SREC - AUTONOMOUS
NANDYAL
ESTD - 2007
EDUCATION FOR PEACE & PROGRESS

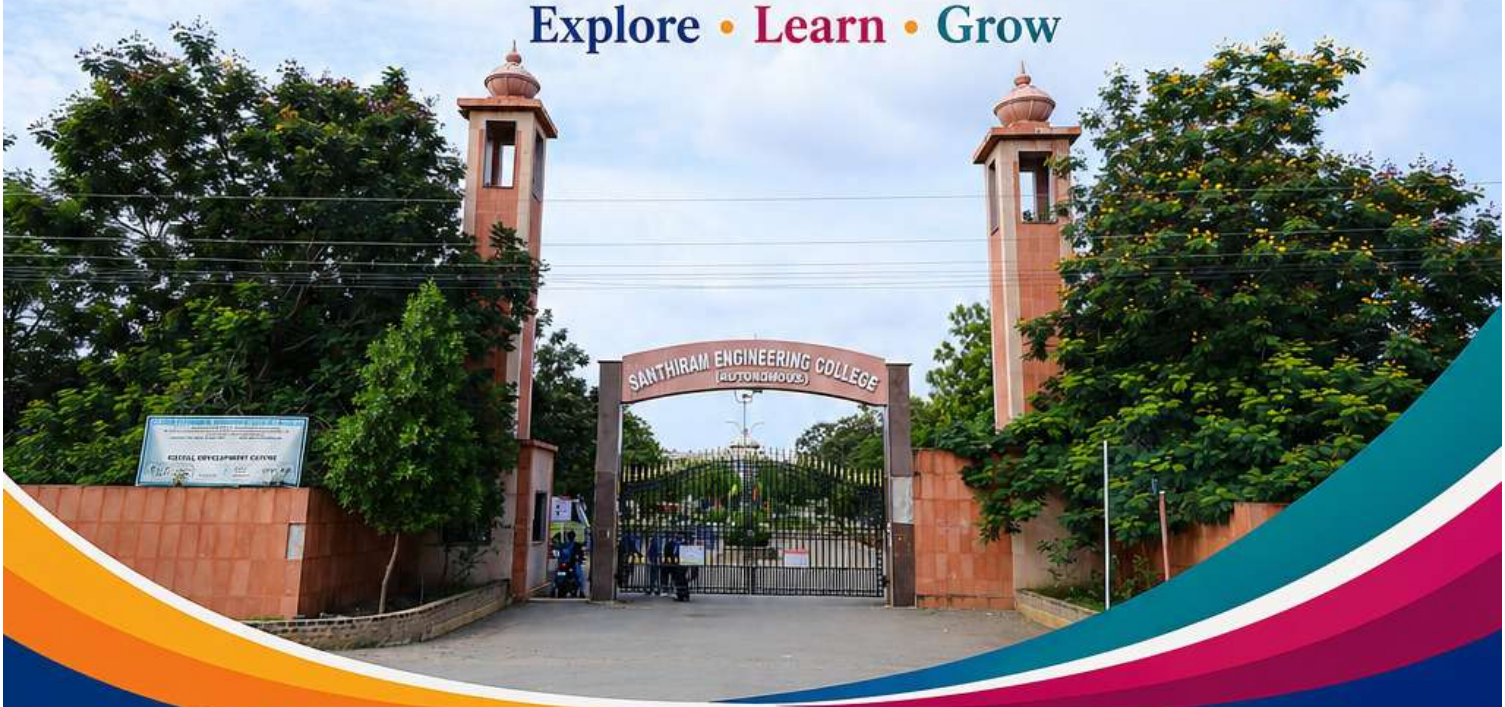
SANTHIRAM ENGINEERING COLLEGE

(AUTONOMOUS)

NANDYAL

Library Policy

Explore • Learn • Grow



KNOWLEDGE
Infinite Possibilities

RESOURCES
Diverse & Rich

LEARNING
Continuous & Lifelong

ACCESS
Anytime, Anywhere

COMMUNITY
Collaborate & Connect

"A Library is a Gateway to Knowledge and Wisdom."

SANTHIRAM ENGINEERING COLLEGE:: NANDYAL
(AUTONOMOUS)
Approved by AICTE : New Delhi, 2(f) & 12(B) recognition by UGC Act, 1956
Accredited by NAAC (Grade-A), Accredited by NBA (ECE & CSE)
ISO 9001:2015 Certified Institution,
Permanently Affiliated to JNT University, Ananthapuramu.
NH-40, Nandyal Dist– 518501, A. P.

