

# User Manual

## KIET-Knowledge Resource Centre (KIET-KRC)



[www.kiet.edu](http://www.kiet.edu)

**KIET Group of Institutions**

**Delhi-NCR, Ghaziabad-Meerut Road, Ghaziabad-201206**



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# KNOWLEDGE RESOURCE CENTRE

**KIET Knowledge Resource Centre (KIET-KRC)** was established in 1998 with a basic Library service. The Library plays a very pivotal role in augmenting the academic programmes of an institute. It identifies, assesses, procures and then makes these learning resources available to the faculty and students for their teaching, learning and research activities. KIET-KRC Central Library has a wide collection of books, periodicals, e-resources etc. It has more than 1.89 lakh books on Engineering, Management, Pharmacy, Science, Humanities etc. with more than 11458 titles and has subscribed more than 122 print periodicals. It has also subscribed to E-books (Wiley, Pearson, Oxford, McGrawHill, PHI, Khanna and S. Chand & Vikas) and E-Journals such as IEEEExplore, Bentham (Pharmacy Collections) and EBSCO (Management Collections) etc. through Myloft Platform. KIET-KRC Library is fully air conditioned and has separate E-learning section with internet connectivity for accessing e-resources & other sites of user's interest. It is fully automated with KOHA software and equipped with RFID system. KIET-KRC has separate facility of Book-Bank with more than 1.25 lakh books, under which books are issued to the students for entire semester from Book Bank of the KRC. In addition to this the Institute has 9 departmental Libraries for reference purpose.

KIET-KRC has been continuously looking to address the Learning resource needs of the students and faculty. In this endeavour the KRC has integrated all the paradigms of learning on a single platform to provide easy access of relevant material to the students. The KRC hosts illustrative self-shoot video lectures from faculty, information on exemplary projects done by students in past, question papers and their solutions and many more such features to make your learning experience fruitful.



## Message from the Librarian

Dear Learners

I welcome you to the KIET Knowledge Resource Centre (KRC) from a wonderful learning journey. KIET KRC would like to support you in your academic activities and in making good use of your knowledge. The KRC endeavours to help you locate, access and acquire the information you need with ease.

We hope that you shall utilize the KRC resources as a medium of enriching knowledge, information and communication.

KIET KRC is committed for finding new opportunities to make your learning experience wonderful. If you have any suggestions for improvement, you may feel free to contact me or my team anytime.

Librarian

## KIET-KRC Features

The KIET-KRC portal has been designed to provide you quick access to all resources for your learning needs. The various sections of the portal have been elaborated for better navigation.

### 1. About Us

This section provides you with basic information about the KIET-KRC infrastructure and the rules of KIET-KRC library membership. Please read the instructions carefully to make the best use of the library and other services.

### 2. Digital Library

There are various options available to the learners in Digital Library to access the digital study material instantly.

- 2.1 **MyLOFT (E-Journals & E-Books):** All the faculty and students have been enrolled as members of MyLOFT. You may access E-books (Wiley, Pearson, Oxford, McGrawHill, PHI, Khanna and S. Chand & Vikas) and E-Journals such as IEEEExplore, Bentham (Pharmacy Collections) and EBSCO (Management Collections) etc. through Myloft Platform.
- 2.2 **Video Lectures:** The changing technology is adding new dimensions to the Learning and Teaching pedagogy. The video lectures for various subjects have been hosted on KRC for the learners. If you find interest in any particular subject or topic even apart from your regular curriculum, you may access the videos and learn new things instantly. You may search the videos of your choice through the subject code.
- 2.3 **National Digital Library of India (NDLI):** NDLI is one of the significant digital learning initiative of the government of India to make knowledge reach everyone at no cost. The NDLI is a virtual repository of learning resources which in addition to providing the basic browsing facilities also provides host of services to the learning community. It serves the academic needs from schools students to the scholars pursuing research. The platform supports many languages and almost all streams of learning in modern day.
- 2.4 **KIET NDLI Club:** KIET NDLI club is a unique initiative supported by IITK to bring the students and faculty to the digital learning platform together. The club has a vision to explore the young talent for their skills through various competitive events at institute level as well as at the intra college level. The KIET NDLI club endeavours to collaborate with other NDLI clubs across the country to provide a platform to young minds for sharing their knowledge and skills.
- 2.5 **DELNET:** Library facilitates to get the books/documents/article from other libraries through DELNET (Developing library network) which is not available in the KIET library collection. For more details please contact to library staff.
- 2.6 **DOAJ:** Directory of Open Access Journals (DOAJ) is an open database collection of more than 16500 open access journals covering almost all spheres of learning including science, arts, humanities, medicine and social sciences. Learners may enrich their knowledge by accessing latest developments in their field of interest through this open access medium.
- 2.7 **DOAB:** Directory of Open Access Books (DOAB) is a community driven platform that provides access to scholarly open access books and lets you find huge knowledge resources through the open access publishing houses. DOAB is a multi-domain platform that serves all segment of learners for their academic facilitation.

