

Annual Report 2018-2019

The basic function of any library is to work in accordance with the parent organisation. The central library of K.J.Somaiya College of Engineering (KJSCE) located at the Bhaskaracharya building extends library services to the students, faculty and staff members of the college with the following mission:

Library Mission:

To enhance knowledge and instil a thirst for reading which will enable the readers to develop an integrated personality and motivate them to make a valuable contribution to the society in future.

To promote scientific and technological research and also to disseminate information at a faster pace to the targets of their utilization.

To support the functioning and facilitate the library development there exist a **Library Advisory Committee (LAC)** which consists of 12 members. The members of the committee meet at least twice a year to discuss and decide various issues pertaining to the library.

The college also has a **Students Library Committee (SLC)** which comprises of 10 members. Student's library committee (SLC) is a chance for students to get involved in the decision making processes that guide the enhancement of learning spaces and library services and resources. The Committee provides direct communication between students and the administrators of the Library.

Library Budget:

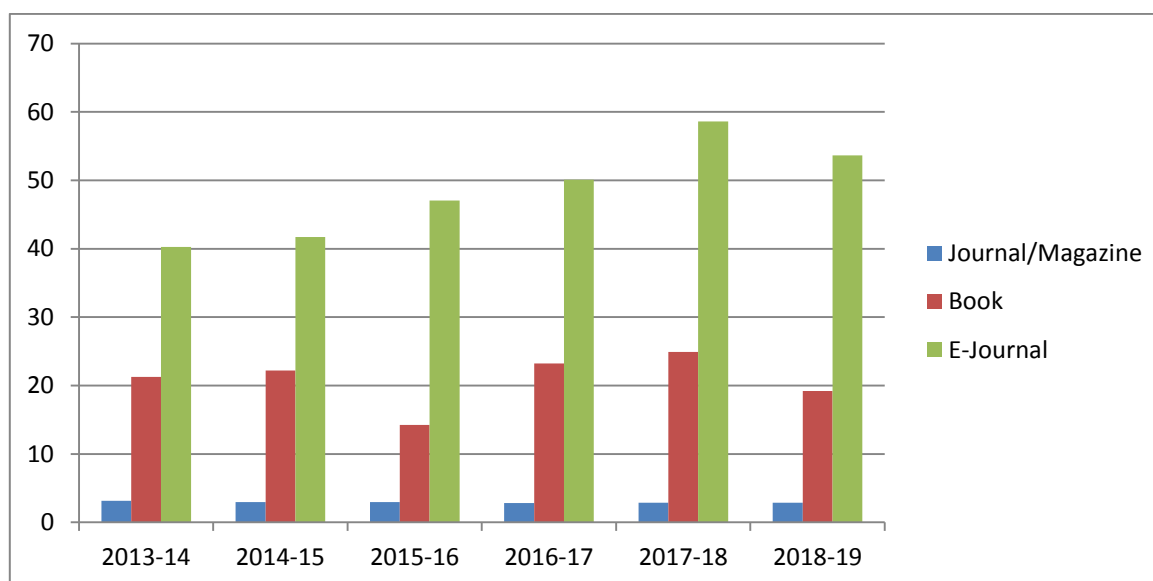
Planning Library Budget:

Library budget helps in planning and tracking the expenditure for the academic year. Librarian is responsible for preparing, proposing and implementing the budget. Budget requirement for the next financial year is proposed in the month of December. Budget is prepared under two main heads: Capital budget and Recurring budget. Capital budget includes purchase of books, equipment and furniture, whereas recurring budget includes subscription of print journals and magazines, e-journal databases and institutional memberships.

