Library Manual – 2026

GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY



Jagannath International Management School

Vasant Kunj, New Delhi-110070

(Affiliated to Guru Gobind Singh Indraprastha University, New Delhi)
Recognized u/s 2(f) by UGC & Accredited with **'A+' Grade by NAAC**
NIRF Rank Band 201-300 under College Category
ISO 9001:2015 Quality Certified

"A library is the heart of an educational institution, where knowledge is preserved, curiosity is nurtured, and lifelong learning begins."

About JIMS Library

JIMS library has been playing a fundamental role in enhancing the learning experience of its stakeholders mainly faculty, staff and students by facilitating them with all the materials and services they need to improve their knowledge. The primary aim of any library is to develop the worthiest habit of reading among the students as well as supporting their curriculum needs. The provision of services designed to meet the user information and learning needs are mainly the book bank service, lending service, digital library service, multimedia and periodical service. The role of library in research is pivotal. The library offers space for students to learn and provides excellent environment for research. Through the use of computers and e-resources students can search their sources, write their assignments and check the plagiarism percentage of their written work with much ease. Library follows the open access system, encouraging the user to browse resources freely in the reading Centre.

Vision:

"To be a premier Business School, nurturing leaders and creating social impact through excellence in education, training and research"

Mission:

- **Ethics, Integrity and Social Responsibility:**

  To cultivate principled leaders grounded in ethics, integrity, and social responsibility, committed to making a positive impact on businesses, communities, and society at large.

- **Innovation, Technology and Business Acumen for Global Markets:**

  To empower future leaders with cutting-edge innovation and technological expertise, combined with strategic business acumen, to excel in global markets and drive transformative change in the world of business.

- **Entrepreneurship:**

  To foster an entrepreneurial mindset that encourages creativity, resilience, and transformative ideas, n creating value in dynamic business landscapes.

JIMS Library Profile:

JIMS Library consists of a vast collection of different types of documents comprising Books, Journals, Magazines, Project Reports, Solved Question Papers, Best Answer sheets, etc. on different subjects/ areas that collectively support the teaching & other extension programs. The library has automated all its routine activities through our ***ERP Library Software Module*** which also provides access to the online catalogue of Library. The facilities and services rendered bythe library include book lending, referencing, document delivery, OPAC, photocopy, inter-library loaning of material through DELNET, along with having Plagiarism Detector Software service for researchers. The library is fully Wi-Fi enabled and has a well-established cyber library with 06 networked PC connected with LAN which helps users to access electronic resources.

JIMS Library Committee for AY 2026-27:

Name	Designation
Dr.Harsha Ratnani	Associate Professor, Dept. of Information Technology
Dr. Shrankhla Jain	Assistant Professor, Dept. of Management
Ms Tanisha Dadhwal	Assistant Professor Dept. of Journalism and Mass Communication
Ms. Lalita Joshi	Librarian
Mr. Aslam Hussain	Librarian

Library Working Hours:

- Library Timing: 9:00 am to 6:00 pm (Monday to Saturday)
- Circulation Timing: 9.30 A.M. – 5.30 P.M. (Monday to Saturday)

Library Resources and Facilities

- **Books and Magazines:**
  JIMS Library has a rich collection of around **13415 books, both Indian and foreign authors,** on all the domains of Management, Information Technology and Mass communication. All the arrangement of books in stack area is also done subject wise so that students can search their interest books easily. Similarly, in other domains classification based on specialization arrangement facilitates the access of books without any delay. The Library has **18 magazines** for our users.



- **Research Journals:**
  The library has huge collection of Journals to support services for field/ research work. Currently it has subscription of about **42 National and International Research Journals in print.** To mentiona few:

International Journals

- **Harvard Review Group** -Harvard Business Review is the leading destination for smart management thinking. Through its flagship magazine, books, and digital content and tools published on HBR.org, Harvard Business Review aims to provide professionals around the world with rigorous insights and best practices to help lead themselves and their organizations more effectively and to make a positive impact.
- **Asian Journal of Management Cases**- Asian Journal of Management Cases is a peer reviewed academic journal that publishes cases and research on management practices in the unique socio-economic environment of developing Asian countries. The journal is published twice a year by SAGE Publications (New Delhi) in collaboration with the Lahore University of Management Sciences. Abstracted and indexed in: EBSCO, ProQuest, Scopus, J-Gate

- **International Journal of Information Technology** (IJIT), an official Journal of Bharati Vidyapeeth's Institute of Computer Applications and Management (BVICAM), published by Springer, aims to publish original, theoretical and practical advances in Computer Science, Information Technology and all interdisciplinary streams of Engineering Sciences. Abstracted and indexed in: EBSCO Discovery Service, ProQuest Computer Science, UGC Care (India)

- **Global Business Review** is a bimonthly peer-reviewed academic journal covering all aspects of management. Global Business Review is published by International Management Institute in association with Sage Publications Abstracted and indexed in EBSCO, Web of Science and Scopus.