### 3. Digital Repository

Digital repository helps you find the reference material related to your core subjects and also provides project work related references.

- 3.1 **Previous Question Papers with Solutions:** This section provides you with AKTU end term question papers with solutions of last 6 years for all subjects relevant to you. You can browse the subjects of your choice for question papers using the subject code.
- 3.2 **Book Requisition Form:** KIET-KRC encourages the faculty, staff and students of the Institute to recommend books/periodicals for the library. Faculty/staff recommend books by a book requisition form, which is available on library website. Students can recommend books through register which is available at library counter.

#### 4. KRC KOHA OPAC:

KRC members may reserve books which are currently on loan to other members by visiting the library OPAC (Online Public Access Catalogue). The members may login with their credentials and reserve the books. Once the reservation is fulfilled, the users will get notified through e-mail. The reserved copies shall be kept for 24 hours from the time of reservation. It enables speedy search of library catalogue. OPAC enables library users know their checkout status/issue history. No members shall be allowed to have more than 2 books reserved at one time. The library catalogue can be searched by author, title, publisher, keyword etc.

#### 5. KRC Online :

The digital journey of learning has made online classes and online exams a component of routine practice. The KRC Online provides you with access to the online learning and evaluation initiatives of the institute.

- 5.1 **Online Classes:** The institute hosts all the online classrooms on the Microsoft teams' platform. The online classes take you to the enriching online digital learning experience.
- 5.2 **Online Exams:** This initiative provides you with access to the online exams being conducted at the institute level.
- 5.3 **KIET-LMS:** You can access most of your course e-contents through this option by using login and password.

#### 6. Useful Links :

This section provides you with a collection of all the major portals of significant knowledge resources which may be of interest to you.

- 6.1 **NDLI :** The National Digital Library of India (NDLI) is an all-digital library that stores information (metadata) about different types of digital contents including books, articles, videos, audios, thesis, and other educational materials relevant for users from varying educational levels and capabilities. It provides a single-window search facility so that learners can retrieve the right resources with the least effort in minimum time. NDLI is designed to hold content of any language and provide interface support for the leading vernacular languages. It is available on all popular forms of access devices including mobile apps on Android and iOS platforms.
- 6.2 **NPTEL:** NPTEL is an Indian online learning platform for university-level science, technology, engineering, and mathematics subjects. It is jointly developed by Indian Institutes of Technology and Indian Institute of Science. The initiative is funded by the Ministry of Human Resource and Development, Government of India. The project's central idea is to put recorded lectures taught by its member institutes online for open access. It operates one of the most extensive educational Youtube channel covering engineering, basic sciences, some humanities and social science subjects.
- 6.3 **Coursera:** is an American massive open online course provider founded in 2012 by Stanford University computer science professors Andrew Ng and Daphne Koller. Coursera offer online courses, popularly known as MOOCs or Massive Open Online Courses, from top universities and companies around the world. In 2021 it was estimated that about 150 universities offered more 4,000 courses through Coursera.

If learners earn a certificate for each course in a Specialization, they will receive a Specialization certificate.

#### 6.4 **Edx**

edX is an American massive open online course (MOOC) provider created by Harvard and MIT. edX is a non-profit organization and runs on the free Open source software platform. More than 150 schools, non-profit organizations, and corporations offer courses on the edX website. As of 20 July 2020, there are 3,000 courses available for its 33 million registered students.

edX offers certificates of successful completion and some courses are credit-eligible. edX offers a variety of ways to take courses, including verified courses where students have the option to audit the course or to work toward an edX Verified Certificate. edX also offers XSeries Certificates for completion of a bundled set of two to seven verified courses in a single subject.

