



NMIMS Deemed-to-be University

Know Your “Learning Resource Centre”



**The R. M. Desai Library
Learning Resource Centre,
NMIMS Deemed-to-be University,
V.L. Mehta Road,
Vile Parle (West
Mumbai 400 056
Maharashtra, India
www.nmims.edu**

MESSAGE FROM VICE CHANCELLOR

One of the significant resource in the learning environment of the University is its library whose richness is assessed not only by the total number of books, journals and databases but by their quality and their use. Over the last 28 years, the business school most popularly known as Narsee Monjee Institute of Management Studies (NMIMS) has invested resources in its library, which has today made it as one of the best management libraries in Mumbai. Since becoming a University in 2003, this investment has continued. Today this library, the Central Library of this Deemed-to-be University has some previous collections in management, business & economics, technology, pharmacy, architecture & sciences. It also has e-resources. The Deemed-to-be University is committed to strengthening it to make it as one of the leading reference libraries in the city. We hope to make it a more frequently-used reference library by doctoral & post graduate students.

We believe that the Deemed-to-be University would be able to make an impact on research and development of trained manpower in this country only when its library continues to grow and renew itself.

The range of services offered by the library is large and these will only expand over a period of time. Responsiveness of the library will hold the key whether it continues to be used as a resource.

I have no doubts that the current team in the library with its leader will leave no stone unturned to make this library the most sought after library in the city of Mumbai and the country.

(DR. RAJAN SAXENA)
VICE CHANCELLOR

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1. Our Vision

NMIMS Deemed-to-be University Libraries will be a true Learning Resource Centre, which will provide latest literature and other learning aids and information on all topics, as required by students, faculty, and researchers or for good governance of the Institute. It will have linkages with libraries in other Institutes and corporate training centres. It will have a high degree of computerisation for better service and faster transactions.

2. Library Profile

- **School of Business Management (SBM)/School of Science (SOS)Anil Surendra Modi School of Commerce (ASMSOC)**

The SBM/SOS/ASMSOC Library aims to serve the needs of faculty, research scholars, students and other members of the library by providing an excellent collection of literature. The well furnished and air-conditioned SBM/SOS/ASMSOC library is located on the 7th floor of the Usha Pravin Gandhi (UPG) building and is spread over 6,340 sq.ft. with a seating capacity of over 130 students. The Library is divided into three sections: The Reading Hall, the Staff Area and the Stacking Area.

Complete database of the library holdings has been created by using Integrated Institution Management System (IIMS), specialized library software.

- **Mukesh Patel School of Technology Management and Engineering (MPSTME)**

The MPSTME library aims to serve the needs of faculty, research scholars, students and other members of the library by providing an excellent collection in engineering. The well furnished and air-conditioned MPSTME library is located on the ground floor of the college building and is spread over 2,636 square feet, with a seating capacity for 110 students. The library is divided into two sections: The Reading Hall plus Stacking Area and The Staff Area.

Complete database of the library holdings has been created by using integrated specialized library software IIMS.

- **School of Pharmacy and Technology Management (SPTM)**

The SPTM library is the fountain of knowledge and inspiration. The SPTM library aims to serve the needs of faculty, research scholars, students and other members of the library by providing an excellent collection in the field of pharmaceuticals, pharmacology, clinical pharmacy, pharmaceutical chemistry, quality assurance, biotechnology and related subjects. This library is located in the Mithibai College building. The library can accommodate about 50 students. The SPTM Library is made easily accessible from all corners of the college premises.

Complete database of the library holdings has been created by using integrated specialized library software IIMS.

- **Balwant Sheth School of Architecture (BSSA)**

The BSSA library serves the needs of faculty and students and considers their current requirement for books and periodicals. The library has a myriad collection of essential books ranking from architecture, architecture history, construction, landscape, photography law and other related subjects. The library is equipped with different types of projects, reports, models and workshop video. Currently, the BSSA library is self-sufficient with books, references, reports and students' project. The library area is 1659.3 square feet with a seating capacity for 40 students.

BSSA library is fully computerized and uses IIMS software.