- **The Journal of Creative Communications** is published three times a year by SAGE Publications (New Delhi, India) in collaboration with MICA, Shela, Ahmedabad, India. The Journal of Creative Communications is abstracted and indexed in: SCOPUS, J-Gate, EBSCO, Emerging sources Citation index, UGC (India)
- **BioScope: South Asian Screen Studies** is a blind peer-reviewed journal that provides a forum for discuss the historical, regional, and virtual spaces of screen cultures, including globalized and multi-sited conditions of production and circulation. This journal is a member of the Committee on Publication Ethics (COPE). This journal abstracted and indexed in: SCOPUS, J-Gate, OCLC.



National Journals

VISION: THE JOURNAL OF BUSINESS PERSPECTIVE: is quarterly peer-reviewed journal that focuses on all functional areas of management, including economic and business environment. It is a platform for discussion and exchange of ideas across the widest spectrum of scholarly opinions to promote theoretical, empirical and comparative research on problems confronting the business world.The Journal is published by SAGE Publications, India in association with the Management Development Institute, Gurgaon.

IIM KOZHIKODE SOCIETY & MANAGEMENT REVIEW: The IIM Kozhikode Society & Management Review is a double blind peer reviewed journal on business management and broader society. It is published twice a year by SAGE Publications (New Delhi) in association with Indian Institute of Management Kozhikode. This journal is a member of the Committee on Publication Ethics (COPE).

JOURNAL OF HUMAN VALUES provides an understanding of how in order for individuals, organizations and societies to endure and function effectively, it is essential that an individual's positive exalting forces be rediscovered and revitalized. This journal is a member ofthe Committee on Publication Ethics (COPE).

IETE Journal of Research is a monthly journal published by the Institution of Electronics and Telecommunication Engineers (IETE), India. It publishes scientific and technical papers describing original research work or novel product/process development. Occasionally special issues are brought out on new and emerging research areas.

Communicator is a peer-reviewed journal of the Indian Institute of Mass Communication (IIMC) that publishes original research on Communications. The flagship journal of the IIMC endeavours to publish the best literature available in the field of communications and its related branches for the greater benefit of scholars, practitioners and policy-makers. It is the oldest communications journal published from India. The main aim of the Communicator Journal is to focus on communication theory, research, policy and practice. It is especially interested in research, which is interdisciplinary and based on the experience of South Asia and other developing countries. This Journal is published on a quarterly basis. 'Communicator' journal is now being indexed in the Indian Citation Index.











Online Journals and E-books

While technology has drastically altered most industries in recent years, one of the biggest impacts has been in the education sector. From online courses to automating feedback and scoring, opportunities to learn are now more accessible than ever for more people across the globe. In the contemporary dynamic environment, we at JIMS Vasant Kunj provide all possible facilities in form of online Journals and E-books, to the students and faculties to keep them abreast. The library has online journals and E-Books.

Availability of Online Databases:

Education and E-Library as a Knowledge Hub

"One cannot debate the fact that a visit to the library is on a decline. Libraries are undergoing transformation and are now a hybrid of traditional print library resources and the growing number of electronic resources."



E-library is electronic information; it maintains a database as the collection of e-materials and provides services in digital form. A set of documents available through electronic means by the use of digital technologies that allow for the retrieval, archiving, preservation, and dissemination of those documents. JIMS, Vasant Kunj e-library is portal for easy access of learning materials 24x7 from anywhere.

Our e-Library collection has all ranges of information materials that can be kept in the library for the purpose of meeting the overall objectives of the library, eg- e-Journals, e- Books, Annual Reports, Question paper bank, e-newspapers, e-databases and other useful links.

DELNET
Developing Library Network

Extent of Inter-library network:

DELNET was initially supported by the National Information System for Science and Technology (NISSAT), Department of Scientific and Industrial Research, Government of India. It was subsequently supported by the National Informatics Centre, Department of Information Technology, Ministry of Communications and Information Technology, Government of India and the Ministry of Culture.

DELNET has been established with the prime objective of promoting resource sharing among the libraries through the development of a network of libraries. It aims to collect, store, and disseminate information besides offering computerized services to users, to coordinate efforts for suitable collection development and also to reduce unnecessary duplication wherever possible**.**

The JIMS Library is a member of DELNET. As such, the users at JIMS Library can access databases hosted by DELNET.

