

Shrimathi Devkunvar Nanalal Bhatt Vaishnav College for Women (Autonomous)

Affiliated to University of Madras - Re-Accredited with 'A+' Grade by NAAC



LIBRARY MANUAL

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LIBRARY

Vision

Explore and implement innovative technologies and services to deliver information and scholarly resources conveniently to users.

Mission

To promote intellectual growth and creativity by developing collections, facilitating access to information resources, teaching the effective use of information resources and critical evaluation skills and offering research assistance.

About the Library

Our college has an excellent Library functioning in the Golden Jubilee Block 1st Floor of about 10,000 Square feet area with beautiful ambience. Library is equipped with a good collection of books apart from journals, periodicals, research theses, reports and online resources enabling the update their day-to-day Knowledge. It offers Student's quest to Information services to its Faculty members, Research Scholars and Students for their academic requirements. Users can access information on their desktops through web OPAC (Online Public Access Catalogue). We have organized workshops, webinars and FDP with experts from various institutions like Anna University, IIM Trichy, Goa University, Scientist from ISRO, MSSW, Rapid radio solutions, Linuxpert system etc. and also conducted book fairs with reputed publishers like Tamilnadu book house, New century Book house, TBH, Scitech, Shanti books, T.R Publications, S.Chand & Co., Asian Book Centre, RRM books, Margham publications etc.

Library Rules and Regulations

- 1. It is obligatory that all Staff and Students of the College to be members of the Library.
- 2. Library will remain open on all working days from 8.am to 6.30pm. & closed on Sundays and Government holidays
- 3. At the time of entering the Library, all personal belongings are to be kept at the prescribed counter, and must be taken back when the user leaves the Library. The Library will not be liable for any loss/damage caused to the belongings kept in the prescribed counter.
- 4. Show your ID card on the reader while entering the Library and it is compulsory for all the members to avail the Library facilities.
- 5. Books borrowed shall be returned or renewed on or before the due date.
- 6. Photocopy of Library books and journals may only be carried out within the copyright regulations.
- 7. In case of loss of Library book, the same or the latest edition of the lost book is to be replaced to the Library.
- 8. Books issue will be stopped at the end of the month of February due to stock checking.
- 9. Get your User name and password to access e-resources in the Library.
- 10. Students or Staff who leave the college for any reason in the middle of the term should return the books before they leave the college.
- 11. Reference books can be used within the Library only.
- 12. Use of Internet is allowed for educational/academic purpose with the permission of the Librarian. The students are not allowed to use any social networking sites, playing games, etc.
- 13. All the members are invited to make use of the resources available in the Library.

Books Duration:

S.NO.	CATEGORY	NO. OF BOOKS	DURATION
1.	Faculty	10	End of the Semester
2.	Research Scholars	5	1 Month
3.	PG Students	5	1 Month
4.	UG Students	2	14 days
5.	Non Teaching Staff	3	1 Month

Library Resources

- ➤ Books 52773
- ➤ Journals 250
- ➤ Magazines -30
- ➤ Newspapers 10
- > Dvd & CD 850
- ➤ Computers 111
- ➤ Tabs 50
- ➤ Mobiles 90

E Resources in the Library

- INFLIBNET Nlist https://nlist.inflibnet.ac.in/
- DIGIMAT Digital Library http://192.168.1.5/
- DELNET https://delnet.in/
- AMAZON KINDLE BOOKS KINDLE FACILITY
- NDLI https://ndl.iitkgp.ac.in/
- NAI https://nationalarchives.nic.in/



AIDED BOOKS

YEAR	BOOKS	TOTAL
1968-1969	775	775
1969-1970	959	1734
1970-1971	1417	3151
1971-1972	386	3537
1972-1973	801	4338
1973-1974	973	5311
1974-1975	663	5974
1975-1976	997	6971
1976-1977	1209	8180
1977-1978	1629	9809
1978-1979	748	10557
1979-1980	1023	11580
1980-1981	653	12233
1981-1982	704	12937
1982-1983	956	13893
1983-1984	997	14890
1984-1985	2278	17168
1985-1986	397	17565
1986-1987	424	17989
1987-1988	1582	19571
1988-1989	608	20179
1989-1990	1523	21702
1990-1991	908	22610
1991-1992	366	22976
1992-1993	1122	24098
1993-1994	359	24457
1994-1995	387	24844
1995-1996	292	25136
1996-1997	355	25491
1997-1998	679	26170
1998-1999	871	27041
1999-2000	150	27191
2000-2001	191	27382
2001-2002	224	27606
2002-2003	228	27834
2003-2004	680	28514
2004-2005	705	29219
2005-2006	113	29332

	TOTAL BOOKS	43168
2023-2024	126	43168
2022-2023	502	43042
2021-2022	394	42540
2020-2021	31	42146
2019-2020	420	42115
2018-2019	896	41695
2017-2018	415	40799
2016-2017	654	40384
2015-2016	1634	39730
2014-2015	1294	38096
2013-2014	692	36802
2012-2013	149	36110
2011-2012	777	35961
2010-2011	1916	35184
2009-2010	1291	33268
2008-2009	1404	31977
2007-2008	719	30573
2006-2007	522	29854



SELF FINANCE BOOKS

YEAR	BOOKS	TOTAL
1999-2000	142	142
2000-2001	126	268
2001-2002	322	590
2002-2003	188	778
2003-2004	278	1056
2004-2005	394	1450
2005-2006	307	1757
2006-2007	68	1825
2007-2008	712	2537
2008-2009	269	2806
2009-2010	294	3100
2011-2012	40	3140
2013-2014	326	3466
2014-2015	80	3546
2015-2016	786	4332
2016-2017	168	4500
2017-2018	844	5344
2018-2019	601	5945
2019-2020	692	6637
2020-2021	89	6726
2021-2022	850	7576
2022-2023	884	8460
2023-2024	1145	9605
	TOTAL BOOKS	9605

LIST OF BOOKS

AIDED BOOKS as on 2023-2024

S.NO	DEPARTMENT	BOOKS
1.	TAMIL	4459
2.	ENGLISH	5117
3.	HINDI	3137
4.	SANSKRIT	735
5.	HISTORY	1814
6.	ECONOMICS	3500
7.	MATHEMATICS	3964
8.	STATISTICS	1538
9.	PHYSICS	2660
10.	CHEMISTRY	1789
11.	PB&PB	2010
12.	COMPUTER SCIENCE	1928
13.	B.COM	4612
14.	ZOOLOGY	867
15.	GENERAL	4057
16.	POLITICS	122
17.	RELIGION	228
18.	PHYSICAL EDUCATION	210
19.	ADD-ON	421
	TOTAL	43168

