

Procedures and policies for maintaining and utilizing the library

The SNDTWU KRC system has a well equipped central KRC on Churchgate campus and two branches at the Pune and Juhu campuses. The KRC is fully automated having SLIM software with barcode and is open for 10 hours a day. This enables all the KRC members to locate and use the physical print resources like books, journals, magazines, etc easily. A regular update on new additions and displays is provided by the KRC. The requirement and list of books and other resources is taken from the Principals, HOD's, faculty and students. This helps in having better and rich collection. Electronic resources are also made available with full text access 24/7 on username and password basis or based on IP. The KRC works hard to promote these resources to its end users to increase its usage. The researches published in theses are uploaded on Shodhganga portal for wider knowledge dissemination and use.

The reading room and faculty carrels are used to study, to have discussions and for research. The IT zone / Computer Lab / ETD lab has computer terminals with internet facility set up to be used by all KRC members. They make extensive use of the facility for study and research. There are facilities for use of audio-visual material also.

The KRC committee works regularly towards the development and functioning of the KRC.

To ensure return of books and other material, 'no dues' from the KRC is mandatory for students before appearing in exam and before leaving the campus.

Suggestion box is available to take users feedback. Their continuous feedback helps a lot in introducing new ideas regarding KRC enrichment. During the year, various lectures and programmes are held for professional staff and to encourage reading amongst the students and other readers.

Maintenance of KRC

The KRC Committee and Finance Committee approve the KRC budget and based on this provisions KRC, purchases are made, infrastructure is added to and maintenance is carried out. At times funds are received from the Government and other bodies which are also utilized for purchases and maintenance of the KRC. The approval of KRC committee and other administrative & financial approvals are taken for budgeted work and purchases. The activities like repair of computers, electrical work, furniture repair, fumigation, book & journal binding and cleanliness in the KRC are done regularly.