NDLI-National Digital Library of India: National Digital Library of India (NDLI) is a virtual repository of learning resources which is not just a repository with search/browse facilities but provides a host of services for the learner community. It is sponsored and mentored by Ministry of Education, Government of India, through its National Mission on Education through Information and Communication Technology (NMEICT) NDLI is designed to hold content of any language and provides interface support for 10 most widely used Indian languages. It is built to provide support for all academic levels including researchers and life-long learners, all disciplines, all popular forms of access devices and differently-able learners

Major Statistics of Resources and Facilities

Particulars	Stock / Details
Number of Books Volume	13415
Number of Books Title	4600
Online Databases	01
E-Journals	553
E-Books	10622 e-books via Delnet
E-Newspaper	29 via Delnet
Print Journals	42
Newspaper	07
Magazine	18
Seating Capacity	60
Computer Digital Library	06
Plagiarism Detector Software	01
Question Papers of Last Five Years	Yes
Project Reports	Yes
Library Networking	Yes
Book Bank Facility	Yes
Wi-Fi enable	Yes

Other Services & Facilities

- **Online Public Access Catalogue (OPAC):**

OPAC helps the user to retrieve the reading material by the author, title, subject, classified number & publisher. The OPAC also provides information about the status of the books available in the Library.

- **Reference Service for users**

The Library provides assistance to users in activities ranging from location of a book to finding

specific information required by a user.

- **Suggestion/ Feedback Register:**

The Library maintains the Suggestion/ Feedback Register where the user of the Library can recommend any Book/ Journal/ Magazine. The user can also give feedback, suggestions and measures for improving the facilities and services of the Library.

- **Borrowing Facilities: -**

The Library members, according to their borrowing category, can borrow stipulated number of books at a time.

- **Newspapers**

The JIMS Library subscribes to 06 major newspapers published daily which are displayed in Newspaper stands for reading only.

- **Inter Campus Library Loan & Resource sharing facilities:-**

The Library arranges to procure Books and Journals available at other Libraries of JIMS on Inter Campus Library Loan for a limited period.

- **Photocopying Facility: -**
  The Library provides photocopying facility within the premises of the Institute through an external vendor on payment basis.
- **Course Manual:-**
  The Library keeps Course Manuals for all courses conducted by JIMS. The Course Manual consists of Syllabus of the particular semester, Lesson plans, Assignments, Question papers, Case Studies etc. that provides guidelines to the faculties related to the course.
- **Question Bank:-**
  The Library provides previous years question papers for both University and Internal examinations. Semester wise question papers are mailed to faculty for discussion with students. It helps students to prepare better for examination.
- **Selective Dissemination of Information (SDI):-**
  SDI is also provided by the library in which subject wise content information of latest Newspapers/Magazines/Journals are available on weekly basis.
- **Minor / Major Project Files:-**
  Batch wise best Minor / Major Project Files are also provided by the library for students to gain the practical knowledge, research aptitude, and problem-solving abilities through the students driven structured academic projects made during their course of study at institute.

Code of Conduct:

JIMS Library endeavours to provide a friendly space and environment for information and knowledge exchange. The Library Code of Conduct is established to ensure that this environment is maintained.

Library Policies & Guidelines

- **Library Membership: -** All students, faculties and employees of the Institute are entitled for membership of the Library. The ID will serve as Library card as it has bar code for Library Membership.

- **Loss of Library cum Identity Card: -** As the ID card with bar-code sticker is required for issue of books; the loss of ID card should be reported to the administration immediately. The Duplicate ID cum Library Card will be issued to the concerned person after paying a fine of Rs. 200/- with the copy of F.I.R from the Police Station. The borrowers shall be responsible for any loss or misuse of their original/ duplicate card.

Borrowing Rules for Library books: -

- Students can borrow maximum two books for one week only.
- Borrowers must satisfy themselves about the condition of books at the time of borrowing. Otherwise, they shall be responsible for any damage to the books noticed at the time of returning.
- Damaged books will have to be replaced by the borrower.
- In case of loss of books by the borrower, the borrower is required to replace the book with the latest edition with fine due, if any, on that book at the time of return.
- General books are issued or returned on all working days.
- Reference Books can be consulted within the Library Premises and is available for photocopying purpose on depositing the Library cum Identity Card by the student at the Circulation counter. The book should be returned on same day otherwise fine of Rs. 100/- per day will be charged.
- Journals/ Magazines/ Project Reports/ Question Papers, Best Answer sheets/ Newspapers can be consulted within Library premises only.
- Only faculties can borrow Magazines/ Journals for overnight use.

