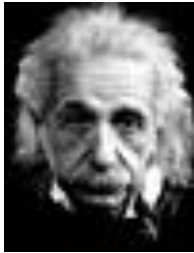


## **LIBRARY**

### **WELCOME TO KNOWLEDGE TREASURE**



**“The only thing that you absolutely have to know is the location of the library.”**

**— Albert Einstein**

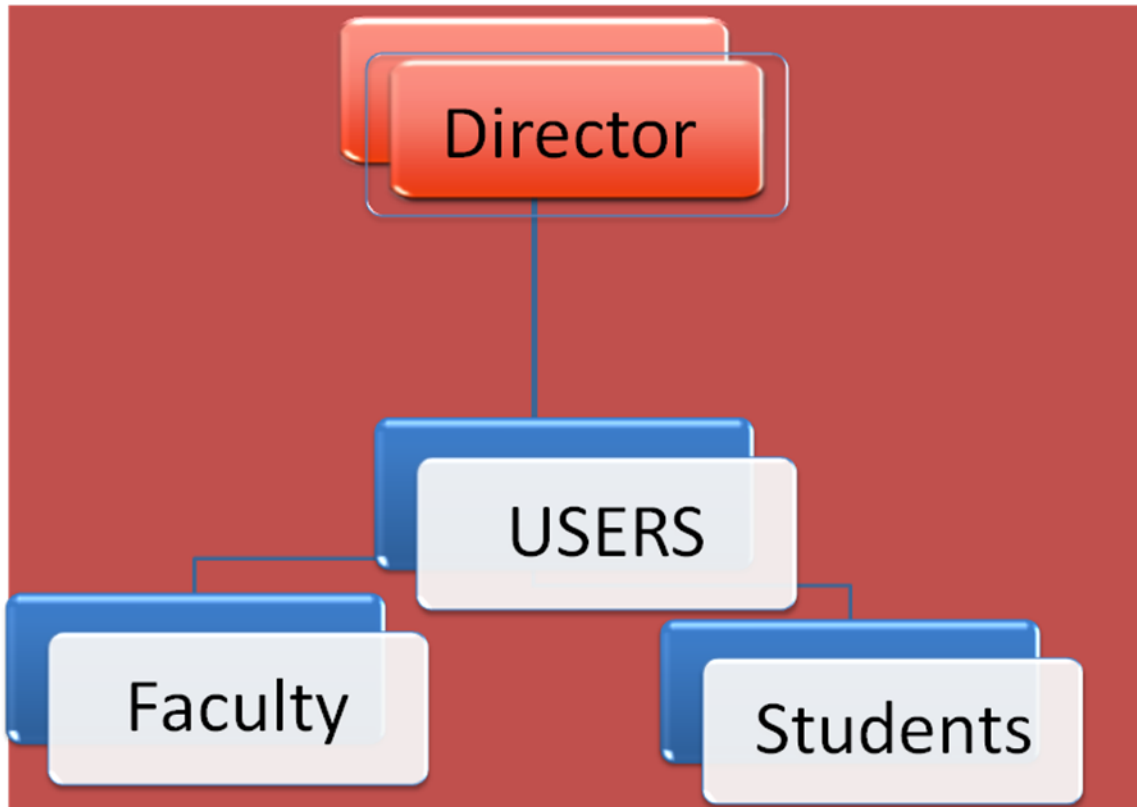
University library has been described as the heart of the university that circulates the lifeblood through the arteries of the whole the university body by this semi nation of knowledge. According to the Librarian’s Glossary, “ ‘University Library’ is a library or group of libraries established, maintained and administered by a university to meet the needs of its student and members of the academic staff.”

Student Community and Academic community particularly in a university utilizes library services for gaining knowledge, knowing contemporary issues, exchange of ideas of eminent academicians, industrialist, analysts and scholars through journals, magazines, new letters and news papers and also for research and teaching purposes. Therefore, library is rightly regarded as the heart of an academic institution. Libraries are the great gymnasium where we go to make our minds strong.

#### **Quality Objectives of Library:**

- To function as knowledge repositories, which store both knowledge and information.
- To improve knowledge access and transfer.
- To enhance the knowledge environment so that the environment is conducive to more effective knowledge creation, transfer and use along with connectivity.

# SCHOOL LIBRARY FLOWCHART



## Library Sections:

**Reading Section:**  
**Periodical Section**  
**News Paper Section**  
**Books Section**  
**Issues & Returns Sections**  
**Xerox Section:**

## **Library Collections:**

- **Print Form**
- **Digital Form**

### **Print Form:**

Total Number of Book volumes: 3000 @ Central Library

1167 @ School Library

Total Number of Journals & Magazines: 10 @ Central Library

25 @ School Library

Total Number of Project reports: 660

### **List of Journals**

Indian Journal Of Finance

Indian Journal Of Computer Science

Applied Finance

BJIMR

Indian Journal Of Marketing

Arthasashtra Indian Journal Of Research

Indian Journal Of Research In Apital Market

Asian Journal Of Managerial Science

Prabhandan : Indian Journal Of Management

Indian Journal Of Research In Capital Markets

The Management Accountant Journal

CVR Journal Of Science & Technology

Management Research

## **List of Magazines & News Letters**

Human Capital

India Today

India Forbes

Indian Management

Capital Market

Business Manager

Bloom berg business week

Outlook Business

Entrepreneur

Everyman Science

I.E.I News

JNTUA News Letter

## **Digital Form (E- Subscriptions):**

J-Gate – e-Journals database – Social Science & Humanities

Institutional Membership for DELNET Database for e-Books & e-Journals

### **Free Access E-sources for Books & Journals:**

NPTEL Platform – free online Video Lectures on Management Subject

1. **National Digital Library ( NDL ):** Click on

[ndl.iitkgp.ac.in](http://ndl.iitkgp.ac.in) (individual registration is required)

