

CRITERION – 4 INFRASTRUCTURE AND LEARNING RESOURCES	
Key Indicator	4.2 Library as a Learning Resource
Metric No.	4.2.1

➤ **Library automation using Integrated Library Management System (ILMS)**

Table of Contents

Criteria IV

Library Automation using Integrated Library Management System (ILMS)

Sr. No.	Documents Attached	Page No.
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Proposal for automating

**V. M. Salgaocar Institute of International
Hospitality Education
Goa**

NewGenLib EE v3.1.4
Integrated Library Management System

Proposal from
Verus Solutions Private Limited,
Flat No:101, Swarnabharathi Towers,
AS Raju Nagar, Opp. JPN Nagar Colony,
Miyapur, Hyberabad, Telangana – 500 049.

Email: sales@verussolutions.biz
Web site: www.verussolutions.biz

31/05/2019,
Hyderabad.

To,
The Principal,
V. M. Salgaocar Institute of International Hospitality Education,
Goa.

Sub: Automation for Central Library

Dear Sir/Madam,

We are happy to include a proposal for the automation of the library of your esteemed organization.

We are an Organization by the name Verus Solutions Private Limited (VSPL) based at Hyderabad. We offer a cost-effective web-based library and information networking solution to scientific research and development, and academic institutions through our Software Solution, **NewGenLib**.

The software supports Digital Library Functionality. Importantly, we use contemporary web technologies and recent metadata and interoperability standards and web protocols.

We are happy to inform that we now have over 400+ NGLIE installations in India and abroad. A few of our esteemed partners include **Food and Agricultural Organization (FAO) of the United Nations, Rome; ICRISAT, Hyderabad; ICARDA, Syria; TACAIDS Tanzania; National Assessment And Accreditation Council (NAAC), Bangalore; Osmania University Hyd; Telangana University, Hyd; Acharya Nagarjuna University, A.P; Presidency University Kolkata; IITJ, Jodhpur etc.,**

Please find the proposal detailing the software application, the implementation approach and the associated costs in the following pages for your kind perusal.

Regards,

Ramesh Babu T
G.M. Business Development,
Mobile: +91 9676552271
Verus Solutions Pvt Ltd
email: sales@verussolutions.biz

Introduction

We live in an increasingly globalized and interconnected world. Globalization is in a sense synonymous with networking. Computers, telecommunications infrastructure and the Internet are not only essential but also indispensable in the world we live in today.

It's a Knowledge driven world that we live. Today the world at large is wealthy by virtue of its knowledge wealth. Our country is a knowledge superpower. It's interesting to note that every state government is increasing its focus towards progressing with Knowledge as the driver for prosperity.

Libraries as Knowledge Grids

The library and information world has traditionally been borderless long before others. However, the Internet and the worldwide web have pushed libraries to be even more interdependent than before, because of the bewildering array of sources and providers of information from which they draw their information.

How libraries play a facilitative and a service-oriented role and continue to be relevant, different, wanted and useful has engaged the attention of the governments and the leadership. Even before the advent of the Internet and the web, libraries sought to automate and network with each other so that their citizens could have easier and wider access to knowledge resources. The proliferation of resources such as other library manuscripts, catalogues, online databases, full text publications, electronic serials, learning resources, discussion forum postings, etc., on the web has posed a considerable challenge to librarians. How to cope with these new resources and newer forms of older resources is a question that requires to be addressed by all libraries.

Library automation and networking, which until the 1990's was considered to be adequate, today do not provide all the answers. Library automation and networking is all about connecting to other libraries and information centre, search engines, peer groups, databases and experts. Thus the scenario today is one of many dispersed digital collections. The need is to move to inter-operable digital libraries thereby creating a competent knowledge grid of particular governance.

The implementation of the proposed software application will constitute the automation of the Central Library, campus wide constituent colleges and affiliated college libraries. The following benefits are envisaged.

Student Benefits

- Students have wider access to resources.
- Access to information resources from remote locations especially the rural areas.
- Teaching materials may be put on the network and made accessible to all via the web.
- Resources outside of the libraries (e.g., free full text reference books) could be made accessible.

Teaching and the Faculty benefits

- Knowledge of and access to resources.
- They can make their teaching materials available to other teachers across

Verus Solutions Private Limited.,

Flat No: 101, Swarnabharathi Towers, AS Raju Nagar, Opp. JPN Nagar Colony, Miyapur, Cyberabad, Telangana - 500 049.

LL: +91 40 6564 2333 Mobile: +91 707 5824 766/767/768/769

Email : info@verussolutions.biz Web : www.verussolutions.biz

the globe and also benefit from that of others who contribute their teaching resources.

- Downloaded information/learning resources become available

Administrative Benefits: To the Group

- New types of materials, e.g., multimedia content may be prepared at the headquarters or at the institute level and made easily accessible across the network.

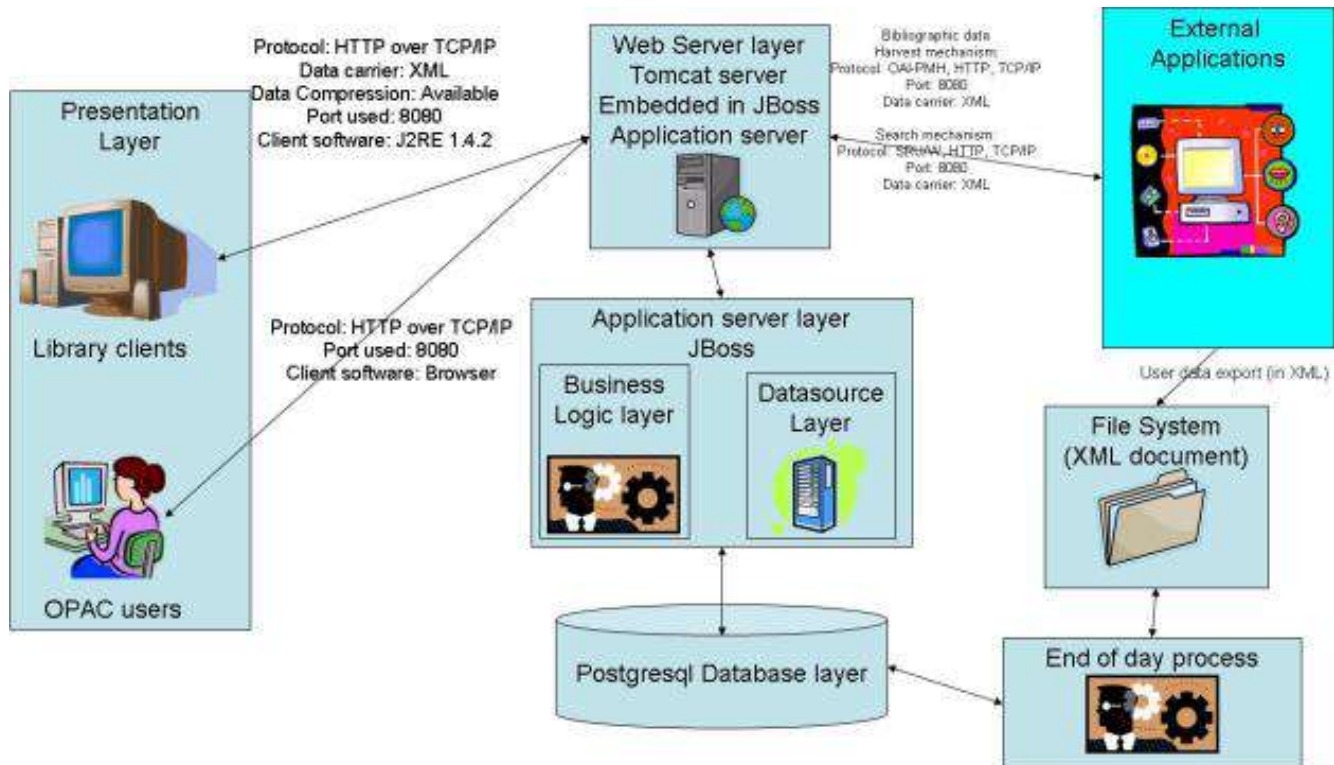
Brief on the Software Application

Some of the most important features of the software and its unique selling propositions

- Multilingual Support.
- Supports international standards such as MARC-21, AACR-2, UNICODE, XML and Dublin Core.
- As a result of its support to international standards, the software allows seamless import of metadata directly from freely available MARC-21 data sources on the web. This feature alone will save considerable costs of creating metadata records apart from ensuring better consistency, accuracy and completeness of records and the possibility of exchanging records between libraries.
- Uses n-Tier Architecture to ensure easy scalability when a library's needs require it to move into higher-end database and/or application server and web technologies over a period of time.
- Allows the attachment of digital objects such as full text in PDF or MS-Word, image files, sound, video clips, etc., to catalogue records. This will allow users of an institutions (e.g., students and faculty of a University and affiliated colleges to view not only the metadata but the full text of, monographs, serial articles, research reports, presentations, pamphlets, audio recordings, video tapes, contents pages of books, etc., online). In other words, the library can participate more effectively in the activities (teaching, research) of the Institution by providing access to such materials in an online manner.
- The online public access catalogue (OPAC) module is an integral part of the software offering.
- The software has recently added functionality to use the Open Archives Initiative Protocol for Metadata Harvesting (OAI-PMH). This will enable a library to build its own archive of digital materials (e.g., papers by the University faculty and research scholars) and also for harvesting of documents from other OAI-PMH data providers.
- Available with open source back-end Relational Database Management Systems (RDBMS) servers so that small libraries need not invest in costly licenses for commercial RDBMS servers such as MS-SQL Server, ORACLE, etc.
- Portable to open source operating systems such as Linux Redhat 9.0 and above apart from the Windows 2000 and XP operating system family.
- Available in versions starting from single library-single user to multi-library multi-user networking consortium versions.
- Allow multilingual data entry, storage and retrieval in Indian languages.