6.5 **IEI:** The Institution of Engineers (India) [IEI] is the largest multi-disciplinary professional body of engineers, established in 1920 with its Headquarters located in Kolkata. IEI, in collaboration with Springer Nature Pvt. Ltd., regularly publishes peer-reviewed international journals in five Series, covering fifteen engineering disciplines.

#### 6.6 **Free Open Access Resources (e-journals of AS, CS & IT, EC/EN, ME, CE, MBA)**

Free open access journals covering almost all spheres of learning including science, engineering, computers, management etc. Learners may enrich their knowledge by accessing latest developments in their field of interest through this open access resources.

#### 6.7. **e-Shodhganga**

e-Shodhganga is the digital repository of Indian Electronic Theses and Dissertations set-up by the INFLIBNET Centre. It stands for the reservoir of Indian intellectual output stored in a repository hosted and maintained by the INFLIBNET Centre.

Shodhganga provides a platform for research scholars to deposit their Ph.D. theses and make it available to the entire scholarly community in open access. The repository has the ability to capture, index, store, disseminate and preserve ETDs (Electronic Theses and Dissertations) submitted by the researchers.

#### 6.8. **e-Pathshala**

The ePathshala, is a joint initiative of Ministry of Education, Govt. of India and National Council of Educational Research and Training (NCERT), has been developed for showcasing and disseminating all educational e-resources including textbooks, audio, video, periodicals, and a variety of other print and non-print materials for Students, Teachers, Parents, researchers and educators.

It provides access to digital textbooks for all classes, graded learning materials and enables participation in exhibitions, contests, festivals, workshops, etc.

## **7. Contact Us**

You may use this link to reach us for any queries. We are eager to help you.



## Services beyond the KIET-KRC Portal

The Central Library is very spacious and provides you with an ambient environment for studying. You may make the best use of this facility for enriching your knowledge. The collection of books in library not only covers the course curriculum but also includes books of general interest.

The KRC provides you with certain supplementary services which are as given here:

1. **Xerox Facility:** Photocopying facility is available in the KIET central library on payment basis during normal working hours.
2. **Book-Bank Facility:** Book-Bank facility is also available for B.Tech., MBA, MCA, B.Pharma & D.Pharma students. One book for each subject will be issued to students for entire semester.
3. **User Awareness Service:** The library takes an active part in the orientation programme organized by the institute for the benefit of new students & faculty/staff in the beginning of academic year. They are taken around the library to familiarize them with various resources and services available for them. Any user desiring to know more about library resources and service or to learn how to use a particular resource like OPAC, My loft, e-resources etc. should contact the library staff.
4. **Reading Hall Facility:** The institute has created big reading hall having wi-fi facility, laptop charging point and fully air-conditioned environment. Students can use this place for the reading with their personal books, laptop after proper entry. Self-study hall is open from 9:00 AM to 2:00 AM all days.
5. **Print Resources:** The KIET central library has a large number of books journals, magazines and newspapers. All books are arranged subject wise & Call No. wise in lending section and all current issues of journals, magazines and newspapers are displayed in the Reference/Reading section of library. List of journals & magazines uploaded on library website.





# Library Rules

## 1. MEMBERSHIP ELIGIBILITY

- a) Library facility is for the students, faculty and visiting faculty of institute.
- b) The Director may allow others to become the library members by paying a caution money of Rs. 8000/- & annual subscription fee of Rs. 1000/- The caution money will be refunded on termination of membership.

## 2. ISSUE OF BOOKS

### STUDENTS

Category	Number of Books	Loan Period
B.Tech	04	15 Days
M.Tech	05	15 Days
MCA	05	15 Days
MBA	05	15 Days
D.Pharm	06	15 Days
B.Pharm	06	15 Days
M.Pharm	07	15 Days

### Note:

- ★ If a book is not returned within the stipulated time as given in Circulation Rules, the students will be charged a fine of Rs. 2/- per day per book. In case of overnight issue on special circumstances, the fine will be of Rs. 10/- per day per book.