SFS BOOKS as on 2023-2024

S.NO	DEPARTMENT	BOOKS
1	TAMIL	181
2	ENGLISH	130
3	HINDI	134
4	SANSKRIT	81
5	FRENCH	96
6	BCOM	753
7	BCOM A&F	256
8	BCOM HONOURS	103
9	BCOM CS	365
10	BCOM ISM	182
11	BBA	248
12	BCA	459
13	BSC CS	217
14	BSC MATHS	85
15	BSC N&D	102
16	BSC NFSMD	169
17	BSC VISCOM	510
18	BSC MUSIC	47
19	BCOM PA	107
20	BCOM CA	88
21	BCOM BIM	185
22	B.VOC T&T	50
23	BSC PSYCHOLOGY	152
24	BSC CS COG.SYSTEM	75
25	BSC CS DATA SCIENCE	39
26	BSC CS AI	22
27	BA ENGLISH	94
28	GENERAL	1071
29	ESRM	112
30	PG DIPLOMA	22

31	TRAVEL&TOURISM	7
32	CERT.TRAVEL&TICKETING	12
33	PLACEMENT	60
34	MSc CS	461
35	MSc APP.MATHS	317
36	MSc BIO.STATISTICS	217
37	MSc PB&PB	98
38	MSc PHYSICS	274
39	MSc N&D	149
40	MSc CHEMISTRY	170
41	MSc COUN.PSYCHOLOGY	72
42	MSW	192
43	MA HRM	161
44	MA JOURNALISM	33
45	MA.ENGLISH	193
46	MA TAMIL	169
47	MA ECONOMICS	34
48	MCOM	500
49	MCOM A&F	139
50	MCOM CS	110
51	MPHIL COM.SCI	50
52	PH.D ENGLISH	28
53	PH.D COM.SCIENCE	24
	TOTAL	9605



Facilities in the Library

- Library is automated by Koha Software.
- RFID enabled Library.
- E-Gate entry is available for in and out.
- KIOSK Circulation is also available.
- Hand held reader is available to search the books
- Remote access to E-resources is also available.
- A Separate Air Conditioned Digital Lab with research cubicles contains over 48 Computer Systems especially for the use of Research Scholars.
- A spacious Reading hall is available inside the Library with the seating capacity of 150 with 51 systems to access e resources.
- Glass walls in the reading hall bring the outdoor in.
- Digital Display is also available.
- Tabs and mobile phones are available for the use of staff and students.
- 17 CCTV cameras have been installed and functioning in the Library Floor.



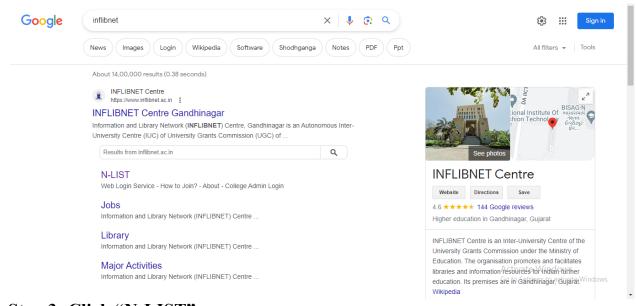
E Resources in the Library

> INFLIBNET ACCESS

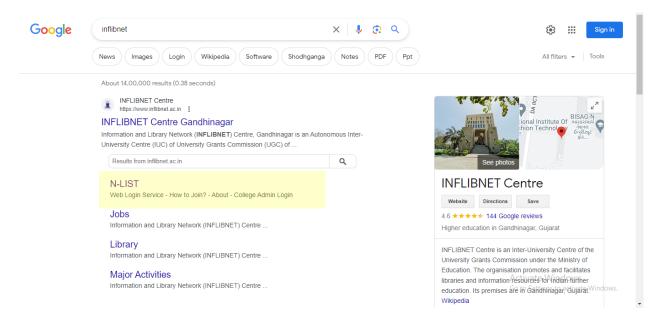
PROCEDURE:

Step 1: Open a new tab in a chrome

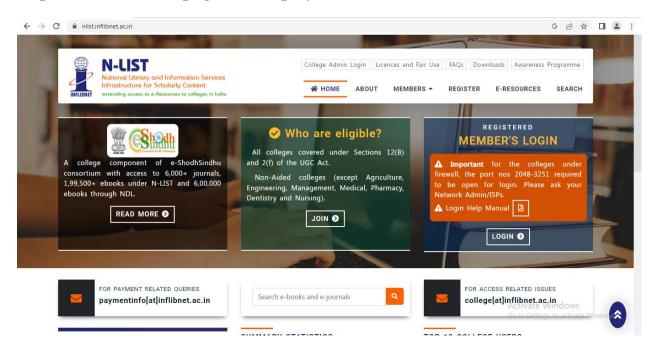
Step 2: Type "Inflibnet" and press enter



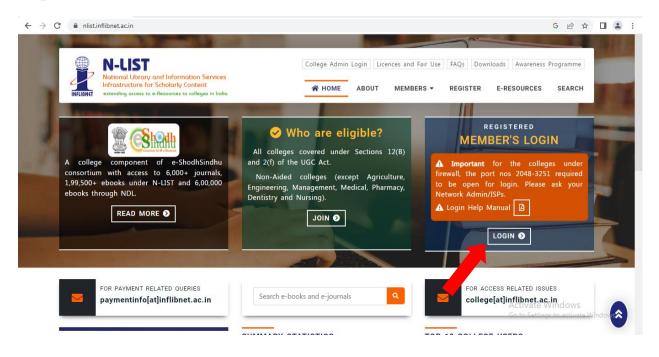
Step 3: Click "N-LIST"



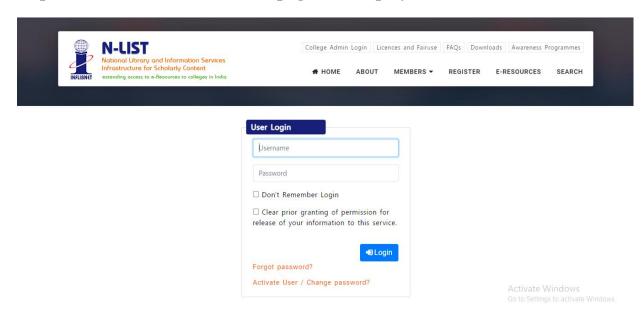
Step 4: N-List Home page will display on the screen



Step 5: Click "LOGIN"



Step 6: Username and Password page will display on the screen



- **To access Inflibnet you have to give the below details in the library:**
 - 1. Name
 - 2. Department
 - 3. Designation
 - 4. Email Id
 - 5. Mobile Number
- ❖ After you will get username and password to your registered email id
- ❖ You must activate your username and password in your email.