Technology of the Proposed Software

Given below is a graphical image of the technology of NewGenLib and its advantages. We would like to emphasize that NewGenLib uses contemporary technologies and international metadata and interoperability standards.

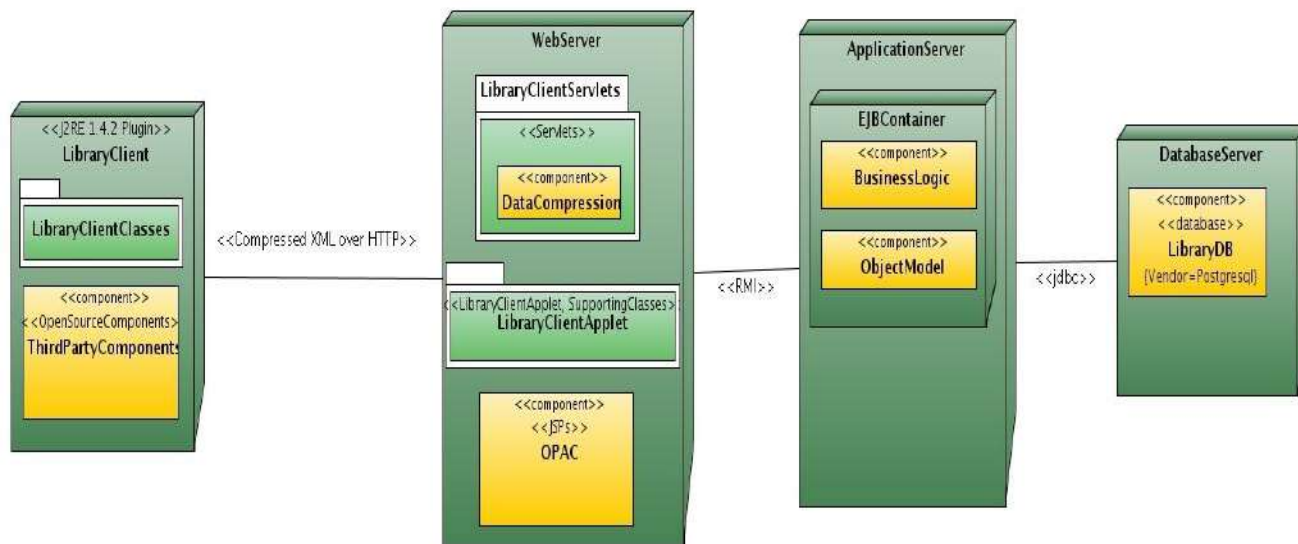


Advantages

- It is very scalable because each layer can be sized depending on the need
- It is very reliable/robust because specialized components can be used at each layer
- It is better maintainable because problems can be easily identified
- Migration to other layers, e.g., presentation layer is possible very easily.
- It is more efficient because of the middle layer, viz., the application layer. Many tasks are managed via this layer
- XML messaging is used to minimize network traffic.
- The technology also uses many open source components to minimize costs for the user.

The technology to be used will allow multiple user access to the database and digital content either via the University LAN/Intranet or from a web client.

Deployment diagram



NewGenLib Functional Modules

Acquisitions

- Request process (suggestions from users)
- Process On-approvals from Vendors
- Raise Orders
- Receive orders (Invoice and Item processing)
- Accession received items
- Process payments
- Budget management
- Record payment details
- Claims for unsupplied items
- Solicited and Unsolicited gift processing
- Quotation process (Request for quotations, Generate comparative statements)

Serials Management

- Process subscription list
- Raise firm order
- Receive Invoice
- Register (Checkin) serial issues (manages even Combined issues, Supplement issues, Special issues, out-of-turn receipts, Indexes, Delayed issues, No longer available issues)

- Binding Management
 - Preparation of Logical lists and Physical lists
 - Raising binding orders
 - Accessioning Bound Volumes
- Auto-claim (Reminder) generation for 'Not received' issues

Technical Processing

- Import Bibliographic data
 - Using Z39.50 Client
 - From other libraries' OPACs
- Primary or Original Cataloguing
 - Provides 3 different templates for Cataloguing: Simple, General and MARC21 Templates
 - Compliant to MARC21 for Bibliographic, Authority and Holdings Data
 - Supports all material types (By MARC21)
 - Open Archive support (OAI-PMH protocol compliant)
 - Attach digital content along with catalogue record
- Search catalogue
 - Search catalogue through various system defined Indexes
 - Library can also define custom indexes
- Cross walks available meta data standards like MODS 3.0 and Dublin Core
- Technical Processing of items received through Acquisitions and Serials Management

Circulation

- Check out (Issues)
- Check in (Returns)
- Reserve items
- Recall items on loan
- Renew items on loan
- Inter Library Loans management
- Process items lost
- Weed out process
- Binding management
- Automatic overdue notices and reminder for renewals

Online Public Access Catalogue (OPAC)

- Various types of searches
 - Free text (Google like search)
 - Basic
 - Advanced
 - Expert
- Reserve items online and Cancel reservations online
- Renew items online
- View circulation transactions transacted and user privileges by the user online
- Top stories (View headlines through RSS feeds configured)
- Define SDI (Selective Dessimination of Information) profile
- List of new arrivals
- Suggest new books to be acquired online
- View special collections in the library.

Reports (NewGenLib Desktop)

- Acquisitions
 - Accession register
 - Budget expenditure
 - vendor performance
- Technical Processing
 - Customized list of titles
 - List of new arrivals
 - Documentation list
- Circulation
 - Stock verification
 - Checked out material detials
 - Current reservations
 - Detailed Circulation Transaction
 - Overdue material
 - Patron List (Users List)
 - Items reported lost
 - Daily Circulation Transaction
 - Items under binding

- Serials management
 - Current subscriptions
 - Duplicate issues
 - Missing issues
 - Unfulfilled subscriptions
 - Current arrivals
 - Budget expenditure
 - List of subscriptions

Hardware and Operating System Requirements: Our recommendation

NewGenLib Server

The server must satisfy certain minimum specifications and these are as follows
Ideally it should be a high-end Server (having a Xeon processor or similar one).
However, It could also be a dual core machine running at least at 3.0 GHz, b) It must have at least 4 GB RAM, c) It should have at least 10 GB hard disk space for the application programs and database and image, video and audio files.

NewGenLib Clients

Library clients, i.e., PCs at the library which will be used by the users to work with the functional modules of the software, have to be connected to the web server and will require the client machines with minimum specifications as follows:

Minimum requirement is for an Intel dual core machine running at least 2.0 GHz with at least 2 GB RAM. A minimum of 20GB hard disk. The higher the clock speed and the larger the RAM the better the performance of the client.

End-user clients

Those which will be used only for searching the OPAC may be simple Celeron machines running at 1.2 Ghz with at least 2 GB RAM and connected to the Web. These clients could be anywhere (e.g., homes of faculty, student hostels, and cyber cafes) as long as they are connected to the web.

Operating System Requirements that are to be supplied with the Computers

NewGenLib can run under the Windows 2000 Professional, Windows 7 Professional or Windows 2000 (or 2003) Advanced Server Operating Systems and under the Linux Redhat Server version (4.0 version and above).

The version can use as its backend, commercial RDBMS servers such as MS-SQL Server 2000 (or 2003) RDBMS. However, we also offer the open source PostgreSQL RDBMS. PostgreSQL server is free of charge but will need to be downloaded by the applying institution.

Use Of Bar-coded Labels

Ideally, a library should bar code its library collections so that the circulation of such materials could be automated via the NewGenLib Circulation module. NewGenLib will supports bar code standards. If an institution is acutely conscious of loss of its collections and if there is evidence that its losses relative to use are quite high, it may think of using RFID tags and gates. However, the cost of these technologies is at present quite high and there needs to be a proper cost-benefit analysis to determine if indeed the investment in an expensive security system is worth it. However, the present quotation covers Bar code-based circulation. RFID-based circulation module costs will be provided on specific demand.

Services

Summary of services offered

- Support for unlimited number of incidents.
- Incident support from 9.30 am to 6.00 am Indian Time on all days of the week except Sundays, National holidays and Organization's local holidays.
- Telephone, email and Web support in which Solution Provider provides general information, problem determination, isolation and verification.
- Check that correct software releases and latest updates are made available to the customer.
- Customer can define authorized customer contacts.

Data migration

After receiving the all the machine readable bibliographic data from Central library NewGenLib data conversion team will analyse the data and convert the data into NewGenLib native structures. In case, the library's metadata database of monographs, serials, reprints, reports, etc., is already in machine-readable format, we will assist you in converting this into the internal MARC-21 format of NewGenLib. We will not add any value to your records. They will be converted as is.

Training for the Conversion

If a library's monograph and serial records are not in machine-readable format, we will provide training to staff in using NewGenLib to import records from the Library of Congress and other MARC-21 data sources and integrate it into your database.

Customization

In most cases, customizations will not be required. However, if there are customizations that are specific to a library, these will be taken up only on payment of charges to be determined and will depend on the nature of the customization. If it is found that the customization is of a generic nature then such customization will be provided free of charge.

Training

Training will be conducted in the organization's premises or Online using Skype. For Onsite training **rail fare (A/c 2-tier or 3-Tier) for overnight journey and air-fare for long distance** along with local hospitality to be borne by the client.

Infrastructure Support

An LCD Projector and a screen and if necessary a PA system may also be needed. In addition to library staff, a system administrator who will be responsible for troubleshooting and attending to routine tasks such as making backups, ensuring that the server is protected against virus attacks and as providing a Firewall, will also be trained on the file system, database and application server files. How to obtain support after training, and how to report bugs will also be part of the training.