LIBRARY TIMINGS:

Library open for all students and faculty from **8:00 AM to 6:00 PM** on all working days.

LIBRARY COMMITTEE:

The Library shall be managed and administered by a Library Committee under the supervision and control of Principal. The Library Committee is responsible for the performance of its duties and the exercise of its powers. The Library Committee must facilitate the Library's development plans by advocating development activities with the management. The Committee's main objective is to aid in the establishment of a bridge between the Library and the academic fraternity.

ACADEMIC AUDIT:

Every year the Institution conducts an audit by committee, to assess the efficiency of the work, effective utilization of budget, whether it satisfies the needs of the readers, and provides suggestions and ideas for improvement.

BUDGET:

The Library budget is the financial allocation to procure documents and provide access to the information resources. The annual budget of the library has the following components like books, periodicals (subscription and renewal), procurement of online resources, procurement of furniture and equipment and other maintenance expenses. The budget includes also funds for contingency expenses for digital library, binding and to procure stationery requirements needed to process and maintain the books/ journals.

PROCUREMENT OF BOOKS/JOURNALS:

Procure all the books mentioned in curriculum of JNTUA Ananthapuramu and also some important books recommended by Faculty, staff and students. All the recommendations are maintained in a separate register. The library committee reviews the register twice in a year and calls for quotation from vendors, based on comparison of cost, speed of service etc, purchase to be done.

PAYMENTS & BILLS:

All payment is to be made against all books and journals bills through cheque and online mode, and maintain proper bill register on Library Management Software (LMS) of all bills passed for payment.

ENTRY OF BOOKS/JOURNALS:

- Every book/journal added to the library collection will have an accession number. This includes all types of documents acquired by the library through purchase. This is a unique number for that document. These numbers are recorded in a bound register called the accession register • After entering the details of the book in the accession register, the Library stamp must be affixed on the verso of the title page. The details are entered into the database
- Provide the accession number in the bill and enter the details in the bill register and thereafter forward to finance section and
- The accession number is to be assigned on the title page, a secret page and also against each title of the book in the bill.
- The Library stamp is put on the back of the title page, on a secret page and on the last page
- Spine labels, barcodes are pasted on the front page and on the title page, one secret page, and the last page and
- The completely ready-to-use new arrivals are sent to the new additions display or the reference section.

CIRCULATION OF BOOKS/JOURNALS:

The circulation section handles the front desk operations of the library and is very important because it is the first contact point for faculty and users of the library. The major tasks of the section are:

WHILE ISSUING BOOK

- A quick glance is done while issuing the book.
- Details into issue database are entered.
- The due date is stamped in the date slip.
- The books are handed over to the users.

WHILE RECEIVING BOOK

- A quick glance is done while receiving the book.
- Due dates are checked for necessary action.
- The books are sent to stack for shelving.

The number of books permitted and the duration for borrowing books varies according to the category of members as follows:

S.No	Patron Category	Checkouts allowed	Loan Period	Remarks
1	Professors & HODs	8	One semester	Due date will be shared through SMS
2	Associate & Assistant Professor	6	One semester	
3	PG Students	3	Two Weeks	
4	UG Students	4	Two Weeks	

BORROWING RULES:

- No book in damaged condition will be accepted by the Library on return. Damaged books will have to be replaced by the borrower.
- Books issued will not be accepted back on the same day.
- Loss of book must be reported immediately. Late fee, if any, will be charged till the loss of book is reported.
- Books are re-issued / renewed only if there are no claims.
- Reference books, theses, CDs and loose issues / bound volumes of periodicals will not be issued.
- All users are requested to check the status of books outstanding against their name soon after a transaction in the counter.
- Discrepancy, if any, should be brought to the notice of the staff at the counter immediately. Any complaint thereafter will not be entertained.
- Library materials must be handled with care.
- If a borrowed book is lost or mutilated beyond usable condition, then the user must inform the library.
- The lost book should be replaced by same or latest edition of the new book with overdue charges.
- Overdue charges are not levied in such cases from the date of the report until the same is replaced.
- An employee can get “No Dues Certificate” on resignation / being relieved only after fully clearing their library account.

