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PRINCIPAL

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॥ सिद्धिरनेकान्तात् ॥

Anekant Education Society's

TULJARAM CHATURCHAND COLLEGE

of Arts, Science and Commerce, Baramati, 413102

Autonomous Institute



स्वातंत्र्याचा अमृत महोत्सव

Religious Minority Institute

NAAC Reaccredited 'A+' CGPA 3.55

- ISO - 9001 - 2015 Certified
- DST FIST 'O' Level
- DBT - Star College Scheme

- Green Audit Certified
- UGC - CPE Status
- UGC - B. Voc. Programme

- Best College Awardee-SPPU
- Best Principal Awardee-SPPU

Affiliated to Savitribai Phule Pune University (Formerly University of Pune) (Id No.PU/PN/ASC/016/1962) Univ. College Code No. 032, HSC Board Code No.J 11.02.001(1976-77)

Ref.No.AES/TCC/Local 1381

Date: 25/07/2019

Library Knowledge Resource Center (KRC) Policy

Mission and Vision

Mission: To provide a diverse collection of resources that supports lifelong learning, research, and academic success.

Vision: To be a vibrant knowledge center, facilitating access to information through innovative services and technology.

• Advisory Committee

- Formed annually under the guidance of the Principal.
- Includes student representatives and faculty members.
- Discusses policies, budgets, feedback, and future improvements.
- Periodic review of library functions and services.

• User Feedback and Improvement

- Feedback collected via Google Forms and feedback/suggestion boxes.
- Regular analysis of feedback by designated committees.
- Feedback results discussed in the Library Advisory Committee for necessary improvements

• Performance Metrics and Usage Analysis

- User satisfaction measured using the Likert scale.
- Weekly and annual reports on library usage.



- Analysis of e-resources usage and footfall to track trends in library performance.
- **Activities & Awareness Programme**
 - **User Orientation:** Regular programs to introduce students to library services and resources.
 - **Book Exhibitions:** Organized during important events and special days.
 - **Awareness Programs:** Training on e-resources usage, plagiarism detection, and academic integrity.
- **Support for Differently-Abled Users**
 - Special resources such as Braille books, free downloadable audiobooks, and assistive technologies like NVDA software.
 - Library staff trained to assist differently-abled users with accessing resources.
- **Library Automation and Technology**
 - **Koha ILMS:** Fully automated library system with modules for circulation, cataloging, patron management, and OPAC.
 - **Digital Presence:** Web OPAC, institutional repository through D-Space, and membership with INFLIBNET N-LIST and NDLI for accessing e-resources.
- **Future Plans**
 - **RFID Technology:** Planning to introduce RFID-based services for efficient circulation and inventory management.
 - **Furniture Renovation:** Upgrading furniture, including magazine display racks and reading room seating.
 - **AI Chabot:** Introducing an AI-based Chabot service for user queries and support.
 - **Separate Library Website:** Launching a dedicated website with "Ask Librarian" Chabot functionality.
 - **Best Reader Award:** Best user of Library among staff and students based on annual usage.
 - **Library Portal:** Development of library portal and library mobile application.



1] Collection Development Policy

1. Books, e-books, journals, e-journals, and other materials are purchased as per the academic needs.
2. Prioritization of subjects based on their academic importance.
3. Special grants or funds from UGC and other bodies are utilized as notified by the account department.
4. Honorary donations of books from individuals are accepted and acknowledged but not included in the budget.
5. Rare and unique books are acquired and kept separate in collection for future reference.

2] Library Budget Policy

1. Interim budget prepared at the beginning of every academic year.
2. Finalized budget after consultation with the Accounts Department and Library Advisory Committee approval.
3. Budget includes allocation for maintenance activities, books, e-resources, and special grants.

3] Library Maintenance Policy

1. **Fire Safety:** Equipped with fire prevention cylinders.
2. **Pest Control:** Regular pest control for books and materials to prevent termite and insect damage.
3. **Software Maintenance:** Annual Maintenance Contract (AMC) with vendors for library software (Koha).
4. **Furniture and Instrument Repair:** Annual budget allocation for repairs.
5. **CCTV Surveillance:** Regular maintenance and monitoring of security systems.
6. **Software Database Backup-** Weekly software database backups are taken in external hard disk of 4 TB.

4] Circulation Policy for Students

1. **Book Issuing:** Students can borrow **1 book** for home lending, with a loan period of **7 days**.
2. **Renewals:** Up to **3 renewals** are allowed if the book is not reserved by another user.
3. **Late Fee:** A fine of **₹2 per day** is charged for books returned after the due date.
4. **Lost or Damaged Books:** Any loss or damage must be reported immediately. The student must either:
 - a. Replace the book with the **same copy** in good condition (if available).
 - b. If unavailable, pay **twice the cost** of the book, plus the late fee.
5. **Automation:** The library's circulation process is fully automated using **Barcode technology**.
6. **Reference Books:** Reference materials like dictionaries, encyclopedias, and gazettes are **not available**



for home lending.

