



LIBRARY POLICY

2019

Manovikas Institute for Higher Education

UNDER AGIS OF MANOVIKAS CHARITABLE SOCIETY | 60A, RADHEY PURI EXTN 1 DELHI -110051



LIBRARY POLICY

The policy statement

This policy applies to all employees of Manovikas Charitable Society. All employees all students, teachers and non-teaching Staff, IGNOU academic counsellor, IGNOU learners and guest faculty are expected to familiarize themselves with the policy and to act in accordance therewith at all times.

Principle of Reporting:

If a Manovikas Charitable Society employee believes in good faith that a rule or one of the principles laid down in Manovikas Code of Ethics and policies has been or is about to be violated, he or she should inform his or her superior or the Library Department of his or her concerns regarding possible illegal act or ethical violation.

The policy aims to:-

- The basic aim of library is to providing access to its printed resources such as books and journals, resources kit Assessment tools, journals.
- We developed the online databases primarily for the use of students, faculty and staff at Manovikas.
- We have the stock of books which is based on different areas like Education, Special Education ,Disaster management ,Therapeutics, special education, Dictionary, Encyclopaedia, Epics, Acts, Annual Report, Art and Craft, management, Child Rights, etc. We have total 1895 books and 410 Audio Visual Material available in our library as on 30/Sept/2019.
- The library is supervised by a committee consisting of the librarian, representative of Teacher Trainee and faculty.
- The day to day running of the library is conducted by the librarian. The library holdings will be checked annually by the library staff.

Manovikas is constituted the following bodies for Library Committee

Committee is nominated by the head of the institution and headed by the Course Coordinator and consistent of representative of core and guest faculty, the one teacher trainee and one school teacher. The committee has to responsible to purchase any books related to the course. The committee initially discuss with the entire team for purchasing the books.



MANOVIKAS INSTITUTE FOR HIGHER EDUCATION

60 A Radhey Puri Ext-1, Swami Dayanand Marg Jagatpuri Crossing Delhi-110051

Library Committee

- Ms. Sangeeta-Course Coordinator (D.Ed SE ID)
- Mrs.Indira Alok-Principal (Manovikas School for Inclusion)
- Mrs.Namrata Amar-Guest Faculty (D.Ed SE ID)
- Mrs. Rubi Kumari – Supervisor (D.Ed SE ID)
- Ms. Megha Dhawan-Student (D.Ed SE ID)
- Mr. Chander Shekher Bharti-Student (D.ED SE ID)

Rules and Regulation

- Identity Card is compulsory for getting access to the library
- Silence to be maintained
- No discussion permitted inside the library
- Registration should be done to become a library member prior to using the library resources
- No personal belongings allowed inside the library
- The books are issued for a maximum of 7 days only.
- The library subscription is Rs. 500 annually.
- A fine of Rs.10/-per day will be charged from the borrower in case of delay in return.
- After 7 days and then they may be renewed if no reservations on the items indicated. Bound journals may be issued out for maximum of two days.
- The timing of library is 10 to 3 pm From Monday to Saturday.
- The register is maintained for issuing and returning of the books.
- Using Mobile phones and audio instruments with or without speaker or headphone is strictly prohibited in the library premises.
- Enter your name and Sign in the register before you take any book from library.
- Need to Show the books and other materials which are being taken out of the library to the librarian.
- The librarian may recall any book from any member at any time and the member shall return the same immediately.
- Refreshment of any kind shall not be taken anywhere in the library premises
- Books will be issued on presentation of the library card.
- If the books are lost, then the borrower shall replace the books of the same edition or latest edition or pay the cost of the book after getting permission from the librarian.
- Library borrower cards are valid for the entire duration of the course to access library facilities. At the end of the course borrower cards shall be returned to the library.