INTEGRATED LIBRARY MANAGEMENT SYSTEM (ILMS):

Integrated Learning Management System (ILMS) with the name "Engineering College Automation Package (ECAP)" is used for accessing all resources in the library by intranet and internet (http://ecap.srecnandyal.edu.in). Users can search books by author, accession number, publisher and also reserve textbooks, Journals, access digital content, circulars and can know information regarding the books issued.

Admin has more modules such as Back Volumes, Backup and restore, Bar chart, Bar codes, Book Status, Book Bank Students, Books, Books Reserved, Budget & Expenditure, Circulation, Cross Check, Dept Library, Dues, Edit, Equipment, Journals, OPAC, Projects, Purchase orders, Receipts, Request, Requisition, Rules, Search, Stock Verification, Subjects, Subscription and Suppliers.

FILES/REGISTERS:

The following files / records are maintained in the Library:

- Accession Register
- Purchase Orders
- Invoices
- Request register
- Budget/Finance
- Maintenance register

Wi-fi:

Wi-fi (Wireless Network) access is available across the library and users can bring their laptop for accessing e-information.

REPROGRAPHY:

Reprography service is available to the users on charge. Fee-based scanning and printing is facilitated to the users for the information / learning materials searched on the net.

LIBRARY RULES & REGULATIONS

The following instructions are to be followed strictly by the students who use the library facilities.

- Every student has to sign in the daily gate register before entry.
- Identification card has to be shown at the entrance gate whenever necessary.
- Strict silence should be maintained in the library and in the reading hall.
- Tracing and disfiguring of books are strictly forbidden.
- Books shall be issued only on production of the Identity Cards.
- Books borrowed shall be returned in good condition before specified dates (14 Days).
- Borrowers are responsible for every book taken by them for books damaged, torn of pages, defaced or lost.
- If anybody is found taking away the books from the library before they are issued by the library staff, severe disciplinary action will be initiated against such a person.
- Personal belongings such as hand-bags, printed books shall not be allowed inside the library, but allowed to be places at the property counter.
- Eatables and Drinks are not allowed in the library.
- User's Bar Code Identity cards are not transferable. Books will not be issued on the other identity card.
- If the due date falls on a holiday for the library, the next working day will be taken as the due date.
- In case of loss of books by the borrowers shall either replace the book of latest edition with fine or pay double of the prevailing cost in the market and handling charges.
- The counter shall be closed 10 minutes before the closing of the library.
- Reference books, Journals, Magazine and Newspapers are not permitted for leading for use outside the library.
- Digital Library is to be used for academic purpose only.
- Online Chatting in the Cyber Library is not allowed.
- Browsing of social networking sites and playing games on computers is strictly prohibited. Strict disciplinary action will be taken against the defaulters.

Library Do's & Don'ts

DO's:

- Sign in the gate register before entry.
- ID card has to be shown at the entry & borrowing books for home use.
- Maintain the Silence and Discipline in the Library.
- Respect Library Rules and Regulations.
- Keep your Mobile on Silent Mode.
- Use all the Library Resources.
- Use Library PCs only for research/academic works.
- After use switch off the Lights Fans and shutdown the systems.

