

4.2.4 Percentage per day usage of library by teachers and students (foot falls and login data for online access) during the latest completed academic year

Library footfall for the day 20th September, 2021

www.dronacharya.info

Date	Footfall
20-09-2021	262

"Books are the treasured wealth of the world and the fit inheritance of generations and nations". - Henry David Thoreau

Library is a place which acquires stores, organizes, preserves and disseminates knowledge to the society. Dr. Ranagathan observes, about the library To assemble, organize, preserve, socialize and serve all express thoughts embodied as books, periodicals, produced as means of communication to help in transmission of knowledge of earlier generation to later ones and further building up knowledge from generation to generation.

Mission

The Library (DGI) promotes the development of lifelong information literacy, Problem-solving and critical thinking skills by providing multiple access points to intellectually and culturally appropriate materials for the college and surrounding communities. DGI patrons will know that they can find what they are looking for in any library, that a library today is much larger than the space it inhabits, and that it is a friendly place with helpful staff. The mission of the Librarian is to set policy and to direct and support programs and activities to accomplish the Library's mission. The Office of the Librarian is the administrative branch of the Library of DGI and has overall management responsibility for the Library.

Circulation Services

Loan

General books for normal loan can be borrowed out at the Circulation Counter. Borrowing privileges for the various categories of users are as follows:

Books

- Students may borrow up to 5 books for 25 days.
- Faculty members may borrow up to 4 books for 30 days.
- Non-teaching staff (Below lecturer grade) may borrow up to 2 books for 2 weeks.

Journals

Currents issues and unbound issues of journals are to be used only in the IRC

Reference Materials

Reference materials are to be used only with in the IRC. However faculty members may borrow certain reference materials at the discretion of the Principal/Librarian.

CD's & Audio-Visual Materials

All CD's & audio-visual materials are to be used in the IRC. However they may be issued on specific request basis for a day or two. Academic staff may borrow certain audio-visual materials for 1 week.

Other IRC Materials

For the borrowing of other IRC materials, borrowers are to consult the Librarian.

General Rules of Circulation

- All items on loan shall be returned by their due date and time.
- Users are requested to verify the physical condition of the book/document at the time of its lending. They will be held responsible for any damage caused there after.
- All items on loan may be subject to recall before their due dates if requested by another user, by the Librarian. Recalled items shall be returned without delay.
- All items on loan shall be returned on expiry of membership of the IRC. College staff and student membership expires when employment or attendance at College ceases.
- Users for whom items are obtained through the IRC-inter library Loans service shall abide by any conditions imposed on the use of these items.
- The IRC staff cannot be held responsible for non-delivery of IRC notices about overdue or recalled books or other matters.
- The Librarian may lend, refuse to lend, or restrict the circulation of any item, or recall any item from loan at any time.
- Borrowers are to produce their IRC membership cards when borrowing IRC materials.



- No books or IRC materials may be brought out of the IRC until the loan has been recorded. Unauthorized removal of IRC materials is regarded as a very serious offence.
- The normal loan period for books is two weeks. The IRC, however, may fix varying loan periods for different types of materials or users as it deems fit.
- All borrowers must, at the end of each semester, settle any overdue loans before they are permitted to borrow again.

Overdue Books

Books must be returned by the due date or earlier if recalled by the Librarian. Failure to return a book by the date specified will be treated as a serious offence.

The IRC will endeavour to send overdue notices but will not be held responsible for nondelivery, under whatever circumstances.

Fines

Overdue fine levied on borrowers for books.

Loss and Damage

Borrowers will be held responsible for materials out on loan. If the material is lost, an immediate report should be made to the Librarian to enable appropriate action to be taken. The borrower will have to pay twice the market price of the book. If the book is one of a set or series they may be asked to pay for whole set or series.

Reference Services

Reference service assists readers to find the information and to use the library resources in an effective manner. The DGI has a separate reference section in the Central Library. The Reference Librarian in the reference section is here to help and provide you the information you need. The Reference Librarian can also help the readers in locating materials in library collection and use a variety of reference books and other reference tools on various subjects. e.g Education and Training, Vocational Study and Guidance, Admission to Educational Institutions, Employment

etc Reference Section holds all kind of reference materials including dictionaries, encyclopedias, directories, etc. Every year new reference tools are added to the reference section.