Support services

VSPL provides support services through email, telephone, online chat and online desktop sharing. We also update you with our latest releases, versions, updates, upgrades and bug fixes, provided free of cost if the client is in Annual Maintenance Contract (AMC) after one free year from the time of purchase. In case of Discontinued AMC, client can regularize AMC by paying arrears.

As a rule, VSPL provides 'after-sales' support predominantly using Information Technology (IT)-enabled methods, i.e., via email, chat sessions and discussion group postings, and lastly via telephone. Licensees will be informed of the numbers and IDs to use to avail the IT- and telephone- enabled support services. Similarly, updates and bug fixes and information about these will be posted to the web and Licensees will be informed of such postings so that these can then be downloaded and used on Licensee installations.


Any further visits will be undertaken only if the Institution agrees to pay per day charges, rail fare (A/c 2-tier or 3-Tier) for overnight journey and Air-fare for long distance along with local hospitality for such visits.

Quotation No: VSPL/QLC/05/1920/006
NewGenLib Enterprises Edition- Online Proposal

S.No	Description	Amount in INR
NewGenLib ILMS v3.1.2 – Helium LC: Single Library, 5 users		
1.	NewGenLib online Installation & Implementation	₹. 67,500
2.	Data Conversion from Machine Readable format to NGL database structures	
3.	Basic Online Training program using desktop sharing tools for one day.	
4.	Free Annual Maintenance for One year	
GST 18%		₹. 12,150
Total	Rupees seventy nine thousand six fifty only	₹. 79,650

* share your GST/UIN along with Purchase Order.

Payment terms and conditions: 100% of quoted amount in advance prior to execution of tasks

<p>Validity of this Quotation: This proposal is valid till March 31st 2020</p> <p>Note:</p> <ul style="list-style-type: none"> • Delivery: Online installation within 5 days from the date of receipt of PO and advance payment. • NGL Annual Maintenance Contract charges from 2nd year onwards: ₹. 11,000 and applicable taxes. • All payments for licensing the software, the implementation services and for the AMC are to be done to M/s. Verus Solutions Pvt. Ltd, Hyderabad. 	<p>Regards,</p>  <p>G.M. Business Development, Mobile: +91 9676552271 Verus Solutions Pvt Ltd</p>
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Quotation No: VSPL/QLC/05/1920/006

NewGenLib Enterprises Edition- Offline Proposal

S.No	Description	Amount in INR
NewGenLib ILMS v3.1.4 – Helium LC: Single Library, 5 users		
1.	NewGenLib on-site Installation & Implementation	₹. 1,10,000
2.	Data Conversion from Machine Readable format to NGL database structures	
3.	Training program at your place for 2-3 days	
4.	Free Annual Maintenance for One year	
5.	Training for system administrator	
GST 18%		₹. 19,800
Total	Rupees one lakh twenty nine thousand eight hundred only	₹. 1,29,800

*** share your GST/UIN along with Purchase Order.**

Payment terms and conditions: 90% of quoted amount in advance prior to execution of tasks remaining 10% after successfully completion of project.

Validity of this Quotation: This proposal is valid till March 31st 2020

Note:

- Delivery: Installation and training within 10 days from the date of receipt of PO and advance payment.
- Travel expenses from VSPL to client location (to-and-fro) and Local Hospitality for one resource person has to borne by the client.
- NGL Annual Maintenance Contract charges from 2nd year onwards: ₹. 11,000 and applicable taxes.
- All payments for licensing the software, the implementation services and for the AMC are to be done to M/s. Verus Solutions Pvt. Ltd, Hyderabad.

Regards,



G.M. Business
Development,
Mobile: +91 9676552271
Verus Solutions Pvt Ltd

Verus Solutions Private Limited.,

Flat No: 101, Swarnabharathi Towers, AS Raju Nagar, Opp. JPN Nagar Colony, Miyapur, Cyberabad, Telangana – 500 049.

LL: +91 40 6564 2333 Mobile: +91 707 5824 766/767/768/769

Email : info@verussolutions.biz Web : www.verussolutions.biz

V.M.SALGAOCAR INST. OF INTNL. HOSP. EDU

UNIT (Vishwa Saraswati Society)

Manora Raia, Salcete,

Goa 403720

GSTIN/UIN: 30AAAV4308H1ZX

State Name : Goa, Code : 30

Purchase Voucher

No. : PJV/023/19-20

Dated : 2-Aug-2019

Ref.: VSPL/ILC/07/1920/042 dt. 9-Jul-2019

Party's Name : Verus Solutions Private Limited

Plot No.41,42, Flat No 101, Swarnabharathi Towers,

AS Raju Nagar, Opp JPN Nagar Colony,

Miyapu, Cyberabad, Hyderabad, Telengana-500 049.

Ph.No. 9676552271

Particulars	Amount
Other Equipments	₹ 76,700.00
Software NewGenLib EE V3.1.4 1.00 Nos 76,700.00/Nos 76,700.00	

ORIGINAL IN FILE 2019-20

Account of :

Purchase of Library software against BN VSPL/ILC/07/1920/042 dt 9/7/19 vide GRN341 PO/335

Amount (in words) :

INR Seventy Six Thousand Seven Hundred Only

Buyer's PAN : AAAAV4308H

for V.M.SALGAOCAR INST. OF INTNL. HOSP. EDU

Authorised Signatory

Prepared by

Checked by

Verified by

V. M. SALGAOCAR INSTITUTE
 HOSPITALITY EDUCATION, RAJA-MANORA, GOA.
 RECEIVED THE MATERIAL SUBJECT TO
 VERIFICATION AND FINAL INSPECTION.
 3H1
 STORES 29/7/19.

VM:HE Security Inward
 Date 29-07-19
 Time 8:42
 No. 688
 Checked by [Signature]



389

PO 335/19.20

INVOICE

(Issued under Rule 1 of Section 31 GST Act, 2017)

GSTIN	36AABCV6778J1ZP	Invoice No	VSPL/ILC/07/1920/042
NAME	Verus Solutions Private Limited	Invoice Date	09-07-2019

Details of Receiver (Billed to)		PJV 23/2.8.19	
Name	V. M. Salgaocar Institute of International Hospitality Education,	State Code	
Address	The Principal, V. M. Salgaocar Institute of International Hospitality Education, Goa.	GST/UIN	

PAID
 REF: [Signature]
 DATE: 24/7/19
 CHQ. NO.: 00552

Sub: As Per Proforma

S.No	Particulars	Amount in INR
1.	NewGenLib ILMS v3.1.5 - Helium LC: Single Library, 5 users with On-line installation, Training for 1 days and one year free.support	₹. 65,000.00 ✓
SGST 9 %		-----
CGST 9 %		-----
IGST 18 %		₹. 11,700.00 ✓
Total :	(Rupees seventy six thousand seven-hundred only)	₹. 76,700.00 ✓

The Following are the Bank Details of Verus Solutions Pvt Ltd.,

HDFC BANK LTD. Plot. No. 78/a, Sterling Grand Cvk, West Marredpally, Secunderabad - 500 026, Telangana, INDIA.

ACCOUNT NO	SWIFT CODE	MICR CODE	IFSC CODE
0377 200 0000 419	HDFCINBB	500240012	HDFC0000377

Note: All payments must be done in favor of M/s. Verus Solutions Pvt Ltd., Hyderabad.

For Verus Solutions Pvt Ltd.,

[Signature]

Manager,
 Mobile No: +91 70758 24769



Handwritten notes and signatures:
 - 76700
 - 8500
 - 70200
 - [Signature]
 - [Signature]
 - [Signature]
 - [Signature]
 - [Signature]

Verus Solutions Private Limited.,



Plot No.41, 42, Flat No.101,
SwarnaBharathi Towers, AS Raju Nagar,
Opp.JPN Nagar Colony, Miyapur, Cyberabad,
Hyderabad, Telangana-500049
Ph : 040-48579992

No. **1049**

RECEIPT

Date: 09/07/2019

Received with thanks from V.M. Dalgaoker Institute of International Hospitality Education, GOA

the sum of Rupees Seventy Thousand Two hundred
rupees only

towards NewGen Hib ILMG LC

by Cash/Cheque/D.D.No. NEFT Dated 08/07/2019

Rs. 70,200/-

for Verus Solutions Pvt. Ltd.



V.M.SALGAOCAR INST. OF INTNL. HOSP. EDU

UNIT (Vishwa Saraswati Society)

Manora Raia, Salcete,

Goa 403720

State Name : Goa, Code : 30

Expense Journal Voucher

No. : EJV/017/20-21

Dated : 13-Oct-2020

Particulars	Debit	Credit
Repair & Maintenance - Dr	14,160.00	
Others		
VMSIHE - Primary Cost Category		
Library 14,160.00 Dr		
To Verus Solutions Private Limited		14,160.00
New Ref VSPL/06/2021/24 dt 6.6.20 14,160.00 Cr		
	₹ 14,160.00	₹ 14,160.00

On Account of :

New Gen Lib EE ILMS
Annual Maintenance Contract
from July2020 to June2021
as per VSPL/PAMC/06/2021
/024 dtd 6.6.20 Verus
Solutions Pvt. Ltd.