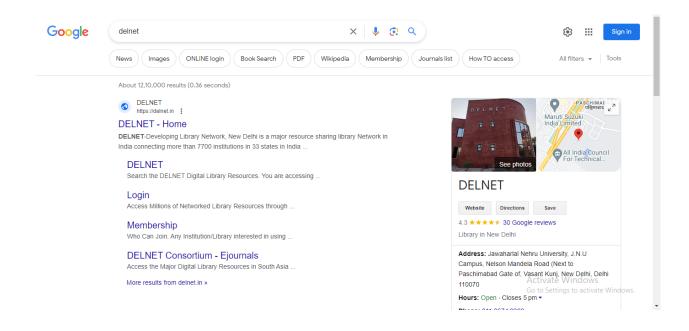


> DELNET ACCESS

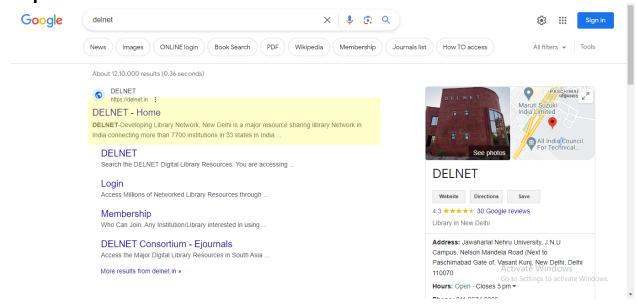
PROCEDURE:

Step 1: Open a new tab in a chrome

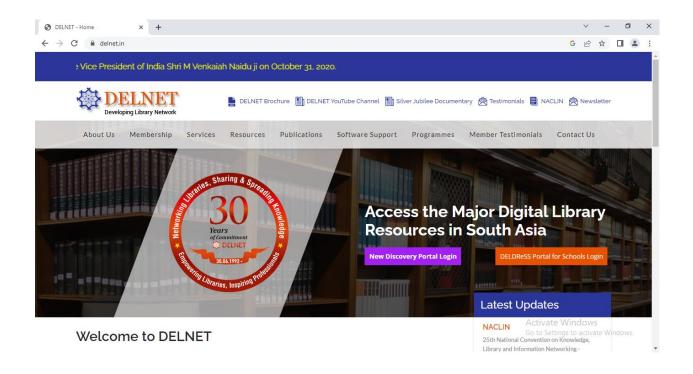
Step 2: Type "DELNET" and press enter



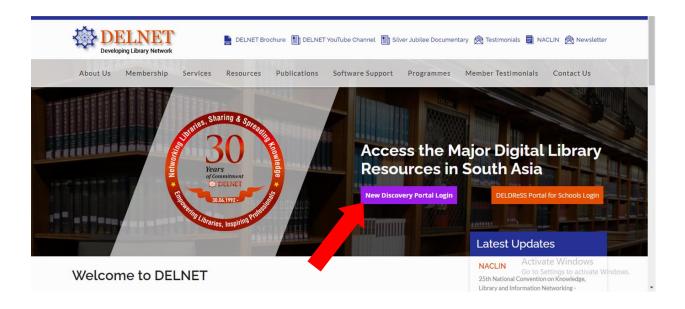
Step 3: Click "DELNET - Home"



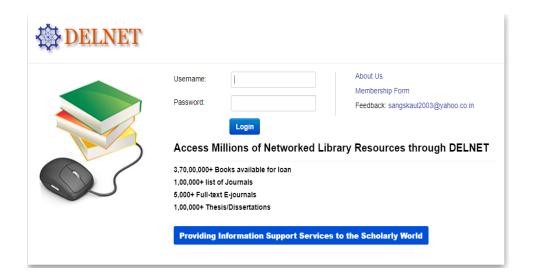
Step 4: DELNET Home page will open on the screen



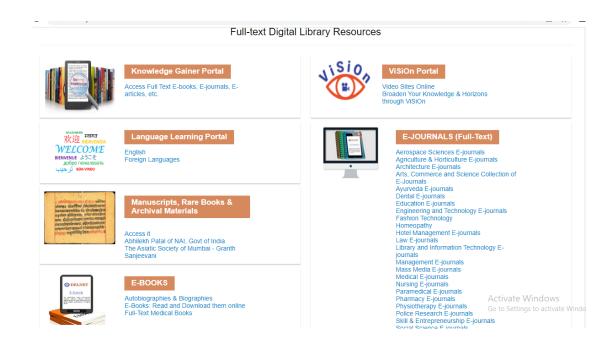
Step 5: Click "New Discovery Portal Login"



Step 6: Username and Password page will display on the screen (you can get your username and password in the library)



Step 7: After enter the username and password Delnet E-resources page will open

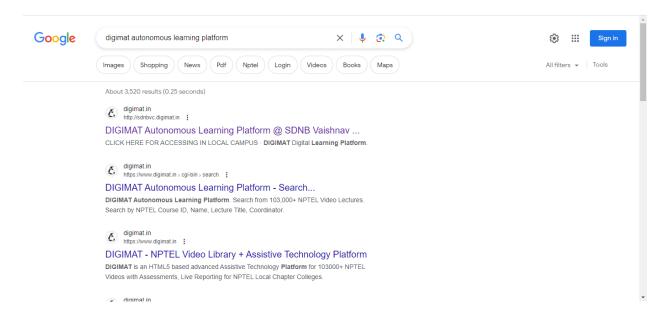


> DIGIMAT ACCESS

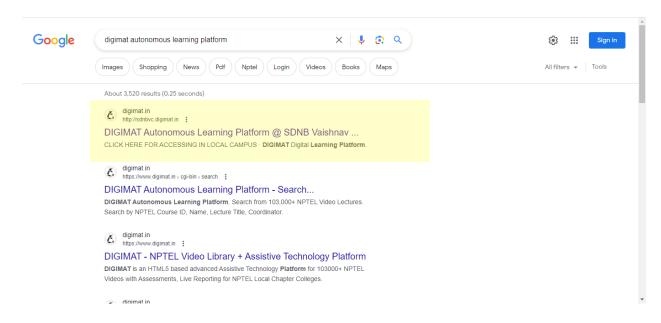
PROCEDURE:

Step 1: Open a new tab in a chrome

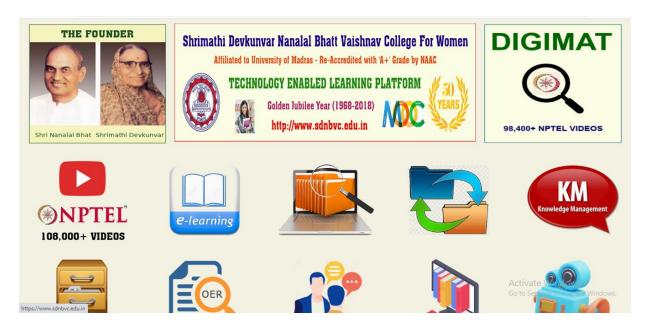
Step 2: Type "Digimat Autonomous Learning Platform" and press enter



Step 3: Click "Digimat Autonomous Learning Platform @SDNB Vaishnav..."