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Total Investment on Library till March 2019

| Sr. | Particulars | Amount Rs. In Lakhs |
|------------|-----------------------|----------------------------|
| 1 | Books | 214.87 |
| 2 | eBooks | 6.3 |
| 3 | Periodicals | 103.15 |
| 4 | E-journals | 417.88 |
| 5 | Equipment & Furniture | 42.48 |
| | Total | 784.68 |



Purchase Procedure:

Procurement procedure followed in the Library

Procurement of information resource constitutes the primary responsibility of library. Library makes a systematic effort in building up the collection development by identifying, evaluating, selecting, processing and making it available to the users. Whether it is a book, journal or an online database, any information resource that gets added goes through a rigorous selection process. And since this collection building requires huge sums of money and has long-lasting repercussions, it is very much essential to have a well thought out collection development policy.

K. J. Somaiya College of Engineering
(Autonomous College Affiliated to University of Mumbai)

Faculty can recommend the books to be procured for their courses and research by filling up a requisition form available in the library and on Intranet.

Students can also recommend the books for procurement by making an entry in the register 'Suggest a book' provided their recommendation is endorsed by a faculty member.

For purchase or renewal of Journals/magazines availability of recurring funds should be sufficient for each year. Faculty can give requisitions for adding a periodical by filling up the requisition form available in the library & on Intranet. Journals & E-resources are subscribed for calendar period i.e. January to December.

Resources:

The library has an extensive collection of books covering all aspects of engineering and also related areas like social sciences, humanities, general reading, etc. Reference collection of library consists of reference books, handbooks, technical data books, encyclopedias, dictionaries, directories, almanacs, atlases, autobiographies, Indian standards, syllabus, question papers archive, CD –ROMs etc. The periodical section is a vital source for academic research and up-to-date information. Newspapers and Journals both international and national are made available for reference.

| Resources | Available |
|--------------------------------------|------------------|
| Books | 43538+ |
| Book Bank | 10690+ |
| Journals (National + International) | 95 (95 + 0) |
| Magazines (National + International) | 21 (19 + 2) |
| Back Volumes | 3630+ |
| Newspapers | 9 |
| CD's | 3660+ |
| Indian Standards | 500+ |

E-RESOURCES DATABASES

| E-Resources | Link |
|---|---|
| IEEE Electronic Library Level 2 | http://ieeexplore.ieee.org/ |
| Springer Electrical & Electronics & Computer Sci. Engg. Mechanical Engineering Collection | http://www.springerlink.com/ |
| MC Graw Hill Access Engineering Library | http://2.accessengineeringlibrary.com/ |
| SCIENCE DIRECT | http://www.sciencedirect.com/ |
| ASME Digital Library | http://asmedigitalcollection.asme.org |
| ACM Digital Library | http://dl.acm.org/ |
| NPTEL | \\172.17.1.10 |
| INTRA NET | \\172.17.2.20 |

Digital Library:

Wi-Fi facility is provided in all sections of the library.

Digital Library Center: In Digital Library Center, 17 terminals with Internet facility are provided for:

WebOPAC search: Books can be searched by author, title, keyword, publisher & subject, books can be reserved, current book transaction status can be checked, etc.

E-journals browsing: The library subscribes to various databases and e-journals which can be browsed.

E-books reading: E-books are purchased by the library which can also be read at the Digital Library Centre.

NPTEL videos: Video lectures given by IIT faculties are made available through Intranet. These help to enhance the quality of engineering education.

K. J. Somaiya College of Engineering
(Autonomous College Affiliated to University of Mumbai)

Students are also allowed to surf the net, check mails, etc. at the Digital Library Centre.

Kindle eBook Readers: Library has purchased 6 Kindle eBook Readers which are available for the students to read in the library and also for borrowing.

Anti-Plagiarism Web Tool : Turnitin is a leading software used by researchers widely for checking originality and prevention of plagiarism. Library has subscribed this software to inculcate best practices while using / citing material written by other people. UG as well as PG students and faculty members are encouraged to check their thesis / publications using this software.

GATE Practice software : Library has installed a collection of question papers of the Graduate Aptitude Test in Engineering (GATE) over last 17 years on the college server. This covers more than 1200 questions of each branch of engineering and helps students to prepare not only for GATE but also for other competitive exams, interviews, etc.