Infrastructure Services

Reading Rooms (Use of periodicals and newspapers) The library is continuously engaged in developing reading interests among the students of DGI. The provision of Reading Rooms have been made in all the service units to provide information on various walks of life by making available daily newspapers and popular periodicals. Reading room is a place where they can bring their own books, notes etc and study in the cool and conducive atmosphere of the library. Reading is a pleasure and with surroundings so serene, serious, and concentrate is a boon. This section is very much appreciated by the readers who sit there undisturbed, and study.

Guidance and Counseling Services

This Cell provides guidance to B-Tech and MBA Students. Keeping in view the need and ever increasing demand of the students who are perusing B-Tech and MBA. DGI Library has been providing guidance and practical training to students in it's library department specially classification & cataloguing. The students interact with the professional staff helps them to seek better in knowledge the field.

Reprographic Services

Reprographic service is provided in the library, Xerox Machine has been installed in the reading room. This service has proved to be a boon both to the readers with the result the readers can get the material Photostatted as and when they require on nominal rates i.e 50.00 paisa per page



DRONACHARYA College of Engineering

MEMBERSHIP INFORMATION LIBRARY : GREATER NOIDA : Student

Membership No.	DCE/GN/LIB/S/23884		
Name Ms.	Suhani	Mehra	
Roll No.	17255	Branch	CSEIT

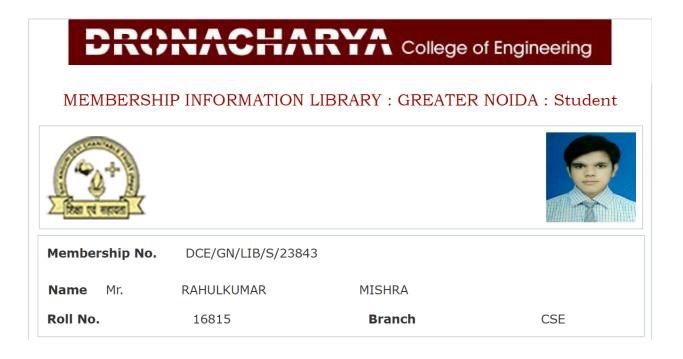
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Membership No.	DCE/GN/LIB/S/23845		
Name Mr.	Mukul	Gupta	
Roll No.	7053556771	Branch	MBA



DRONACHARYA College of Engineering

MEMBERSHIP INFORMATION LIBRARY : GREATER NOIDA : Faculty

Membership No.	DCE/GN/LIB/E/3670		
Name Mr.	Ayush	Panwar	
Designation	Student	Department	CSEIT





e-Granthalaya: A Digital Agenda for Library Automation and Networking
Dronacharya Group of Institutions Smt. ANGURI DEVI CHARITABLE TRUST
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20 September 2021

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3.No.	NAME OF STUDENT	1	YFAR	PURPOSE	TIM	E SIGNATU REMI
	ek.	1 Main		ISSUEBOOK Acc No STUDY E- Learin	9 IN	
	Pulkit Mitta	CSIT	11		2:17	3:00 fuitest
	Sazid Khan	Me	154	a la sur a sur	2:17	2:00
	Ryhi	TI	10		2:18	9:45 Juli
	Vikrant	CSIT	310		2:19	Duy
	Alihishek	CSIT	Ш		2:19	3.00 Ami
	Marnari	CSIT	I		2:20	3.15 Mar.
	Ankuch	LSE	V		2:20	3:20 Ankush
	shwéta	CSE	yth		2:21	2:50 Joueton
	Sameer	EES	3rd		2:21	2:5 (2)
	Kiya	Ett	T		2:21	2'52 Rive
	Lun	LSE	2 mg		2121	2:53 Der.
	Tushar	csE	P		2:22	2:54 Inester
	Rashi Saini	IT	IV		2:22	3: or Paghi
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, ang ang an an 'n 'n ha had an an di	Vishal	ME	2nd		2:23	3:09 Fichand
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	Mayuz,		V	Director	2:28	3:30 Margun
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and you have a second and a second and	Surray.	IT	2nd			
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	Salashi	MBA				3:02	3:20	Sat	sh	
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	Akshay	CSIT				3:05	3:30	Absh	any	
	Ashish	CSIT				3.10	3:20	Ash	m	
	Sughna	Civil				3:12	3:22	Sush	مىن	
an an daar oo ay maariya ahaa ahaa	Bhanya	CSIT	a mineral e sensi dana sense na manan			3:12	1	Bhau		
	fahul	ECE				3:12	3:28	R	m	
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anan nagi seja kenantarika	Yojit	FCE	and the second			3.18	3.25	bjit.	•	
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