

**LIBRARY POLICY
&
TEACHING – LEARNING METHODOLOGIES POLICY**

ANNAMACHARYA

Institute of Technology and Sciences Kadapa

2020-2021



**INTERNAL QUALITY ASSURANCE CELL
(IQAC)**

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LIBRARY POLICY

1. About Central Library:

The Central Library of Annamacharya Institute of Technology and Sciences is a part of academic system whose primary function is not only to serve students, researchers, faculty, and staff but also to create a conducive environment for education, research, and innovation.

Library plays a vital role in the life of an institution. Rich library is an asset to the Institution. AITS have a well - established library.

Library is an integral part of our Academic Centre of Excellence for Teaching and Learning. Many new dimensions have been added to the library. Electronic information resource as an important component of the library is growing year after year. The computer has swept the library in all its operations-storage and dissemination of information.

The Library is highly frequented by the students and the staff. Special care is taken to educate and encourage its users on the importance of reading. The Library has a considerable number of staff, and its services are highly satisfactory.

The Library operations are fully automated using the 'TLSS' (Total Library Software System) package. Students and Staff can browse the library database (OPAC) by clicking the key words like – Author, Title, Subject, etc. Books are issued through bar-coded membership cards to the students and faculty members of the College from the circulation section.

The Library has a stock of over 16,550 volumes and 3,115 titles. The College subscribes to 40 national and 30 international Journals. The Library is also equipped with CD-ROMs, Video and Audio Cassettes. The facilities available in the library are to help the students for preparation of GATE, IES, GRE, TOEFL and IELTS. The Library services are totally computerized with an internet facility to get instant access to the digital Library. Library is kept open from 8.00 AM to 6.00 PM on all working days.

Institute has subscribed e-journals like DELNET, N-Digital Library and J-Gate: Engineering & Technology (e-journals & e-books) packages. NPTEL Video Lectures are available and 10 Computer terminals to access Internet /e-Learning resources in the Digital Library.

2. Role of Library

A Library is the powerhouse of any Institution. It caters to the research and teaching activities of institutions. It collects, manages, and disseminates the information to its users Internal Annamacharya Institute of Technology & Sciences according to their need. The library is situated in the heart of the campus incorporating the modern technologies to provide the readers right information at the right time. DR. S. R. Ranganathan's, father of library Science development in India has famously said that the library is the trinity of Learning Resources, Faculty/Students, and the Library Staff.

3. Our Motto

Keeping the above mentioned characteristics in his mind Dr. Ranganathan's propounded his Five Laws as follows:

- Books are for use
- Every reader his/her book
- Every book its reader
- Save the time of the reader
- The library is a growing organism.

4. Vision of the Library

The vision of the central library is to serve as one of the best premier private in engineering colleges in India.

5. Mission of the Library

The library mission is to provide the Annamacharya Institute of Technology and Sciences users community with axis to rich and relevant information resource to support with teaching-learning and research activities.

6. Working hours:

Working Hours (on working days) : 8:30 AM to 5:30 PM

: 8:30 AM to 5:30 (During Examinations)

Sundays & Public Holidays : 9:00 AM to 1:00 PM

- ✓ It may be altered or changed with change in academic timings of the institute.

7. Loan Period:

S.NO	PARTICULARS	UG/PG	LOAN PERIOD
1	Students	2	15 Days
2	Teaching Staff	6	1 Semester
3	Teaching Assistants	4	1 Semester
4	Non-teaching staff	4	1 Semester

8. Library Committee:

- The library committee has been constituted by the principal and the chairmanship of Mr. P. Rama Subba Reddy is the librarian and convener.
- The library committee meets quarterly in year and discuss about the plans and activities of the library developments. The library committee proceedings will be circulated to all the HOD's and committee members.

S.NO	Name	Department	Designation
1	Dr. A, Sudhakara Reddy	Principal	President
2	Dr. P. Sri Chandana	CIVIL	Member
3	Mr. M. Murali Mohan Naik	Mechanical	Member
4	Mr. P. Rama Subba Reddy	Librarian	Chairman & Convener
5	Mr. Y. Nagaraja	EEE	Member
6	Mr. P. Anjaneya	ECE	Member
7	Mr. C.Venkata Subbaiah	CSE	Member

8	Dr. M. Venkata Ramana	AI & DS	Member
9	Dr. Y. Varalakshmi	English	Member
10	Dr. S. Jaheer Basha	Physics	Member
11	Dr. K. N. Shashikumar	Chemistry	Member
12	Dr. K. V. N. Reddy	Mathematics	Member
13	Ms. V. Hari Priya	Student Representative	Member
14	Mr. G. Umarmeswar Reddy	Student Representative	Member
15	Mr. K. Ganesh	Student Representative	Member

The committee is responsible for procuring books, journals, magazines; relevant equipment's to the college / departmental libraries and shall make budgetary recommendations to the administrations. Also records the minutes of the meeting and action taken report.

