



B. P. PODDAR INSTITUTE OF MANAGEMENT & TECHNOLOGY

Approved by AICTE, New Delhi & Affiliated to MAKAUT, W. B.
137, V. I. P. Road, Poddar Vihar, Kolkata-700052, West Bengal, India



CENTRAL LIBRARY & INFORMATION CENTRE LIBRARY POLICY



About the Institute

Established in 1999, B. P. Poddar Institute of Management & Technology (BPPIMT) stands as a tribute to Late B. P. Poddar, a visionary philanthropist, educationist, and the founding father of the B. P. Poddar Group. The Institute was founded with the mission to uphold his legacy of promoting excellence in education and social development.

Supported by the B. P. Poddar Foundation for Education, a trust devoted to enhancing the quality of technical education in India, BPPIMT is affiliated to the Maulana Abul Kalam Azad University of Technology (MAKAUT), West Bengal, and approved by the All India Council for Technical Education (AICTE).

The Institute strives to elevate society through transformative education, guided by a unique learning culture that emphasizes collaboration, communication, and innovation. Its dedicated and experienced faculty, drawn from diverse academic and professional backgrounds, nurture students to become competent professionals and responsible citizens.

Vision of the Institute

To emerge as a progressive and premier Institute for Engineering and Technology education with ethical values for creative engineering solutions commensurate with global changes.

Mission of the Institute

- Offer quality education through modern accessible, comprehensive and research oriented teaching-learning process.
- Create opportunities for students and faculty members in acquiring knowledge through research and development.
- Providing effective interface with industry by strengthening Industry-Institute interaction and developing entrepreneurial skills.
- Meet ever-changing needs for the nation through rational evolution towards sustainable and environment friendly technologies.

LIBRARY POLICY

Preamble

The Central Library & Information Centre at B. P. Poddar Institute of Management & Technology has wide collection of books, journals, magazines and newspapers as e-copies and in print as well. It holds good number of books on science, technology, engineering, management, Social Science, philosophy and general studies. The collections are regularly upgraded based on the global advancement and AICTE recommendations. It is a frequently visited place by students and researchers because of its flexible working hours and orderly service provided. A collection of rare books also is maintained in the library to understand the fundamentals and core concepts.

Objectives

- The primary objective of a library is to provide the right information at the right time in the right form to its users.
- To maintain the standard and reputation of the college through excellence in library services.
- To create various bibliographies and library pathfinders for easy access and retrieval of information.
- To create an atmosphere wherein students and faculty may carry on the learning process enjoyable.
- To provide a well-organized collection of books, journals and e-resources; this meets the instructional needs of the students and faculty in order to support the courses.
- To maintain a current and useful library collection reflecting the needs of all courses.

Policy Statements

- All students must show their library ID cards when entering and exiting the library via the gate entry system to record their entry into the library.
- Under no circumstances, personal books, files and other articles (except a small note book or loose sheets of paper) will not be allowed inside the library.
- Strict silence and decorum shall always be maintained in the library.

- Any marking or writing in the books by the members is strictly prohibited.
- During Library hours the concerned library staff in-charge should make the student entries in the Gate Entry System, which is kept at the entrance. All library transaction should be through Circulation counter only.
- The books borrowed from the college library should be returned by the students at the end of each semester and “No Dues Certificate” must be obtained. Staff members getting released from the college, should also return the books borrowed from the library and “No Dues Certificate” must be obtained.

Working Hours

All working days: 9.00 AM to 7.30 PM

Borrowing Eligibility

Membership Category	Borrowing Eligibility	Loan Period
Faculty	10 Books	30 days
Students	3 Books (extra)	15 days
Book Bank	6 Books	6 Months (semester)

- Members must show their identity cards to the librarian when using library facilities or borrowing books for identification purposes.
- Users should clarify any damage to books before borrowing them from the library.
- Any subsequent complaints about the deficiency or defacement of the book will not be entertained.
- If a book is found to be defective upon return, it will not be accepted, and the concerned user must replace it with a new one.
- If a borrower reports a book as lost, they must replace it with a new copy. If they fail to do so, they will be required to pay an amount equal to twice the cost of the lost book.
- Reference books, project reports, journals, and question papers are not available for borrowing. However, students may photocopy a limited number of pages from these materials.
- All borrowed books must be returned by the specified due dates. Late returns will incur fines according to the existing rules.

- Renewals are only processed if the book is presented either on the due date or earlier.

Circulation Section Rules

Library members should produce their valid library ID card when they borrow/return/renew their books at the Circulation Counter. Members are not allowed to use other user's ID card. Members are encouraged to check their library transaction details through their library account.

Books Borrowed

The users should not bring the borrowed books inside the library unless they want to return them. The users should not return the borrowed books on the same day they have borrowed. Members are held responsible for all materials issued on their cards.

Loss or Damage

Members should check the book thoroughly for missing pages, chapters, pictures, index etc., while borrowing the books from the library. No books in damaged condition will be accepted from the member. Mutilated or spoiled books will have to be replaced by the borrower. Members who lost the books should replace the latest edition of the same title, else should pay double the cost of the book along with fine.

Digital Library

- A full-fledged Digital Library is functioning in the library.
- The Digital Library is a gateway to the world of e-resources and one-stop for nascent information handling, transfer and a boon to the knowledge seeker.
- The E-Resources subscribed by the Institute can be accessed here.
- A separate register is maintained for monitoring in-time and out-time.
- Hardcopy of the required e-content could be obtained through printout/photocopy. They are also permitted to send the contents to their personal e-mail id.

Reference Section

- Rich collection of International editions of reference books, hand books, Encyclopaedias and various reference documents are available in the Reference section of the library.
- Students and Faculty members are not permitted to borrow the books from this section.

Purchase Policy

- Required Books and journals are purchased based on AICTE recommendation.
- At the commencement of every year, approval for the purchase of a list of books and journals (print and e-journals) are obtained from the Principal.
- Hardcopy of the journals are not issued to the students or faculty members but photocopy of the required articles is issued.

Library Committee

- The Library Committee is an advocacy group for the library, representing the mission and policies of the library.
- The committee members meet at least once in each semester to discuss the development of the library.
- To provide various library services and facilities to the readers.
- To collect, organize and disseminate print and electronic information to the Faculties and the Students of the Institution.
- To enhance and support the research activity of the Institution and to act as Learning Resource Centre.
- To plan and implement routine activities of the Library.
- To work towards modernization and improvement of Library.
- To formulate policies and procedures for efficient use of Library resources.
- To approve requisition for new books / journals in accordance with the requirements.
- To prepare budgetary requirements.
- To seek feedback on Library functions from readers.
- To maintain library discipline and promotes library usage.