A. J. INSTITUTE OF ENGINEERING AND TECHNOLOGY

(A unit of Laxmi Memorial Education Trust ®)

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www.ajiet.edu.in

AJIET

LIBRARY AND INFORMATION CENTRE

Know your Library

![AJIET logo]

Dr. A.J. Shetty
President, LMET

Mr. Prashanth Shetty
Vice President, LMET

Dr. Shantharama Rai C
Principal, AJIET

A.J. Institute of Engineering & Technology

A.J. Institute of Engineering & Technology (AJIET) was established in the year 2016. The latest addition to the celebrated list of professional educational institutes promoted by Laxmi Memorial Education Trust ®. Located in Kottara Chowki, the campus is the only engineering campus within the Mangaluru city.

A stone throw away from the National Highway, the campus stands out for the greenery developed within the city limits and the state of the art infrastructure built on it. Making rapid progress in every aspect of engineering education, AJIET has gained good reputation for itself in academics. Co-curricular & extra-curricular activities and placements. MoU's with leading corporates, incubation centres in the campus have provided the edge to our students in attaining professional excellence.

VISION

To produce top-quality engineers who are groomed for attaining excellence in their profession and competitive enough to help in the growth of nation and global society.

MISSION

● To offer affordable high-quality graduate program in engineering with value education and make the students socially responsible.

● To support and enhance the institutional environment to attain research excellence in both faculty and students and to inspire them to push the boundaries of knowledge base.

● To identify the common areas of interest amongst the individuals for the effective industry-institute partnership in a sustainable way by systematically working together.

● To promote the entrepreneurial attitude and inculcate innovative ideas among the engineering professionals.

LIBRARY AND INFORMATION CENTRE

"All knowledge that the world has ever received comes from the mind;
the infinite library of the universe is our own mind"
– Swami Vivekananda

The Central Library of A.J. Institute of Engineering and Technology is located in the heart of the institution and it is easily accessible to the departments, classrooms and hostels. The books both technical and general, journals, magazines and their back volumes, DVD's are available for the use of faculty and students of the institute. The mission of the central library is to facilitate creation of new knowledge through acquisition, organization and dissemination of knowledge resources and providing for value added services. It also has enriched collection of value-added cultural and spiritual books by the renowned authors to build up the moral and inner strength of the students. To promote reading habits among the students the library is following an Open Access system that enables students to walk amidst books, browse under guidance and handle books freely. The books have been classified and catalogued based on Dewey Decimal Classification Scheme. In-house activities of library are automated and books are Bar-coded. Library collections can be searched through OPAC. Our library team is focused towards providing quality services pertinent to teaching, learning and research activities.The library is also equipped with a set of National Program on Technology Enhanced Learning (NPTEL) recommended lecture videos and web contents.

Vision

The Library aims to provide our users a seamless access to latest onsite global information services and facilitates the knowledge transfer with a creative and virtual internal network of human and information resources.

Mission

The Library serves as a resource centre and is dedicated to develop a comprehensive collection of documents that are useful to faculty members, researchers, and students of the Institution as well as other organisations, thereby effectively imparting and disseminating knowledge, skills and capacity.

Objectives

- To create an environment that provides facilities that are conducive for study and research activities.

- To cultivate reading habits among the student community by providing an excellent library Infrastructure, and resources.

- To inculcate state-of-the-art information for updating one's knowledge in the field of interest by acquiring, storing, validating, integrating, and disseminating the up-to-date information.

- To establish an agreeable atmosphere for learning inside the library with prerequisites, and appropriate facilities.

- To orient users to become life-long learners, evaluators, and propagators of information, and awareness.

Facilities and Services

The library provides the following facilities and services to the users.

Circulation Section

Books are issued to all the students and faculty members of the institute. The numbers of books issued are based on the category of the user. Student's members of the library can borrow books for a period of 15 days. The faculty can borrow six books and return the same at the end of the particular semester. The students should return the borrowed books to the library on or before the due date to avoid the penalty of overdue charges.

Periodical Section

Periodical section provides technical journals, general magazines and newsletters for reference. The latest issues and other back volumes are arranged separately on display racks and drawers respectively.

Book Bank Scheme

The library Book Bank books are issued to all the general category students for the full semester use. It has separate SC/ST Book Bank Books and these books are reserved for SC/ST students and they can borrow the books for whole semester.