Step 4: Digimat Home Page will display on the screen



Step 5: Click "NPTEL Videos"



Step 6: Click "NPTEL Videos" (Local Streaming)



Step 7: Click on Courses



Step 8: Click on the Video and hear your Lectures



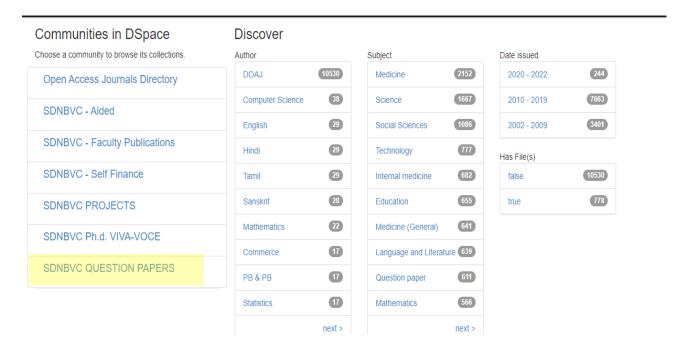
Step 9: Click the "google lens" for Question Paper



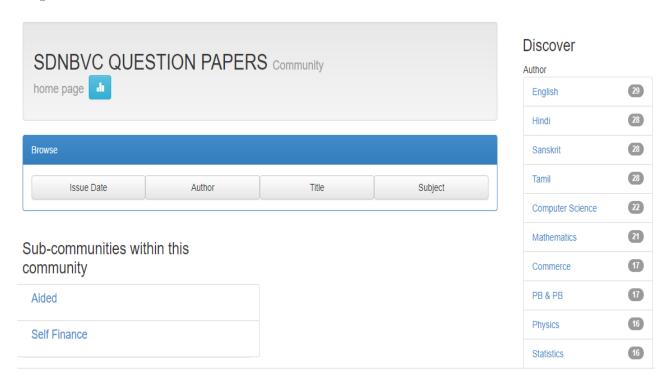
Step 10: Click "DSPACE"



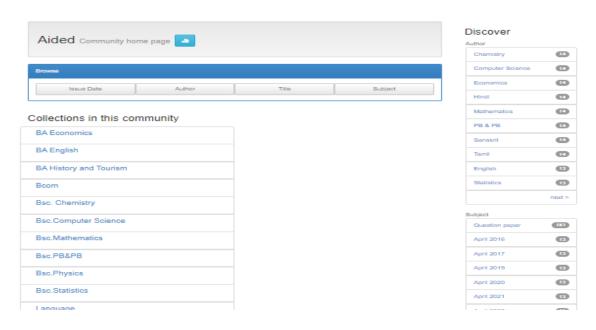
Step 9: DSPACE page will Open and click the "SDNBVC QUESTION PAPERS" on the left side.

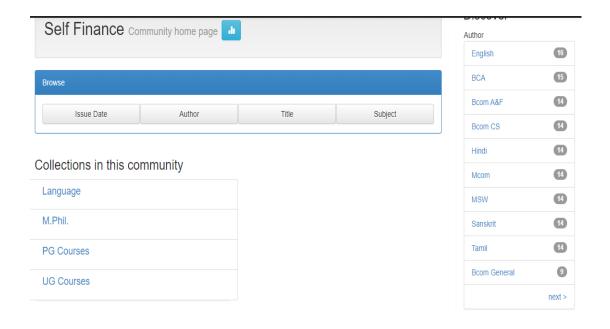


Step 10: Click Aided/Self Finance

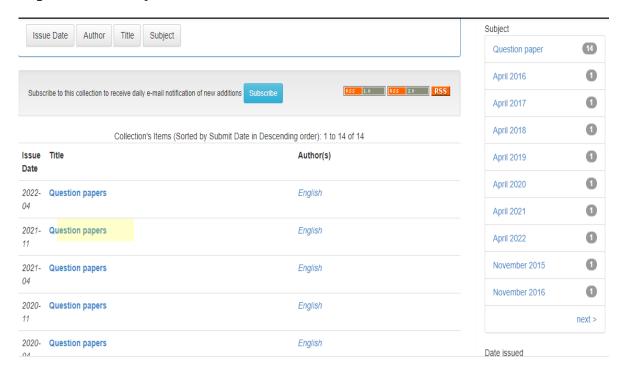


Step 11: Click your Department





Step 12: Choose your semester



Step 13: Click your Subject code

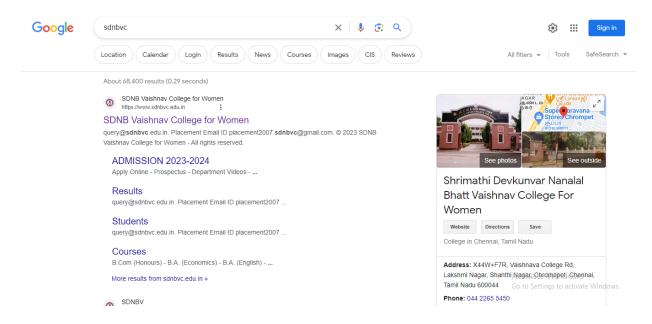
Files in This Item:				
File	Description	Size	Format	
15UELCT1A01.pdf		57.29 kB	Adobe PDF	View/Open
15UELCT1A02.pdf		57.35 kB	Adobe PDF	View/Open
17UELCE5A01.pdf		61.41 kB	Adobe PDF	View/Open
17UELCT5A09.pdf		68.38 kB	Adobe PDF	View/Open
17UELCT5A10.pdf		57.3 kB	Adobe PDF	View/Open
17UELCT5A11.pdf		69.03 kB	Adobe PDF	View/Open
17UELCT5A12.pdf		74.53 kB	Adobe PDF	View/Open
20UELAT3003.pdf		57.27 kB	Adobe PDF	View/Open



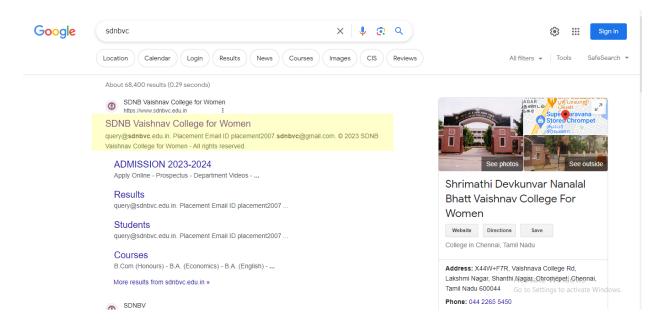
> CIS OPAC SEARCH

Step 1: Open a new tab in chrome

Step 2: Type "sdnbvc"



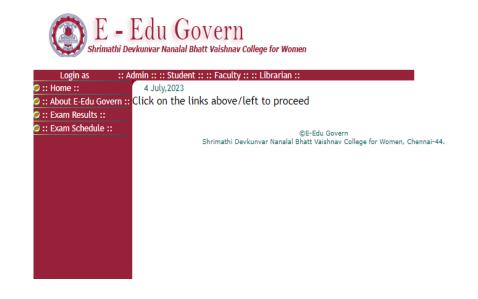
Step 3: Click the "SDNB Vaishnav College for women"



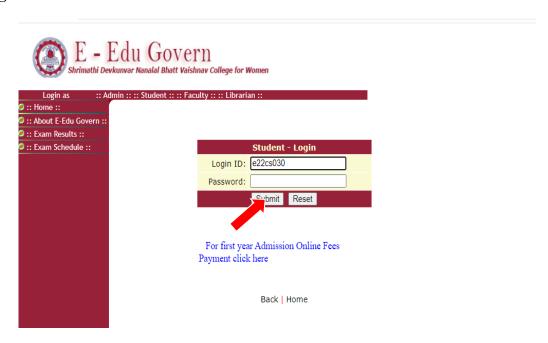
Step 4: Home page will be open and click "CIS"