DON'Ts

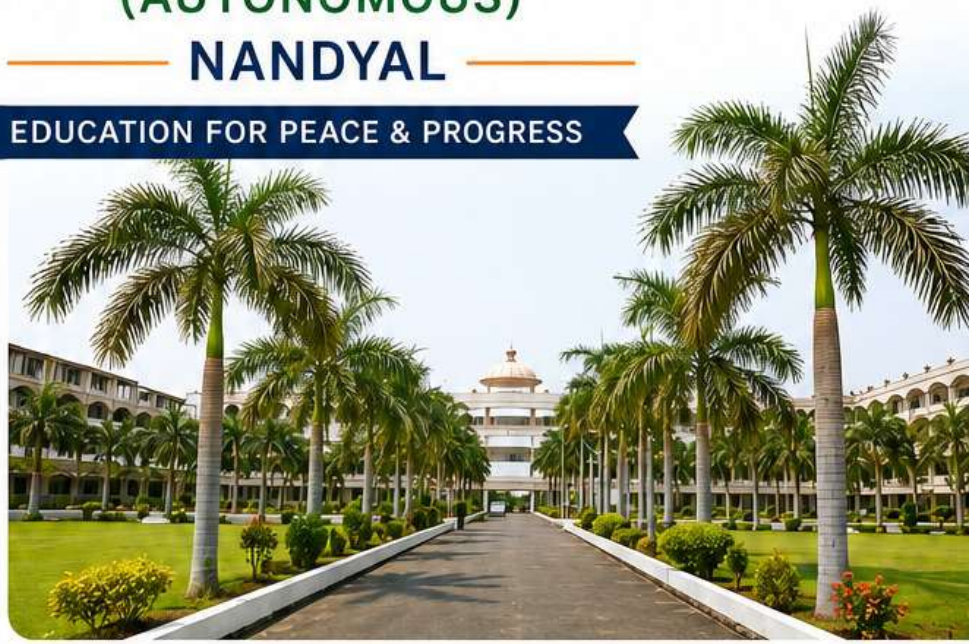
- Do not make noise in the library (or its surroundings).
- Do not use cell phones inside the library.
- Do not STEAL (all items are books) from the library.
- Do not sleep (no lodging) inside the library.
- Do not talk loudly or walk noisily inside the library.
- Do not carry/move any item out (chairs, tables, etc.) without permission from Library.
- Do not carry bags, Water bottle inside the library.
- Do not allow any Drinks & Eatables items.
- Do not install or uninstall any software program(s).
- Books should not be marked, folded, damaged or lost.
- ID Cards are not transferrable.

SANTHIRAM ENGINEERING COLLEGE

(AUTONOMOUS)

NANDYAL

EDUCATION FOR PEACE & PROGRESS



COLLEGE VISION

To become a nucleus for pursuing technical education and pool industrial research and developmental activities with social-conscious and global standards.

COLLEGE MISSION

- To provide Advanced Educational Prams and prepare students to achieve success and take leading roles in their chosen fields of specialization by arising a self-sustained University
- To establish postgraduate programs in the current and Advanced Technologies.
- To establish an R & D Consultancy through developing Industry Institute Interaction, building up exceptional infrastructure
- To propel every individual, realise and act for the technical development of the society.

OUR DISTINCTIONS

AUTONOMOUS STATUS 2023	NAAC GRADE A (3.2 SCORE)	NBA ACCREDITED (ECE & CSE)
AICTE - CII SURVEY GOLD CATEGORY (2017 & 2018) PLATINUM CATEGORY (2019)	NPTEL NODAL CENTRE & SPOC (From 2017)	ISO 9001:2015 CERTIFIED

Excellence in Education, Commitment to Society, Leadership in Future

COLLEGE CREDENTIALS & RECOGNITIONS

- Received Best Engineering College with AA+ by Career 360 in year 2023, and **AAA** in year 2026.
- Conferred **Autonomous status in the year 2023.**
- Accredited by **NBA** (Dept of ECE & Dept of CSE) and **NAAC** Accreditation with **Grade A (3.2 score)**
- SREC is recognised as Q-Mentor College by APSCHE in 2022.
- Recognised Swachhta Action Plan Institution by MGNCRE in 2021
- SREC received "Certification of Appreciation" from HCL.
- Received "Best Fastest Growing Engineering College in Andhra Pradesh" award from Global Education Excellence Awards, New Delhi.
- SREC is recognized under GOLD CATEGORY by AICTE - CII Survey for the Year's 2017 and 2018, and PLATINUM CATAGORY in the year 2019.
- International Collaborative MOU with LINCOLN University, Malaysia in the year 2018.
- NPTEL Nodal Centre & SPOC from 2017
- 2(f) & 12 (B) of UGC Recognition in the year 2013
- ISO 9001:2015 certification
- Received All India Level ranks in the AICTE-Eduskills internships –
  - 22nd position in the year 2023
  - 6th position in the year 2024
  - 5th position in the year 2025
- Received GRADE-A certificate from NPTEL, and secured All India wide position, for completing
  - 167th position - 960+ MOOCS certifications during July-Oct, 2024.
  - 144th position - 980+ MOOCS certifications during Jan-Apr, 2025.
  - 195th position - 900+ MOOCS certifications during July-Oct, 2025.
  - 167th position - 1260+ MOOCS certifications during Jan-Apr, 2026.
- Received 4* rating from IIC, and became MENTOR INSTITUTE to 44 schools in and around Nandyal district, in the year 2025.

EDUCATION • INNOVATION • RESEARCH • DEVELOPMENT • SOCIETAL IMPACT