Book Stack Section

The Library follows open access system and the students are free to browse through the collections and select the they require. The arrangement of books in library is department wise and within the department the books are arranged as per the classification number. Bay guides are available for easy access system, which makes the process of locating books very easy for the students.

Photocopying Service

Photocopying facility is available in the library. Nominal charges are collected for photocopying service.

News Papers

To make aware of current events at local, national and at international levels the library subscribes 10 newspapers daily.

Reading Room

The library has a separate Reading rooms. Modern well equipped furniture and an aesthetic ambience is provided in the reading rooms. It can accommodate 160 users at a time. Reading, Referring and Researching make a person more knowledgeable.

Reference Section

Reference service is provided for queries from the available reference sources. Important and prescribed text books are kept in the reference section and also these books are issued for reference against the library membership card.

Other Special Features

In addition to the above features library also provide the following value added services:

• VTU Question papers	• Printing & Scanning	• Reader's Guidance
• Inter library loan	• Newspaper Clippings	• Bulletin Board service
• New Arrivals	• CD-ROM facility	• Online Access to e-resources
• Open Access System	• Book Reservation	• Database Searches
• Information Alert Service	• User Awareness Programmes	• Open Access links

Digital Library

The library is equipped with digital library facilities with a subscription to large number of e-journals and e-books through VTU Consortium and offers online services. Students have access to the e-resources of the library anywhere on the campus over the campus wide network facility.
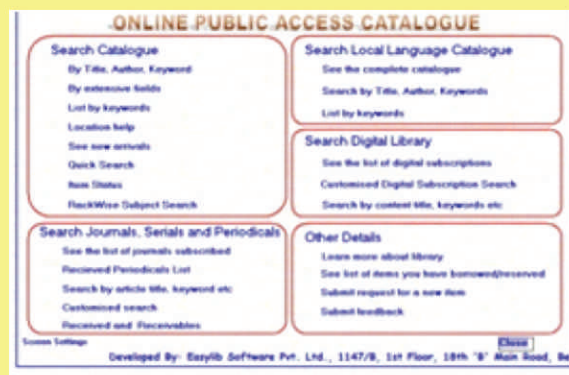

E-Resources Access Provided Through VTU Consortium

Sl.No	Publishers	No. of E-resources	Website
01	ELSEVIER	298 Journals	www.sciencedirect.com
02	IEEE Xplore Digital Library	530,000 papers from 100 core IEEE conference titles in POP	https://ieeexplore.ieee.org
03	Springer Nature	690 Journals 12863 e-books	https://link.springer.com
04	Taylor & Francis	585 journals	https://www.tandfonline.com
05	Emerald	120 Journals 1000 E-Case	https://www.emeraldinsight.com
06	Proquest	4900 Journals 7800 Abstract	https://www.proquest.com/165290
07	Mint Books	3469 eBooks	https://mintbook.in
08	Map My Access	10,000+ e-Books & 5700+ e-journals	www.ajiet.mapmyaccess.com
09	Turnitin	Plagiarism Originality Online Check	www.turnitin.com
10	NetAnalytiks	Writing Grammar Learning Tool	www.lanquill.com

OPAC/E-PAC

The Library Search Engine is a web enabled search engine that can be accessed on Intranet, as well as on Internet. EPAC can be used to browse/search for an item (book/non-book), along with its detail and the availability, in a particular library.

Open Access Resources

Directory of Open Access Books : The Directory of Open Access Books (DOAB) provides an access to over 36,696 academic peer-reviewed books from 602 publishers covering almost all disciplines. https://www.doabooks.org

Digital Commons Network: It includes collection of peer-reviewed journal articles, book chapters, dissertations, working papers, conference proceedings, and other original scholarly work covering subjects such as Architecture, Arts, Humanities, Business, Education, Engineering, Law, Medicine, Health Sciences. http://network.bepress.com

Directory of Open Access Journals : The Directory of Open Access Journals (DOAJ) is an indexing service that provides access to high quality, peer reviewed, open access journals. DOAJ is completely free of charge and all the data it holds is freely accessible. https://doaj.org

Scientific Research Publishing : Scientific Research Publishing (SCIRP) is an academic publisher of open access journals. It also publishes academic books and conference proceedings. SCIRP currently has more than 200 open access journals in the areas of science, technology and medicine. https://www.scirp.org

CogPrints : Cognitive Sciences E-Print Archive CogPrints is an electronic archive for papers in any area of Psychology, Neuroscience, and Linguistics, and many areas of Computer Science, Philosophy, Biology, Medicine, Anthropology, as well as any other portions of the physical, social and mathematical sciences that are pertinent to the study of cognition. https://www.cogprints.org/