Step 5: For students click the "Student" and for faculty click the "Faculty"



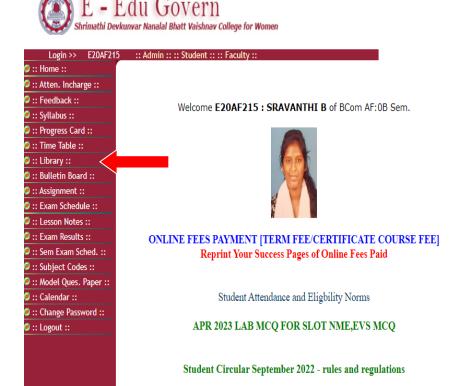
Step 6: For students, login page will be open and enter your "Roll No" in Login ID and click "Submit"



Step 7: For Faculty, login page will be open and enter your "Staff ID" in Login ID and type password and click "Submit"



Step 8: Your login page will be open for both students/faculty and click "Library" in your left side of the page



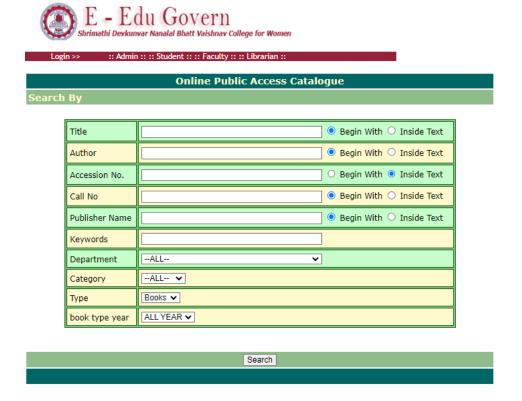


Management Circular - Digital Payments

Step 9: Click "OPAC"



Step 10: OPAC page will be open



Step 11: Enter the title of your book (if you know the author type the author) and click "Inside text" and then click "search" button



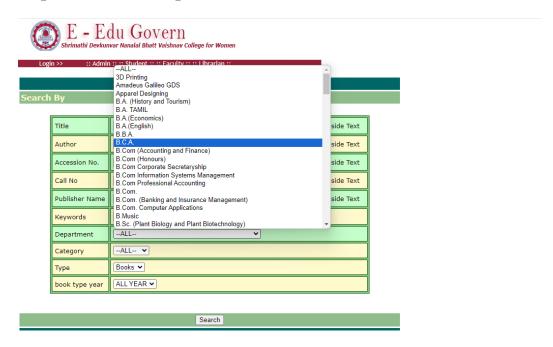
Step 12: The list of your search book will be shown



If you want to gets the list of books available according to your department

For example:

Step 1: Select the department



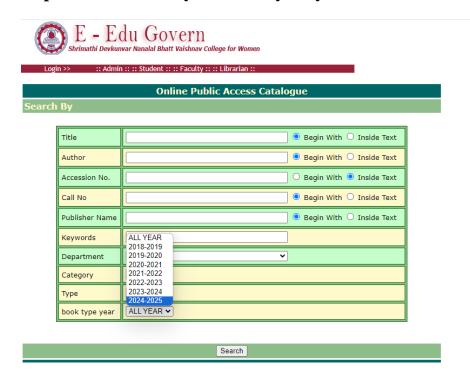
Step 2: Select the Category and click search button



Step 3: List of books page



Step4: Select all the year or the year you want



❖ JOURNALS AND MAGAZINES

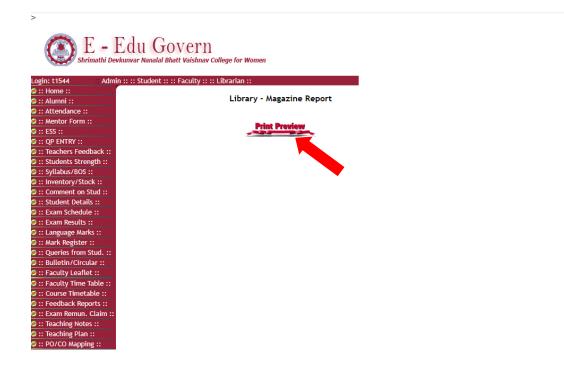
Step 1: For the same procedure of faculty login click journals /magazines



Step 2: Select the category and department



Step 4: After selecting the print page will be open click the print preview



Step 5: List of journals page

Total journal:250

	Shrimathi Devkunvar Nanalal Bhatt Vaishnav (List of journal	College f	or Won	nen	
SNo	Magazine	Category	Dept.	Language	
1	ADVANCES IN MANAGEMENT	Monthly	B.Com	english	
2	ANALYST	Monthly	B.Com	english	
3	CASE FOLIO	Quarterly	B.Com	english	
4	CHARTERED SECRETARY	Monthly	B.Com	english	
5	CYBER LAW	Quarterly	B.Com	english	
6	E-BUSINESS	Quarterly	B.Com	english	
7	EFFECTIVE EXECUTIVE	Quarterly	B.Com	english	
8	HARVARD BUSINESS REVIEW	Monthly	B.Com	english	
9	ICTACT JOURNAL ON MANAGEMENT STUDIES	Quarterly	B.Com	english	
10	IIMB MANAGEMENT REVIEW	Quarterly	B.Com	english	
11	INDIAN JOURNAL OF COMMERCE AND MANAGEMENT STUDIES	Quarterly	B.Com	english	
12	INDIAN JOURNAL OF ENTREPRENEURSHIP	HalfYearly	B.Com	english	
13	INDIAN JOURNAL OF ENTREPRENEURSHIP AND SMALL BUSINESS	HalfYearly	B.Com	english	
14	INDIAN JOURNAL OF ENTREPRENEURSHIP MANAGEMENT AND SUSTAINABLE DEVELOPMENT	HalfYearly	B.Com	english	
15	INDIAN JOURNAL OF FINANCE	Monthly	B.Com	english	
16	INDIAN JOURNAL OF MARKETING	Monthly	B.Com	english	
17	INDIAN JOURNAL OF RESEARCH IN CAPITAL MARKETS	Quarterly	B.Com	english	
18	INDIAN MANAGEMENT	Monthly	B.Com	english	
19	INSURANCE CHRONICLE	Quarterly	B.Com	english	
20	INTERNATIONAL JOURNAL OF ENTREPRENEURSHIP AND PUBLIC POLICY	HalfYearly	B.Com	english	
21	INTERNATIONAL JOURNAL OF ENTREPRENEURSHIP AND MANAGEMENT RESEARCH	HalfYearly	B.Com	english	
22	JOURNAL OF DIGITAL MARKETING	HalfYearly	B.Com	english	
23	JOURNAL ON MANAGEMENT	Quarterly	B.Com	english	Activate Windows
24	MANAGEMENT ACCOUNTING RESEARCH	Quarterly	B.Com	english	Go to Settings to activate Windo
25	MARKETING MASTERMIND	Quarterly	B.Com	english	GO to settings to activate winds
26	MBA REVIEW	Quarterly	B.Com	english	

