## Sanatan Dharma College, Ambala Cantt. Central Library



The library is as an integral and important part of any academic institution of higher learning that provides a wide range of information resources to support the academic activities. The Sanatan Dharma College recognises the importance of the library and firmly believes that quality education is impossible without a quality library. The students are guided to the multidisciplinary and self-learning environment where a well equipped library can help them to go to the depth of the subject and gain knowledge.

The SD College Library is one of the state-of-the-art academic libraries, equipped with modern facilities and a rich collection of printed and electronic knowledge resources. The library premise has Wi-Fi Internet connectivity and with substantive IT infrastructure. It has multiple air-conditioned reading rooms with a seating capacity of around 300 users at a time. The library is automated with the application of reputed Open Source Library Management Software, Koha. The complete library building is under CCTV surveillance with high resolution IP cameras. A large section of the students and faculty visit the library regularly.


Library Building is under CCTV


Wall mounting \& open shelves

Rich collection classified with Dewey Decimal Scheme containing 61,000+ printed books, $14000+$ textbooks in Book Bank is well organised on wall mounting \& open shelves. Library also subscribes printed 68 journals \& magazines and 21 newspapers in different languages and old volumes of periodicals in addition to the rich collection of electronic journals. E-Resource Centre maintained by the library provides access wide range of e-books, e-journals and databases.

Library Location and Library timings: The S.D. College Library is centrally located on the first floor and easy accessible. Library remains opened during the college hours i.e. 9.00 a.m. to 4 p.m. 6 days a week, Sunday and holiday are closed.

## Library Staff

| Name | Designation | Qualification |
| :--- | :--- | :--- |
| Dr. Balesh Kumar | Librarian | M. Lib \& Inf. Sc, <br> M. Phil., Ph.D.,PGDCA |
| Mr. Ramkumar | Assistant Librarian | M. Lib \& Inf. Sc. |
| Mrs. Chandravati | Restorer | M. Lib \& Inf. Sc. |
| Mr. Tarun Sharma | Restorer | M. Lib \& Inf. Sc. |
| Mr. Chetanya <br> Sharma | Lib. Attendant | $10+2$ |
| Ms. Komal Manocha | Lib. Attendant | M. Lib \& Inf. Sc |
| Ms. Jatinder Kaur | Lib. Apprentice | Diploma in LIS |



Dr. Balesh Kumar (Librarian)


Mr. Tarun Sharma (Restorer)


Mr. Ramkumar (Assistant Librarian)


Mrs. Chandravati (Restorer)


Ms. Komal Manocha (Lib. Attendant)


## LIBRARY ORGANISATION/PHYSICAL LAYOUT

## PHYSICAL INFRASTRUCTURE

Library has spacious building with a carpet area of app. 9000
sq. feet. , the area is spread over different sections as listed below:

- Stacking Hall with Reading Space
- PG Section -Stacking cum Reading Room (AC)
- Book Bank Section
- Circulation Section (Separate Issue and Return Counters)
- Reading Room/ Periodical Section (AC)
- E-Resource Center cum Reading Room (AC)
- Reference Section with Reading Space
- Librarian Office \& Technical Processing Section
- Faculty Lounge
- Audio Visual Room (AC)
- Washrooms \& Drinking Water

There is a provision of natural and LED lights in the library building.


Stacking Hall with Reading Space



PG Section -Stacking cum Reading Room (AC)


Book bank section


Issue and return counter


E-resource center reading room
Periodical section/ reading room


Librarian office and technical processing section


Faculty lounge


Audio visual room



Drinking water


## ICT Infrastructure

- Customised Open Source Library Management System: KOHA
- Computer Systems for Library Users: 40
- Computer Systems for in house operations: 7
- Laptops -2
- Touch Screen E-Kisoks -2
- Laser Printers -2
- Digital Photocopiers -2
- Barcode Scanners -5
- Online UPS (6KVA) -3
- CCTV Surveillance ( 17 HD IP Cameras )
- LCD Projector- 1
- DVD Player
- Wi-Fi Networking \& Internet
- Internet Lease Line - 100 MBPS
- Digital Display Touch Screen (Android)-1