Overdue Fine for Library books: -

The student ***must return the borrowed Library books on or before the due date*** stamped on the due date slip.
A fine of ***Rs. 5/- per day per book*** is charged for the late return of General books. The same has to be paid in cash at the time of returning the overdue book. If the fine is not paid, further books are not issued.

Book Bank Facility & Rules:-

Book Bank Facility is available to the students, in which one book will be given for each subject in every semester. In order to avail this facility each student member is required to return the books before the commencement of the new semester.

Borrowing Rules for Book Bank books :-

The library provides the Book Bank facility to all the students on the following terms and conditions:-

- Each student will get one book for each subject of the semester, duly recommended by the subject faculty.
- The books issued at the beginning of each semester must be returned to the Library, within one week of the completion of End Term Examination of the IP University.
- The new books in the next semester will be issued only when the books of the previous semester have been returned in good condition and account settled.
- Borrowers must satisfy themselves about the condition of books at the time of borrowing. Otherwise, they shall be responsible for any damage to the books noticed at the time of returning.
- The students are strictly advised not to write, make any mark on the book or damage any book given to them.
- The student will have to arrange binding of the book, in case binding is required. In case of loss of books by the borrower, the borrower is required to replace the book with the latest edition with fine due, if any, on that book at the time of return.
- Book Bank application form is attached in the Annexure

Overdue Fine for Book Bank books:-

A fine of Rs. 5/- per day per book is charged for the late return of Book Bank Books. The same has to be paid in cash at the time of returning the overdue books. If the fine is not paid, further next semester books are not issued.

Note: - The book bank books have to be returned by all the members within one week of the last IP University End Term examination in each semester, for which the students are informed through following ways: -

- A notice is put on the notice board in their respective departments and class room
- E-mail is sent to class coordinators to inform students.

General Library Rules and Regulations

- The Library is a 'Silence Zone'. All the users of the library have to maintain complete silence in the library. If any student is found talking/ misbehaving, he/ she will be immediately evicted from the library.
- Reading materials should not be re-shelved by the user because of danger of their misplacement.
- A person shall not write upon, damage or mark any document belonging to the Library.
- Each student should enroll his /her name, accession no. of issued/returned book in student entry register kept at the entrance of the library.
- A person responsible for any damage caused by him/her to the books or any other property belonging to the Library, shall be required to pay the penalty imposed upon him/her by the Librarian.

- Personal belongings including Library and Book Bank Books issued to the students shall not be allowed inside the Library. It shall be placed at the property counter at the entrance of the Library.
- Library does not accept any responsibility for loss or damage of personal property left at the property counter.
- Use of Mobile Phones inside the library is strictly prohibited. If any student is found using the mobile phones, the same will be confiscated for 15 days and the student asked to leave the Library immediately.
- Smoking, chewing, eating, photography etc. are strictly prohibited in the library.
- Library should be kept neat and clean.
- Final year students shall return the issued books on the last day of the examination failing which their security deposit will be forfeited.
- Membership of a user can be suspended on account of misbehaviour with the Library staff or for any indecent action.
- No other office work should be done in the library.
- No reference book will be issued to students in any case (not even with the prior permission of the faculty).
- All teachers and students must keep the Journals/ magazines in respective shelves after reading them.

Contact us

E-mail Id: library.vk@jagannath.org

Phone Number: 011-40619328

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DOC NO.: JIMS-VK/ LIB /Bookbank STD / F / 03

BOOK BANK MEMBERSHIP FORM

Name _____

Father's Name_____

Full address_____

(Present): _____

_____

Mobile No. _____

Email ID: _____

Course Name: _____**Shift:** _____ **Section (if any):** _____

Batch: _____

Enrollment No. _____

I hereby inform you that all information, which I have given, is true and I am interested to become a Book Bank member

_____
Student's Signature

At the time of issuing the books-

Membership No._____

Payment Details. _____

(Librarian's Signature)

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STUDENT LIBRARY MEMBERSHIP FORM

Passport Size Photograph

Name _____

Father's Name_____

Full address_____

(Present): _____

_____ _____

Mobile No. _____

Email ID: _____

Course Name : _____ **Shift:** _____ **Section (if any):**_____

Batch: _____

Enrollment No. _____

I confirm that information furnished by me is true.

_____
Student's Signature

_____

For Library Use

Library Membership No. _____

Issue date_____

Expiry date_____

Issued by_____

(Librarian's Signature)