3. Operational Features

- **SBM/SOS/ASMSOC**
In order to facilitate self-learning among the students, the library reading room is kept open up to 12.00 am every day, round the year. The books issue service is also available to users from 8.30 am to 9.50 pm Monday to Saturday and 10.00 am to 5.00 pm on Sundays. The Library follows the open access system.
- **MPSTME**
In order to facilitate self-learning among students, the library reading room is kept open from 8.00 am to 8.00 pm on Monday to Saturday. Issue & Return Facility from 8.30 am to 6.00 pm. (on Monday to Saturday). The library follows the open access system.
- **SPTM**
The library reading room is kept open 12 hours a day. The books issue service is also available to users from 8.00 am to 8.00 pm on Monday to Saturday. The Library follows the closed access system.
- **BSSA**
Library is open from Monday to Saturday from 8.00 am to 7.00 pm. The Library follows the closed access system.

4. Resources

The library caters to the needs of five schools under NMIMS Deemed-to-be University at Mumbai campus viz; MPSTME, SPTM, BSSA, SOS and ASMSOC, three schools at Shirpur campus viz. SPTM, MPSTME and Centre of Textiles, and one school at Bengaluru campus viz. SBM. Library details about the other-than-SBM libraries can be obtained from the respective libraries.

The library has an extensive collection of books covering all aspects of business & management, Pharmacy & Pharmacology and Engineering, Architecture, Commerce and Science subjects, as per their respective schools; and also, books on related areas like Economics, Behavioural Science, Information Technology, Law, etc.

The Periodicals section is a vital source for academic research and up-to-date information on related subjects. Journals subscribed to include HBR, MIT Sloan Mgt Review, California Mgt Review, Vikalpa and others. Newspapers including Asian Wall Street Journal and The Financial Times are bound and made available for reference.

NMIMS Deemed-to-be University						
Schools Resources	SBM	MPSTME	SPTM	BSSA	SOS	ASMSOC
Books	46522	7872	4923	742	181	267
Journals/Magazines	138	127	40	20	-	4
Online Databases	17	2	1	-	-	1
Video cassettes	521	-	38	-	-	-
Audio cassettes	319	-	-	-	-	-
CDs	265	29	147	-	-	-
VCDs	405	39	100	-	-	-
Annual Reports	812	179	26	-	-	-

5. Classification

NMIMS Deemed-to-be University's all schools' libraries use the Dewey Decimal Classification (DDC) for assigning subject codes to books. Every book in the library has a unique Subject Code, an author prefix and a unique Accession no. Following is the classification of major subject titles.

Subject Code	Subject
000	Generalities
100	Philosophy & Psychology
200	Religion
300	Social Sciences
330	Economics
332	Banking
340	Law
380	Commerce & Communication
400	Language
500	Natural Sciences & Mathematics
540	Chemistry
600	Technology (Applied Sciences)
610	Pharmacy
620	Engineering
650	Business Management
657	Accounting
658	General Management (HRM, Marketing, etc.)
700	The Arts (Fine and Decorative Arts)
800	Literature, Rhetoric & Fiction
900	Geography & History

Along with this, all NMIMS libraries follow a unique school's coding as under:

We use the Accession Code of 7 digits.

First digit: Location code.

Second to fifth digit: Accession Serial Number

Sixth digit: School Code

Seventh digit: Sub School/Centre

(E.g. M 00001 P: Mumbai Book Sr. No. 1 SPTM)

Sr. No.	NMIMS Schools	Codes
1.	SBM	M -M
2.	MPSTME	M -E
3.	SPTM	M - P
4.	BSSA	M - A
5.	SOS	M - S
6.	ASMSOC	M - C

6. Donations

NMIMS Deemed-to-be University Libraries accept donations of books, periodicals, annual reports, audio-video material, etc. from individuals and institutions. The librarian communicates acceptance or rejection of such donations to the donors as per terms and conditions.

7. Weeding

All the NMIMS libraries undertake the job of weeding of books, journals on a regular basis or when they become outdated or when their condition is beyond repair. Weeded books are kept on sale for 3-4 days at very low prices.

8. Stock taking

Libraries take an annual stock of books and other material every year. The library is kept closed for 15days after calling back all books. Binding, weeding and labelling of books is undertaken apart from stocktaking.