### FACULTY

**Number of Books: 10**

**Loan Period: Entire Semester**

## 3. CIRCULATION RULES

- a) Borrowing facilities is only for the member of the library against RFID & QR Coded Identity Card cum Library Card issued to them. Books are issued from the Self Check Kiosk on presenting the RFID Identity Card. The Library cum Identity card is Non-Transferable. In case of misuse of Identity card students will be fined Rs. 200/-.
- b) All student members shall produce their Library cum Identity card on the Self Check Kiosk at the time of issue and return of the books.
- c) New editions can only be issued after technical processing has been completed.
- d) If only a single copy of any document is available in the library then it will not be issued, the same can only be consulted in the library. However as special case, the permission of Librarian is required for issue of the book.
- e) Renewal is not automatic. For renewal, it is necessary that the book shall be presented at the counter. If there is a pending demand for the book, the request for renewal may be turned down.
- f) The list of new arrivals will be displayed on the notice board and kept on display shelf for a week. Thereafter the new arrivals will be available for issue if not meant for Reference.
- g) If a book is not returned within the stipulated time as per library rule, the students will be

charged a fine of Rs. 2/- per day per book. In case of overnight issue on special circumstances, the fine will be of Rs. 10/- per day per book.

- h) The defaulters will not be issued books in future.
- i) In the case of loss of book the borrower will have to replace the book along with fine as admissible. If he/she does not replace the book then he/she will have to pay current cost of the book with fine as admissible.
- j) The library members are responsible for the Identity card issued to them. Loss ID/Hostel ID card should be reported to the Librarian immediately. Duplicate ID/Hostel ID card will be issued on payment of Rs. 200/- and damaged ID card will be fine Rs. 100/-.
- k) All members should return the books borrowed from the library before they proceed on long leave.
- l) Librarian can recall books and publications any time to meet any urgent requirement.

#### **4. GENERAL RULES**

- a) All library users must sign in/out register available with the attendant at the library entrance.
- b) Members are expected to maintain silence and should not disturb others. Smoking/Eating/ Talking /Chewing are strictly prohibited in the library.
- c) Personal belongings are not allowed in the library. However, they may carry loose papers and a note book.
- d) The Library follows an Open-Access System. Books and other material taken from the library stacks should be left by readers, on the table for the library staff to arrange the books with fine as admissible.
- e) Users of the library should not deface, mark, cut, mutilate or damage the reading material in any way. Person doing so will be fined heavily, apart from being asked to pay the cost of the damage document. In case a person repeats the offence for the second times, his/her Membership will be terminated.
- f) The members are expected to maintain the decorum of the library, any violation to be brought to the notice of the Dean (Academics).
- g) The members are to verify the books before leaving the issue counter. After the book is issued the member will be responsible for any damage etc.
- h) If any student found indulging in the process of book hiding, stealing, or mutilating, he/she will be fined as under after approval by Dean (Academics).
  - i. Book Hiding: Minimum fine Rs. 200/- and suspension of library membership for a period of one month. On re-occurrence of the act, minimum fine of Rs. 400/- and termination of library membership.
  - ii. Book Damaging: Minimum fine Rs. 500/- and suspension of library membership for a period of one month. On re-occurrence of the act, minimum fine of Rs. 1000/- and termination of library membership.
  - iii. Book Stealing: Minimum fine Rs. 1000/- and actual cost of the book, and suspension of library membership for a minimum period of one semester. On re-occurrence of the act minimum fine will be Rs. 5000/- and disciplinary action as deemed it.
  - iv. Misbehaviour with Library Staff: Minimum fine will be Rs. 500/- on re-occurrence of

the act, minimum fine will be Rs. 1000/- plus termination of library membership.

- i) Casual dress is not allowed in library.
- j) No Dues Certificate will be given only after surrendering of Identity Card.

## 5. LIBRARY TIMINGS

### a) Library timings in normal working days:

- i Monday to Friday & Working Saturday : 09:00 AM to 08:00 PM
- ii Saturday, Sunday & Holidays : 09:00 AM to 05:00 PM

### b) Books Issue Timings:

- i Monday to Friday & working Saturday : 09:00 AM to 06:00 PM

### c) Books Return Timings:

- i Monday to Friday & working Saturday : 09:00 AM to 08:00 PM
- ii Saturday, Sunday & Holidays : 09:00 AM to 05:00 PM

### d) E-Learning Section Timings:

- i Monday to Friday & working Saturday : 09:00 AM to 06:00 PM

### e) Reading Hall Timings:

- i All Working days & Holidays : 09:00 AM to 02:00 AM

(Timing of girls students for using library till 07: 45 PM)

