UNIVERSITY CENTRAL LIBRARY

NAAC/IQAC Report as per NAAC suggested format for the Library

01. INTRODUCTION

The Central Library has a sizeable collection of books and other reading material to meet the information needs of the members. The Central Library membership encompasses the UTD students, faculty, college students, and teachers and the students appearing for the competitive examinations, besides the general public of Indore city .The Devi Ahilya University is the first university in Madhya Pradesh to start computerization of its activities and effectively coordinate with INFLIBNET and other national agencies to augment its resources. The Central Library catalogue is available to its members on intranet in the campus. Department Libraries are being linked to the central library database. The University Central Library building is having a built up area of 30000 sq. feet to stack reading materials, reading halls, Thesis collection, periodical section and OPACS.

A. MANAGEMENT OF UNIVERSITY CENTRAL LIBRARY AND INFORMATION SERVICES

a. Number of days the Library is kept open: 350 Days

b. Working hours: 11 Hours on Working Days

 07 Hours on Holidays

c. Library Advisory Committee: Yes (As per University Regulation No.2)

d. Manpower deployment:

Librarian: Dr.G. H. S. Naidu

Qualification: M.A, MLISC, Ph.D

Experience: 32 Years

Library Staff:

Position	No of Posts	No of Working staff	Qualifications
Asst.Librarian	01	00	As per UGC Norms
Sr.Tech.Asst.	06	02	As per Univ.Rules
Lib.Asst.Gr-1	04	03	---Do--
Lib.Asst.Gr-II	06	03	---Do--
Counter Clerk	02	02	---Do--

Book Lifters	06	01	---Do--
Office Assistants	05	01	---Do—
Watch and Ward Staff	08	06	---Do--
Machine Operator	01	00	---Do--
Contingency Staff	05	05	---Do--

e. **Infrastructure of the Library:**

Location of the Library: Centrally Located

Library Building Area: 40000 Sq. ft

Physical Facilities:

Furniture:

Chairs	295
Tables	134
Display Racks	481
Magazine Racks	20
Notice boards	03
Research cubicles	06
UPS	03
Generators	Nil
Ventilation	Excellent
Fans,	89
water Coolers	02
Toilet facilities:	Yes As per requirement

f. **ICT Infrastructure and Know- how:**

No. of Computer systems	10
Total number of users	2240
Programs offered	Information to be provided by the Univ.
Bandwidth of Internet access	Through IT Centre

g. **Overall policy of the Institution on library:**

Collection development support:

The interests of the users are taken due care. Latest editions are being added. Fixed number of copies of the text books are purchased. Increased access to e-journals is being promoted. As far as the text books a

Introduction of new services:	OPAC and introduction of new e-resources
Support in terms of fund	By UGC and the University
Annual increase of budget	Rs.33.00 Lakhs For reading material
Removal of obsolete books	Kept separately from active collection
Policy on loss of books	Recovery of double the cost
Ongoing commitment of the institution	Proposes to encourage the subscription to E-Books and Journals in more number

h.Budget:

Budget for the Books	21.50 lakhs
Journals	10.00 Lakhs
Other resources	01.00 Lakhs
ICT Infrastructure	00.50 lakhs
Pay and Allowances:	66.70 Lakhs

B. COLLECTION AND SERVICES PROVIDED TO USERS

1. Total Learning Resources:	**221781**
Books:	**183878**
Text Books	121907
Reference Books	15194
Other Books	45977
Bound Volumes of Periodicals	**13254**
Thesis	**23149**
CDS/DVDS	**1500**
AV Material for the Blind	**800**
Journals: National	**165**
International(E-Journals)	**9243**
E-Resources	ACM, IEL, Emerald,

Access to Databases

DELNET,

Indiastat.com

2. Services:

Basic Services:

The library is open for the use of the members for Eleven Hours on all working days and for seven hours on all public holidays. However the hours are extended to twelve hours during the examination time. For the convenience of the users, the library has adopted the open access method**.**

Information Services:

Does the Library provide the following facilities/services to the students?

Publication and Research support services	Yes
Information display and notification	Yes
Bibliographic compilation	No
ILL/Resource sharing	Yes
Reprographic facilities	Yes
Bok Bank	No
User Orientation	Occasionally
Computers	10
OPAC/Indexing Services	05
Audio-visual resources	800
Internet	Yes
Digital Library services	Yes
Any other	

- Ratio of Library books to number of students enrolled   1:82
- Number of log-in's into the e-library services/e-documents delivered per month   5854
- Network of academic libraries under the university's jurisdiction:

     All the UTDs

- Membership of library networks(INFLIBNET/DELNET) and consortia(UGC INFONET/INDEST)

C. EXTENT OF THE USE OF SERVICES

I. a) Average number of books issued/returned per day.   85/85

  b) Number of reference enquiries (users) on an average   NA

    Per month (percentage may be specified)

  c) Number of services delivered per-user per month   NA

  d) Average number of users who visited/documents   9506

    Consulted per month

II. Compiling the information on number of Log- ins into

  The E-Library Services/E-documents delivered per month   5854

D. BEST PRACTICES FOR UNIVERSITY/AUTOMATION COLLEGE LIBRARIES

The Central Library has adopted the ICT in the following services.

SECURITY FOR LIBRARY MATERIALS:

The University Central Library is the first library in the state to use RF Tags for its reading materials. The Radio Frequency Electronic Article Surveillance System (RF-EAS) has been installed in the University Central Library for better safety of the library holdings and to prevent   theft of books from the library.

COMPUTERIZED ISSUE RETURN OF BOOKS

To facilitate faster issue and return of books and for easy tracing of the books issued, the central library has issued Bar coded membership cards and books are being issued through the Library computers.

ACCESS TO ELECTRONIC RESOURCES

 To keep pace with the technological changes, the library has associated itself with INFLIBNET in implementing the UGC- INFONET program for providing the access to electronic journals on intranet. At present 9243 scientific journals are being accessed by the members of the university.

WIDER ACCESS TO RESOURCES ACROSS THE COUNTRY :

The central library is an institutional membership to many networks or databases to provide wider access to resources. The Library has got the membership for

DELNET, through which considerable number of books required by the members are borrowed through Inter Library Loan. The Library has also subscribed for the total databases of ICFAI Journals, India stat.com, etc,. On an average the university central Library borrows as many as 15-20 books every month on inter library loan form DELNET.

RESOURCES FOR THE VISUALLY HANDICAPPED:

Braille Books and Cassettes for the Visually challenged students have been purchased in considerable numbers for the use of the visually challenged students. The university central library has procured as many as 800 Braille books and around 500 cassettes.

UPS IN THE LIBRARY:

To provide better facilities, in the central library an UPS has been purchased . Now the students need not face any hardship for light in any season.