Authorised Signatory

Prepared by

Checked by

Verified by

INVOICE

(Issued under Rule 1 of Section 31 GST Act, 2017)			
GSTIN	36AABCV6778J1ZP	Invoice No	VSPL/IAMC/10/2021/044
NAME	Verus Solutions Private Limited	Invoice Date	15-10-2020

Details of Receiver (Billed to)			
Name	V. M. Salgaocar Institute of International Hospitality Education	State Code	30
Address	The Principal, V. M. Salgaocar Institute of International Hospitality Education, Goa	GST/UIN	30AAAV4308H1ZX
		SAC Code	998313

Ref: IIHE/2020-21/IT/07 Dated : 12-10-2020

S.No	Particulars	Amount in INR
1.	NewGenLib –On-Line Annual Maintenance Contract Advance Payment, Duration: July 2020 to June 2021	₹. 12,000.00
	SGST 9 %	-----
	CGST 9 %	-----
	IGST 18 %	₹. 2,160.00
	Total (Rupees fourteen thousand one hundred and sixty only)	₹. 14,160.00 ✓

The Following are the Bank Details of Verus Solutions Pvt Ltd.,

HDFC BANK LTD. Plot. No. 78/a, Sterling Grand Cvk, West Marredpally, Secunderabad - 500 026, Telangana, INDIA.			
ACCOUNT NO	SWIFT CODE	MICR CODE	IFSC CODE
0377 200 0000 419	HDFCINBB	500240012	HDFC0000377

Note: All payments must be done in favor of M/s. Verus Solutions Pvt Ltd., Hyderabad.

For Verus Solutions Pvt Ltd.,



Manager,
Mobile No: +91 70758 24769

*New Gen Lib
Library Software
Ame Renewal Bill
Issued
16/10/2020*

Verus Solutions Private Limited.,

Flat No: 101, Swarnabharathi Towers, AS Raju Nagar, Opp. JPN Nagar Colony, Miyapur, Cyberabad, Telangana - 500 049.

LL: +91 40 6564 2333 Mobile: +91 707 5824 766/767/768/769

Email : info@verussolutions.biz Web : www.verussolutions.biz

V.M.SALGAOCAR INST. OF INTNL. HOSP. EDU

UNIT of Vishwa Saraswati Society
Manora Raia,Salcete,
Goa 403720

GSTIN/UIN: 30AAAAV4308H1ZX

State Name : Goa, Code : 30

Purchase Voucher

No. : PJV/049/07/21-22

Dated : 9-Jul-2021

Ref.: VSPL/IAMC/07/2122/023 dt. 8-Jul-2021

Party's Name : Verus Solutions Private Limited

Plot No.41,42, Flat No 101,Swarnabharathi Towers,
AS Raju Nagar,Opp JPN Nagar Colony,
Miyapu, Cyberabad,Hyderabad , Telengana-500 049.
Ph.No. 9676552271

PAN/IT No :

Particulars	Amount
Repair & Maintenance - Others	₹ 14,160.00
Bill Details:	
New Ref VSPL/IAMC/07/2122/023	14,160.00 Cr

On Account of :
New Gen Lib EE ILMS Annual Maintenance Contract from July2021 to June2022 as per VSPL/IAMC/07/2122/023 dtd 8.7.21 Verus Solutions Pvt. Ltd.

Amount (In words) :
INR Fourteen Thousand One Hundred Sixty Only

Buyer's PAN

: AAAAV4308H

for V.M.SALGAOCAR INST. OF INTNL. HOSP. EDU

Authorised Signatory

Prepared by

Checked by

Verified by

P.N.V. 1/12-2 dt.



P.N.V. 049/07/21-22 dt. 9/7/21 INVOICE

(Issued under Rule 1 of Section 31 GST Act, 2017)			
GSTIN	36AABCV6778J1ZP	Invoice No	VSPL/IAMC/07/2122/023
NAME	Verus Solutions Private Limited	Invoice Date	08-07-2021

Details of Receiver (Billed to)			
Name	V. M. Salgaocar Institute of International Hospitality Education,	State Code	
Address	The Principal, V. M. Salgaocar Institute of International Hospitality Education, Goa.	GST/UIN	
		SAC Code	998313

Sub: Sub: As per Proforma

S.No	Particulars	Amount in INR
1.	NewGenLib - On-Line Annual Maintenance Contract Duration: July 2021 - June 2022	₹. 12,000.00
	SGST 9 %	-----
	CGST 9 %	-----
	IGST 18 %	₹. 2,160.00
Total	(Rupees fourteen thousand one hundred and sixty only)	₹. 14,160.00

The Following are the Bank Details of Verus Solutions Pvt Ltd.,

HDFC BANK LTD. Plot. No. 78/a, Sterling Grand Cvk, West Marredpally, Secunderabad - 500 026, Telangana, INDIA.

ACCOUNT NO	SWIFT CODE	MICR CODE	IFSC CODE
0377 200 0000 419	HDFCINBB	500240012	HDFC0000377

Note: All payments must be done in favor of M/s. Verus Solutions Pvt Ltd., Hyderabad .

For Verus Solutions Pvt Ltd.,



Manager,
Mobile No: +91 70758 24769

*Renewal of New GenLib
Software for the
period of one year from
July 2021 to June 2022*

Invoice 8/7/21

Verus Solutions Private Limited.,

Flat No: 101, Swarnabharathi Towers, AS Raju Nagar, Opp. JPN Nagar Colony, Miyapur, Cyberabad, Telangana - 500 049.

LL: +91 40 6564 2333 Mobile: +91 707 5824 766/767/768/769

Email : info@verussolutions.biz Web : www.verussolutions.biz

Sup 9/7

PAID

REF: 91319

DATE: 9/7/21

CHK. NO: 1293



V. M. SALGAOCAR INSTITUTE
of
INTERNATIONAL HOSPITALITY EDUCATION

Manora Raia, Salcete, Goa - 403720 India
Tel: +91 (832) 6623000 Fax: +91 (832) 6623111 info@vmsiue.edu.in www.vmsiue.edu.in
Established by Vishwa Saraswati Society (Reg. No. 10/Goa/2007)

8th July, 2021

To,
Verus Solutions Private Limited
Flat No. 103 Swarnabharathi Towers,
AS Raju Nagar, Opp. JPN Nagar Colony,
Miyapur, Cyberabad, Telangana - 500 049

Sub: Work Order - AMC for NewGenlib - Library Software

Dear Sir,

With reference to your discussion on 8th July 2021 you had with us for renewal of NewGenlib software for a further period of one year i.e from July 2021 to June 2022, we are pleased to confirm the same as per the terms & conditions given below.

1. Scope of Work:
Renewal Period: One Year w.e.f. July 2021 to June 2022.
2. Value of the Work Rs 12,000/- + 18 % GST = Rs. 14,160/-
3. Payment Terms 100% on signing of the Work Order against submission of bill.
4. Site Address:- M/s V.M Salgaocar Institute of International Hospitality Education, Manora, Raia-Goa.
Contact Person: Mr. Issac Mathew + 91 (832) 6623232 / 7722021205 / 9822163512
5. Jurisdiction Any dispute arising out of this contract shall be subjected to the jurisdiction of the GOA state only.

In acceptance and confirmation of the contents hereof, please sign a second copy of this work order for our records.

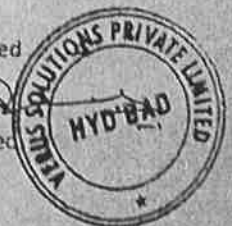
Thanking you

Yours faithfully,
For V.M Salgaocar Institute of International Hospitality Education.

Prof. Irfan Mirza
Director /Principal

Accepted

For Verus Solutions Private Limited



System Administrator

Administrator

Work Order VERUS - NewGenLibrary

08-07-2021 14:35:57

PJV/049 18/12/21 -22 dt. 9/7/21



INVOICE

(Issued under Rule 1 of Section 31 GST Act, 2017)

GSTIN	36AABCV6778JIZP	Invoice No	VSPL/IAMC/07/2122/023
NAME	Verus Solutions Private Limited	Invoice Date	08-07-2021

Details of Receiver (Billed to)

Name	V. M. Salgaocar Institute of International Hospitality Education,	State Code	
Address	The Principal, V. M. Salgaocar Institute of International Hospitality Education, Goa.	GST/UIN	
		SAC Code	998313

Sub: Sub: As per Proforma

S.No	Particulars	Amount in INR
1.	NewGenLib – On-Line Annual Maintenance Contract Duration: July 2021 – June 2022	₹. 12,000.00
SGST 9 %		-----
CGST 9 %		-----
IGST 18 %		₹. 2,160.00
Total (Rupees fourteen thousand one hundred and sixty only)		₹. 14,160.00

The Following are the Bank Details of Verus Solutions Pvt Ltd.,

HDFC BANK LTD. Plot. No. 78/a, Sterling Grand Cvk, West Marredpally, Secunderabad - 500 026, Telangana, INDIA.

ACCOUNT NO	SWIFT CODE	MICR CODE	IFSC CODE
0377 200 0000 419	HDFCINBB	500240012	HDFC0000377

Note: All payments must be done in favor of M/s. Verus Solutions Pvt Ltd., Hyderabad.

For Verus Solutions Pvt Ltd.,

Manager,
Mobile No: +91 70758 24769



Handwritten notes and signatures:
- "Checked" and "Renewed for one year" with a signature and date 20/7/21.
- "20/7/21" with a signature.
- "20/7/21" with a signature.

Verus Solutions Private Limited.,

Flat No: 101, Swarnabharathi Towers, AS Raju Nagar, Opp. JPN Nagar Colony, Miyapur, Cyberabad, Telangana - 500 049.