9. Membership and Loan privilege

9.1. Students

- **SBM/SOS/ASMSOC**
Student members of NMIMS will be issued Identity Cards and Reference Ticket. Such cards will remain in force for the duration of the study year and shall not be transferable. To become a student member:
 - Apply in prescribed form.
 - Show original fee receipt.
 - Submit 3 stamp size photographs.

	Membership Category	Entitlement	Loan Period
1	Bachelors Degree	2	10 days
2	Masters Degree	2	10 days
3	Diploma Courses	1	10 days
4	Ph.D.	1	10 days

Reference books, Journals/Magazines and Audio/Video Material are to be used/viewed strictly in the library only.

- MPSTME**

From SBM Library

Membership Category	Entitlement		Loan Period	
	Home Issue	Reference	Home Issue	Reference
Bachelors Degree	2	1	10 days	3 Hrs
Masters Degree	2	1	10 days	3 Hrs
Diploma Courses	1	1	10 days	3 Hrs

From MPSTE Library

Membership Category	Entitlement	Loan Period
¹ st Year B.Tech./MBA Tech.	Nil	Nil
² nd Year B.Tech./MBA Tech.	Nil	Nil
³ rd Year B.Tech./MBA Tech.	1 Book	10 Days
⁴ th Year B.Tech./MBA Tech.	2 Books	10 Days
⁵ th Year B.Tech./MBA Tech.	2 Books	10 Days

- SPTM**

Membership Category	Entitlement		Loan Period	
	Home Issue	Reference	Home Issue	Reference
Bachelors Degree	2	1	7 days	3 Hrs
Masters Degree	2	1	7 days	3 Hrs

Ph. D.	5	1	1 month	3 Hrs
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- Periodicals, Cassettes and CDs are issued against reference card for 3 hours' time. Audio/Video material are to be viewed strictly in the Institute itself.

- BSSA**

Membership Category	Entitlement		Loan Period	
	Home Issue	Reference	Home Issue	Reference
B.Arch.	1	1	10 days	3 hours

9.2. Faculty/ Administrative Staff

- SBM /SOS/ASMSOC**

On appointment as full time faculty or administrative staff, he/she automatically becomes a member of the library. Visiting faculty will be issued Identity Card on application in the prescribed form and on receipt of copy of their appointment letter. The card will remain in force till the period of his/her teaching.

	Category	Entitlement	Loan Period
1	Full time faculty	20 books	3 months
2	Visiting faculty	1 book	15 days
3	Administrative staff	1 book	10 days

Reference books, Journals/Magazines and Audio/Video Material are to be used/viewed strictly in the library only.

- SPTM**

Category	Entitlement	Loan Period
Full time faculty	5 books issued	1 month
	2 books on reference	1 week
	3 Journals (Back issues)	1 week
	Audio-video	2 days/ duration of training
Visiting faculty	2 books	15 days

Administrative staff	1 book	10 days
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- **MPSTME**

From MPSTME Library

Category	Entitlement	Loan Period
Full Time Faculty	20 Books	3 Month
	Reference Books	No loan facility
	One Journal	One Day
Visiting faculty	1Books	10 Days
Administrative Staff	1 Book	15 Days

From SBM Library

Category	Entitlement	Loan Period
Full Time Faculty	2 Books	1 Month
	Reference Books	No loan facility
Visiting faculty	1 Books	10 Days

- **BSSA**

Category	Entitlement	Loan Period
Full time faculty	1 book issued	10 Days
	1 book on reference	2 Days
	1 Journal	Overnight
	Audio-video	-
Visiting faculty	1 book	2 days
Administrative staff	1 book	10 days

9.3. Distance Learning/Indian Society for Training and Development (ISTD)

Distance Learning & ISTD student members of NMIMS will be issued Identity Cards and Reference Ticket. Such cards will remain in force for the duration of the study year and shall not be transferable. To become a student member:

- Apply in prescribed form.

- Show original ID card.
- Submit 3 stamp size photographs.

Membership Category	Entitlement	Loan Period
	Home Issue	Home Issue
Distance Learning	1	10 days
ISTD	1	10 days

Reference books, Journals/Magazines and Audio/Video Material are to be used/viewed strictly in the library only.

