict surveillance.

2.2 Lending section

Lending /Textbook section is located at the entrance of the library at the ground floor, the spacious lending section has 94 Sqm. All the lending books are stacked in this section are classified as per the DDC 22 Ed Online Public Access Catalogue code. This method is help users to find the books in rack easily.

The lending section have 180 seating capacity

Timings of lending section: 8.30 AM – 5.30 PM



The lending provision for the students and the staffs are as follows:

UG: 02 books at a time for 15 days

PG: 03 books at a time for 15 days

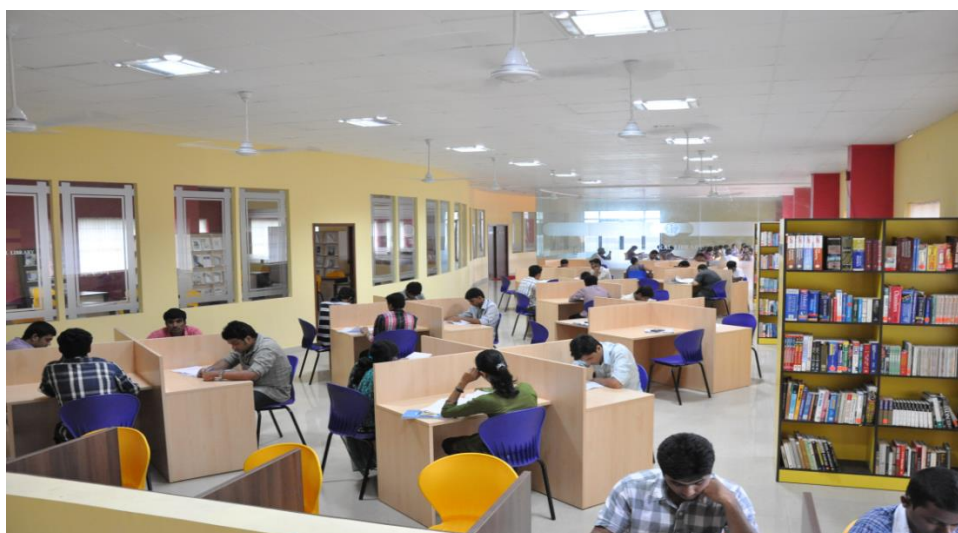
Research scholars: 9 books for 90 days

Staff: 10 Books at a time for one semester



2.3Reference section

The AIET central Library has good reference collections and provides reference service to the members using these reference resources, which have been organized on the first floor of the library. The reference section has very valuable sources like Encyclopedias, Dictionaries, Maps and Atlas, Directories, Thesis, Textbooks, etc. this section resource is only available for reference and overnight issue.



Reference section has 47 seating capacity.

Timings of this section: 8.30 am – 11.00 pm

2.4 Reading section

Reading section has total 180 seating capacity and this section is kept open from 8.30 am to 11.00 pm



2.5 Journals and Periodicals section

Journals and periodical section is located on first floor of the library, this section have 30 seating capacity with Journals, journals back volumes and Magazines. Total 48 journals and 08 Periodicals are subscribed for the year 2023.

Timings of this section

Monday – Saturday 8.30 am – 9.00 pm

Sunday and other holidays 9.00 am – 1.00 pm



Subscribed Journals for the year 2023

ELECTRONICS AND COMMUNICATION ENGINEERING	
1	IEEMA Journal
2	Differential Equations and Dynamical Systems
3	Far East Journal of Electronics Communications
4	Journal of the Institutions of Engineers
5	Journal of Electronic Design Technology
COMPUTER SCIENCE AND ENGINEERING	
1	International Journal of Computational Linguistics Research
2	Journal of Networking Technology
3	Journal of Intelligent Computing
4	Journal of Multimedia Processing and Technology
5	Journal of Information Technology Review
6	Journal of Electronic Systems
7	Journal of E-Technology
8	Indian Journal of Computer Science
9	International journal of Engineering and Advanced technology
10	International journal of Innovative Technology and Exploring Engineering
11	International journal of Recent Technology and Engineering
INFORMATION SCIENCE AND ENGINEERING	
1	Journal of Data Processing
2	Journal of Digital Information Management
3	Journal of Information Security Research
4	Journal of Information & System Management
CIVIL ENGINEERING	
1	Journal of Structural Engineering

