

# Know Your Library



असतो मा सद्गमय /  
तमसो मा ज्योतिर्गमय //

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**FOUNDATION**

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**Sandip Foundation's**  
**Sandip Institute of Technology and**  
**Research Centre, Nashik**  
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# 1. Introduction

## 1.1 About Central Library

- ✦ The Central Library of **Sandip Institute of Technology and Research Centre (SITRC)**, Nashik was established in 2008.
- ✦ The SITRC Library system consists of a central Library and Departmental Libraries which collectively support the teaching, research and extension programmes of the Institutes.
- ✦ The Library, besides having a huge collection of books on Engineering, Science and Humanities offers Library services through its various divisions.
- ✦ It caters to the need of the faculty and students via a rich collection of more than **29000 books**.
- ✦ It also provides an access to the **91 National / International** Periodicals, Journals, and Magazines.
- ✦ All Students, Faculty members and Employees of the Institutes are entitled to make use of the Library facilities on taking library membership.
- ✦ The total area of Library is **705 sqmtr**.
- ✦ Reading room capacity of Central Library is around 200 Students.

## 1.2 About Central Library

- Objective:**
- ✦ To support the Educational and Research Programs of the Institute by providing physical and online access to information.
  - ✦ To serve as a resource center and aims to develop a comprehensive collection of Books and Journals useful for the Students and Faculty.
  - ✦ To procure the necessary information in the form of Books and knowledge and make it available to all the beneficiaries including Students and Faculty at all the time.
- Vision:**
- ✦ Libraries will be a strategic Institutional asset that develops and delivers new methods of creating and supporting knowledge resources.
- Mission:**
- ✦ Creating up fruitful an environment for Academic and Research including to enhance the entrepreneurship skills.

## 1.3 Library Committee

- ✦ To effective utilization and improvements in all existing facilities of library, a Library committee is in existence.
- ✦ The committee conducts meeting once in a semester to decide the policies.
- ✦ Implementation of the policies is effectively and monitored by Librarian (Member Secretary).
- ✦ Committee gives suggestions are for efficient and smooth work like purchase of books, subscribing Periodicals & Journals, Supervision, Stock verification, the sanction of withdrawal of books, etc.
- ✦ The committee also discusses Library related problems faced by the students.

- ✦ Committee visits the library every month to take a regular review of books, journals, magazines etc.
- ✦ Ensuring well-furnished seating arrangement, proper light facility and ventilation for stress-free reading.
- ✦ Availability of library information on the college website.
- ✦ Recommending to the authority about library suggestions and others.
- ✦ To work towards modernization and improvement of library and documentation services.

## **1.4 Library Membership**

- ✦ All admitted students of the Institute.
- ✦ All Teaching and Non Teaching Faculty members of the Institute.
- ✦ Institute Authorities.
- ✦ Educational Institutes /Colleges in the Campus by ILL.

## **1.5 Library Rules**

### **General Rules**

1. Students are advised to bring their id cards whenever they visit the library.
2. Students are advised not to keep any valuables things in bags, kept it at the library property counter. If in case any such loss, library staff is NOT responsible.
3. Cell phone talking and using mp3 players are NOT allowed inside the library.
4. Students are advised NOT to exchange the library cards.

5. Students are advised NOT to take more than one copy of the same book.
6. Taking of briefcase, bags, files, jerkins, raincoat, umbrella, mobile phones etc., inside the library is strictly forbidden.
7. Personal belongings (bags/files /folders etc) are NOT allowed inside the library, keep it at property counter.
8. Make an entry in the register which is kept at the entrance.
9. Students must maintain silence in the reading room.

