



PONJESLY COLLEGE OF ENGINEERING

(A Christian Minority Institution, Approved by All India Council for Technical Education, New Delhi,
Permanently Affiliated to Anna University, Chennai and Recognized
by University Grants Commission under section 2(f) & 12(B), Act 1956)

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LIBRARY POLICY	Policy No. : PJCEPL28 Issue No. : 02 Date : 05-04-2023
Frequency / Next Revision	5 years/ Academic year : 2027-2028

PREAMBLE

The Central library is located inside the campus, considered as the treasure house of Ponjesly College of Engineering. It was inaugurated along with the college in 2004. It has an extensive collection of books, scientific and technical journals, e-Books, e-Journals, Back Volumes, Project, Reports, magazines, CDs and On-line databases that are augmented continuously. It has a total of 33,882 books, 1,868 (87 Journals & 1781 e - journals) and 2124 e-Books. An average annual addition is about 472 volumes of books. 87 International journals are being subscribed annually. 8 surveillance cameras are installed to monitor library activities.

VISION

To become a centre of excellence in the field of engineering through futuristic technical education with high moralistic values and empower students for achieving their full potential to withstand the global competition

MISSION

To provide outstanding technical education that combines vigorous academic study to experience learning success and become lifelong learners to practice sustainable development

OBJECTIVES

To execute the procedure for purchasing recent books and technical journals, formulate the rules and regulations for borrowing, renewing, returning books and to provide a silent environment for the readers inside the library.

WORKING HOURS

Library is kept open from 8.30 am to 7.00 pm on all working days.

BORROWING ENTITLEMENTS

The following entitlements apply to books in the general section of the central library. Books can be renewed after the due date.



MEMBERSHIP CATEGORY

S.NO	MEMBERS	NUMBER OF CARDS	LOAN PERIOD
1.	Faculties	05	90 Days
2.	Undergraduate Students	03	15 Days
3.	Postgraduate Students	05	15 Days

BOOK BANK

The book bank scheme functions exclusively for SC and ST students, with 3280 textbooks and reference books reserved only for their usage. A total of 190 rare books such as Encyclopaedias, Handbooks, Dictionaries and special books are available in the library. A Collection of 1165 Non-Book Material, Content beyond Syllabus CDs is available. 117 Gate and competitive exam books are available for supporting Engineering Aspirants.

ANNUAL ADDITION OF BOOKS

The average annual addition of books is about 472 volumes, Percentage usage of library by faculties and students per day is 22%.

LIBRARY SPACE

The Library spreads over a total carpet area of 1141.74sq.m. It functions with a spacious reading area, text book, journals section and circulation counter over an area of 333.6sq.m in ground floor and first floor comprises of reading area, reference section, digital Library, SC/ST book bank section, rare book section over an area of 808.14sq.m.

LIBRARY RULES AND REGULATIONS

1. The library is kept open on all working days from 8.30 am to 7.00pm.
2. Books, note books and personal belongings are to be left in the rack kept near the library entrance.
3. Silence is to be strictly observed in the library.
4. Students are issued with token to enable them to borrow books from the library.
5. The member can borrow only one book on each token. The token will be given back when the book is returned. Books will be lent to students for a period of 15 days.
6. The library tokens and library books are to be returned to the librarian when a member leaves the institution.
7. Lending journals, Reference books from the library is not permitted.
8. Borrowers are expected to return the books on or before the due date mentioned on the issue label. Books returned after the due date will be charged an overdue charge of Rs.1/- per day.
9. Books may be returned the next morning and no fine will be collected.
10. The members of the library who have lost the library books shall immediately report the matter to the librarian.
11. Library books are to be used with utmost care and to be returned without any damage. Damaged books shall not be accepted by any means and they have to be replaced.
12. In case of loss of a book by any student, the entire cost of the book will be recovered with an administrative charge of Rs.100/-



CIRCULATION METHOD

Circulation (i.e. issue and return of books) takes place through the Barcode system, by providing their valid ID card in circulation counter. Members are not permitted to use others ID card to borrow books.

RENEWAL OF BOOKS

Members can renew the borrowed books for a maximum of two times. Books can be renewed only if the title does not attract fine and also if it has not been renewed two times already.

BORROWED BOOKS

The user should not bring the borrowed books inside the library unless they want to return or renew them. The user should not return the borrowed books on the same day they have borrowed. Members are fully responsible for all materials issued on their cards.

SOFTWARE


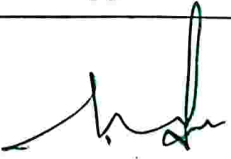
Central library is fully automated by Techfocuz Digital library software 3.02. This ILMS software improves the efficiency of the library services, makes it easier to access, thus increasing housekeeping operations of the library including borrow, return, renewal, cataloguing and information retrieval process easier without physical going. All details of the library collections are fed in the computer and the Online Public Access Catalogue (OPAC) is provided to users for easy access.

SUBSCRIPTION TO E- RESOURCES

Based on convenience, relational mobility, low cost of content, provision has been given for our users to access e-resources through subscription, consortia basis and freely available/ open e-resources like e-ShodhSindhu, e-Shodhganga, SWAYAM, Virtual Labs etc. The library is the member of DELNET, National Digital Library (NDL), National Library and Information Services Infrastructure for Scholarly Content (N-List) and ICT Academy of Tamil Nadu (ICTACT).

DIGITAL LIBRARY

A full-fledged digital library is also functioning in the library. Digital libraries provides online access to a wide range of e-resources, rare, expansive collection of materials, lecture videos of NPTEL and out-of-print materials that are difficult to locate in text books. The accessibility and versatility of digital libraries is an invaluable resource for faculties and students seeking knowledge on the latest developments in the Engineering field.

Verified by	Approved by
 IQAC Coordinator	 Principal



IQAC Coordinator,
Ponjesly College of Engineering,
Nagercoil-629 003.

PRINCIPAL
PONJESLY COLLEGE OF ENGINEERING
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