Remote Access : To optimize the usage of e-resources and for the convenience of the users, library has procured RemoteXs solution. Through this all the subscribed e-resources of the library can be accessed remotely.

Stock verification and Withdrawal process:

Periodic stock verification and withdrawal process helps in replacing relevant, useful and in demand books with new copies whenever lost or mutilated.

Stock verification:

Depending upon the size of the library, stock verification periodicity is decided. The KJSCE library takes a stock of books and other material every three year. The stock verification is carried out during vacation. The last stock verification was carried out in the year 2016 during vacation in the month of May. Out of 2208 untraceable books, 1880 books were common in last three stock verifications. In LAC meeting dated 22nd July, 2016, it was decided to write off them. Total withdrawn books are 7117.

It was also decided in the meeting to recover these books from 'Virtual Library Account' in two years. In 2016-2017, 780 additional books were procured. The next

K. J. Somaiya College of Engineering
(Autonomous College Affiliated to University of Mumbai)

stock verification will be conducted in the month of May 2019 during college vacation.

Virtual Library Account: There exists a Virtual Library Account for the library which is utilised for the various developmental purpose of the library. Late fee collected from 1st April of last year till 31st March of current year, will be immediately added to Virtual Library Account on 1st April of current year. Deposit-balance refund amount of pass out/cancel/left out students, which is not collected, is added on 1st April in Virtual Library Account after two years from the passing out year.

Library Services:

User Awareness / Library Orientation :

The library orientation programme is organized by the college for the benefit of new students in the beginning of academic year. They are taken around the library to familiarize them with various resources and services available for them. Students are informed and trained to identify resources, evaluate them and use the resources more effectively and ethically.

Online Search for Resources : WebOPAC

The library catalogue lists the books, bound volumes, Standards, book bank books, CDs, DVDs and other media available in all the Somaiya libraries through the library software BOOKWORM. The Web OPAC link is displayed on the KJSCE Library page at <http://www.somaiya.edu/VidyaVihar/kjsce/academics/library>
<https://www.somaiya.edu/opac/>

All users are provided with Somaiya Vidyavihar SVV Net ID which is used for accessing internet, Wi-Fi, and Web OPAC.

Circulation/Home lending:

Student members of KJSCE will be issued a RFID Smart card, which will remain in force for the duration of the study year and shall not be transferable. Students are allowed to issue books using this card, and there also exists the process of self-renewal and reservation of a book. Reminders are also sent before the book becomes overdue, in case of reservations.

Global Common Circulation (GCC) – Inter Library Loan: Under the GCC policy any student or any faculty member belonging to any of Somaiya Institutions can avail

K. J. Somaiya College of Engineering
(Autonomous College Affiliated to University of Mumbai)

the KJSCE library facility. Similarly, KJSCE students can also use the library facilities of other Somaiya Institutions.

Book Bank:

The book bank facility is made available for the students. Students are required to deposit 60% of the total cost of the books, of which 15% of total cost of the books is deducted as reading fee from the deposited amount and the remaining amount is refunded to students upon return of books. From SC/ST students reading fees is not collected, and the whole deposited amount is refunded. Students can borrow maximum 10 books of their choice from the Book Bank.

Institutional Membership: IIT Bombay Central Library.

The library has access to IIT Bombay Central Library, DELNET and National Digital Library. Users can access IIT Library only on working days (Monday through Friday) between 09:30am to 05:30pm. Users should carry their Smart Card and a letter of introduction from Librarian which is available at reference section.

DELNET has been established with the prime objective of promoting resource sharing among the libraries through the development of a network of libraries.

National Digital Library Ministry of Human Resource Development under its National Mission on Education through Information and Communication Technology has initiated the National Digital Library (NDL) pilot project to develop a framework of virtual repository of learning resources with a single-window search facility.