### **Circulation Rules**

1. All the students, faculty members of the Institutes can register themselves for the membership of the library.
2. Books can be borrowed by staff and students & college authority.
3. Regular books may be borrowed for a period of 07 days by students and one month by staff members.
4. Reference Books, journals and CD's may not be issued at home.
5. Reservation of library material can be made through Online Public Access Catalog.
6. Loss of borrowed books and journals should be reported to librarian immediately.
7. If a book which has been borrowed by a student is urgently required, the library may call back the book from the student.
8. Book must be returned on or before the due date.
9. If a book is not returned on the due date, the borrower will have to pay an overdue charge.



10. Repeated failure to return of books on time may lead to denial of borrowing facility.
11. Before borrowing a book, the student should make sure that the book is in good condition.
12. The borrower is fully responsible for the books borrowed in/her account.
13. The library may recall a book at any time before its due date. Overdue charges may be increased for failure to return a book when it is due or recalled.
14. The borrower shall be responsible for loss or damages caused to the library material borrowed. They shall be required to replace or pay double the cost of such material including overdue charges.
15. Penalty will be levied for marking/scribbling the pages and tampering the pages.

### **Renewals Rules**

1. 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.
2. Renewals over the telephone, oral instructions, or written communications are not entertained.

### **Digital Library**

1. Identity Card is compulsory for getting access to the Library.
2. Personal belongings (Bags / Files / Folders, etc) and External devices (Pen Drive / External Hard Disks / Laptops) are not allowed inside the Digital Library.
3. The use of the Digital Library facility is on a first-come-first-serve basis.
4. Make an entry in the register which is kept at the entrance of the Digital

Library.

5. Recreational activities like playing games, audio / video streaming, online chatting and accessing social networking sites are prohibited.
6. Downloading, installing and running software other than those already installed on the computer are not allowed.
7. Illegal/Unlawful activities such as (but not limited to) hacking, deleting of files, changing/tweaking of system configurations /passwords resulting in damage to systems and networks are prohibited.
8. Before leaving the Digital Library, users must close all programs positively and keep the desktop blank.
9. Use of mobile phone in Digital Library is strictly prohibited.

## **1.6 Library Materials Policy**

1. Library books, Reference books, Electronic Media's etc., are costly and often rare. They are for the benefit of not only the present but also for the future members of the library. Therefore, one should not write upon, damage, turn down the leaves or mark on any library material.
2. If termites/other insects spoiling the books, torn/missing pages are noticed, please report to the librarian immediately.
3. Before leaving the issue counter, members should satisfy themselves as to whether the Library material lent to them is in sound condition. If not, they should immediately bring the matter to the knowledge of the staff at the issue counter, otherwise they are liable to be held responsible for replacing the material or paying such compensation as fixed by the Librarian.

## 2. Library Collection

### 2.1 Library Collection (UG)

Course	Titles	Volumes	E-Books	Journals	
				National	International
Applied Sciences & Humanities	330	3768	440	06	00
Civil Engineering	378	1530	153	07	00
Computer Engineering	696	3738	143	17	00
Electrical Engineering	386	1715	318	07	00
Electronics & Telecommunication	966	5818	143	11	03
Information Technology	653	2937	142	06	00
Mechanical Engineering	712	4522	217	15	00
Magazines	00	00	00	04	00
<b>Total</b>	<b>4121</b>	<b>24028</b>	<b>1556</b>	<b>73</b>	<b>3</b>

