



Smt. P.D. Hinduja Trust's

K.P.B. HINDUJA COLLEGE OF COMMERCE

(Autonomous)

Sindhi Linguistic Minority Institution: NAAC Re-Accredited With "A+" Grade: CGPA: 3.59
Current Address (Temporary): Sadhana House, 570 Pandurang Budhkar Marg, Behind Mahindra
Towers, Worli, Mumbai – 400018. Contact Details Tel: 022-4098-9000.
Email: info@hindujacollege.com : Website: www.hindujacollege.edu.in

TAB 3 – Library Best Practices

Library Best Practices

The Library of **K. P. B. Hinduja College of Commerce (Autonomous)** continuously adopts innovative and user-centric practices to enhance the quality of library services and create a dynamic learning environment. In line with the vision and mission of the College, the Library integrates traditional library services with modern information technologies to support teaching, learning, research, and lifelong learning.

The following best practices have been implemented to provide efficient, accessible, and quality information services while promoting academic excellence and a vibrant reading culture.

1. Exclusive Collection

The Library maintains a carefully curated and specialized collection of books, journals, reference materials, dissertations, theses, reports, and digital resources to support the academic curriculum and research activities of the College.

Special emphasis is given to developing collections in:

- Commerce
- Accountancy
- Banking and Finance
- Business Management
- Economics
- Information Technology
- Business Law
- Environmental Studies
- Languages
- Humanities
- Competitive Examinations
- Research Methodology

The collection is continuously enriched based on curriculum revisions, faculty recommendations, student requirements, and emerging academic trends.



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2. Digital Library & Research Centre

To support technology-enabled learning, the Library has established a **Digital Library & Research Centre** equipped with **21 multimedia computers** and internet connectivity.

The Digital Library provides access to:

- E-Books
- E-Journals
- Online Databases
- Online Newspapers
- Open Educational Resources (OER)
- Research Software
- Previous Years' Question Papers
- Institutional Repository
- Multimedia Learning Resources

The Digital Library enables users to access information quickly and efficiently while promoting digital literacy and self-learning.

3. Air-conditioned Reading Room

The Library provides a spacious, air-conditioned Reading Room with a seating capacity of **50 students**, creating a comfortable and peaceful environment for academic study.

The Reading Room facilitates:

- Self-study
- Examination preparation
- Reference reading
- Academic discussions
- Research work

A separate study area is also available for faculty members and research scholars to support advanced research and scholarly activities.



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4. Reference and Information Services

The Library offers personalized reference and information services to assist users in locating authentic and relevant information.

Library professionals provide assistance in:

- Literature search
- Reference queries
- Subject-specific information retrieval
- Research assistance
- Citation guidance
- Bibliographic support
- Information discovery

These services enable users to effectively utilize both print and electronic resources.

5. Research Guidance and Scholarly Support

The Library actively promotes research by providing academic support to faculty members, students, and research scholars.

Research support includes:

- Literature review assistance
- Research database searching
- Reference management guidance
- Citation style support (APA, MLA, Chicago, etc.)
- Research publication assistance
- Journal selection guidance
- Plagiarism awareness programmes
- Open Access Resource guidance

These initiatives strengthen the research ecosystem of the College and encourage quality publications.



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6. Career Guidance Resources

Recognizing the importance of career development, the Library maintains a dedicated collection of books, magazines, and digital resources to support career planning and professional growth.

Resources are available for:

- Career planning
- Personality development
- Communication skills
- Interview preparation
- Group discussions
- Entrepreneurship
- Leadership development
- Professional certification programmes

The Library also supports career guidance activities organized by various departments and placement initiatives of the College.

7. Competitive Examination Support

The Library maintains a separate collection of books and digital resources for students preparing for competitive and professional examinations.

Resources are available for:

- UPSC
- MPSC
- SSC
- Banking
- Insurance
- Railways
- NET/SET
- CA
- CS
- CMA
- MBA Entrance



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- Law Entrance Examinations

Previous years' question papers and practice materials are also made available to assist students in their preparation.

8. Inter-Library Loan (ILL) Facility

The Library extends access to information beyond its own collection through the **Inter-Library Loan (ILL)** facility.