> KOHA OPAC SEARCH

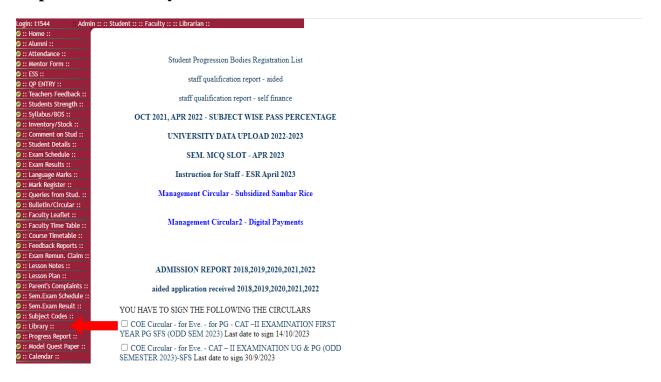
Procedure:

Step 1: open a new tab in chrome

Step 2: Type sdnbvc.edu.in

Step 3: Click the CIS and go to faculty/student and enter your ID/Rollno

Step 4: Click library in the left side



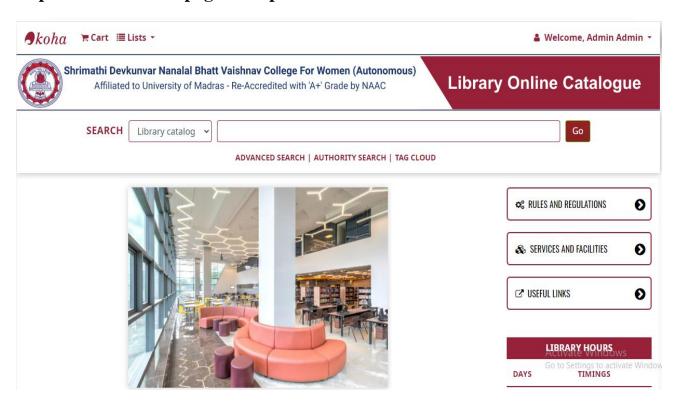
Step 5: Click the KOHA OPAC

(Or)

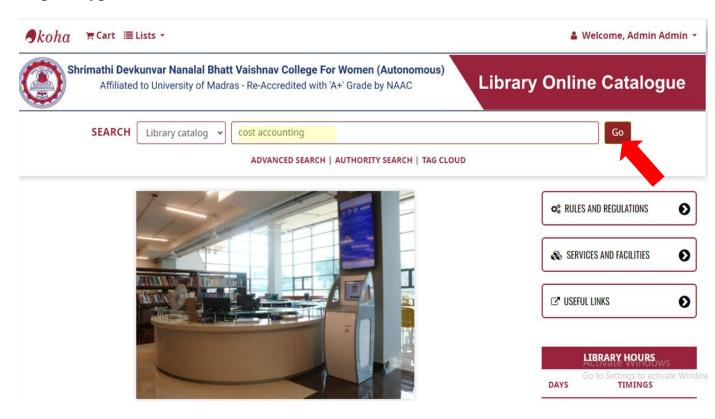
Type IP address of 192.168.1.8 in a new tab and press enter



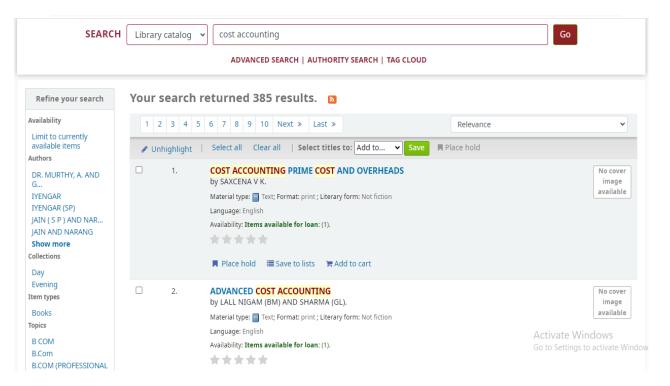
Step 6: Koha OPAC page will open on the screen



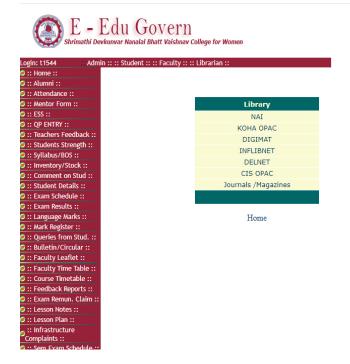
Step 7: Type the book title in search bar and click "GO" button



Step 8: The list of books will shown in the screen



To access the library E-Resources click on Digimat, Inflibnet and Delnet.(To get your username and password come to the library)



Activate Win

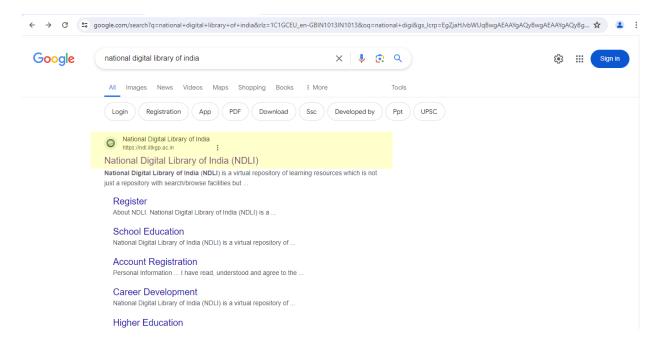


> National Digital Library of India – NDL

PROCEDURE:

Step 1: Open a new tab in chrome

Step 2: Type "National digital library of India"



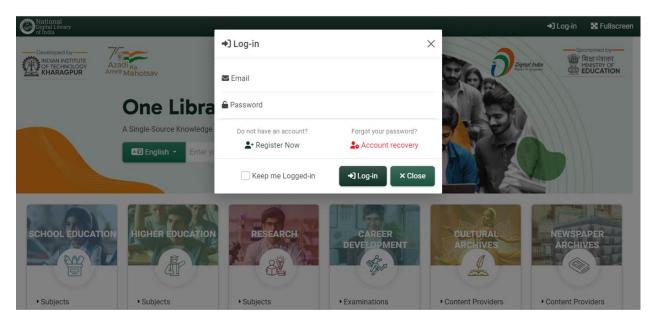
Step 3: NDL home page will be open



Step 4: Click "Login"