DELNET and National Digital Library can be accessed through <http://www.delnet.in/> and <https://ndl.iitkgp.ac.in/>

ACTIVITIES CONDUCTED BY LIBRARY:

Book Exhibition: Library organises Annual Book Exhibition every year. Books by various publishers which include technical and non-technical books are brought in by the regular suppliers and exhibited. A large number of collection is exhibited which is open to faculty, staff and students of all Somaiya Institutions. During this, books are purchased for the library as well as by the other people who visit the exhibition. This year the library organized 28th Annual Book Exhibition on 11th & 12th January, 2019 from 10:00 a.m.–5:00 p.m.

K. J. Somaiya College of Engineering
(Autonomous College Affiliated to University of Mumbai)



Star Reader Award 2018:

Library felicitates students who have borrowed maximum number of books and gives them the Star Reader Award every year.

| Sr.No. | Name | Branch | Year | Number of Books Borrowed |
|--------|----------------------------------|------------|------|--------------------------|
| 1 | AKASH RAJKUMAR BIRADAR | ETRX | FY | 76 |
| 2 | VISHAL JAYPRAKASH JAYASWAL | EXTC | SY | 120 |
| 3 | ROSHINI RAJARAGUPATHY BALU | EXTC | TY | 223 |
| 4 | BHIMASHANKAR RAJSHEKHAR GURAV | MECH | LY | 170 |
| 5 | SARANG SUNIL OAK | M.TechETRX | FY | 62 |
| 6 | SIDDHESH BABAN BHIKOLE | M.Tech ENR | SY | 79 |

Celebration of special days:

Marathi Bhasha Diwas

Marathi Bhasha Diwas was celebrated to mark the Birth Anniversary of Marathi laureate and famous poet V. V. Shirwadkar popularly known as Kusumagraj' who was a 'Gyanpeeth' award winner. Library had celebrated programme on 27th February

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(Autonomous College Affiliated to University of Mumbai)

2019 in the presence of Principal, Vice Principal, faculty and staff which included

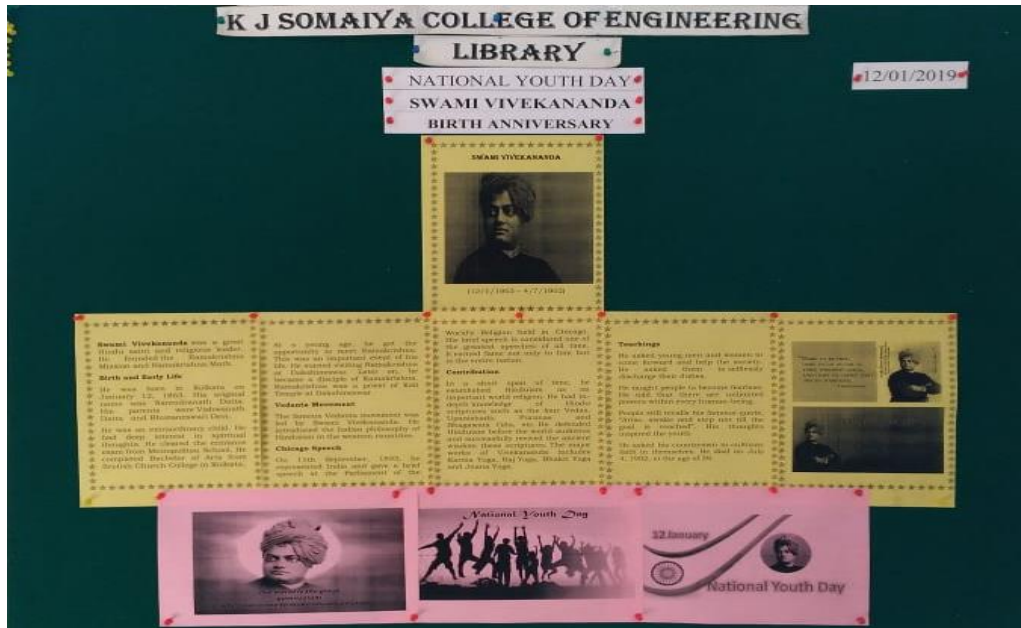


activities like rendering Marathi poems, briefing about Marathi Bhasha Diwas etc.