Open Learn : Open Learn is a free learning platform, delivered by The Open University. There are nearly 1000 courses on a range of subjects from introductory to postgraduate level, all of which are currently free to study. https://www.open.edu/openlearn

Core UK : Core UK provides free and seamless access to millions of research articles aggregated from thousands of Open Access data providers, such as repositories and journals. https://www.core.ac.uk

edX : edX is a massive open online course provider. It is a trusted platform for education and learning founded by Harvard and MIT. https://www.edx .org

PDF Drive : PDF Drive is a free search engine which allows you to search, preview, download millions of e-books on various subjects such as Literature, Education, Business, Politics, Laws, Environment, Science & Technology, etc. https://www.pdfdrive.com

OAPEN : Open Access Publishing in European Networks (OAPEN) Library contains freely accessible academic books, mainly in the area of humanities and social sciences. https://library.oapen.org/

World Digital Library : World Digital Library (WDL) was a project of the U.S. Library of Congress, with the support of UNESCO, and contributions from libraries, archives, museums, educational institutions, and international organizations around the world. It makes available on the Internet, free of charge and in multilingual format, significant primary materials from all countries and cultures. https://www.wdl.org/en

Free Computer Books.com : This site is a directory of hyperlinks to free e-books, tutorials, and lecture notes etc., all over the world. It is basically a free service to the communities with the focus on Information Technologies, Computer Science, Mathematics, etc. https://freecomputerbooks.com

Self-learning / E learning Resources

National Digital Library of India (NDLI):

National Digital Library of India (Sponsored by Ministry of Human Resource Development) Educational materials are available for users ranging from primary to Post graduate levels. It includes Books, articles, Thesis, Manuscripts, Audio lectures, and Video lectures about all subjects. 7,203,195 + items hosted in NDL.

URL: http://ndl.iitkgp.ac.in

NPTEL:

NPTEL is an acronym for National Programme on Technology Enhanced Learning which provides e-learning, through online Web and Video courses in various branches such as Engineering, Science and humanities. It is the result of initiative taken up by seven IITs viz IITs of Bombay, Delhi, Guwahati, Kanpur, Kharagpur, Madras and Roorkee and IISc, Bengaluru is especially for promoting course contents in engineering and science. Engineering branches such as Civil, Computer Science, Electrical, Electronics and Communication and Mechanical and core science programme for students at the undergraduate engineering level were selected. Contents for the above courses are based on the model curriculum suggested by All India Council for Technical Education (AICTE) and the syllabi of main affiliating Universities.

http://172.16.16.3/LocalGuru

Developing Library Network (DELNET):

Library has DELNET Membership enabling students and faculty members for refer to the other member libraries for additional information for their research/projects through inter library loan.

URL: http://www.delnet.in

Library Timings

Working days	Monday to Saturday	8:30 am to 5.30 pm
VTU Examination Period	Monday to Saturday	8:00 am to 6:00 pm
During Vacation	Monday to Saturday	9:00 am to 5:00 pm

The timings may get altered as per the need arises.

LIBRARY RULES AND REGULATIONS

Students and staff members of AJIET are eligible to access and use the library by following library rules and regulations.

Rules for issuing the books:

- Students will be given two borrower cards to borrow books from the library. Only one book can be borrowed on production of a barrower card.
- Library membership and borrower cards are not transferrable. The card holders should come personally to borrow books; authorization to second person in any form is strictly forbidden.
- Students are responsible for the books borrowed against their borrower cards.
- Students can borrow the library books for a period of seven days. After that, he/she should get it renewed. Books will be renewed only if there are no reservations and no fines.
- No material from the library should be taken out without proper issue. Taking books without adhering to the procedure will invite disciplinary action.
- Loss of library card shall be intimated to the librarian. Duplicate card will be issued by charging a penalty fee of Rs 50/ per card.
- In book-bank scheme two books issued to each student in the beginning of the semester and it has to be return soon after the completion of the semester exam.
- Students are not permitted to lend books to another person within the college campus or outside.

Rules for Loss of books:

- If the books are lost, then the borrower shall replace the books of same edition or latest edition or pay the necessary cost to purchase the book.
- However, in case of not able to replace the lost book, they are required to pay latest cost of the book and the processing charge.

