

Please Note: This file is the same as a library webpage. So you can update data according to the following indications - **orange** color is used for editing, **yellow** color for deletion, and **green** color for new additional information.

➤ **About Library and Information Centre (LIC):**

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The Library and Information Centre is the lung of every educational institute, which breathes knowledge and information into the minds of the students. The L&IC is an invaluable resource for students, researchers and faculties of engineering and applied sciences. All students, faculty members and employees of the institute are entitled to make use of the Library facilities on taking library membership.

Working in partnership with faculty, staff and students, library provides convenient access to quality information resources, and an environment that encourages study and personal growth. Library also provides information services which are customized to individual needs and which recognize their information requirements.

The Library, besides having a huge collection of books on engineering, applied science and humanities offers library services through its various divisions. In addition, the library boasts of more than **29999 books and 60 national and 47 international journals** in print form. The library also has varied collection of non-book materials in the form of CD-ROMs. Apart from the above-mentioned collection the library has a good collection on competitive exams, which forms a base for the students aspiring for examinations such as GATE, GRE, GMAT, CAT, SAT etc. The library has set up contacts with libraries for getting articles, copies or books which are not available in our library. The library offers a conducive environment to users. The bibliographic details of library documents can be accessed through OPAC (Online Public Access Catalogue) from computer available in the library. The primary mission of the library and information centre (LIC) is to support the educational and research programmes of the institute by providing physical and intellectual access to information. In accordance with the objectives of the institute, the library aims to develop a comprehensive collection of documents useful for the readers.

- Mission:

The mission of the SJCEM Library and Information Centre (LIC) is to provide college students with the information they need to achieve their highest academic potential and help them acquire research skills necessary for lifelong learning. To support teaching faculty & administrative staff and to participate in cooperative information exchange within the wider library / educational community.

- Vision:

Information is an essential input to national development. Our modern library has great responsibility in harnessing and utilization of information. Library strives for high quality of services which emphasis the actual delivery of information rather than actual delivery of documents for specific needs of the users.

- Genesis:

The SJCEM' Library and Information Centre (LIC) was established on 25 July 2008 with the inception of the College with collection of 5052 books. The Library caters to all the students and faculty of college to pursue their study and research.

- Objective:

The main objective of the library is to support the educational and research programs of the college by providing access to information consistent with the present and anticipated education and research function of the college.

- Library Hours:

Monday to Saturday: 08:00 AM TO 06:00 PM

Issue/Return of books : 8:30 A.M. TO 5:30 P.M.

Reference books and latest journals/magazines issued for overnight, one hour before closing of the library on all days.

- Library Collection:

The Library subscribes to 60 national and 47 international journals. The Library has a rich collection of books on science and technology including physics, civil engineering, computer science, electrical and electronics engineering, and mechanical engineering. Besides, library also has a good collection in the areas of humanities and sciences especially in mathematics and physics. The total collection of the Library as on 12 September, 2024 is as follows:

| Library Resources | Engineering | MMS | M.E. | Diploma | Total |
|-------------------|-------------------------------------|------|------|---------|-------|
| Volumes | 21898 | 3727 | 215 | 4159 | 29999 |
| Titles | 4319 | 1112 | 36 | 734 | 6201 |
| Journals | 63 | 13 | 12 | 12 | 100 |
| International | 28 | 07 | 10 | 02 | 47 |
| National | 35 | 06 | 02 | 10 | 53 |
| Magazine | - | 07 | - | - | 7 |
| E-Resources | Ebsco, Delnet, NDLI, E-Shodhsindhu. | | | | |
| Newspapers | 09 | 08 | - | - | 17 |
| CD/DVD | 1252 | 284 | - | - | 1536 |
| Projects | 1402 | 1958 | 0 | 135 | 3495 |
| Bound Volumes | 360 | 33 | 0 | - | 393 |

| Sr. No. | Particulars | Title | Volumes |
|---------|--|-------|---------|
| 1 | Engineering | 4319 | 21898 |
| 2 | MMS | 1112 | 3727 |
| 3 | Diploma | 734 | 4159 |
| 4 | Journals/ Magazines | 83 | - |
| 5 | Bureau of Indian Standards (BIS) Codes | 152 | - |
| 6 | CD's | 3207 | - |
| 7 | News Papers | 17 | - |