Phone : +91 40 65642333, 707 5824 766/767/768/769

Email : info@verussolutions.biz, Web : www.verussolutions.biz

V.M.SALGAOCAR INST. OF INTNL. HOSP. EDU

UNIT of Vishwa Saraswati Society

Manora Raia, Salcete,

Goa 403720

State Name : Goa, Code : 30

HDFC Bank Payment Voucher

No. : HBP/051/07/21-22

Dated : 9-Jul-2021

Through : HDFC Savings A/c-50100051500215

Particulars	Amount
Account :	
Verus Solutions Private Limited	14,160.00
Agst Ref VSPL/IAMC/07/2122/023 14,160.00 Dr	

On Account of :

New Gen Lib EE ILMS Annual Maintenance Contract from July2021 to June2022 as per VSPL /IAMC/07/2022/023 dtd 8.7.21 Verus Solutions Pvt. Ltd. paid thru NEFT/Fund Transfer on 9/7/21

Bank Transaction Details:

Verus Solutions Private Limited,03772000000419

Same Bank Transfer 9-Jul-2021 14,160.00

Amount (in words) :

INR Fourteen Thousand One Hundred Sixty Only

₹ 14,160.00

Receiver's Signature:

Authorised Signatory


Prepared by


Checked by


Verified by

HBP/057 ↓ 9/7/21



Knowledge - access, exchange, use

Plot No.41, 42, Flat No.101,
SwarnaBharathi Towers, AS Raju Nagar,
Opp.JPN Nagar Colony, Miyapur, Cyberabad,
Hyderabad, Telangana-500049
Ph : 040-48579992

No. **1366**

ADV RECEIPT

Date: 08/07/2021

Received with thanks from V.M Salgarofar Institute of Hospitality Education

the sum of Rupees Fourteen Thousand One hundred
sixty Only

towards New Gen'ib PLMS AMC
Period (July 2021 to June 2022)

by Cash/Cheque/D.D.No. _____ Dated _____

Rs. 14,160/-

for Verus Solutions Pvt. Ltd.
ehai



V. M. SALGAOCAR INSTITUTE
of
INTERNATIONAL HOSPITALITY EDUCATION

Manora-Raia, Salcete, Goa - 403720 India
Tel +91 (832) 6623000 Fax +91 (832) 6623111 info@vmsiie.edu.in www.vmsiie.edu.in
Established by Vishwa Saraswati Society (Reg. No. 10/Goa/2007)

The Manager,
HDFC Bank Ltd.,
Vasco-da-Gama.

09th July, 2021

Dear Sir,

Sub: Fund Transfer through NEFT mode

We request you to transfer under NEFT mode of transfer a sum of Rs.14,160/- (Rupees Fourteen Thousand One Hundred Sixty Only) as per the details mentioned here below:

1. Name of Beneficiary : Verus Solutions Private Limited ✓
2. Amount : Rs.14,160/- ✓
3. Account No. : 03772000000419 ✓
4. IFSC Code : HDFC0000377 ✓
5. Bank Name & address : HDFC Bank Ltd,
Telangana ✓

Please debit a sum of 14,160/- (Rupees Fourteen Thousand One Hundred Sixty Only) to our A/C 50100051500215 with you under advice to us.

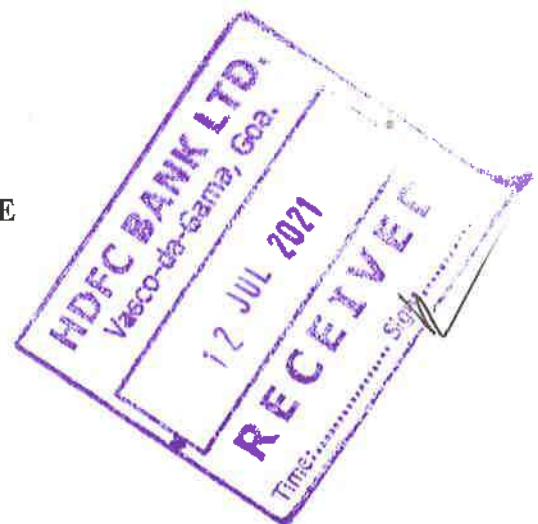
Please do the needful.

Thanking you,

Yours faithfully,
For VISHWA SARASWATI SOCIETY A/C VMSIHE



AUTHORISED SIGNATORIES





INVOICE

(Issued under Rule 1 of Section 31 GST Act, 2017)

GSTIN	36AABCV6778JIZP	Invoice No	VSPI/IAMC/07/2223/038
NAME	Verus Solutions Private Limited	Invoice Date	01-07-2022

Details of Receiver (Billed to)

Name	V. M. Salgaocar Institute of International Hospitality Education, Goa	State Code	
Address	The principal, V. M. Salgaocar Institute of International Hospitality Education, Goa.	GST/UIN	
		SAC Code	998313

Sub: WO Ref: IIHE/2022-23/IT/3 Dated: 21st June 2022

S.No	Particulars	Amount in INR
1.	NewGenLib – On-Line Annual Maintenance Contract Duration: July 2022 – June 2023	₹ 12,000.00
	SGST 9 %	-----
	CGST 9 %	-----
	IGST 18 %	₹ 2,160.00
Total	(Rupees fourteen thousand one hundred and sixty only)	₹ 14,160.00



The Following are the Bank Details of Verus Solutions Pvt Ltd.,

HDFC BANK LTD. Plot No. 78/a, Sterling Grand Cvk, West Marredpally, Secunderabad - 500 026, Telangana, INDIA.

ACCOUNT NO	SWIFT CODE	MICR CODE	IFSC CODE
0377 200 0000 419	HDFCINBB	500240012	HDFC0000377

Note: All payments must be done in favor of M/s. Verus Solutions Pvt Ltd., Hyderabad.

For Verus Solutions Pvt Ltd.,

Manager,

Mobile No: +91 70758 24769

Verus Solutions Private Limited

Plot No : 41, 42, Flat No 101, SwarnaBharathi Towers, AS Raju Nagar, Opp JPN Nagar Colony, Miyapur, Cyberabad, Hyderabad, Telangana, - 500 049. Ph: 040 48579992 Mob : +91 70758 24766 / 767 / 768 / 769.

Email: info@verussolutions.biz Web: www.verussolutions.biz

No. **1548**

Adv- **RECEIPT**

Date: 01/12/2022

Received with thanks from V.M Salgaocar Trust of Tut Hospitality Education, Goa
the sum of Rupees Fourteen Thousand One Hundred &

Seventy Only

towards New Gen Lib ILMs AMC (on-line)

by Cash/Cheque/D.D.No. _____ Dated _____

Rs. 14,160/-

for Verus Solutions Pvt. Ltd.



V.M.SALGAOCAR INST. OF INTNL. HOSP. EDU

UNIT of Vishwa Saraswati Society

Manora Raia, Salcete,

Goa 403720

GSTIN/UIN: 30AAAV4308H1ZX

State Name : , Code :

Purchase Voucher

No. : PJV/026/07/22-23

Ref.: VSPL/IAMC/07/2223/38 dt. 1-Jul-22

Dated : 5-Jul-22

Party's Name : Verus Solutions Private Limited

Plot No.41,42, Flat No 101, Swarnabharathi Towers,
AS Raju Nagar, Opp JPN Nagar Colony,
Miyapu, Cyberabad, Hyderabad , Telengana-500 049.
Ph.No. 9676552271

Particulars	Amount
Repair & Maintenance - Others	₹ 14,160.00
Bill Details:	
New Ref VSPL/IAMC/07/2223/38 dt 1.7.22	14,160.00 Cr
On Account of :	
New Gen Lib EE ILMS Annual Maintenance Contract from July2022 to June2023 as per VSPL/IAMC/07/2223/038 dtd 1.7.22 Verus Solutions Pvt. Ltd.	
Amount (in words) :	
INR Fourteen Thousand One Hundred Sixty Only	

Buyer's PAN

: AAAAV4308H

for V.M.SALGAOCAR INST. OF INTNL. HOSP. EDU

Prepared by

Checked by

Authorised Signatory

Verified by

INVOICE

(Issued under Rule 1 of Section 31 GST Act,2017)			
GSTIN	36AABCV6778J1ZP	Invoice No	VSPL/IAMC/07/2223/038
NAME	Verus Solutions Private Limited	Invoice Date	01-07-2022

Details of Receiver (Billed to)			
Name	V. M. Salgaocar Institute of International Hospitality Education, Goa	State Code	
Address	The principal, V. M. Salgaocar Institute of International Hospitality Education, Goa.	GST/UIN	
		SAC Code	998313

PJV/26 07/22-23 dt. 05-07-22

PAID
REF: Link
DATE: 05-07-22
CHQ. NO.: NEFT
05/07

Sub: WO Ref: IHE/2022-23/IT/3 Dated: 21st June 2022

S.No	Particulars	Amount in INR
1.	NewGenLib – On-Line Annual Maintenance Contract Duration: July 2022 – June 2023	₹ 12,000.00
	SGST 9 %	-----
	CGST 9 %	-----
	IGST 18 %	₹ 2,160.00
Total	(Rupees fourteen thousand one hundred and sixty only)	₹ 14,160.00

The Following are the Bank Details of Verus Solutions Pvt Ltd.,

HDFC BANK LTD. Plot. No. 78/a, Sterling Grand Cvk, West Marredpally, Secunderabad - 500 026, Telangana, INDIA.			
ACCOUNT NO	SWIFT CODE	MICR CODE	IFSC CODE
0377 200 0000 419	HDFCINBB	500240012	HDFC0000377

Note: All payments must be done in favor of M/s. Verus Solutions Pvt Ltd., Hyderabad.