2. **NPTEL DIGIMAT Video Lectures:** Click on

<https://nptel.ac.in/course.html>

3. **E-books:** Click on

<https://www.pdfdrive.com/>

<http://en.bookfi.net/>

### **About J-GATE E- CONSORTIUM:**

J-Gate is an electronic gateway to global e-journal literature. J-Gate provides seamless access to thousands of thousands journal articles. The J-Gate platform is fronted by a simple, intuitive, and easy-to-use interface, and also gives users complete control over search filters. By allowing users to access content from a wide variety of publishers on a single platform,. In this platform, user can access any journals published and written by academicians, industrialist, analysts, scholars etc. J-Gate exponentially increases journal usage

## **List of e-journals available online (Open source International Journals)**

1. International Journal of Business and Management  
**<http://www.ccsenet.org/journal/index.php/ijbm>**
2. International Journal of Management and Business Research  
**<http://www.ijmbr.srbiau.ac.ir/>**
3. International Journal of Management  
**<http://www.theijm.com/>**
4. Asian Journal of Management Sciences  
**<http://www.literatipublishers.com/Journals/index.php?journal=AJMS>**
5. International Journal of Supply and Operations Management  
**<http://www.ijsom.com/>**
6. International Journal of Economics Finance and Management Sciences  
**<http://www.sciencepublishinggroup.com/j/ijefm>**
7. Journal of Financial Risk Management Scientific research publishing  
**<http://www.scirp.org/journal/jfrm>**
8. Journal of operations and supply chain management  
**<https://sistema.bibliotecas-bdigital.fgv.br/>**
9. Journal of Logistics Management scientific and academic publishing  
**[www.sapub.org/journal/archive.aspx?journalid=1089&issueid=2378](http://www.sapub.org/journal/archive.aspx?journalid=1089&issueid=2378)**
10. Business and management Journals  
**<http://www.omicsonline.org/business-and-management-journals.php/>**
11. Springer open journals  
**[http://www.springeropen.com/journals#business and management](http://www.springeropen.com/journals#business%20and%20management)**
12. Journal of Risk and financial management  
**<http://www.mdpi.com/journal/jrfm/>**

**Important Instructions to all Students:**

- 1) Students are allowed into the library only with the Institutes ID card
- 2) No transactions will be done without a student ID card.
- 3) Students are advised not to borrow more than two books from school Library & three books from Central Library.
- 4) Institute is providing Access to e-Journals/e-Books, for access procedure please contact the library Staff / Librarian.

**Important Instructions to Outgoing Students:**

All the Final Year outgoing students are informed to follow the following procedure to obtain the No-Due Certificate from the library:

1. All the borrowed books from Central & School Library must be returned to respective library
2. Lost books to be replaced with the new copy of the latest edition.
3. All the library dues to be cleared before the next transaction.

**Working Hours:**

All working days:

Monday to Saturday	9.00 AM to 5.00 PM
During Examinations	8.00 AM to 10.00 PM

## **Rules:**

- 1) Silence & Cleanliness should be strictly maintained in & around the Library.
- 2) All the visitors of the library advised to sign on visitor register whenever you visit the library.
- 3) All the bonafide Students/faculty/ Staff members of SMS are eligible for membership and use the services of the Library.
- 4) All the Students / Faculty/ Staff are eligible to borrow / loan books from the circulation section for a period of 15 days for students & 90 days for faculty.
- 5) All the students / Faculty / Staff should clear the dues within on or before the due date. Defaulters will be fined as per Library rules.
- 6) While borrowing the books the user is advised to check and ensure that the books are in proper condition.
- 7) Pencil /Pen marks, underling, or any other type damage to the books are noticed at the time of returning the books, the borrower will be held responsible.
- 8) In case the book is lost the borrower has to replace the latest edition of the lost title. If the book is not available in print the borrower has to pay the cost of the book as per library rules.
- 9) Reference books / Journals / Projects Reports/Newspapers/Magazines are not for an issue and they should be referred to within the library only.
- 10) Watch the notice board of the library every time you visit.
- 11) The visitors are requested to keep their belongings at the entrance rack of the library, however they are advised not to leave important & valuable items in the handbag, and these items are liable to be lost.
- 12) Books will be issued to the library members only.
- 13) Books will be issued subject to availability only.
- 14) Under special circumstances, the librarian may refuse the issue of books or recall all the books already issued from any member without assigning any reason thereof.
- 15) Photo copying (Reprography) service shall be available for the library materials against payment.





**IF EDUCATION IS IDENTICAL WITH  
INFORMATION, THE LIBRARIES ARE  
THE GREATEST SAGES IN THE WORLD,  
AND ENCYCLOPEDIAS ARE THE RISHIS.**

– Swami Vivekananda –