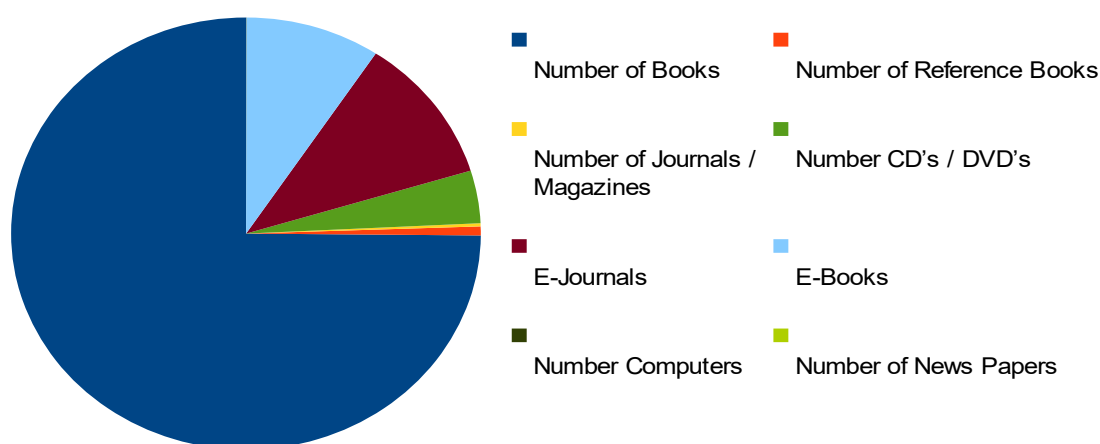
### 2.2 Library Collection (PG)

Course	Titles	Volumes	Journals	
			National	International
Computer Engineering (PG)	216	982	05	00
Electronics & Telecommunication (PG)	174	875	05	03
<b>Total</b>	<b>390</b>	<b>1857</b>	<b>10</b>	<b>03</b>

Course	Titles	Volumes	E-Books	Journals	
				National	International
MBA	1283	3788	822	12	03

## 2.3 Library at Glance

Particulars	Quantities
Number of Books	29673
Number of Reference Books	273
Number of Journals / Magazines	91
Number CD's / DVD's	1556
E-Journals	4355
E-Books	3682
Number Computers	14
Number of News Papers	12 Per Day



**Graphical Representation of Library Collection**

**Ratio of Library Books =  $29673 / 2217$  (Number of Students) = 13.39**(As on 31.04.2018)

## 3. Library Service & Facilities

### 3.1 Book Circulation Facility

The Books circulation facility available between 10:00 AM to 5:00 PM.

- ✚ UG (FE (All Students): 05 Books for 01 Semester.
- ✚ UG Students (SE = 03 | TE = 04 | BE = 05 Books) for 8 days.
- ✚ Research Scholars (ME | MBA | Ph.D.): 03 Books for 15 days.

The Books issuing norms for Teaching / Non Teaching Faculty,

- ✚ Teaching Faculty: 05 Books for 30 days.
- ✚ Non-Teaching Faculty: 05 Books for 15 Days.

Note: If students fails to return the books within the specified duration, the Student will have to pay fine Rs. 1/- per day.

### 3.2 Reading Room Facility

- ✚ Reading room is available for the Students and Faculty during 08:30 AM to 07:00 PM.
- ✚ Student/Faculty can refer printed documents and non-printed materials like CD in the library during the specified period.

### 3.3 Book Bank Facility

- ✚ Book Bank facility is provided to Under Graduate (UG) SC/ST Students.
- ✚ Book Bank Books are issued to such students for one semester.
- ✚ Library Book Bank has a collection of more than 5100 Books.

### 3.4 Digital Library Facility

- ✚ The digital library has been used for accessing the electronic resources subscribed by the library.
- ✚ It is enabled with computing facility with wired network as well as Wifi.
- ✚ A separate digital library section has been constituted for the simultaneous access to print and e-resources. The library staff guides the users for easy accession.
- ✚ The digital library provides access to E – Resources, and Question papers.

### 3.5 Photocopy Facility

- ✚ Photocopying facilities are available in the library for all the readers.
- ✚ The service is given at the subsidized rate of Rs. 1/- per page.

## 4. Library Automation

### 4.1 Library Website

- Library has a dynamic website giving information on the library processes and services for making easy access to library collection and resources.
- It can be accessed from below link.  
<http://www.sitrc.sandipfoundation.org/central-library/>.

### 4.2 In-house/remote Access to E – Publications (ERP Digital Library Platform)

- The library maintains institutional repository on ERP which is open to registered students only which access Login ID and password-based.
- It is accessible within the campus which is openly accessible 24x7 over the intranet using the given link.  
<http://172.16.0.3/SITRC/Student/LibraryStudentLogin.aspx>.