9.4. Alumni

Alumni membership is applicable only to students with a minimum one-year duration course.

To become a member:

- Apply in prescribed form.
- Show proof of having been a student of NMIMS.
- Pay requisite membership fee.
- Submit 3 stamp size photographs.

Membership	Entitlement	Loan Period	Refundable Deposit	Fees
Annual	1 book	15 days	Rs.2,500/-	Rs.1000/-
Life	1 book	15 days	Rs.2,500/-	Rs.10,000/-

Reference books, Journals/Magazines and Audio/Video Material are strictly to be used/viewed in the library only.

9.5. Corporate Membership

Corporate membership is applicable only to companies and industries.

To become a member:

- Apply in prescribed form.

- Pay requisite membership fee.
- Submit 3 stamp size photographs.

Details for Corporate Membership:

Membership	Entitlement	Loan Period	Refundable Deposit	Fees	Entry Fees
Annual	3 books	1 month	Rs.5,000	Rs.5,000	Rs.10,000

Reference books, Journals/Magazines and Audio/Video Material are to be used/viewed strictly in the library only.

9.6. Other Users

Other users may borrow books on Inter Library Loan basis. As a special case, the reader may be admitted for a day or two. The user must get a request letter from the institution/organisation to which he belongs, signed by the institution head. A visitor's card is to be filled in by him and signed by the Librarian/Asst. Librarian. The visitor is not allowed to carry any library material; however, he can photocopy whatever any Intellectual Property or Copyright Law permits.

10. Overdue Charges

Fines are charged on overdue items. Students are notified of overdue items, 2 days before the due date, by email to their NMIMS email account. If fines or charges are outstanding, borrowing rights may be withdrawn and passwords for accessing electronic services withheld until such time as those fines are paid. Fine is Rs.3.00 per day per book for one week and then beyond one week, Rs.25.00 per day and suspension of library membership for books, Audio/Video Cassettes and CDs retained on reference card.

11. Loss/Damage of material

Loss of library materials must be brought to the notice of the librarian. Report to the library immediately in the prescribed form. The member must arrange to replace the lost material with the latest edition available; else he/she must pay the market price for the same. Also, users are responsible for material borrowed on their cards and will be required to replace any material damaged while in their custody.

12. Services

12.1. Inter library Loan facility

NMIMS libraries can borrow documents from other libraries on Inter Library Loan basis. The library continues to be on the network with most libraries and information centres on mutual exchange basis. In order to procure books from other libraries, students need to carry a reference letter from the librarian. Members can borrow documents from the following libraries:

- British Council Library (BCL)
- American Information Resource Centre (AIRC)
- Institute of Chemical Technology (UICIT)

12.2. Book Exhibitions

NMIMS libraries arrange book exhibitions twice in a year inviting dealers and publishers to display books for sale. Members can obtain resources at concessional rates during such exhibitions.

12.3. CAS (Current Awareness Service)

Every month, a list of additions to the library collection is displayed on the notice board and is also made available online.

12.4. SDI (Selective Dissemination of Information)

An info alert service is available for faculty members. Faculty members are given daily updates on current affairs in their respective domains.

12.5. Video Screening

The library arranges for screening of videos once in a month.

12.6. In-house publications

The library preserves a collection of NMIMS publications like NMIMS Review, Spandan, Discussion Papers, Monographs and other newsletters.

12.7. Equipment

The library has equipment like tape recorders and computers. Members can use the tape recorder for a three-hour duration by borrowing on their reference cards. Computers can be used to access the E-Resources of the library.

12.8. TOC of the day

The contents page of new journals arrived are scanned daily and mailed to faculty members.

12.9. Display of books

Books are displayed each day in line with international events or birthdays of renowned scholars.

12.10. Photocopying facility

A photocopier is available in the SBM/SOS/ASMSOC & SPTM (Mumbai) library. Students can avail of the service at fifty paise a copy.

12.11. Issue and Reference

Refer *Operational Features and Membership and Loan privilege*.

12.12. Renewal

A member is allowed to renew books and other material issued for up to one time unless it has been reserved by another user.