➤ **Library Advisory Committee**

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➤ **Library Rules**

- College Identity card should be shown at the counter when requested.
- All the students must have a college identity card & library card compulsory.
- Every member must enter their PID number / name into the Online Koha In-Out Management System (E-Gate Entry System).
- Food & Beverages are not allowed in the library premises.
- Use of cell phone in the library is strictly prohibited.
- Using mobile phones and audio instruments with or without speakers or headphones is strictly prohibited in the library premises.
- Members shall observe silence in the reading halls.
- Members shall not engage in conversation in any part of the library so as to cause annoyance to any other reader.
- Members shall not write upon, damage or mark any book belonging to the library.
- Books or other materials taken from the stacks should not be reshelved by the readers but should be left on the reading tables. Please remember that “A BOOK MISPLACED IS A BOOK LOST”.
- 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 authorities.
- 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 college authorities.
- Members shall not bring personal belongings (including Books and other printed material) and library books borrowed by them inside the library.
- Members leaving the library should stop at the exit so that the material borrowed or taken out of the library by them may be checked.
- Upon any infringement of the library rules members shall forfeit the privileges of admission and membership of the library.
- The Librarian reserves the right to suspend the membership of any member found misbehaving, abusing the library staff or behaving in an indecent manner.
- The arrangements of chair and other furniture in the reading section should not be disturbed.
- Bags should be placed in the property counter, provided at the entrance of the library.

➤ E-Resources

The students and the staff of St. John College of Engineering and Management are allowed to use electronic resources acquired by the library even outside the College network, for instance at home or on mobile devices. Remote access is permitted according to licensing clauses for educational purposes: for the purpose of education, teaching, distance learning, private study and/or research. Any commercial use is strictly forbidden!

Links to all e-resources which the library has acquired are available via email or library display board. On e-library, e-resources marked with a lock require logging in with SJCEM credentials at remote access. Always use links on e-library, do not search links with Google.

Access to e-resources Anywhere and Anytime

You can read e-books, e-journals and articles and use dictionaries also on your smart phone, tablet or e-book reader.

Many e-resources have sites which are specifically optimized for mobile devices. The site will open automatically when entering the page.

There is an app or mobile optimized site available for e-resources presented below.

The students and the staff of St. John College of Engineering and Management are allowed to use electronic resources at College computer network and even outside the college network through remote access, for instance at home or on mobile devices.

The following e-resources are available in college campus or out of campus.

1. **Delnet** Go to DELNET Website at **www.delnet.in** click on New Discovery Portal input the **User Name: mhsjcem** and **password is: sjc7035** user manual available at delnet main content page at heading of How to Access Delnet Online.
2. **EBSCO e-journals** go to the URL: **https://search.ebscohost.com** input the username sjcem and password ask to Librarian, as well as outside the campus use EBSCO mobile app.
3. **Knimbus E-Library** go to the URL: **https://www.knimbus.com**
4. **Institutional Repository**: **http://10.0.2.7:4000** **this link open only campus**, Institutional e-library e-books, e-journals, syllabus, questions paper are available.
5. **National Digital Library (NDL)** **https://ndl.iitkgp.ac.in**
6. **Swayam-NPTEL** **https://swayam.gov.in/nc_details/NPTEL**
7. **E-Shodhsindhu** **https://ess.inflibnet.ac.in/index.php**

➤ **Journals**

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Engineering – Total 63

International : 28

National : 35

MMS – Total 20

International : 07

National : 06

Magazines : 07

Diploma – Total 12

International : 02

National : 10

M.E. – Total 12

International : 10

National : 02

➤ **Library Services**

Book Bank Services

Wi-fi and Internet Services

Circulation Services.

Content Pages Service of Magazines. (Active Documentation Services)

Current Awareness Services.

Design Dissertations / Student Projects

E-Books Services.

E-Mail Services.

Newspapers Access Services.

News paper clipping service

Reference service.

Bibliographic service.

Indexing service.

Reprographic Service.

Reading Facilities Services.

New arrivals

Cctv's Services.

Selective Dissemination of Information (S.D.I.)