Rules for Reservation / Renewal of books:

- Books may be renewed for one time if the book is not reserved.
- The reserved books must be collected within two days of the date of intimation, failing that book may be issued to next user.
- Borrower has to present physically at the return counter for renewal.

Rules for issued books:

- Students shall be held responsible for any damage done to books while in their possession.
- Students are advised to check the book soon after the issue and if any damage is found, the same should be brought to the notice of the Librarian/library staff for a proper replacement.
- Complaints about the book will not be entertained at the time of returning books.
- Underlining, marking, scribbling and tearing of pages of any books will be severely dealt with. Students indulging in such practices will be liable to a penalty equal to the cost of the book, so as to replace the same book or similar book.

Rules for digital library access:

- Maintain silence while working in the digital library.
- Computers and Internet will be used only for academic purposes.
- Use of secondary storage devices are not allowed without prior permission.
- Do not share digital library computer with any other peripheral system or computer.
- Do not change any of the computer configurations.
- In case of any computer operational or access problem, report to the Librarian.

General Rules and Regulations:

- Students are required to deposit their belongings such as umbrellas, calculators, bags at the property rack at the entrance and should not deposit any valuables.
- Students to produce their identity cards, enter their names and sign on Login Register before entering the library.
- All books and personal belongings must be shown to the library staff at the library exit on his/her demands.
- Students have to return the books on or before the due date. A fine of Rs.2 per book per day will be charged, if they are not returned within the specified period.
- The Library property should be treated with utmost care. Any form of damaging or disfiguring the library/articles is strictly prohibited.
- Transactions at circulation counter are strictly followed by Queue system.
- Complete silence should be maintained in the library premises. Loud talk and discussions, eating, chewing of food items inside the library is not allowed.
- Use of mobile phone is strictly prohibited within the library premises.
- In case of violation of any of the above rules, list of the misbehaved students (if any) will be sent to Principal at the end of every week with a note for the necessary disciplinary action to be taken on them.
- All the students should return the library cards at the end of the final year and obtain No Due Certificate from the library. Similarly the staff members who intend to leave the College should settle all the dues including the cards and obtain No Due Certificate from the library.
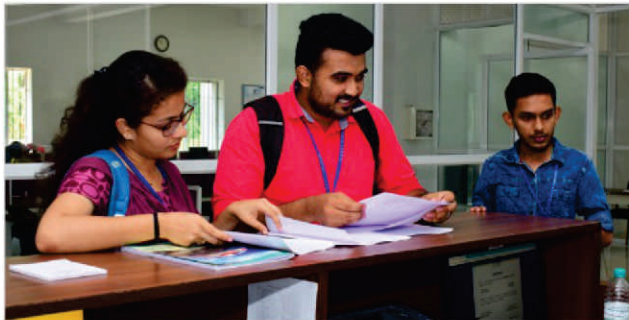- The rules may be altered from time to time.

Library Committee

Sl. No	Name	Designation	Dept./Year
01	Dr. Shantharama Rai C	Chairman	Principal-AJIET
02	Dr. Sankappa Rai B	Co-ordinator	Library
03	Mrs. Deeksha Anand	Member	Civil
04	Mr. Sudheer Kini	Member	Mech
05	Mrs. Deepashree	Member	ECE
06	Sukanya	Member	7th Sem ISE
07	Laxmikant	Member	7th Sem CSE
08	Greeshma Bangera	Member	7th Sem Civil
09	Deeksha	Member	5th Sem ECE
10	Sarthak Shetty	Member	7th Sem Mech
11	Rakshitha Shetty	Member	1st Year CSE
12	Chaithrashree	Member	7th Sem ISE
13	Sai Prasad B S	Member	5rd Sem ECE
14	Laxmikant Shet	Member	5rd Sem Civil
15	Shravan	Member	7th Sem Mech

Roles and Responsibilities of Library Committee

✓ To assist the Librarian in formulating library policy.
✓ To look after general maintenance of the library in terms of reading material and infrastructure.
✓ To effectively involve in fostering the reading habit of staff and students.
✓ To recommend/Justify/sanction/approve-withdrawal and weeding out of out-dated material to the competent authority for the final decision in the matter.
✓ To prepare the agenda and minutes of the meeting and circulate it to the Authorities and Librarian.
✓ Subscription of Journals, articles, Arrange training programmes, seminar etc.
✓ Coordination with other institutions/organisation/libraries.

For more details contact

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A.J. Institute of Engineering and Technology
NH-66, Kottara Chowki, Mangaluru,
Dakshina Kannada, Karnataka-575 006

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