Step 5: Enter your username and password



Step 6: After login you can get the e-resources available in NDL

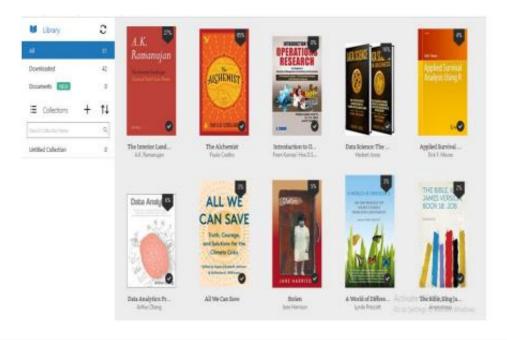


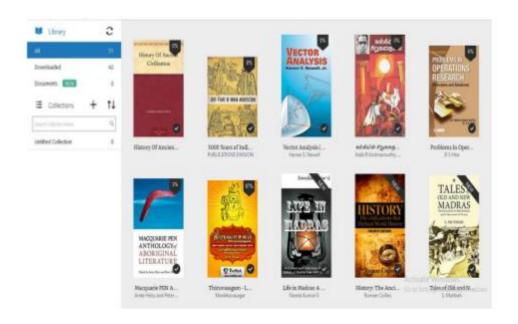


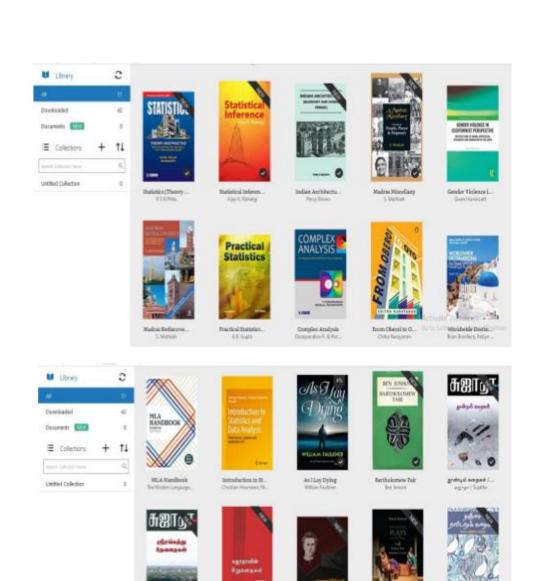
> KINDLE

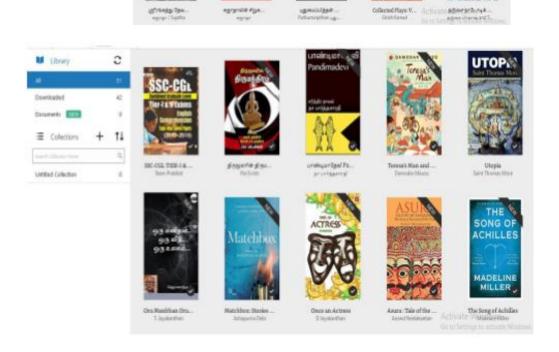
KINDLE facility

- Kindle is an e-reader designed and marketed by Amazon.
- In Kindle, there are around 51 e-books are available in our Digital library.

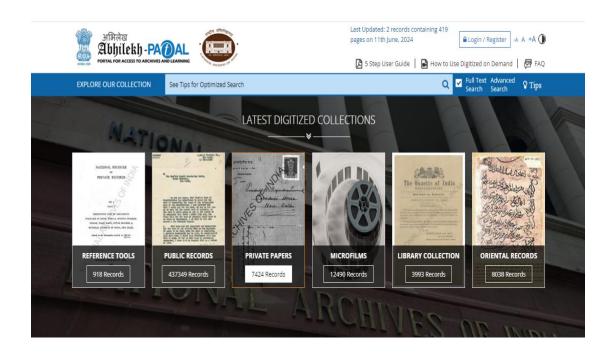








> National Archives of India - NAI





FACULTY DIRECTORY

NAME	QUALIFICATION	DESIGNATION
Dr. KAVITHA. R	MLIS, M.Phil, Ph.D	LIBRARIAN (AIDED)

NAME	QUALIFICATION	DESIGNATION
K. LALITHA	B.Sc, CLIS	LIBRARY ASSISTANT SFS (Shift – 1)
M.R. SHASHIKALA	BA, BLIS	LIBRARY ASSISTANT SFS (Shift -2)
C. UMA MAGESHWARI	BCA, BLIS, MLIS	TECHNICAL ASSISTANT SFS (Shift -2)

S. HEMALATHA	M.Sc (CS)	TECHNICAL ASSISTANT SFS (Shift – 1)
A. SONA MASLIN MARY	MA, DCA	TECHNICAL ASSISTANT SFS (Shift -2)
S. CHITRA	MCA, M.Phil, B.Ed	E-RESOURCES TRAINER SFS (Shift-1)
S. HARINI	M.Sc, MCA, M.Phil	E-RESOURCES TRAINER SFS (Shift-2)