5] Circulation Policy for Staff

1. **Book Borrowing (Permanent Staff):** Permanent staff can borrow up to **30 books per academic year**.
2. **End of Year Return:** All borrowed books must be returned by the **end of the academic year**.
3. **Book Borrowing (Adhoc/CHB Staff):** Adhoc or CHB staff can borrow up to **7 books at a time**.
4. **Non-Book Materials (CD/DVD):** CDs and DVDs follow the same borrowing rules as books.
5. **Reference Books:** Reference materials like dictionaries, encyclopedias, and gazettes are **not available for home lending**.
6. **Diwali Magazines:** These can be borrowed for a period of **7 days only**.
7. **Lost or Damaged Books:** Any loss or damage must be reported immediately. The same copy of the book should be replaced if available, or staff must pay **three times the cost** of the book as recovery.

6] Book Bank Service Policy

- **Application Process:** Students must apply for books under the Book Bank Scheme by submitting a **formal application**.
- **Eligibility:** The scheme is available for **needy and financially disadvantaged students**, selected based on **merit** and the **availability of books**.
- **Deposit:** Students are required to pay a deposit of **₹100** for the academic year to borrow books under this scheme.
- **Return of Books:** All borrowed books must be returned after the **completion of the final examination** each year.
- **Lost or Damaged Books:** In case of loss or damage, the same **replacement or payment rules** as outlined in the **Circulation Policy for Students** will apply.

7] General Policies and Regulations:

1. **Library Card:** Always carry your **I-Card/Library Card** while using library services.
2. **Library Timings:** Please adhere to the library's operational hours. For detailed timings, visit the library.
3. **Mobile Phones:** Keep your mobile phones on **silent mode** while in the library.
4. **About Eatables:** Eatables are not allowed in library.
5. **Discipline :** Please follow the disciplines as notified by library on Time to Time



8] Policy for Use of Internet Resources

1. **Access:** Internet resources are available for **academic and research purposes** only.
2. **User Responsibility:** Students and staff must use the internet responsibly and refrain from accessing **unethical or non-academic content**.
3. **Time Limit:** To ensure fair usage, **time limits** may be imposed on individual sessions, especially during **peak hours**.
4. **Prohibited Activities:** Downloading copyrighted materials, streaming media for non-academic purposes, and any **malicious activities** are strictly prohibited.
5. **Supervision:** Library staff reserves the right to **monitor and regulate internet usage** to ensure compliance with the policy.

9] Digital Reference Service Policy

1. **Service Scope:** The Digital Reference Service is available to assist students, faculty, and researchers with **academic inquiries** and **research support** through digital platforms.
2. **Access:** Queries can be submitted via **email, online chat**, or through the library's **digital platforms**, with responses provided within a **specified timeframe**.
3. **Available Resources:** Assistance will include guidance on using e-resources, accessing **databases**, finding **online journals**, and **citation support**.
4. **Eligibility:** The service is open to all **registered users** of the library, including students and staff.
5. **Limitations:** Queries must be related to **academic research** or **library resources**; non-academic or general information requests may not be accommodated.

10] Inter Library Loan Services Policy

1. **Collaboration:** The library has established **tie-ups with surrounding college libraries** to facilitate the borrowing and lending of materials not available in our collection.
2. **Request Procedure (TCC Users):**
 - a. Users must submit a **written request** specifying the **material needed** and the **time period** for which it is required.
 - b. Upon receiving the request, the library will **coordinate with the other library** to make the material available to the user.
 - c. The borrowed material must be **returned in good condition** by the user within the stipulated time.
3. **Request Procedure (Other Libraries):**



- a. Libraries wishing to borrow materials from the **TCC KRC** must submit a **formal written request**.
- b. Upon approval, the requested materials will be loaned out under the same condition of **good care** and **timely return**.

11] Library Access and Usage Policy

1. **Library Card:**

- a) Always carry your **I-Card/Library Card** while using any library services for identification and verification purposes.

2. **Library Timings:**

- a) Please adhere to the library's **operational hours**. For detailed timing, refer to the library's notice board or consult library staff.
- b) The library is open on all **working days**, with extended hours during exams as notified.

3. **Mobile Phones:**

- a) Keep mobile phones on **silent mode** inside the library to maintain a quiet environment for study.

4. **Eatables:**

- a) **Eatables and beverages** are not allowed in the library to ensure cleanliness and avoid disturbances.

5. **Discipline:**

- a) All users must maintain **discipline** and follow the rules and guidelines issued by the library from time to time.
- b) Misconduct or non-compliance may result in suspension of library privileges.

6. **External Users:**

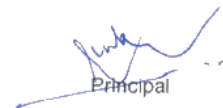
- a) **External users** can access the library upon submission of a written request, subject to **approval by the Principal**.

7. **Quiet Study Environment:**

- a) The library is a **quiet zone**; users are expected to respect this by keeping noise to a minimum and refraining from loud conversations.



IQAC Coordinator



Principal