12.13. Claims

An item currently on loan to another user can be reserved by placing a *claim* through KMS. A reserved item is subject to recall once it has been on loan for ten days.

12.14. Suggestions and Feedback

Members of the library may recommend resources for procurement through the KMS. The Library will procure the material on approval by respective authorities. Feedback is also facilitated through KMS.

12.16 CD Mirroring

The CDs and VCDs present in the library are mirrored and can be viewed from the computer lab or from the laptops directly from the server. The link to access is available through KMS.

12.17 Library Orientation

Library arranges for a rigorous orientation program every year for all the classes and sees to it that all the resources are well utilized.

12.18 Question Papers Online

Question Papers are made available online. The link to access is available through KMS.

12.19 Overnight Issue

Old magazines can be borrowed on Reference card overnight. Borrowing facility is available after 7.00pm. The magazines issued on reference card should be returned the next day by 11.00 am; failing which, a fine of Rs. 25/-

implies. There is suspension of library membership for one week for journals returned after a day.

13. Integrated Library Software

KMS: Knowledge Management System: An integrated software package that caters to the various aspects of Library Management. Download the KMS setup from www.vkware.com/download/iims/kms.zip or contact a librarian to provide you the KMS development CDROM. After installing this KMS, students can log in to it through their GR No., which is their username as well as password. For staff and faculty, their employee code is their username and password.

Members can access the library Online Public Access Catalogue (OPAC) through KMS.

14. E-Resources

- **14.1 Electronic Resources**

➤ Electronic Journal Databases

1. EBSCO: EBSCO databases include:

- Business Source Premier—world's largest full text database of nearly 3,800 scholarly business journals across all subject areas related to business.
- Regional Business News provides a comprehensive full text coverage for 75 US business journals, newspapers and newswires.

This online journals database can be accessed from anywhere. The database can be accessed through KMS. The URL for accessing EBSCO is <http://122.170.126.131>. It can be accessed with a login ID and password, which changes every month.

2. ABI Inform/ProQuest (Informatics): This online journal database can be accessed through KMS. It can also be accessed from elsewhere with a login ID and password, which change every month. The URL is <http://proquest.umi.com/login>

3. Emerald: Online journal database covering Emerald journals related to Business Management. This can be accessed through KMS. It can be accessed through Login ID and Password, which are available at the library Return counter in the 'User Manual of Database'.

4. JSTOR: Archives of journals related to business management are available. This can be accessed through KMS. It can be accessed without any username and password.

➤ **Company Databases**

1. CMIE: Centre for Monitoring Indian Economy

CMIE databases include:

- Prowess is a database of over 8000 Indian companies and provides financial statements, ratio analysis, funds flows, product profiles, returns and risks on the stock markets, etc.

CMIE can be accessed through as an icon on the desktop.

2. Capitaline: This corporate database covers over 7000 listed and unlisted companies in India. It includes extensive data on every company-its complete bio-data, 10-year Final Accounts. (400 finance fields per company, fund flows, financial ratios, user-defined formulae and queries). It also contains the full text of Director's Reports, Auditor's Reports and extensive news clippings. Capitaline can be accessed through KMS.

3. ISI Emerging Markets: Gives information on business newspapers, business magazines, industry information, company information, etc. It has archives of all publications. It can be accessed through KMS.

4. CEIC Database: Gives accurate, timely and comprehensive Emerging Market macroeconomic and statistical, industry and financial time series data. It has access through a powerful Microsoft Excel plug-in.

➤ **Case Study Database**

- **European Case Clearing House (ECCH):** European Case Clearing House: Members can access ECCH cases up to an abstract level through KMS or www.ecch.com For reading full case or purchase of a case, please contact Librarian.

- **Harvard Business School Publishing:** It contains all cases, notes and teaching notes. For searching these materials, users can go through with this HBS site URL <http://harvardbusiness.org/>. To order HBS cases, members can

contact the Librarian or Reference Librarian. Teaching Notes can be downloaded only by full time faculty of NMIMS.

➤ **Law Databases**

- **Legal Pundits:** It is a Law database containing Knowledge Resources ranging from Bare Acts, Amendments, Case Laws, Notifications, Circulars and Experts' articles. Database is available through KMS and can be accessed through Login ID and Password, which are available at the library return counter in 'User Manual of Database'.