For Verus Solutions Pvt Ltd.,



Manager,
Mobile No: +91 70758 24769

AMC for NewGenLib Software for the period of 1 year.
Link
5/7

V.M.SALGAOCAR INST. OF INTNL. HOSP. EDU

UNIT of Vishwa Saraswati Society

Manora Raia, Salcete,

Goa 403720

State Name : , Code :

HDFC Bank Payment-215 Voucher

No. : HBP/020/07/22-23

Dated : 7-Jul-22

Through : HDFC Savings A/c-50100051500215

Particulars	Amount
Account :	
Verus Solutions Private Limited	14,160.00
Agst Ref VSPL/IAMC/07/2223/08 dt 1.7.22 14,160.00 Dr	

On Account of :

New Gen Lib EE ILMS Annual Maintenance Contract from July2022 to June2023 as per VSPL/IAMC/07/2223/038 dtd 1.7.22 Verus Solutions Pvt. Ltd. PJV26/07 paid vide VSS/NEFT-RTGS/03/07/22 dt 7.7.22

Bank Transaction Details:

Verus Solutions Private Limited,03772000000419
Same Bank Transfer VSS/NEFT-RTGS/03/07/22 7-Jul-22 14,160.00

Amount (in words) :

INR Fourteen Thousand One Hundred Sixty Only

₹ 14,160.00

Receiver's Signature:

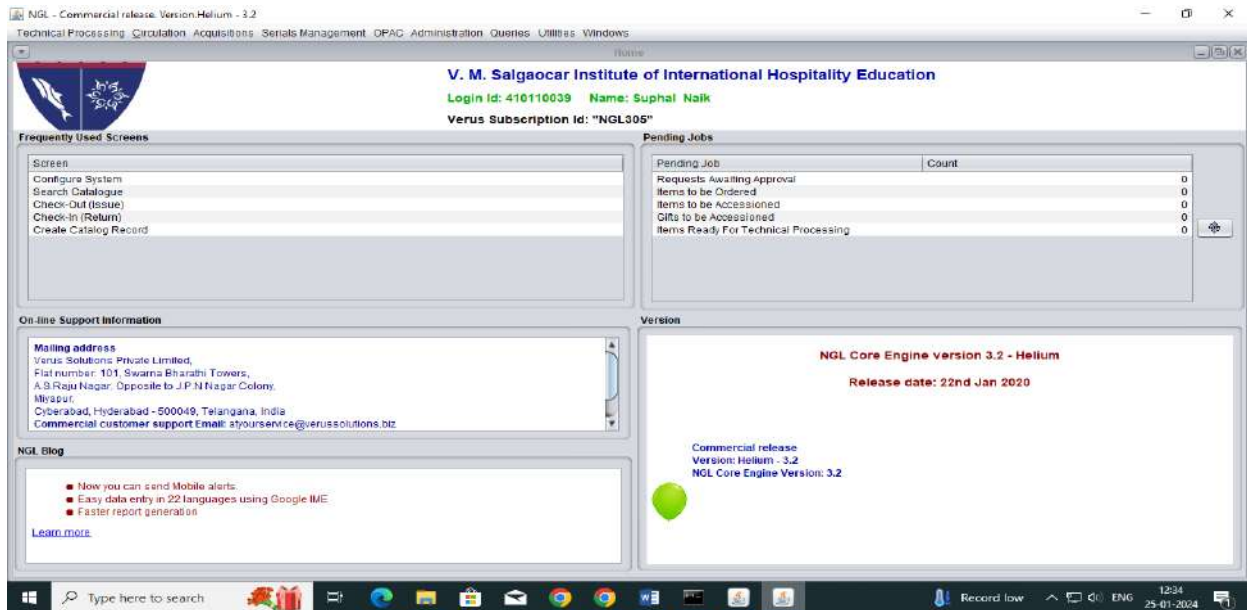
Authorised Signatory

Prepared by

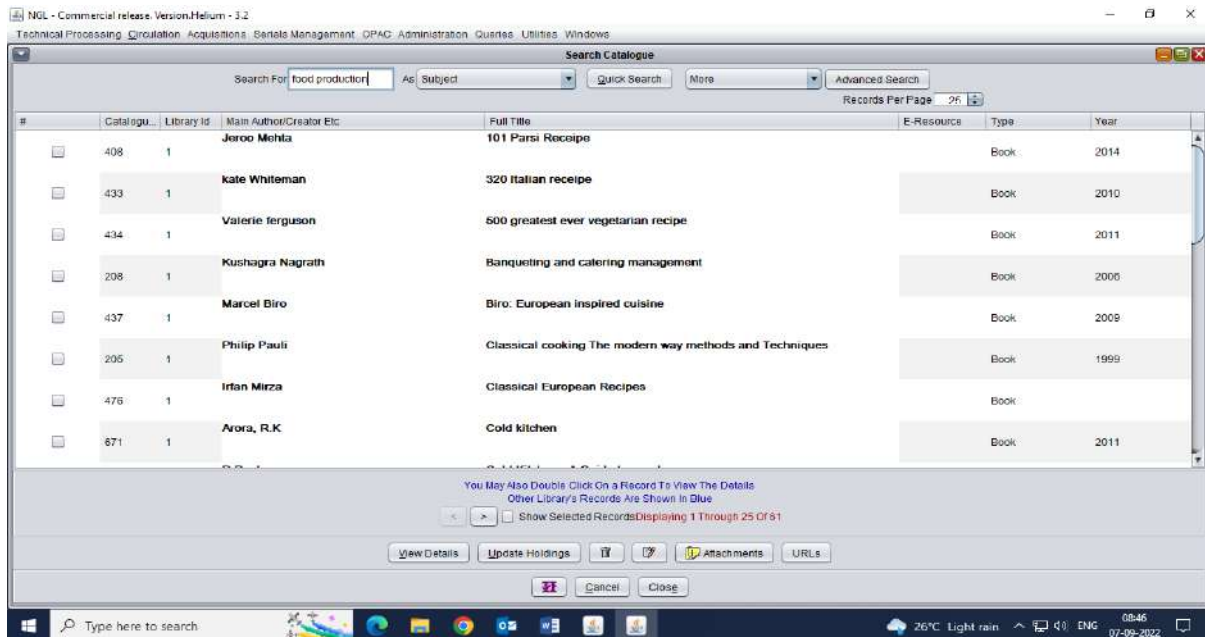
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Verified by

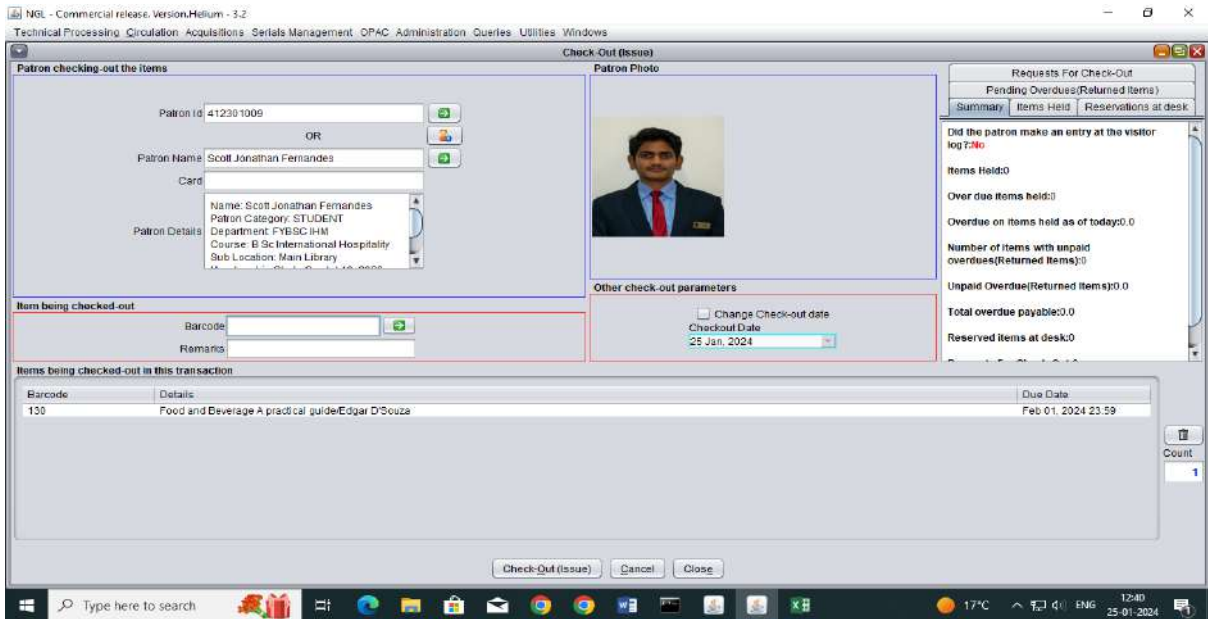
NewGenLib Software Screen shot



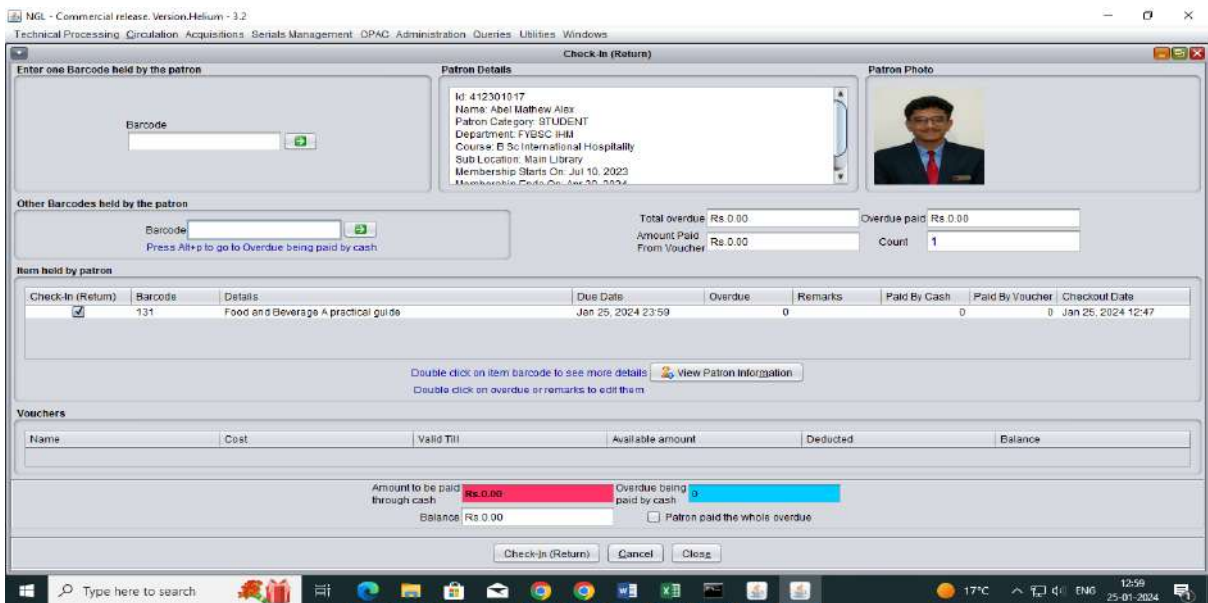
Screenshot NewGenLib Integrated Library Management Software (Home Page)