9. The Duties and Responsibilities of the Library Committee:

1. Prepare library budget and monitor its utilization.
2. Collect recommendations from the departments in terms of titles and number of copies to be procured and process for optimal utility of grants for central and department libraries.
3. Collect all the requirements of textbooks, reference books and ensure adequate number of copies is available in the library.
4. Decisions regarding subscriptions of international and national journals, both new and old.
5. Automation of library, procedures, usage and implementation.
6. Developments of digital library and usage.
7. Library space organization and requirements recommendation to the principal.
8. Conduct stock verification, audit and follow up.
9. Maintenance of entry and exit registers for the faculty and students.
10. Evolve policies for number of to be issued to faculty and students.
11. Maintain vendor lists and enter the contacts for purchase of books, journals and other
12. Materials and equipment's required.
13. Seek feedback on library functions and facilities from users.
14. Any other responsibilities assigned by the principal time to time.

9.1. Central Library Services

- Following library services are being to users
- Circulation Service
- Reprographic Service
- Reference Service
- Inter-Library Loan Service – (ILL – DELNET)
- Online Public Access Catalogue –OPAC
- E-Resources access, Internet Service

9.2. Circulation Desk: Borrowing Privileges

Circulation Section handles the Front Desk operations of the library and is very important because it is the first contact point for faculty and users to the library. Efficient functioning Circulation Desk leaves a lasting impression on the user and hence it is very important section of the library. Major Activities of the Section are:

Issue and returns of Learning Resources (Primarily Books).

- Attending the Users' query for effective interpretation of library rules and regulations.
- Registration of new Members (Students Faculty and Staff)
- Inter Library Loan Service.
- Operation of "Circulation Module" of Library Management Software TLSS Maintenance and updating of all data related to users at Circulation desk in TLSS software.
- Sending Reminders to overdue documents users.
- Maintenance of Compendiums.
- Correspondence & No Due issuing.
- Assisting the users for accessing OPAC and Reference.

9.3. Other Rules Related to Borrowing Facilities:

- i. Users must check the Accession Number(s) of the book(s) issued by them with the printed borrower's slip(s) before leaving the Circulation counters to avoid confusion in future. Any discrepancy will not be considered afterwards.

- ii. Library borrowed books are not transferable and hence should not be lent to others;
- iii. Users are liable for the damage and Loss of books, if any.
- iv. Users should check the physical condition of a book while borrowing the same.
- v. During power/system failures, the circulation counter services will be suspended.
- vi. Immediately after the issue of a book, the user is required to take out the same from the library.
- vii. No book shall be returned on the day of issue.
- viii. While going out of the library, users should ensure that they do not carry book(s) that are duly not issued on their name(s), failing which disciplinary action will be taken against them.
- ix. Every user is requested to check the status of book(s) outstanding against his/her name soon after a transaction is over at the counter. Discrepancy, if any, should be brought to the notice of the counter person immediately. Any complaint thereafter is not likely to be entertained.

10. Overdue Charges & Fines for Lost /Books:

A borrowed book should be returned within the due date; otherwise, one rupee per day per book will be collected from the user as overdue charge, all the overdue charges must be paid in circulation counter to concerned authority. Otherwise issue facility may be withdrawn.

If a user loses a library book, then he/she must make an application immediately addressed to the Librarian / Asst. Librarian (circulation) and submit the same to the Circulation Section for replacement of the lost book(s). Replace the lost book by a new book as per the library regulation.

10.1 Renewal of Books:

To avail the facilities of renewal of books, users must bring the issued books to the circulation counter. If the borrowed books are not in demand, then a user may renew the book for consecutively two times only.

11. Details of Library Collection:

S. No	Type of Collection	No. of Volumes
1	No. of Volumes/Books	16750
2	No. of Titles	2925
3	National Journals (Print) International (On-line)	65
4	Online Data Bases	1
5	E – Books	500
6	CD Rom's	2000
7	Special Collection	SC/ST Book Banks (SC-279)
8	Back Volumes	183
9	Daily News Papers	5

11.1 Breakup of Books and Journals Branch wise

S. No	Branch	No. of Titles	No. of Volumes	National Journals & Magazines	Online Journals
1	EEE	455	2495	4	Yes
2	ECE	495	2617	4	Yes
3	CIVIL	350	2215	4	Yes
4	CSE and AI & DS	525	2675	6	Yes
5	ME	415	2180	4	Yes
6	Humanities	385	2445	4	Yes
7	General Collection	100	150	-	-
M. Tech					
8	EPS	60	275	4	Yes
9	VLSI SD	65	375	4	Yes
10	CSE	65	463	4	Yes
11	TE	55	310	4	Yes
12	SE	55	250	4	Yes

12. E-Resources Access:

E-Journals : N-LIST, DELNET and N-DIGITAL LIBRARY

12.1 NPTEL Online Lectures

NPTEL is an acronym for National Programme on Technology Enhanced Learning which 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. These lectures have been purchased from NPTEL and made available by AITS Central library.