### 4.3 Library Software (KOHA)

- Library uses KOHA Library software package which is integrated multi-user, multi-tasking library information software that supports all in-house operations of the library.
- The software extends the facilities like Catalogue, Circulation, Utility, Serial Control, and Acquisition.
- The database of books available in the library is being updated on day to day basis.
- The bibliographic record has the data of more than 29000 Books available in the Library.

## 4.4 Library OPAC

- ✚ OPAC (Online Public Access Catalogue) is placed in the user area for the library users to access the OPAC, visit at the site <http://172.16.0.151/>.
- ✚ The Online Public Access Catalogue (OPAC) has been facilitated to the members of library through website.
- ✚ Web-OPAC has basic and advance search facility by which availability and location of the books can be obtained.
- ✚ It also facilitates the members to renew and reserve books up to certain limits. Through the Web-OPAC, the members can identify the newly purchased books in the library.
- ✚ The members can observe the account details through this facility. Web-OPAC can be accessed through smart phone as well.
- ✚ All rules and regulations to be followed by all members are displayed on Web-OPAC.



## 5. Library Structure

### 5.1 Basic Structure

Library Space is divided into two floors,

- Ground Floor:**
- ✚ Stacking Section.
  - ✚ Digital Library & Reprographic Section.
  - ✚ Processing Section (Technical Section).
  - ✚ Circulation Counter News Paper Section.

- First Floor:**
- ✚ Reference Section.
  - ✚ Periodical & Bound Volumes of Periodicals Section.
  - ✚ Reading Room.
  - ✚ Book Bank Section.
  - ✚ PG and Research Section.

### 5.2 Stacking Section

- ✚ The Library follows Open Access System.
- ✚ Arrangement of Library Collections Branch wise.
- ✚ The reading materials are arranged in two classes i.e., General and Reference Collections.
- ✚ Books are shelved according to Dewey Decimal Classification Call Numbers (DDCN).
- ✚ New books acquired are displayed for a week.

- ✚ After display these “new arrivals are put into circulation.
- ✚ When a book is requested by a user, call number and accession number must be correctly ascertained from the database available on the Online Public Access Catalogue (OPAC).
- ✚ The stack room is provided with classification numbers for book location.

### 5.3 Processing / Technical Section

- ✚ Processing Section mainly consist of,

**Classification:** ✚ The Library follows the Dewey Decimal Classification System (DDC) for classification of documents.

**Cataloguing:** ✚ The collection of library material is computerized.

- ✚ Existing library material is available on the library database.
- ✚ Books are catalogued as per AACR-II.
- ✚ The catalogue is divided into 3 parts viz., author, title, and subject index.
- ✚ OPAC helps the user to search the library database.

**Locating Books:**

- ✚ Call numbers are the key to location of books on the shelves.
- ✚ Books are arranged according to their call numbers.
- ✚ The main class numbers by which the books are arranged are displayed at the stack room ready reference.

## 5.4 Newspaper Section

- ✚ The Library receives 12 News papers.
- ✚ A separate news paper section has been constituted and maintained.
- ✚ The news paper cuttings are made available to the members on their demand.

<b>List of Newspapers Subscribed in the SITRC Central Library</b>				
Sr. No.	Name of the Newspaper	Language	Area	Numbers
<b>Engineering</b>				
1	Sakal	Marathi	Local	1
2	Lokamat	Marathi	Local	2
3	Divya Marathi	Marathi	Local	1
4	Maharashtra Times	Marathi	Local	1
5	Lokasta	Marathi	Regional	1
6	Navabharat Times	Hindi	National	1
7	Lokmat Times	English	Local	1
8	Indian Express	English	National	2
9	Times Of india	English	National	2
10	Employment Newspaper	English	National	1
<b>MBA</b>				
1	Indian Express	English	National	1
2	Times Of india	English	National	1
3	Business Standard	English	National	1
4	Economics Times	English	National	1
<b>Total</b>				<b>17</b>

## 5.5 Journals & Periodicals Section

- ✚ It can be classified as Current Periodicals & Bound Volumes of Periodicals.