- **Manupatra:** It is a Law database, available through KMS. It can be accessed through Login ID and Password, which are available at the library return counter in 'User Manual of Database'.

➤ **Marketing Database**

- **IRS:** Indian Readership Survey of Media Research User Council gives demographic, media, census and product category data. This can be accessed through as an icon on the desktop without any username and password.

- **TVADINDEX:** Some media monitoring services are relevant to advertising agencies and advertisers. Others cater more to Market Research, firms, TV Production Houses, and Educational Institutions among others.

TV Ad Index offers Ad-Hoc, Subscription, Prepaid and Post-paid services like Ad-Hoc Services, Daily Regular Updates, Combo-Packages, Comprehensive-Packages, - www.iBank.Live.com, iBank Lite, Daily Alerts, Daily Media Updates, Syndicated Services, Collector's Series.

➤ **IT Database**

Gartner Services: This is the world's leading information technology research and advisory database. They deliver technology-related insights necessary for clients to make the right decisions, every day. The database can be accessed through KMS.

15. Clearance Certificate

- Return all library material.
- Surrender Identity Card, Reference Ticket and original fee receipt.

- Obtain refund of library deposit and No due certificate.

Students will get their mark sheets only on producing the no dues certificate from the library and the computer centre.

Library deposit refund should be collected within 3 years from the issue of the passing certificate or else the deposit will be forfeited.

16. Rules and Regulations

16.1 Library Card

16.1.1 Access to the NMIMS Libraries is restricted to staff and students of NMIMS who are in possession of a current valid identification card issued by NMIMS.

16.1.2 In case of loss of Identity Card or Reference Ticket, the library will make a duplicate one available on filling up of the prescribed form and payment of prescribed fee (currently Rs.25).

16.1.3 The expiry of the membership is stamped on the library identity card. For renewal, please surrender the old card and pay the requisite membership fee along with an application in prescribed form.

16.1.4 Members must carry their Identity cards to gain entry and use the library and must produce it when required to do so by an authorised person. The card must be used only by the member to whom it is issued.

16.2 Bags, etc., with the exception of laptops are not allowed in the library. The same must be deposited at the luggage counter. For reasons of security, bags and other personal possessions should not be left unattended. The library will not be responsible in case of damage to or theft of personal property.

16.3 Silence is required in study areas. Loud conversation, standing in groups, discussions, etc., is forbidden. The use of mobile phones in the library is prohibited. Failure to comply with these requirements may result in a fine/or exclusion from the library.

16.4 Smoking, consumption of food and drink (with the exception of bottled water) and the use of personal audio equipment are not permitted in the library.

16.5 Photography, filming, videotaping and audiotaping in the library are not allowed without the prior permission of the librarian.

16.6 Books or other material taken from the stacks should not be re-shelved by the readers but should be left on the trolley or table. Please remember that a book misplaced is a book lost.

16.7 Mains-operated personal equipment should not be used without the prior permission of the librarian.

16.8 Members should keep in mind copyright issues while copying any material borrowed from the library.

16.9 Data retrieved from the library's electronic resources may not be used for purposes other than teaching, research, personal educational development, administration and management of NMIMS and development work associated with any of the aforementioned. Use of the data is not permitted for consultancy or services leading to commercial exploitation of the data, or for work of significant benefit to the employers of students on industrial placement or part-time courses. Users must also comply with the specific requirements of individual data providers. Passwords must never be revealed to others.

16.10 The removal of any material from the library must be properly authorized and recorded. Damage to, or unauthorized removal of material constitutes a serious offence and may lead to a fine or to disciplinary action.

16.11 Access to libraries and/or borrowing rights may also be withdrawn temporarily if fees/charges in other units of NMIMS are outstanding.

16.12 The award of an NMIMS qualification may be deferred until all books have been returned and outstanding fines/charges are paid.