2	Journal of Indian Water works Assn
3	Indian Concrete Journal
4	AMC Indian Journal of Civil Engineering
5	The Bridge and Structural Engineering
6	Construction World
MECHANICAL ENGINEERING	
1	Advances and applications in Fluid Mechanics
2	Journal of Mines, Metals and Fuels
3	Journal of Vibration Engineering & Technology
BASIC SCIENCE	
1	Resonance- journal of Science Education
2	Current Science
AIML	
1	Current Development in Artificial Intelligence
2	Journal of Artificial Intelligence Research
3	Journal of Image Processing and Artificial Intelligence
AGR	
1	Research & Reviews: Journal of Agricultural Science& Technology
2	International Journal of Agricultural and Plant Science
CSD	
1	Journal of Computer Science Engineering and Software Testing
2	Journal of Web Development and Web Designing
MBA	
1	IUP Journal of Accounting Research & Audit Practices
2	Indian Journal of Marketing
3	Indian Journal of Finance
4	Prabandhan: Indian Journal of Management
5	Arthshastra: Indian Journal of Economics and Research
6	RBI Bulletin
7	Harvard Business Review

8	AMC Indian Journal of Entrepreneurship
9	Finance India
10	Indian Journal of Research in capital markets

Available Magazines

Sl.No	Periodicals
1.	Sports Star
2.	India Today
3.	Out look
4.	Reader's Digest
5.	Open Source For You
6.	The Week
7.	Sudha
8.	Tharanga
9.	P C Quest

Available News Papers

Sl. No	News Paper
01	The Hindu
02	Deccan Herald
03	Times of India
04	Indian Express
05	Business line
06	Vijayavani
07	Udayavani

08	Prajavani
09	Vijaya Karnataka

2.6 Digital Library

Digital library is located on the first floor of the library, Users may access high speed internet with Wi-Fi speed of 1000 Mbps leased. This section has total 11 systems are for accessing the e- resources like CD- ROMs, e- journals, NPTEL videos, e-books, Seminar papers, National Digital library (NDL) contents, Thesis, Abstracts, etc. To help Users, the library introduced NPTEL Local Guru Software in 2018, which helps the students and the faculties to use NPTEL content through the joint initiatives of the IITs and the IISc. Systems contents 800 courses from 17 disciplines, and GATE mapped NPTEL videos in college LAN.

Through this initiative, users can access courses like Engineering and Humanities streams. This system provides high quality learning materials without bandwidth constraints. This can help students to improve their technical skills and employability. 24x7 students can access all the content through the Intranet.



AIET library is member for VTU-Consortium since 2014. The below mentioned databases/e-resources are subscribe through VTU consortium.

Subscribed e-resources for the year 2023

E- Journals			
SI No	Publisher	Branch	No. of E- Resources available
1	IEEE (POP)	BE	Proceedings 198 (2,52,277 Papers)
2	Taylor & Francis	BE & MBA	E-Journals 585
3	Elsevier	BE	E-Journals 298
4	Springer Nature	BE & MBA	E-Journals 690
5	Emerald	MBA	E-Journals 212
6	Knimbus	*Digital library platform *Remote access *Mobile app	E-Journals 100000+
7	Pro Quest	MBA	E-Journals 4900
Total E- Journals			106883

E-books			
SI No	Publisher	Branch	No. of E- Resources available
1	Taylor & Francis	BE& MBA	5,100
2	McGraw Hill Express	BE	505
3	Elsevier SD (Engineering)	BE	450
4	New Age International	BE	220
5	Springer Link	BE & MBA	13,600
6	Knimbus (OA Resource)	BE & MBA	18000+
Total E-Books			37,875

Technical supporting tools

1	Drillbit	Plagiarism test software
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and also digital library provides the digital question paper archives, best answer scripts of the students and all basic facilities like scanner, printer, etc. are available in this section.

2.7 Photocopy section

Photocopy section is one of the important sections in the library for users; here users may take a copy of their much needed information.

2.8 Group Discussion section

Group discussion section is situated on the first floor of the library, a total 20 seating capacity have in this section, and this section fully made by toughens glass to observe the user and fully voice proof. Students are discuss academic subject related topics.