**Current Periodicals:** ✚ The Library subscribes to about 91 Periodicals (Including gift and exchange).

- ✚ The latest issues are displayed and its back issues available in the corresponding drawers.

**Bound Volumes of Periodicals:** ✚ These loose issues of periodicals are withdrawn for binding as soon as the volume is complete.

- ✚ Bound volumes of periodicals are housed in the Reference Section.

## 5.6 Reference Section

✚ The reference section library has the following types of reference resource.

- ✚ Dictionaries.
- ✚ Encyclopaedias.
- ✚ Hand books.
- ✚ Text-Books.
- ✚ Reference Books.
- ✚ Project Reports.
- ✚ CDs/DVDs.

## 6. Digital Library

### 6.1 Digital Library Section

- ✦ Digital Library has 10 computers with Internet Connectivity for the students to access the Online Electronic Information Resources.
- ✦ Apart from these 10 computers, the library has another 01 computers for the students to access OPAC and E-Resources.
- ✦ Library has the following Unlimited Online Electronic Information Resources.
- ✦ The Digital Library has been used for accessing the electronic resources subscribed by library with wired network as well as Wifi.
- ✦ The digital library provides access to E-Resources (e-Books, Journal).

#### DELNET



#### KNIMBUS



- ✦ DELNET is a major Resource Sharing Library Network in “South Asia”.
- ✦ It networks more than 900 libraries in India and Six other Countries and offers access to about fifty lakh records of Books, Journals, Articles, and other documents. (<http://www.delnet.nic.in> | <http://www.e-booksdirectory.com>). (Username / Password please contact Library Staff).
- ✦ KNIMBUS provides an online platform for scholarly communication providing access to cutting edge scholarly content to the researchers with the recent developments in their respective fields and tools to share knowledge with peers globally. (<http://sitrc.new.knimbus.com>) (Username / Password please contact Library Staff).

### Inventi



- ✦ SITRC Library has subscribed 26 e-journals for Computer Engineering & IT Engineering, Electrical Engineering, Mechanical and Civil Engineering from Inventi Journals. (<http://inventi.in>). Username / password please contact Library Staff)

### National Digital Library of India (NDL India)



- ✦ National Digital Library of India (NDL India) is an all-digital library that stores information (metadata) about different types of digital contents including books, articles, videos, audios, thesis and other educational materials relevant for users from varying educational levels and capabilities. (<https://ndl.iitkgp.ac.in>). (Username / password please contact Librarian).

### National Program on Technology Enhanced Learning (NPTEL)



- ✦ National Program on Technology Enhanced Learning (NPTEL) is an initiative by seven Indian Institutes of Technology (IIT Bombay, Delhi, Guwahati, Kanpur, Kharagpur, Madras and Roorkee) and Indian Institute of Science (IISc) for creating course contents in engineering and science. (<http://nptl.sandiperp.org/http://172.16.0.4/>)

### SAGE Journals



- ✦ The Journal of Entrepreneurship is a multidisciplinary forum for the publication of articles and research and discussion of issues that bear upon and enfold the field of entrepreneurship.
- ✦ Topics appropriate and related to entrepreneurship include entrepreneurship, management ship, organizational behavior, leadership, motivation, training and ethical/ moral notions guiding entrepreneurial behavior. (<http://journals.sagepub.com>)

### Sandip Foundation's SITRC



- ✦ Sandip ERP Digital Library Platform (Institutional Repository).
- ✦ It is accessible within the campus which is openly accessible 24x7 over the intranet. Note:- students can directly access the available resources at (<http://sandiperp.org/SITRC/Student/LibraryStudentLogin.aspx>)