Through institutional memberships and collaborative networks, users can obtain:

- Books
- Reference materials
- Research publications
- Specialized information resources

This service broadens access to scholarly resources and supports advanced learning and research.

9. Institutional Repository

The Library is developing an Institutional Repository to preserve and showcase the intellectual output of the College.

The repository includes:

- Faculty publications
- Student research projects
- Ph.D. Theses
- M.Phil. Dissertations
- Conference Proceedings
- Annual Reports
- IQAC Documents
- NAAC Reports
- Newsletters
- Institutional Publications



- College Magazines

The repository facilitates knowledge preservation, institutional memory, and wider dissemination of scholarly work.

10. Library Orientation Programmes

Library Orientation Programmes are conducted at the beginning of every academic year to familiarize newly admitted students with library resources, facilities, and services.

The orientation programme includes:

- Introduction to library facilities
- Membership procedures
- Book issue and return process
- Library rules
- OPAC usage
- Digital Library access
- E-resources
- Research support services
- Library etiquette

These programmes encourage effective utilization of Library resources from the beginning of students' academic journey.

11. Book Exhibitions

The Library organizes thematic Book Exhibitions throughout the academic year to encourage reading habits and create awareness about newly acquired books.

Exhibitions are organized on themes such as:

- Commerce & Management
- Banking & Finance
- Information Technology
- Economics
- Literature



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- Competitive Examinations
- National Education Policy (NEP)
- Environmental Sustainability
- National Library Week
- Important National Days

Book exhibitions promote reading culture and introduce users to emerging areas of knowledge.

12. User-Centric Collection Development

The Library follows a participative approach in developing its collection.

Students, faculty members, and non-teaching staff are encouraged to recommend books through the **Library Indent Form**.

Recommendations are evaluated based on:

- Curriculum requirements
- Student demand
- Research needs
- Emerging academic disciplines
- Faculty recommendations
- Budget allocation

This practice ensures that the Library collection remains relevant, current, and user-oriented.

13. Reading Promotion Activities

The Library regularly conducts activities to cultivate reading habits and lifelong learning among students.

Activities include:

- Book Talks
- Book Reviews
- Reading Challenges



- National Library Week Celebrations
- Author Birth Anniversary Displays
- New Arrival Displays
- Reading Awareness Campaigns

These initiatives encourage students to explore knowledge beyond classroom learning.

14. Technology-Enabled Library Services

The Library integrates technology into its services to improve operational efficiency and user experience.

Technology initiatives include:

- Detavista Integrated Library Management Software (ILMS)
- Barcode-enabled circulation
- Barcode scanners and printer
- QR Code-enabled access to previous years' question papers
- Digital Library
- Institutional Repository
- Online resource access

These initiatives facilitate faster, transparent, and efficient library operations.

15. User Education and Information Literacy

The Library regularly organizes Information Literacy Programmes to develop students' abilities to locate, evaluate, and ethically use information.

Topics covered include:

- Information searching techniques
- Database searching
- Effective internet searching
- Evaluation of online information
- Citation and referencing
- Avoiding plagiarism



- Ethical use of information
- Copyright awareness

Information literacy empowers students to become independent learners and responsible users of information.

16. Continuous Quality Improvement

The Library is committed to continuous improvement by regularly reviewing its services, infrastructure, and collections.

Quality enhancement initiatives include:

- User Feedback Mechanism
- Suggestion Register
- Collection Development based on user demand
- Regular stock verification
- Preservation and conservation of resources
- Digital initiatives
- Staff development and training
- Adoption of best practices in Library and Information Science

These measures ensure that the Library continues to meet the changing academic and research needs of its users.

Commitment to Excellence

The Library remains committed to adopting innovative practices, embracing emerging technologies, and providing high-quality information services. Through continuous improvement and user-centric initiatives, it strives to create an inclusive, knowledge-driven, and intellectually stimulating environment that supports the academic, research, and professional aspirations of the students, faculty members, researchers, and staff of **K. P. B. Hinduja College of Commerce (Autonomous)**.