Screenshot NewGenLib Integrated Library Management Software Book Search




Screenshot NewGenLib Integrated Library Management Software Circulation Counter (Check-Out)



Screenshot NewGenLib Integrated Library Management Software Circulation Counter (Check- In)

Library | Hotel Management Insti... x V. M. SALGAOCAR INSTITUTE OF... x Welcome to V. M. Salgaocar Insti... x

Net secure | 49.248.8.74:8080/newgenlibctx/



**V. M. SALGAOCAR INSTITUTE
of
INTERNATIONAL HOSPITALITY EDUCATION**

Marine Road, Sakinaka, Goa - 403720 India
Tel: +91 (832) 6623000 Fax: +91 (832) 6623111 info@vmsi.edu.in www.vmsi.edu.in

Themes 1 2 3

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Brief description



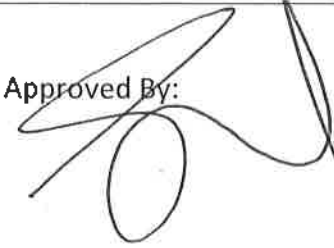
<p>Library Timings</p> <ul style="list-style-type: none"> Monday to Friday 9:00 am to 3:45pm, 10:00 am to 12noon, 12:30 pm to 2:45pm, 3:00 pm to 5:00 pm 	<p>About Library</p> <ul style="list-style-type: none"> VMSIHE has well equipped library in diverse subjects. The library serves as the main source of information for various class assignments, projects and research. It also has an excellent collection of 	<p>About Organisation</p> <ul style="list-style-type: none"> Set up to high international standards, VMSIHE is the first Hospitality Institute in Goa that offers you the best hospitality education with world class infrastructure that gives your career an edge. 	<p>Your Library on Mobile</p> <ul style="list-style-type: none"> Access library from your Android Phone/Tablet. You can download the Android App from your Phone/Tablet from http://www.vmsi.edu.in/android. Send link and instructions to my email configured on my Android.
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Type here to search

25°C Light rain 11:07 08-09-2022

Online Public Access Catalogue

SOP REVIEW FORM

SOP Title	STANDARD OPERATING PROCEDURE FOR LIBRARY	
Revision Number	4	
Revision Date	05/01/2022	
Revision Suggested By	Prof. Irfan Mirza	
Reason for Revision:	<ul style="list-style-type: none">• To update and add additional information about various processes.• Mentioning about additional library software.• Membership form is created and added.• Members of the committee are added.• Library rules and regulations are updated.	
SOP Revision Appropriate	YES/NO	
	 Administrator	 Librarian
Approved By:  Director / Principal		

Standard Operating Procedure For Library

PURPOSE AND SCOPE

The Library provides access to a range of information resources to enhance study, teaching and research in support of institutes teaching learning process. This procedure describes the activities carried out by a Library.

Library has a committee to facilitate prompt services and necessary suggestions to improve the library services.

Committee will be formed and functional for every 3 years.

Following are the members of library committee.

- Chairperson – Administrator

- Member:
 - HOD/ In charge - Culinary Arts/Food Production
 - HOD/ In charge - General Management
 - HOD/ In charge - Language teachers/Arts
 - HOD/ In charge - Accounts and Purchase
 - Librarian

RESPONSIBILITIES OF THE COMMITTEE

- Taking decisions for improvement and development in the library.
- Deciding an Academic library budget.
- Updating resources.

OVERVIEW

The library is charged with the responsibility of providing students and faculty:

- Access to an extensive range of information resources by carrying out the basic functions of: acquiring, processing, organizing, preserving and dissemination of information within the scope of the institutes' curriculum.
- The library ensures that various large number of collection of books, journals, magazines including online resources is available for creating a better environment of academic development for both students and faculty.

Note – In special cases with the approval of the Director/Principal it may also be issued to the members of the management/ public members.

The core activities of the library are as follows:

1. Requisition of library resources (Books, journals, magazines, library materials).
2. Acquisition of books through Purchase Department.
3. Cross verification for acceptance/ rejection of the ordered goods and clearing bill for payment.
4. Cataloguing Process.
5. Subscription and procedures of various Journals, Magazines and Newspapers.
6. Library service for the student and Faculty.
7. Rules and regulations to be adhered by the library patrons.
8. Issuing of journals and magazines.
9. Library User Feedback Process.
10. Stock Verification process.
11. Preservation of books.
12. Weeding out of the damaged books.
13. Penalty process for student and staff.
14. Maintaining Library software and other equipments.
15. Use of library online resources.

1) REQUISITION OF LIBRARY RESOURCES:

- An email is sent to all faculties for requisition of books at the end of the Academic year (Annexure 1). Faculties can also email the list of books to the librarian to be purchased.
- Identical Titles will be checked in the Library manually/software and faculties will be informed accordingly.
- List of the books will be prepared and sent to the Purchase Department to get the quotation.
- Then it will be sent to the Director/Principal for consideration and approval.
- Approved quotation is sent to Purchase Department for acquisition.
- Once received the books from the Purchase Department, it will be received accordingly by the librarian for processing for entry in the register and software.
- Then books are shelved as per DDC scheme.

2) ACQUISITION OF BOOKS:

- Catalogue circulation:** Publishers send their catalogue to Info/ Purchase Department and then it is circulated by the librarian from time to time to all the faculties and the faculty may propose any book/s available from the catalogue and inform the librarian for further action. Faculties may also recommend books other than the ones mentioned in the catalogue.
- Book Exhibition:** The faculty members and the librarian should be encouraged to visit the books exhibition in Goa and nearby states and select good quality book/s which will be useful for the course curriculum. The proposed books can be purchased subject to the approval of the Director/Principal.

It is also suggested to have in-house book exhibition, so that faculty can propose the books.

3) CROSS VERIFICATION FOR ACCEPTANCE/ REJECTION AND CLEARING BILL FOR PAYMENT

- On receiving the books librarian will physically verify each and every book for price verification and the edition quoted during the quotation and the actual printed price on the book.
- After cross verification, if found correct, the bills will be sent to Account Department for necessary release of payments.
- The copy of the payment made is sent to the librarian for records along with the list of books for which the payment is released.
- Discrepancies, if any, noticed will be reported to the Purchase Department for necessary rectification with the suppliers.
- It is mandated that every bill should have the librarian signature for the release of payment by the Accounts department.

4) CATALOGUING PROCESS

- Book cards are written and classified as per the Dewey Decimal Classification (DDC).
- After classification, Accession numbers are assigned and written on the Books and on the Accession Register for records (Annexure 2).
- Computer Entry: These books will be entered in the computer database (New Gen Lib Software) along with books details, Invoice details and so on.
- After processing, shelving is done. A few copies are displayed in New Arrival section for a week to showcase to the library users.
- Faculties and students are also informed through email about new arrivals in Library for wider publicity for optimum usage and reference.

5) SUBSCRIPTION AND PROCEDURES OF VARIOUS JOURNALS, MAGAZINES AND NEWSPAPERS.

- From time to time the faculty members give the list of new journals/magazines published or required to be subscribed so that the same can be procured with the prior approval of the Director/Principal. The journal/magazines received will be processed according to the procedure mentioned above at point no 2.

- Approval from Director for renewal of journals and magazines is taken and follows the same procedure. Undelivered journals/magazines if any will be informed to the suppliers immediately to get the same resolved timely. Newspapers bills, Magazine bills and any other such bills received will be sent to Accounts department for necessary payments.

6) LIBRARY SERVICES FOR THE STUDENT AND FACULTY

- Informing about the rules and regulation and the usage of the library services during orientation program for freshers.
- All new users will fill library membership form at the time of induction (Annexure 3).
- Distribution of library cards. Each student is issued three borrower's ticket and a reference ticket (Annexure 4).
- Preparation of faculty library card. One card is issued on which they can be issued 10 books.
- Books will be issued for a period of 7 days thereafter, a student may opt for renewal of the same book and use it for another extended seven days. Books should be returned to the library within the due date or else a fine will be levied in accordance with the fine imposed as decided by the library committee from time to time.
- Books for faculties will be issued for entire semester, which may be renewed according to their needs.
- Taking the students and new faculties to the library to show the various section and familiarizing students with library setup.
- Informing about new arrivals.
- Helping to provide relevant information.

7) RULES AND REGULATIONS TO BE ADHERED BY THE LIBRARY PATRONS

1. Timing for library is 8am to 5pm from Monday to Friday.
2. Patrons should maintain silence in the library.
3. Use of cell phones is not permitted in the library.
4. No eatables are allowed in the library.