Timings of this section: Monday – Saturday 8.30 am – 11.00 pm

2.9 Staff reading section

Staff reading section has total 12 seating capacity.



2.10 Technical section

Acquisition and technical section, is the backbone of the library, the library development planning, and all technical works are done by this section, in this section books have been checked for circulation and major activities like binding, stock verification, maintenance of files, shortlist of books, etc. are done by this section.



3. Support and facilities for Students for self-learning activities

Library provides support to students for self-learning facilities like

1. NPTEL Chapter through LAN
2. NDL Membership
3. e-resources
4. 24x7 (1000 mbps) Wi-Fi facility in campus
5. K-Nimbus Remote access
6. Mobile App
7. Providing best answer scripts
8. Question Paper archives

Facilities available at library for Students and Staff members

1	Lending
2	Reading
3	Reference
4	SC/ST Book Bank
5	Group Discussion
6	Staff Reading
7	Journals/Periodicals
8	OPAC
9	NPTEL videos through LAN
11	National Digital library (NDL)
12	Digital Library

13	Question Bank
14	NEWS Paper
15	News paper clipping
17	Best answer scripts
18	New arrivals
19	Scanning
20	RFID & Bar Code
21	Photocopy
22	Printing
23	Drinking Water
24	Wash Room

4. Library Statistics

With the help of well trained and experienced library staff, AIET central library providing excellent service to the user community, the following statistics are showing the quality of the library.

- Library area 1540 sq.mt including 1st floor
- Seating capacity 280

Working hours: Monday – Saturday 8.30AM – 11.00 PM

Sunday and Holiday 8.30AM – 1.00PM

- Total Number of Books – 26134
- Total Number of Titles – 8552

- Total Number of Reference Books–5874

5. Collection development

Collection development of library from 2022 to 2023

Types of resource		Titles	Volumes	Year of purchase
Books	2022-23	140	727	July 22- June 23
E- resources	2022-23	18,20,000		Mar 2022
Print Journals	2022-23	48		Jan23-Dec23

Department wise book collection

Titles	No of Titles	No of Copies
Electronics and Communication	1678	4861
AIML	194	964
Computer Science	989	3076
Information Science	687	2231
Mechanical Engineering	1321	4474
Civil Engineering	959	3445
Basic Science	977	2735
AGR	13	86
CSD	7	37
MBA	1756	4214
IOT	3	11
Total :	8584	26134

6. Library Staff

Sl No	Name	Designation	Qualification
2	Mr. Puneeth Kumar	Asst. Librarian	M.L.I.Sc.
3	Ms. Shwetha m. s	Asst. Librarian	B.Com ,M.L.I.Sc.
4	Mrs. SumanaSudha	Lib. Assistant	D.Lib
5	Ms. Deesksha	Accountant	B. Com
6	Mr. Dhananjaya R	Attender	PUC
7	Mr. Vijay Sapaliga	Attender	SSLC
8	Mr. Ramdas Pai	Helper/Attender	SSLC

7. Rules and regulations

Do's:

1. Wear your Identity Card and enter your name at the login register

2. The library is a Temple of Knowledge. Dress properly!
3. Deposit your personal belongings in the racks provided at the entrance; you are permitted to carry only note books/writing paper into the library
4. Before entering the library ensure that you're not carrying a cell phone
5. Maintain absolute silence and decorum inside the library
6. Use the OPAC system to locate your document
7. If you cannot find the document that you are looking for, contact the Library staff
8. Maintain silence and wait for your turn at the PC and the Photocopy facility
9. Other than just printed text, the library has CD-ROMs, E- Resources etc. Use them
10. If you need any help, contact the library staff. They are there to help you!

Don'ts:

1. Talking /whispering/laughing/discussions inside the library is strictly prohibited
2. Please do not damage or mutilate books in any manner
3. Never write anything in a book. Remember, it is not your personal property!
4. Do not misplace books; intentionally or otherwise, a misplaced book is as good as lost!
5. If you notice somebody intentionally misplacing/hiding or damaging a book, inform the library staff immediately.
6. Leave the books on the table after use. Do not put them back in the rack; the library staff will do this job for you
7. Smoking/eating chocolates inside the library is strictly prohibited
8. Stealing books or pages from a book is a serious offence and will attract severe punishment

-----THE END-----