17. Whom to contact for what

Schools	Designation	Functions	Name	Contact Details
All Schools of NMIMS Deemed-to-be University	Librarian	Library Dev & Administration		SVKM's Narsee Monjee Institute of Management Studies (NMIMS) (Declared as Deemed-to-be-University) 7 th Floor, Usha Pravin Gandhi (UPG) Building, V.L. Mehta Road, Vile Parle (W), Mumbai - 400056 Tel : +91.42045666 Fax: 2611 4512 Email: librarian@nmims.edu
School of Business Management	Reference Librarian	Documentation, TOC, CAS, SDI Attending reference queries, Order Cases, Book Display, Movie Club, etc.	Varsha Salunkhe	Email: varsha.salunkhe@nmims.edu Ext: 6663
	Library Assistant	Processing of Books, Journals and Circulation of library material	Manisha Kadam	Email: manisha.kadam@nmims.edu Ext: 6661
	Clerk	Processing of Books, Journals and Circulation of library material	<ul style="list-style-type: none"> Bhaskar Apte Suresh Mirjolkar 	Email: Bhaskar@nmims.edu Email: Suresh@nmims.edu Ext: 6665/6662

	Library Attendants	Issue, Reference, Queries, Membership registration, cancellation, Assistance in location of resources, Shelving	<ul style="list-style-type: none"> • B.B.Apte • C.Gorule • D. Poojary • P. Gundy • M.V.Chavan • J.D.Chavan • N. Goriya • U. Kadam • Arun Singh • Sandip Pingle • Machchindra Agarkar • Vaishnavi Naik 	
	Library Clerk / Jr. Asst.	Processing of Books, Journals and Circulation of library material	<ul style="list-style-type: none"> • Shweta Raul • Swapna Desai 	
Mukesh Patel School of Technology Management & Engineering	Deputy Librarian	Procurement of books, Classification	Suresh Dhumal	MPSTE Library, NMIMS Deemed-to-be University Behind Homeopathy College, Bhakti Vedant Swami Marg, JVPD Scheme. Vile Parle (West), Mumbai 400 056

	Lib. Asst.	Yearly Stock taking, Issue & Return of Books to Faculty and students	Anjali Londhe	Phone: 423555 Ext. 4004/4005 Fax: 26717779 Email: suresh.dhumal@gmail.com
	Library Clerk	Journals and Magazine subscription, Database Subscription, Books Journals and Magazines processing , Acc Register Books Entry , Bill Entry in Bill Register, Bill Payment process, IEL Database downloading ,Yearly Stock taking , Newly Admitted Student I D Preparation , Issue & Return of Books to Faculty and Students	Shweta Raul	
	Jr. Asst.	Books Ordering, Student & Faculty Overdue Books list Over, Reminder letters list to faculty and student , question papers filing, Yearly Stock taking, Newly Admitted Student I D Preparation, Issue & Return	Shreeya Desai	

		of Books to Faculty and Students.		
School of Pharmacy & Technology Management	Asst. Librarian	Meghana Desai	Procurement and Acquisition of books, Journals Subscription, Classification of Books and journals , books on approval - Informing faculty about, Maintaining Accession Register, Sending reminders for missing issues of journals, Circulation of TOC of the day, Maintaining Circulation statistics, Overdue letters to faculty, Arranging e-resources Demo./Training for faculty-students,	SPTM Library SVKM's Narsee Monjee Institute of Management Studies (NMIMS) (Declared as Deemed-to-be-University) 1 st Floor, Usha Pravin Gandhi (UPG) Building, V.L. Mehta Road, Vile Parle (W), Mumbai - 400056 Phone: 91-22-65273624 Email: meghanadesai02@gmail.com

			Keeping track of yearly budgets, Book Exhibitions, Monthly/yearly reports, Yearly Stock Verification.	
	Library Asst.	Aparna Sawant	Attend the counter when required, Processing books and journals, collecting overdue fines and depositing amounts in accounts department, issuing I-cards-readers cards, Refund of library deposit, Keeping proper records of circulation, Overdue letters to students, Book Exhibitions, Monthly/yearly reports, Yearly Stock Verification.	