12.2 Web OPAC

An **online public access catalog** (often abbreviated as **OPAC** or simply **library catalog**) is an online database of materials held by a library or group of libraries. Users search a library catalog principally to locate books and other material available at a library. AITS Central Library is computerized with the help of Library Management software called TLSS. Library catalogue created by ILMs software is available at network >117.251.27.32> Students can search the required books in the library as well as status of any library material.

12.3 Access details for e-Resources:

Access details for e-Resources					
S. No.	Publisher Name	Login Details	Subject	User Name	Password
1	Digital Library		CSE, ECE, EEE, ME, Humanities	Nil	Nil
2	DELNET	http://www.delnet.in	E-Journals & E-books	apaitsk	ait7898
3	J-Gate		Management	aitklibraty@gmail.com	
4	TLSS		OPAC	Nil	Nil
5	N-DIGITAL LIBRARY			aitskadapa@gmail.com	aitskadapa

13. Procurement of Books

- Faculty can recommend the books to be procured for their courses and research
- All the faculty indents will be routed through Heads of the departments for the approval of the principal for making financial arrangements.
- Purchas order will be issued by the principal to concerned vendors after budget approval.

13.1 Procurement Process

I. Initiation of Acquisition:

- Receiving Recommendations by requisition forms.
- Find out the exact details of the title recommended.
- Duplicate Checking.
- Put up for Approval (Heads of Department & Principal).
- Prepare and Issue Purchase Orders.

II. Accessioning

- Accessioning: Enter the details of the Invoice and Books in Accession Register.
- Assign Accession Numbers to Titles in Computer Purchase Bills.
- Enter in Library Management Software (TLSS).
- Pass entries in Bill Register and forward bills.

III. Classifying

- Classify Books as per the Dewey decimal classification (DDC) Schedule.
- Write the Class No and Collation on the back of Title page.

IV. Cataloguing:

- Bibliographic Details of each book is entered into Cataloguing Module database according to AACR2
- Standards.
- Assigning Keywords.
- Data validation: Regular editing of various access points in the database like Author, Title, and Class No, etc.
- Making Analytical Entries, wherever needed.

14. Stack Room /Display Area Management

- Collection Organization plays a very important role in ensuring the optimum utilization of the books, journals kept in the library. Presently, the learning resources are stacked/displayed in the following categories:
- Stack Area (CSE, ECE, Mechanical. Civil, EEE, Journal Display Racks, News Paper and Magazines)
- Reference Section (Departmental Books, Competitive Exams Books, Project Reports, SC\ST Book Bank Books).
- It is essential that all efforts are carried out by the library for pleasant display and quick retrieval of books/journals by the users. Library must ensure that:
 - All the books removed from the stacks are replaced back in their shelves daily.
 - Each unit of Stack is supervised by Library Attendant.
 - Shelf Reading must be done continuously to look for misplaced books.
 - Books reported untraced by users be traced in the quickest possible time with documentation like when the request was received and when it was solved.
 - The stacks should be properly labeled with subject guides and Class Number Guides.

15. Library Staff

S. No.	Name	Designation	Qualification	Experience
1	Mr. P. Rama Subba Reddy	Librarian	MA, M.L.I.S.C, M.Phil.	22
2	Mr. N. Vijay Kumar	Asst. Librarian	M.L.I.S.C	5
Supporting Staff				
S. No.	Name	Designation		
1	Mrs. Y. Kulayamma	Sub-Staff	B.Com	1 Year 6 Months
2	Mr. Baba Fakruddin	Attender	Intermediate	7 Years

S. No.	Name of the Staff	Nature of the work	
		1	Budgeting
		2	Planning in new services for the library

1	Librarian	3	Framing rules for the library
		4	Book selection and acquisition
		5	Maintenance of the library software
		6	Arrangement of the library committee, drafting, minutes etc.,
		7	Correspondence with suppliers, publishers and institutions.
		8	Library administration
		9	Preparation for various reports to be submitted to concern authorities, UGC, AICTE and JNTUA.
		10	Library orientation
		11	Training to library staff
		12	Subscription of journal, periodicals & their renewals.
		13	Reference service
2	Asst. Librarian	1	General supervision of routing library works
		2	Maintaining journal section
		3	Maintaining library users
		4	Maintenance of loose issues and sending reminders to suppliers.
		5	Maintaining back issues.
		6	Any other work assigned by librarian time to time.
		7	To help the students to find the books and the project reports.
		8	Issues and returns.
		9	Cataloging and data entry
		10	Renewal of library
3	Library attendant	1	Keep watch on students at the entrance while leaving library
		2	Maintaining cleanliness in library
		3	Physical checking new library books and stamping
		4	Label pasting
		5	Shorting of daily returned books rack wise and shelving them.
		6	Shelving the books in reading room and lending section

		7	Repairing of damaging books
		8	Safeguard property counter in the library
		9	Shelving of periodicals and journals
		10	Any other work assigned by librarian time to time
		11	Keeping records of students using internet section.