## 6.2 Library E-Packages

E-Package	E-Books	E-Journals	Login URL	User ID & Password
DELNET	304	810	<a href="http://www.delnet.nic.in">www.delnet.nic.in</a>   <a href="http://164.100.247.30">http://164.100.247.30</a>	UN: mhsfsitrc PWD: sfs5543
KNIMBUS	2378	3500	<a href="https://sitrc.new.knimbus.com">https://sitrc.new.knimbus.com</a>   <a href="https://117.239.187.29">https://117.239.187.29</a>	IP Based
NDL (Database)	General Database	General Database	<a href="https://ndl.iitkgp.ac.in">https://ndl.iitkgp.ac.in</a>	Individual's User ID & Password
IEEE (E-Journals)	--	19	<a href="http://ieeexplore.ieee.org">http://ieeexplore.ieee.org</a>   <a href="https://www.computer.org">https://www.computer.org</a>	UN: <a href="mailto:principal@sitrc.org">principal@sitrc.org</a>   PWD: sitrc123
Inventi Journals	--	26	<a href="http://inventi.in">http://inventi.in</a>	UN: sitrc PWD: sitrc23
NPTEL	General Database	General Database	<a href="https://nptl.sandiperp.org">https://nptl.sandiperp.org</a>   <a href="https://172.16.0.4">https://172.16.0.4</a>	IP Based
Sandip Foundation Data Share	1000	--	<a href="https://172.16.0.50">https://172.16.0.50</a>	IP Based
Sandip Digital Library	808	--	<a href="https://172.16.0.3">https://172.16.0.3</a>	Individual's User ID & Password

### 6.3 IEEE Subscribed E-Journals

S.N.	ISSN	Name of journal	Engineering - IEEE -Journals links
1	1556-603X	Computational Intelligence Magazine, IEEE (Electronic)	<a href="http://ieeexplore.ieee.org/xpl/RecentIssue.jsp?punumber=10207">http://ieeexplore.ieee.org/xpl/RecentIssue.jsp?punumber=10207</a>
2	1557-603X	Computational Intelligence Magazine, IEEE (Digital)	<a href="http://ieeexplore.ieee.org/xpl/RecentIssue.jsp?punumber=10207">http://ieeexplore.ieee.org/xpl/RecentIssue.jsp?punumber=10207</a>
3	1089-778X	IEEE Transactions on Evolutionary Computation	<a href="http://ieeexplore.ieee.org/xpl/RecentIssue.jsp?punumber=4235">http://ieeexplore.ieee.org/xpl/RecentIssue.jsp?punumber=4235</a>
4	1063-6706	IEEE Transactions on Fuzzy Systems	<a href="http://ieeexplore.ieee.org/xpl/RecentIssue.jsp?punumber=91">http://ieeexplore.ieee.org/xpl/RecentIssue.jsp?punumber=91</a>
5	2162-237X	IEEE Transactions on Neural Networks and Learning Systems	<a href="http://ieeexplore.ieee.org/xpl/RecentIssue.jsp?punumber=5962385">http://ieeexplore.ieee.org/xpl/RecentIssue.jsp?punumber=5962385</a>
6		Colloquium, IEEE (Digital)	
7	0018-9162	Computer Magazine, IEEE (Electronic)	<a href="http://ieeexplore.ieee.org/xpl/RecentIssue.jsp?punumber=2">http://ieeexplore.ieee.org/xpl/RecentIssue.jsp?punumber=2</a>
8		IEEE Computer Society Membership (Preferred Plus)	<a href="https://www.computer.org/">https://www.computer.org/</a>
9	2168-7188	RFID Virtual Journal, IEEE (Electronic)	<a href="http://ieeexplore.ieee.org/virtual-journals/rfid">http://ieeexplore.ieee.org/virtual-journals/rfid</a>
10	2471-285X	IEEE Transactions on Emerging Topics in Computational Intelligence	<a href="http://ieeexplore.ieee.org/xpl/RecentIssue.jsp?punumber=7433297">http://ieeexplore.ieee.org/xpl/RecentIssue.jsp?punumber=7433297</a>