LIBRARY IMAGES



Golden Jubilee Block



Library Entrance



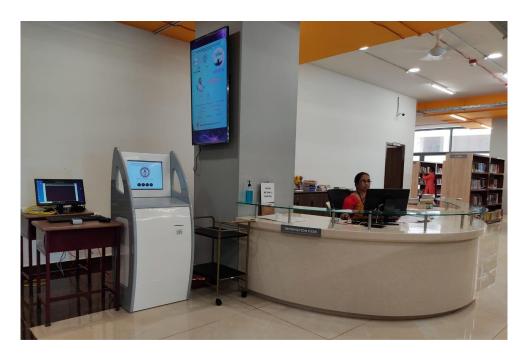
RFID Gate



E-Gate Reader



KIOSK



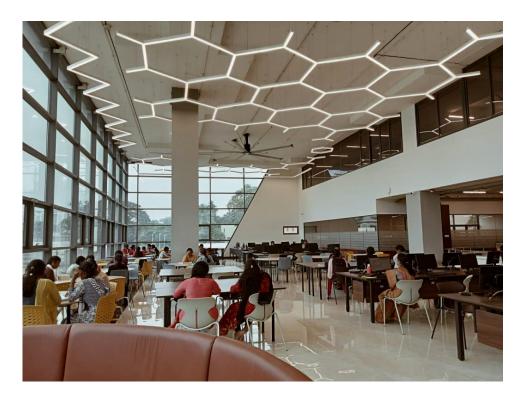
Information Desk



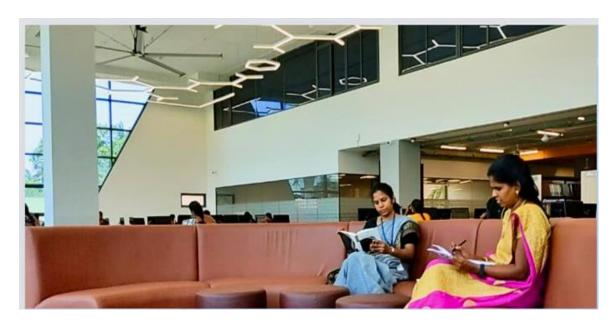
Stack Area



Circulation Desk



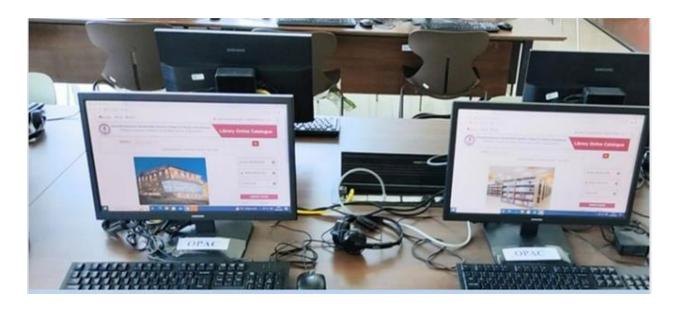
Reading Hall



Staff Reading Area



E-Resources



OPAC Search



Journals



Newspaper and Magazines



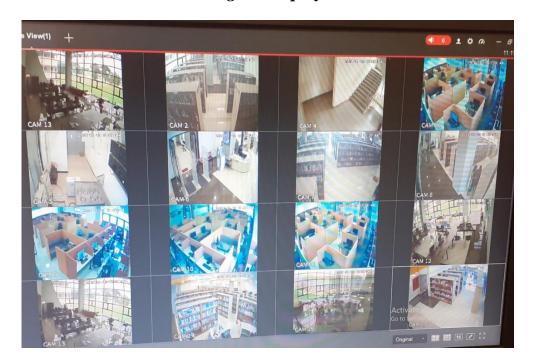
Research Room



Research Cubicles



Digital Display



CCTV Cameras



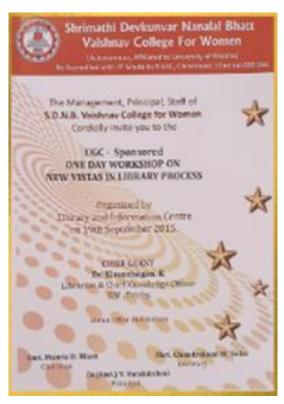
Electrical and Server Room



Fire Safety Equipment

LIBRARY ACTIVITES

LIBRARY WORKSHOP

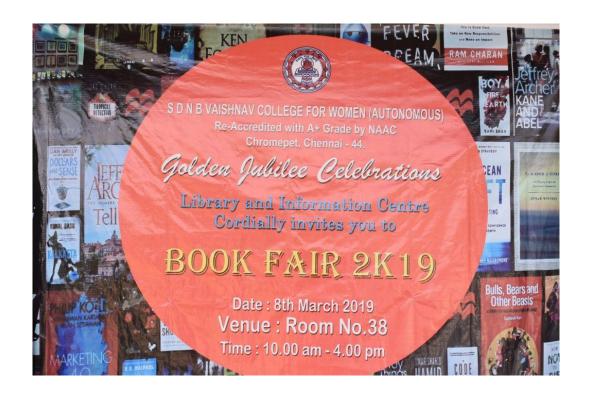








BOOK FAIR

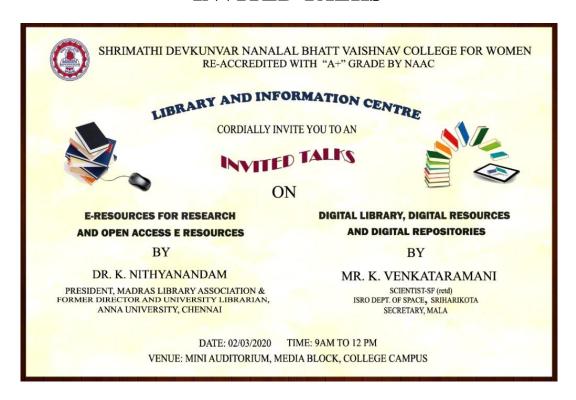








INVITED TALKS

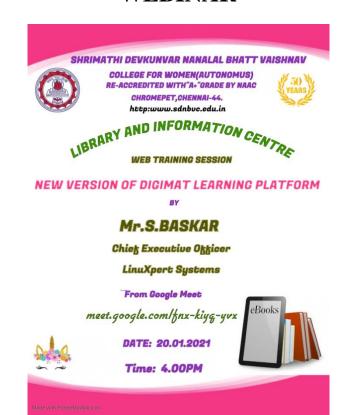


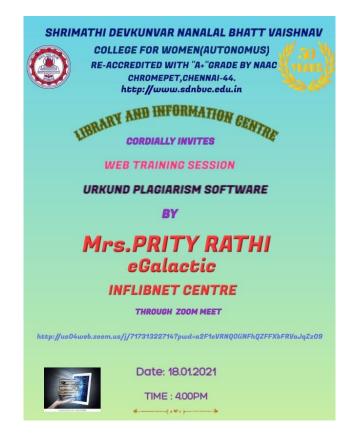




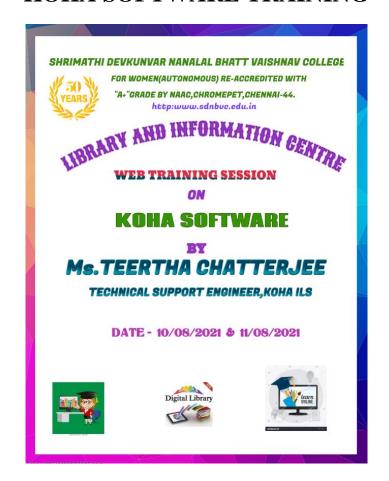


WEBINAR



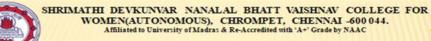


KOHA SOFTWARE TRAINING





FACULTY DEVELOPMENT WORKSHOP





Internal Quality Assurance cell (IQAC)

Library & Information center

A two-day faculty development workshop

DIGITAL SKILL ENHANCEMENT FOR ACADEMICS

Resource Person DR. V. GOPAKUMAR

Head, knowledge centre, digital university, Kerala (former university librarian & Head of the DLIS Goa University, Goa)



Venue: Seminar hall 1 Golden jubilee block

Date: 154 & 164 December 2022



SHRIMATHI DEVKUNVAR NANALAL BHATT VAISHNAV COLLEGE FOR WOMEN (AUTONOMOUS), CHROMEPET, CHENNAI 600 044



Internal Quality Assurance Cell (IQAC)

Library & Information Center



A TWO-DAY FACULTY DEVELOPMENT WORKSHOP

DIGITAL SKILL ENHANCEMENT **FOR ACADEMICS**







15 December & 16th December, 2022 10:00am to 04:00pm

SMT.MAMTA BHATT

SHRI.CHANDRAKANTH.M.TOLIA SHRI.NIMISH C.TOLIA SECRETARY

DR.R.GEETHA PRINCIPAL



SHRI.CHANDRAKANTH.M.TOLIA

SHRI.NIMISH C.TOLIA

JOINT SECRETARY

DR.R.GEETHA

PRINCIPAL

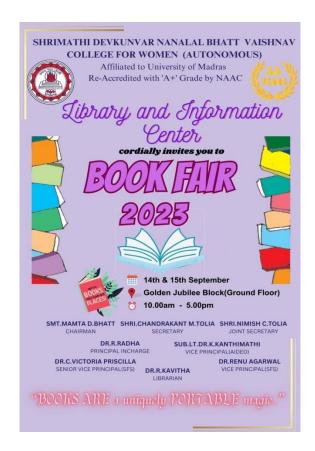
SMT.MAMTA BHATT







BOOK FAIR









QR CODE