16. Library Rules & Regulations

1. The library is kept open from 8.30 am to 5.30 pm in all working days
2. Absolute silence & cleanliness should be strictly maintained in the Library. The readers are requested not to make any noise (or) discuss any matter in the Library.
3. No student should bring any printed material (or) any articles inside the Library. They are advised to keep their belongings at the entrance.
4. Students are allowed to borrow only two books at a time and can retain it for ten days. The book should be returned on or before the due date. Failing which a late fee of 0.50 paisa per day will be collected from the students.
5. Renewal of books will not permit more than once.
6. The book is lost; it should be replaced with a new one within 10 days. Otherwise double the cost of the book will have to be paid.
7. All the students should return their library cards after completion of their course and obtain a NO-DUE certificate from the Library.
8. While borrowing the book is advised to ensure that the book is in proper condition. If any page(s) are missing or damaged, inform the same to the Library Staff.
9. Avoid making pencil / Pen Marks, Underlining or any other type of Damage to the Book(s). If any such things are noticed at the time of returning the books, the borrower will be held responsible.
10. Watch the Notice Board of the Library every time you visit.
11. Consult the Library Staff for any other information or Clarification.

17. Library Photos



II. TEACHING – LEARNING METHODOLOGIES POLICY

1. Policy Document of Teaching – Learning Methodologies

Teaching is a process of imparting knowledge to the student. Learning is a process of acquiring knowledge through interaction, practice and experience. Teaching-Learning process encompasses an educator assessing the learning needs, establishing specific learning outcomes, developing teaching-learning strategies, implementing the plan of work and evaluating the outcome of instruction delivery. Teaching-Learning process becomes effective when the educator possesses good command of subject knowledge and presents the subject matter using dynamic and progressive methods. Further teaching-learning process will be more effective when the teacher understands the interests, abilities, aptitude and limitations of student learners.

Educating is a course of conferring information to the understudy. Learning is a course of procuring information through communication, practice and experience. Educating Learning process includes an instructor surveying the advancing requirements, building up explicit learning results, creating educating learning techniques, carrying out the arrangement of work and assessing the result of guidance conveyance. Instructing Learning process becomes compelling when the instructor has great order of subject information and presents the topic utilizing dynamic and moderate strategies. Further educating learning cycle will be more compelling when the educator comprehends the interests, capacities, inclination and restrictions of understudy students.

The objectives are:

- To encourage the faculty members to utilize ICT tools to enhance the participation of the learners and to cater to the varying learning levels of individual learners. This policy promotes a learning-centered approach where students are co-creators of knowledge and learning environment.
- The educators are instructed to utilize power point presentations, animations and models to increase the learner focus and provide visual impact.
- All resources that support the student learning such as library, laboratories and learning resources form an integral part of all courses in all programmes. Modular Object Oriented Dynamic Learning Environment (MOODLE) is a platform employed for dissemination of course materials and posting assignments.

- The learners and educators are encouraged to take Massive Open Online Courses (MOOC's) under Swayam NPTEL, Coursera etc., to enhance self-learning amongst students and faculty members. The MOOC's platforms provide online pre-recorded video lectures and assignments to facilitate learning by providing self-assessment at regular intervals.
- The educators are instructed to employ various pedagogical methods such as participative learning, experiential learning and collaborative learning to enhance learning levels of students. Participatory learning methods make the learner active. These methods include assignments, group discussions, field visits and case studies experiential learning provides the learners an opportunity to acquire hands on training. These methods include conduction of experiments in laboratories and carrying out projects which enable the students to grasp the concepts in a better way. Collaborative learning provides the learners to work in small groups by interacting with their peer team members to solve problem / task. This helps the learners to develop leadership qualities and team work.
- The learners provide feedback on faculty member involved in teaching twice in a semester. This valuable feedback helps the educator to improve quality of teaching in near future.
- The institute has initiated the conduct of online classes for students during the COVID-19 pandemic using Microsoft Teams. The faculty member enrolls the appropriate students in his / her channel. Microsoft Teams provides a platform for conduction online classes, dissemination of course materials, conduct of class tests and periodic quizzes.


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