# Library Sanatan Dharma College 

## LIBRARY RULES



NAAC Accredited College with A+ Grade in 3rd Cycle College with Potential for Excellence Jagadhari Road, Ambala Cantt. 133001

Ph: 0171-2630283
www.sdcollegeambala.ac.in
Emails: principal@sdcollegeambala.ac.in baleshkumar@sdcollegeambala.ac.in

# Sanatan Dharma College, Ambala Cantt 

## Library Timings

Monday to Saturday: 9.000 a.m. to 4.00 p.m. Sunday and Holidays Closed (Timings may change during vacations)

## Membership Enrolment

The students shall approach the library for its membership alongwith the proof of admission to the college for availing the library books borrowing facility and identity card. The students shall be required to fill up the library membership form and their record and photo shall be entered in the library automation software.

## Library Tickets

Books are to be issued against the library tickets issued at the beginning of the session. The library users are issued the library tickets as mentioned below:

| User category | No. of Books | Issue Period |
| :---: | :---: | :---: |
| Faculty /HODs | $10 / 15$ Books | Full session |
| Non Teaching Staff | 5 | Full session |
| Students - PG Level | 5 | 14 Days |
| Students -UG Level | 3 | 14 Days |
| Special Members/Alumni | 2 | 14 Days |

Books are issued for a period of 14 days (Books which are in greater demand may be issued for 7days). The library users must bring their identity card alongwith the library tickets for issuing of the books failing which books shall not be issued.

## Issuing of Identity Card

The students shall report in the library along-with latest passport size photograph and fill the identity card form available at the return counter of the library. They will be issued the library card within a week of filling the Identity Card form.

## Renewals/Reservations and Overdue/Fines

- Books can be renewed for another term of 14 days if there is no demand on them. The renewal must be made on or before the due date
- There will be a overdue charge Re.5/- per day per book. Overdue charges may be waived off for the preparatory and university examination days. Library fine shall be charged along-with the term fee/at the end of the semester/session


## Documents that cannot be borrowed:

- Reference books, rare books and periodicals are not to be issued except to be consulted within the library. Old issues of the general magazines may be issued for 2 days only.


## Loss of Identity Card and Library Tickets

- In case of loss of library tickets students must report to the library and in case of loss of the college identity card must report to the police so that any misuse of the lost documents may be avoided.
- Duplicate identity card/ library tickets shall be issued on payment of the fee as prescribed by the college time to time.


## Loss or Mutilation of documents by Students

- Library materials are to be handled with care and in no case be underlined or disgigured. If a book is already damaged in any form, it should be brought to the notice of the Librarian/library staff before getting the book issued, otherwise the person who returns the book will be held responsible for the damage.
- If a book is lost or mutilated beyond usable condition, then the book has to be replaced with the same or latest edition of that book.
- If the book is out of print, then double of the printed price or minimum Rs 200/- whichever is higher will charged.
- If the book is reported (in writing) as lost/ misplaced, the overdue charges are not levied in such case from the date of report until the same is replaced(it must be resolved within one two weeks)


## Theft/Misuse of Library Documents:

- The theft or abuse of Library resources like books, journal issues, reports, and dissertations will be viewed very seriously.
- Each case will be examined to ascertain its genuineness and the matter will be reported to the Principal for further action.


## No Dues Certificate and Books against the security deposit

- At the end of the session students will be required to deposit all the books issued to them from the library and their library tickets shall be cancelled.
- They will get No Dues Certificate signed from the library to get the university exams roll no. slip/admit card.


## Book Bank Facility

The library has a sound collection of textbooks to be issued to the meritorious and needy students for the complete session free of cost. The books from the book bank are issued on the recommendation of the Book Bank Committee. These books are to be returned immediate after the completion of the university exams.

## General Instructions

1. Students are expected to read the notices issued from time to time by the Librarian/Principal. No excuse will be entertained for ignorance.
2. Students must bring their identity card while visiting the library. Without identity card entry to the library may be denied.
3. Mark your entry in the register maintained on the entrance of the library.
4. Personal or books issued from the library are not allowed inside the library stacking hall.
5. Put all your belongings at the property counter.
6. Get yourself checked at exit point while you go outside.
7. Maintain PIN DROP SILENCE in \& around the Library.
8. Don't disturb the arrangement of books on the shelves.
9. A book once taken out of the shelves must be left lying on the nearby tables. Library staff will replace the book at the proper shelf
10. If you find it difficult to locate the required book/document seek the assistance from the library staff they will please to help you.
11. Calling on mobile phone is prohibited in the library premises.
12. Help to keep the books Fresh \& Clean.