National Youth Day : 12th January

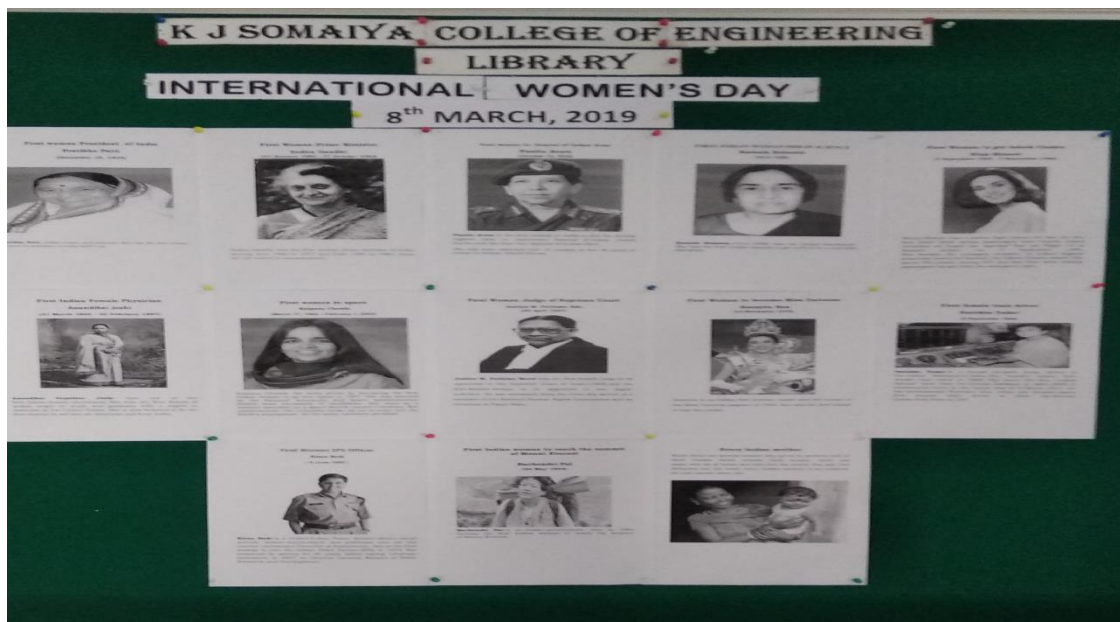
The 155th birth anniversary of Swami Vivekananda, one of India's most revered spiritual leaders, is celebrated as National Youth Day. The objective behind the government's move was to imbibe the students and youth with the philosophy and ideals of the Swamiji, the man who brought a change in the thought process of the youth. Library organized a display of his pictures, thoughts and information.

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(Autonomous College Affiliated to University of Mumbai)



