

Library Team

Jayashri Mawale (Librarian)

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Mahendra Humane (Asst. Librarian)

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Mayur Nimse (Library Attendant)

Library committee

Dr. A.A. Attrawala (Director, KBS)

Mr. P K Mishra (Associate Professor, KBS)

Mrs. Leena Barshikar (Assistant Professor, KBS)

Mrs. Jayashri Mawale (Librarian, KBS)

Two Students members from MMS & PGDM

Terms of Reference for Library Committee

- ❖ To provide general direction to the Library
- ❖ To review the functioning of the library with regard to its support to the academic programmers of the institute
- ❖ To advise the management on matters of policy relating to development of library.
- ❖ To out-line the library collection development policy as and when required, for its implementation
- ❖ To monitor and evaluate, from time to time, trends and developments in information technologies, net-working, library automation, etc., and to direct the library in their adoption
- ❖ To formulate action plan for the development of library infrastructure, facilities, products and services
- ❖ Evaluate the suggestions made by the library users

Library Timing

- ❖ Monday to Saturday: 9.30am. To 8pm.
- ❖ Library closed only national holidays

Rules and Regulations

- ❖ All the students entering the Library shall deposit their bags and other belongings at the entrance and sign in the Register at the check-point. Only notebooks and the library books to be returned will be allowed inside. Do not leave any valuables at the check-point. Library is not responsible for any loss of personal belongings. All files, books and notebooks must be presented to the Library Staff at the checkpoint for inspection while leaving the Library. Library does not permit any exception in the observance of this rule.
- ❖ Identity Card is compulsory for getting access to the Library.
- ❖ Absolute Silence shall be maintained in the Library
- ❖ Books removed from the shelves by students, if not required for reference, should be kept on table nearest to circulation desk. Please do not try to shelve them yourself. Please remember that a book misplaced is a book lost.
- ❖ Readers should not deface, mark, cut, mutilate or damage library resources in anyway. If anyone is found doing so, he will be charged the full replacement cost of the resource. Books borrowed should be protected from RAIN, DUST, INSECT, etc.
- ❖ All the students are required to bring two copies of their recent photographs (Passport Size) along with the Fee Receipt while applying for Library Card.
- ❖ Students have to return all the books as per the due date. A fine of Rs.2/- per day will be charged for all the books returned late. After 10 days, a fine of Rs.5/- per day will be charged.
- ❖ For the loss of Readers Ticket, a fine of Rs.25/- each will be charged.
- ❖ Students are advised not to issue Books to others on their names.

- ❖ Students are requested to refer to Journals, Files, Annual reports, Project reports Question Papers, Bound Volumes, News papers & reference materials in the LRC only. This reading material will not be allowed to taken out of the LRC.
- ❖ All users are requested to keep their mobiles switched off or in silent mode in the Library. A fine of Rs. 100/- will be charged for Mobile Phone usage in the Library.
- ❖ Beverages and Eatables are not allowed inside the library.
- ❖ Library reserves the right to call back any issued book/item at any time.

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