5. Entry register has to be filled on arrival in the library. Patrons are required to write details including time-in and time out when they leave the library.
6. If patron want to use the reading room, a separate register is kept, wherein he/she should write details including time-in and time out when they leave the reading room.
7. Students can use the library reprographic service by paying the charges.
8. The reader should check the books before borrowing to ensure that these are not damaged. If a book is found to be damaged or certain pages are missing, the borrower should get this statement recorded on the book, otherwise he/she shall be held responsible for the damage, discovered at the time of returning the books.
9. Borrower should handle the books carefully. If major mutilation or damage to the book, the borrower is liable to pay penalty instituted by the library.
10. If students want to discuss anything related to studies, they should write an application seeking for permission to sit in reading room.
11. Borrowers are not allowed to exchange books among themselves and each student will be responsible for returning the book which has been issued to him/her.
12. Students should check the Accession number of the book when issued to them. Students have to return the book with same accession number issued to them. Same title with other accession number will not be accepted.
13. Students are not allowed to take photo copies or print-out during 5 minutes break during class hours.
14. Students should carry library cards and should be produced as and when asked by the librarian.
15. Students cannot be issued two same titles at a time.
16. No book should be taken out of the library without the knowledge of the person in charge of the issue counter and until it has been properly entered in the issue register and the entry attested by the borrower.
17. Books issued to the students should not be used in the library.
18. Library staff is not responsible for students belongings left on desk while leaving the library. Each one should take care of their belongings.
19. Patrons should deposit their bags and belongings at the property counter.
20. Students are not allowed to use their laptops in the library.

8) ISSUING OF JOURNALS AND MAGAZINES

Borrowers are issued journals and magazines to read in the library itself.

9) LIBRARY USER FEEDBACK PROCESS

It is a very good criterion for evaluation of library usage. At the end of academic year feedback is taken from the outgoing students using a structured questionnaire (Annexure 5). Feedback received is evaluated and discussed at the library committee meeting and necessary action is taken for the development of library on constructive points.

10) STOCK VERIFICATION PROCESS

Physical stock verification by the librarian once in 3 months/ end of each semester is done. The physical stock report will be submitted to the Director/Principal by the librarian. Any shortage/damages for the books will be handled according to the set procedures mentioned in point No. 12. Annual stock verification will be conducted before the closure of the college academic term by teaching faculty.

11) PRESERVATION OF BOOKS

- The Library personnel will remove damaged and unwanted books and other material from time to time.
- Hard bound covering will be undertaken wherever felt necessary for the books depending upon the need and requirement.
- Environment within the library is frequently checked to make sure books are not damaged by moisture, termite, silver fish or any other environmental changes.
- Backup for databases is done and then kept safely.

12) WEEDING OUT OF THE DAMAGED BOOKS

- Weeding out of the damaged books being a very important activity, at least one member of the library committee will be involved in the process. Once a year the librarian will conduct a physical survey of the books (*activity can also be done during the yearly stock verification*) and all such book which are highly mutilated, torn and any type of major damage noticed will be kept aside.
- The Librarian along with the library committee member/s can jointly inspect such books and a report will be submitted to the Director/Principal for approving the weed out. If approved the books will be discarded and accordingly noted in the stock records.

- Discarded books can be donated to those who are interested.

13) PENALTY PROCESS FOR STUDENT AND STAFF

- If borrower's cards are lost/ misplaced, same should be inform to the librarian. To issue duplicate card, student will have to write an application letter for duplicate card/s and will have to pay Rs 50 per duplicate card.
- When books are returned, librarian or supporting staff will check for mutilation, any type of damage caused to the book. On noticing any major mutilation/ damage to the book, the borrower is liable to pay the entire cost of the book/replace the same edition of the book. If the same edition is not available or out of print, the latest edition can be given with 20% extra processing and shipping charges. If they are foreign books the charges will be levied as per the current foreign exchange rate. Such amount collected will be handed over to Accounts Department through the Director/Principal along with the report.

14) MAINTAINING LIBRARY SOFTWARE AND OTHER EQUIPMENTS

a) NewGenLib Software

NGL is a cost effective web-based library and information networking solution helping students in scientific research and development offered by Verus Solution Pvt. Ltd based at Hyderabad. This software supports digital library functionality.

Version: NewGenLib NGL – ILMS V3 1.5 – Helium LC: Single library.

Year of Automation: Software was install in our Institute library on 1ST July 2019.

Link: <http://192.168.20.28:8080/newgenlibtxt/PDF>

Nature of Automation:

Library Automation is the general term for ICT – (Information and communication technology) that is used to replace manual system in a library.

- **Cataloguing** – is the process of updating the library collection online representing information resources – Books.
- **OPAC – Online Public Access Catalogue**
This feature under NGL helps users to locate books and other material available at a library from their personal computers within the campus with the help of ID and password. This feature also helps users to renew book on their own .**OPAC** is the gateway to library's collection.

b) Photocopy Machine

Maintenance of the photocopy machine is done as per the AMC.

c) Book Shelf

Shelf stocking books are periodically examined.

d) Library Portal

Maintaining library portal.

e) Urkund

Maintaining and keeping records of the Anti-Plagiarism software.

Year of installation: Software was install in our Institute on 8th April 2021.

15. USE OF LIBRARY ONLINE RESOURCES

Use of online resources to be promoted to the students and faculties.

- Providing information to the patrons on how to use the library Online Public Access Catalogue (OPAC) and to check the availability of the books in the institute library.
- If the books are available, they can reserve the books.
- Patrons can access online e-resources like e-journals, e-books on the library portal.

User ID:

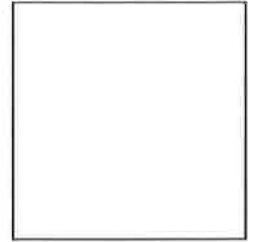


V.M. SALGAOCAR INSTITUTE OF INTERNATIONAL HOSPITALITY EDUCATION

NALANDA

Application form for Library Membership

I desire to enrol myself as a member of institute Library. I have read the Rules and Regulations and agree to abide by them. I take the responsibility of returning the book/s issued on my card. I shall take proper care of Library books and undertake to replace any book/s lost or damaged by me.



Name (In block Letters)

First

Middle

Surname

Class

Address:.....

Mobile no

Email ID:.....

Date:

Student Sign:

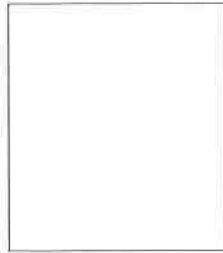
Librarian Sign:

Note: Submit 3 photographs along with this form

V.M.SALGAOCAR INTITUTE
OF
INTERNATIONAL HOSPITALITY EDUCATION

Manora-Raia

BORROWER'S TICKET



Name:

Sign:

Phone:.....

IMPORTANT GUIDELINE

1. This card is not transferable.
2. Library card holder is responsible for transaction recorded on this card.
3. A damaged, mutilated or spoiled book is to be repaid for.
4. Issued library books are not allowed inside library.
5. Library facilities may be withdrawn in case of misbehaviour or misuse of the library.

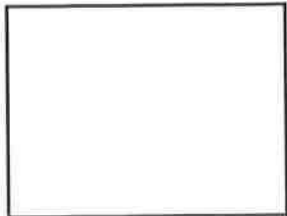
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Librarian

V. M. SALGAOCAR INSTITUTE
of
INTERNATIONAL HOSPITALITY EDUCATION
Manora - Raia

REFERENCE TICKET



ID No. :

Name :

Sign : Phone :



**V.M. SALGAOCAR INSTITUTE OF INTERNATIONAL HOSPITALITY EDUCATION
NALANDA**

User Feedback form

Please tick mark the statement that describe you as a user

1	How often do you use the library			
2		Yes	No	Comment if any
	Opening hours and library timings are good			
3	Number of computers are adequate in the library			
4	Borrowing facility is good			
5	Printing/ photocopying service is good			
6	Library website is useful			
7	Library space is adequate and seating arrangement is comfortable			

Sr. No	User Service	Always	Mostly	Some time	Never
8	Librarian is professional in her work				
9	Librarian give my enquiries appropriate time and attention				
10	I ask librarian for assistance in searching resources, for using photocopier, for taking print				
11	Librarian is difficult to approach				
Resources		Always	Mostly	Some time	Never
12	Resources are appropriate for my course need				
13	Resources are up to date and relevant				
14	Library collection meets my study need				
15	Library resources are easy to find on the shelf				
16	I usually find resources I need				
17	If not it is because:				
	Library does not have the resources				
	All copies/titles are in use				
	Reference copy which cannot be issued				
Electronic service		Always	Mostly	Some time	Never
18	I am able to use computer in the library				
19	I use e- resources(open access) available on the website				
20	I do not use library website because:				
	I am not aware of it				
	I do not know how to access resources				
	I feel it is not useful				
	Class notes are more than enough				

Final comments

21	Please comment on any services you would like to see in the library which are currently unavailable	
22	Please comment on any other areas pertinent to the college library that is not addressed above	



V. M. SALGAOCAR INSTITUTE
of
INTERNATIONAL HOSPITALITY EDUCATION

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Established by Vishwa Saraswati Society (Reg. No. 10/Goa/2007)

1/07/2018

LIBRARY COMMITTEE

The library Committee facilitate prompt services and necessary suggestions to improve the library services.

The Library committee of the institute has been constituted w.e.f. 1st July, 2018 for a period of three years. The members of the committee are as follows:-

- | | |
|-----------------------------|--------------------------------|
| 1. Dr. Marie Raj | -Chairperson |
| 2. Ms. Sujatha Madhavan | - Member |
| 3. Mr. Sebastian Breitinger | - Member |
| 4. Ms. Nelissa Alcasoas | - Member |
| 5. Ms. Prayangj Gad | - Member Secretary (Librarian) |

Responsibilities of the committee

- Taking decisions for improvement and development in the library.
- Deciding an Academic library budget.
- Updating resources.

Prof. Irfan. S. Mirza
DIRECTOR/PRINCIPAL





V. M. SALGAOCAR INSTITUTE of INTERNATIONAL HOSPITALITY EDUCATION

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1/09/2021

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