International Women's Day : 8th March

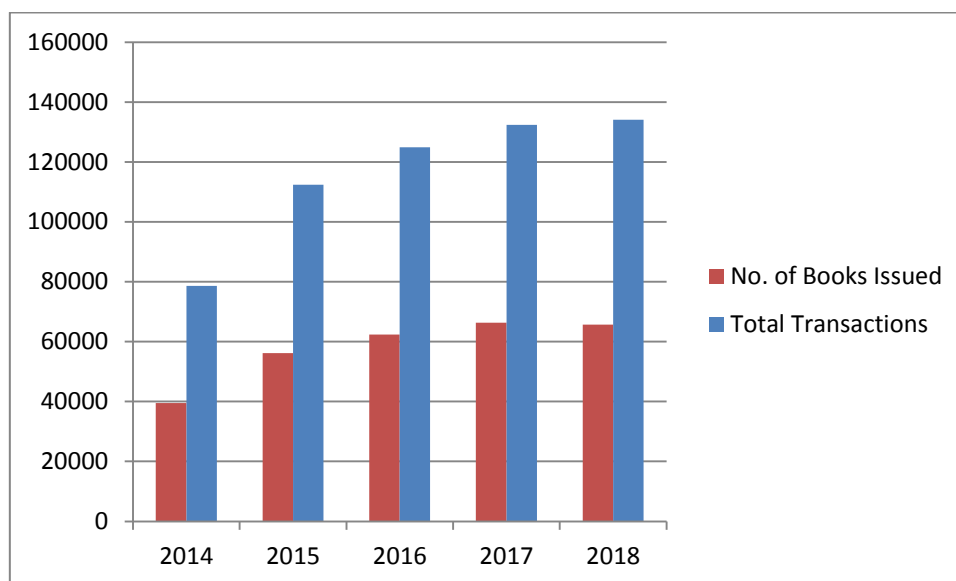
International Women's Day is a global day celebrating the social, economic, cultural and political achievements of women. Woman's Day was first observed in 1909 in the United States and it is only in 1977 that the United Nations officially declared International Women's Day celebration on March 8. Library has organized a display of pictures, thoughts and information about Great Indian Women personalities.



17 RULES AND REGULATIONS

1. Library facility is restricted to current students & staff of the KJSCE having valid identification issued by KJSCE.
2. Ex-students are required to obtain written permission from the Principal's office to use the library facility.
3. Students must observe complete silence in the library. Discussion/conversation whatsoever is not permitted.
4. Student should keep their belongings on the Baggage Rack kept for the purpose. Library staff is not responsible for any loss.
5. Smoking, consumption of food and drink (except water), is not permitted in the library.
6. Use of mobile phone is strictly prohibited. Mobiles are to be kept in the silent mode and you are required to leave the library if you need to use it.
7. Library material should be handled with utmost care. Nobody should write, damage or make any mark on any of the library materials.
8. On receiving a book, student must examine it for any kind of damage, such damage should be immediately brought to the notice of Library staff. Failure to do so may entail him/her being held responsible for any damage detected later.
9. Books lost or damaged must be paid by the student in whose name they have been issued after getting assessment of the value from the Librarian.
10. The Librarian reserves the right to recall any book before the due date if necessary.
11. The overdue charge for recalled books will be heavier in case of delay in the return.
12. Overdue fine is directly deducted from the Library Deposit which is collected along with the fee, and student should maintain Rs.500 in the deposit.
13. Library has costly books which are indicated by Pink colour strip on top of the spine of a book. In case of loss of such a book borrower should replace it with a new copy.
14. Library furniture arrangement should not be disturbed.
15. Regarding all other matter concerning the library, decision of the Principal will be final.

16. USAGE STATISTICS



Books Usage Statistics:

Number of books issued during January 2014 to December 2018

| Year | 2014 | 2015 | 2016 | 2017 | 2018 |
|---------------------|-------|--------|--------|--------|--------|
| No. of Books Issued | 39524 | 56184 | 62369 | 66354 | 65679 |
| Total Transactions | 78633 | 112350 | 124869 | 132358 | 134054 |

Department wise - Summary of Books purchased up to 31st March 2019

| Department | Titles | Quantity | | Volumes | E-Books |
|-----------------------|--------|----------|------|------------|---------|
| | | Text | Ref | Text + Ref | |
| Computer | 2710 | 4293 | 1958 | 6251 | 0 |
| Electronics | 3782 | 4783 | 2341 | 7124 | 0 |
| Electronics & Telecom | 2583 | 4079 | 2059 | 6139 | 0 |
| General | 1151 | 1191 | 549 | 1740 | 50 |
| HSS | 1875 | 2719 | 1197 | 3916 | 0 |
| IT | 2082 | 3828 | 1809 | 5637 | 0 |
| Mechanical | 4077 | 4331 | 2720 | 7051 | 6 |