## S. D. College Library, Ambala Cantt. Important Information for the Library Users

- Library timings: 9.00 a.m. to 4 p.m., Sunday and holiduy closed.
- Library books are issued to every student on the Library Tickets.
- Undergraduare students are isswed three tickets and postgraduate students are issued five tickers.
- New users need to fill the Library Membership IIdentity Card Form available at the Return Counter:
- Books are issued for 14 days after that overdire charges apply@Rs. 5 per day.
- Meritorious and needy students may apply for Book Bank to issue books for the complete session. Book Bank Books are to be retwrned within a week after completion of the university exams.
- Reference books, rare books and periodicals are not to be isswed except for conswliation in the Iibrary:
- Kecp the books clean and safe. If any book is fornd mutilated damaged the borrower will be fined and the book will be replaced with new one.
- If wny book is lost the same will be replaced with the mewhatest edivion or have to pay double of the printed price.
- Links of the e-resources are available at the college website wwinsdcollegeambala.acin under the link Library/subscribed e -resources. E -books are accessible through college Internet IP
- Students must carry their Identity Cards while entering in the library: They can be refused admission to the library if failed to produce the identity card on demand.
- Maintain perfect silence and keep the mobile in silent mode. Group discussion is not allowed in the reading areas.
- The complete library premise is under CCTV swoveillance.


## Library Usages

Library is extensively used and visited by the students and faculty. The per day usages of the library in the last session i.e. 2021-2022 was 376.63 users per day which was $12.98 \%$ of the total strength. Details of the footfall are given below:

Per Day Usage of Library from July 2021 to 29 July 2022

## Library Footfall

| Duration | Students (A) | Teachers(B) |
| :---: | :---: | :---: |
| 1 July 2021 to 29 July 2022 | 47783 | 12993 |





## Library website/webpage

https://www.sdcollegeambala.ac.in/infrastructure


## Infrastructure

The college campus is situated on the Ambala-Jagadhri National highway and is spread in a sprawling area of 16 acres. Dr. Rajender Prasad, the First President of India, laid the foundation stone of the college building in 1951. The college building is a mixture of traditional and modern architecture planned by Sh. Nand Kishore and supervised by Seth Moti Prasad ji. Over the years a number of structures have been added to the original building keeping in mind the need of the hour and the requirement of students. Commerce and Home Science Departments of the college were inaugurated on 04-Apr-1976 by the then Union Minister for Health and Family Planning, Dr. Karan Singh. Every year more classrooms, laboratories and other dimensions are added and modifications are done to the existing infrastructure. Later additions to the college include- P.G. Block, Seminar Hall, labs for Electronics department, Computer labs, IT labs, Electronics Block, Commerce Block, Third stage for cultural activities, All-weather pitch for Click here to . $^{11}$ room, computerised Library etc.
know about admlssions.

Administrative Block


Teaching-Learning Resources


Support Services Infrastructure

Utilities

- Principal's Office
- Personnel Section
- Data Centre
- Fee Section
- Accounts Section
- Record Room
https://drive.google.com/file/d/1q5D0aplpziVP19dWLi5 EhDNp2q5yoFQ/view?usp=share link

| Duration | Teachers(C) |
| :---: | :---: |
| 1 July 2021 to 29 July 2022 | 7019 logins |

## Total Number of Students in 2021-22: 2802

Total Number of Teachers in 2021-22: 46+53=99
Total Users: 2802+99=2901
Total $A+B+C=47783+12993+7019=67,795$

## Total Number of Days=180

Number of teachers and students using library per day over the last one year= 67795/180=376.63

Percentage per day usage by Students and teachers= $\mathbf{3 7 6 . 6 3} / \mathbf{2 9 0 1}=\mathbf{1 2 . 9 8 \%}$

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SD College among the Top 10 College Users of N-LIST in December 2021 and January, 2022.


SD College among the Top 10 College Users of N-LIST in January, 2022.


Top users of N-LIST in the month of February,2022.