Inter library loan

Reprographic service

Question papers & Syllabus service

Plagiarism Checking Service

User Orientation

OPAC (Online Public Access Catalogue)

Library Services Features:

1. All books and periodicals are arranged on the open stacks. Users can make use of the books and magazines available freely within the library.
2. Reference and Textbooks are arranged according to the **Dewey Decimal Classification (DDC)**.
3. Material you want can be searched on the computer (OPAC search system)
4. Besides books and magazines, the library iÇs multimedia collection includes AV materials (videotapes, cassette tapes and others), CD-ROMs, on-line databases, and information on the Internet. Make the best use of the SJCEM Library and Information Centre (LIC) to establish your own style of learning and focus for your studies.

Library Membership:

All the students, faculty members and employees of the Institute can register themselves for the membership of the Library. All Students, faculty and staff members are issued patron cards. Their entitlement, in terms of the number of books that can be borrowed by them, are as follows:

| Sr. No. | Category | Number of Books | Loan Period |
|----------------|--------------------------------|------------------------|--------------------|
| 1 | Faculty | 10 | One Semester |
| 2 | Visiting Faculty | 02 | One Month |
| 3 | Technical and Supporting Staff | 02 | One Month |
| 4 | Administrative Staff | 02 | One Month |
| 5 | MMS Students | 03 | 7 Days |
| 6 | Students FE and SE | 03 | 15 Days |
| 7 | Students TE and BE | 4 | 15 Days |

-Membership Renewal*

-Checking out Library Books

Registered Library members are allowed to check out Library books as per their entitlement mentioned above. Reference Books and some CD are not issued out. Textbooks (reference) are issued for overnight. Bound volumes of journals are not issued out.

-Renewals

Books issued to you can be renewed unless they are reserved by someone else. You need to bring the books to the Library for getting them re-issued after 15 days at a one time.

-Return of Books

Books checked out from the Library should be returned at the circulation desk, during its working hours, i.e. 9.00 AM to 6.00 PM on any working day. Books issued through the Reference Section should be returned in the circulation Section only.

-Reserving the Books

A library user can reserve a book currently out on loan by requesting staff at the Circulation Counter. Notifications for availability of reserved books are placed on the Library notice board.

-Loss of Patron Card

Loss or mutilation of the library cards should be reported to the librarian immediately. A new library card will be issued at the issue counter only on the payment of Rs 50/-.

-Loss of Books

The borrower is required either to replace the books with a recent edition, if available or pay its double cost.

-Overdue Charges

Overdue charges at the rates mentioned below are charged for late return of the books: Rs. 02.00 per day for the books issued from General Section upto Five working days thereafter 20.00 per day per volume. Rs. 1.00 per hour for the books issued from textbook Section.

Team Members.

1. Somnath S. Shinde

Librarian

BA, M.Lib.I.Sc. SET

e-Mail: somnaths@sjcem.edu.in

Phone: 02525-254846 Ext: 111

2. Santosh N. Bocharé

Assistant in Library

M.A,(Marathi) M.lib & I.S

e-Mail: santosh@sjcet.co.in

3. Mrs. Elsie Cardoza

Library Attendant

12 th Pass.

e-Mail: elsiec@sjcem.edu.in

4.Felix Anthony D'souza

Library Attendant

e-Mail: felixd@sjcet.co.in

➤ **Library Staff**

1. Mr. Pranay R. More

Assistant Librarian

M.Lib. & I.Sc., PGDLIMAN, M.A.(History).

E-Mail: library@sjcem.edu.in & pranaymo@sjcem.edu.in

Phone: 02525-254846 Ext: 111

2. Mr. Santosh N. Bochare

Assistant in Library

M.lib. & I.Sc., M.A.(Marathi).

e-Mail: santoshb@sjcem.edu.in

Phone: 02525-254846 Ext: 404

3. Ms. Ankita Mistry

Library Assistant

B.A.F.

e-Mail: ankitam@sjcem.edu.in

4. Mr. Suryakant S. Deshmukh

Library Attendant

H.S.C.

5. John Pereira

Library Attendant

S.S.C.

6. Sr. Agnes Andrade

➤ **Library Committee (MOM)**

2023-24

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