K. J. Somaiya College of Engineering
(Autonomous College Affiliated to University of Mumbai)

| Department | Titles | Quantity | | Volumes | E-Books |
|------------------------------|--------------|--------------|--------------|--------------|------------|
| | | Text | Ref | Text + Ref | |
| M.Tech CAD/CAM | 648 | 897 | 328 | 1225 | 25 |
| M.Tech Computers | 538 | 748 | 284 | 1032 | 15 |
| M.Tech Electronics | 567 | 880 | 289 | 1169 | 19 |
| M.Tech Electronics & Telecom | 405 | 748 | 229 | 976 | 21 |
| M.Tech Energy | 355 | 259 | 249 | 508 | 4 |
| M.Tech Information Security | 398 | 562 | 208 | 770 | 13 |
| Total | 21171 | 29318 | 14220 | 43538 | 153 |

Purchase of Books 2018-2019 (1st April 2018, To 31st March 2019)

| Department | Titles | Quantity | | Volumes | E-Books |
|------------------------------|------------|-------------|------------|-------------|----------|
| | | Text | Ref | Text + Ref | |
| Computer | 104 | 166 | 40 | 206 | 0 |
| Electronics | 109 | 148 | 50 | 198 | 0 |
| Electronics & Telecom | 84 | 162 | 30 | 192 | 0 |
| General | 79 | 78 | 01 | 79 | 0 |
| HSS | 105 | 134 | 49 | 183 | 0 |
| IT | 103 | 161 | 50 | 211 | 0 |
| Mechanical | 104 | 165 | 47 | 212 | 0 |
| M.Tech CAD/CAM | 41 | 69 | 16 | 85 | 0 |
| M.Tech Computers | 42 | 85 | 17 | 102 | 0 |
| M.Tech Electronics | 47 | 58 | 27 | 85 | 0 |
| M.Tech Electronics & Telecom | 39 | 44 | 20 | 64 | 0 |
| M.Tech Energy | 42 | 33 | 25 | 58 | 0 |
| M.Tech Information Security | 49 | 49 | 23 | 72 | 0 |
| Total | 948 | 1352 | 395 | 1747 | 0 |

K. J. Somaiya College of Engineering
(Autonomous College Affiliated to University of Mumbai)

Collection of Journals / Magazines in 2019

| Sr | Dept. | Total | Journals | | Magazines | |
|--------------|-------------|------------|-----------|----------|-----------|----------|
| | | | Ind | Intl | Ind | Intl |
| 1 | COMP | 21 | 17 | - | 4 | - |
| 2 | ETRX | 18 | 15 | - | 2 | 1 |
| 3 | EXTC | 19 | 17 | - | 2 | - |
| 4 | GEN | 12 | 4 | - | 8 | - |
| 5 | HSS | 7 | 5 | - | 2 | - |
| 6 | IT | 15 | 15 | - | - | - |
| 7 | MECH | 24 | 22 | - | 1 | 1 |
| TOTAL | | 116 | 95 | - | 19 | 2 |

List of Newspapers available in the library

| Sr | Newspaper | Frequency |
|----|-------------------|-----------|
| 1 | Times of India | Daily |
| 2 | The Hindu | Daily |
| 3 | Indian Express | Daily |
| 4 | Economic Times | Daily |
| 5 | Maharashtra Times | Daily |
| 6 | Loksatta | Daily |
| 7 | Navbharat Times | Daily |
| 8 | Mumbai Samachar | Daily |
| 9 | Employment News | Weekly |

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(Autonomous College Affiliated to University of Mumbai)

Contact:

K. J. Somaiya College of Engineering

Library

Vidyanagar, Vidyavihar,

Mumbai 400077

Telephone : 022 6644 9020 / 9021 / 9022 / 9023

Email ID : librarian.engg@somaiya.edu

Website : <https://www.somaiya.edu/kjsce/academics/library>

“The only thing that you absolutely have to know is the location of the library.”

— *[Albert Einstein](#)*