11	1942-065X	IEEE Women in Engineering Magazine	<a href="http://ieeexplore.ieee.org/servlet/opac?punumber=4509581">http://ieeexplore.ieee.org/servlet/opac?punumber=4509581</a>
12	0278-6648	IEEE Potentials Magazine	<a href="http://ieeexplore.ieee.org/servlet/opac?punumber=45">http://ieeexplore.ieee.org/servlet/opac?punumber=45</a>
13	0018-9235	IEEE Spectrum Magazine	<a href="http://ieeexplore.ieee.org/servlet/opac?punumber=6">http://ieeexplore.ieee.org/servlet/opac?punumber=6</a>
14	2168-6734	IEEE Journal of the Electron Devices Society	<a href="http://ieeexplore.ieee.org/xpl/tocresult.jsp?isnumber=7637049&amp;punumber=6245494">http://ieeexplore.ieee.org/xpl/tocresult.jsp?isnumber=7637049&amp;punumber=6245494</a>
15	1943-0655	IEEE Photonics Journal	<a href="http://ieeexplore.ieee.org/xpl/tocresult.jsp?isnumber=8080089&amp;punumber=4563994">http://ieeexplore.ieee.org/xpl/tocresult.jsp?isnumber=8080089&amp;punumber=4563994</a>
16	2168-2372	IEEE Journal of Translational Engineering in Health and Medicine	<a href="http://ieeexplore.ieee.org/xpl/mostRecentIssue.jsp?punumber=6221039">http://ieeexplore.ieee.org/xpl/mostRecentIssue.jsp?punumber=6221039</a>
17	2329-9231	IEEE Journal on Exploratory Solid-State Computational Devices and Circuits	<a href="http://ieeexplore.ieee.org/xpl/mostRecentIssue.jsp?punumber=6570653">http://ieeexplore.ieee.org/xpl/mostRecentIssue.jsp?punumber=6570653</a>
18	2332-7707	IEEE Power and Energy Technology Systems Journal	<a href="http://ieeexplore.ieee.org/xpl/mostRecentIssue.jsp?punumber=6687318">http://ieeexplore.ieee.org/xpl/mostRecentIssue.jsp?punumber=6687318</a>
19	2329-9290	IEEE/ACM Transactions on Audio, Speech, and Language Processing	<a href="http://ieeexplore.ieee.org/xpl/aboutJournal.jsp?punumber=6570655">http://ieeexplore.ieee.org/xpl/aboutJournal.jsp?punumber=6570655</a>
<b>MBA - IEEE Subscribed E-Journals</b>			
1	0971-3557	Sage- Journal of Entrepreneurship	<a href="http://journals.sagepub.com/home/joe">http://journals.sagepub.com/home/joe</a>
2	0018-9391	IEEE Transactions on Engineering Management	<a href="http://ieeexplore.ieee.org/xpl/RecentIssue.jsp?punumber=17">http://ieeexplore.ieee.org/xpl/RecentIssue.jsp?punumber=17</a>
3	0361-1434	IEEE Transactions on Professional Communication	<a href="http://ieeexplore.ieee.org/xpl/RecentIssue.jsp?punumber=47">http://ieeexplore.ieee.org/xpl/RecentIssue.jsp?punumber=47</a>

## 7. Library Feedback

- ✦ To have continuous improvements in the overall functioning of the library voluntary feedback is collected from all the members.
- ✦ Consultation with the Librarian: Students can consult the librarian for problems related to the library and its services.
- ✦ The librarian will try to settle them in her capacity or forward them to the Principal of the college.
- ✦ Every member can drop his/her queries, suggestions, feedback through software as well as in suggestion box which are kept at library entrance.
- ✦ The suggestions made by them are taken up and discussed in the library committee meeting and healthy suggestions are implemented.