Balwant Seth School of Architecture	Asst. Librarian	Procurement of books, Classification. Processing of Books, Journals and Circulation of library material	Neeta Dhawde	BSSA Library, SVKM's Narsee Monjee Institute of Management Studies (NMIMS) (Declared as Deemed-to-be- University) 5 th Floor, Usha Pravin Gandhi (UPG) Building, V.L. Mehta Road, Vile Parle (W), Mumbai - 400056 Phone: 91-22-2613 4577 91-22-2618 3688 Fax: 91-22-26114512 Email: neeta202@gmail.com
School of Science	Library Assistant	Processing of Books, Journals and Circulation of library material	Sangeeta Kamble	SVKM's Narsee Monjee Institute of Management Studies (NMIMS) (Declared as Deemed-to-be- University) 7 th Floor, Usha Pravin Gandhi (UPG) Building, V.L. Mehta Road, Vile Parle (W), Mumbai - 400056 Tel : +91.42046661 Fax: 2611 4512 Email: sangeeta.kamble@nmims.edu
School of Commerce				

<p align="center">NAME OF THE LIBRARY AND ACADEMIC RESOURCE COMMITTEE MEMBERS</p> <p align="center">SVKM'S NARSEE MONJEE INSTITUTE OF MANAGEMENT STUDIES (NMIMS) (DECLARED AS DEEMED-TO-BE-UNIVERSITY)</p>
Dr Jayant Gandhi (Joint Secretary–SVKM)
Mr Jagat Killawala (M.C. Representative SVKM)
Dr Vrinda Kamat (Chairperson)
Mrs Varsha Parab (Director Admn & Incharge Registrar)
Dr Sujata Mukherjee (Faculty–SBM)
Prof Shailaja Rego (Faculty–SBM)
Dr Amit Sinha (Faculty–SBM)
Dr Ganga Srinivasan (Faculty–SPTM)
Prof Rashmi Bhatia (Faculty–MPSTME)
Prof Parshuraman (Associate Dean– ASMSOC)
Prof Chayya(Dean–BSSA)
Prof Bhagwat (Dean–SOS)

FIVE LAWS OF LIBRARY SCIENCE

Books Are For Use.

Every Reader His/Her Book.

Every Book Its Reader.

Save The Time Of The Reader.

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Padmashri Dr S R Ranganathan

Help us serve you better. Your suggestions are welcome.

E-RESOURCES THAT WE HAVE

Electronic Journal Databases

➤ **Electronic Journal Databases**

1. EBSCO: EBSCO databases include:

- Business Source Premier–world's largest full text database of nearly 3,800 scholarly business journals across all subject areas related to business.
- Regional Business News provides a comprehensive full text coverage for 75 US business journals, newspapers and newswires.

This online journals database can be accessed from anywhere. The database can be accessed through KMS. The URL for accessing EBSCO is <http://122.170.126.131>. It can be accessed with a login ID and password, which change every month.

2. ABI Inform/ProQuest (Informatics): This online journal database can be accessed through KMS. It can also be accessed from elsewhere with a login ID and password, which change every month. The URL is <http://proquest.umi.com/login>.

3. Emerald: Online journal database covering Emerald journals related to Business Management. This can be accessed through KMS. It can be accessed through Login ID and Password, which are available at the library return counter in 'User Manual of Database'.

4. JSTOR: Archives of journals related to business management are available. This can be accessed through KMS. It can be access without any username and password.

➤ **Company Databases**

1. CMIE: Centre for Monitoring Indian Economy

CMIE databases include

- Prowess is a database of over 8000 Indian companies and provides financial statements, ratio analysis, funds flows, product profiles, returns and risks on the stock markets, etc.

CMIE can be accessed through as icon on the desktop.

2. Capitaline: This corporate database covers over 7000 listed and unlisted companies in India. It includes extensive data on every company-its complete bio-data, 10-year Final Accounts. (400 finance fields per company, fund flows, financial ratios, user-defined formulae and queries). It also contains the full text of Director's Reports, Auditor's Reports and extensive news clippings. Capitaline can be accessed through KMS.

3. ISI Emerging Markets: Gives information on business newspapers, business magazines, industry information, company information, etc. It has archives of all the publications. It can be accessed through KMS.

4. CEIC Database: Gives accurate, timely and comprehensive Emerging Market macroeconomic and statistical, industry and financial time series data. It has access through a powerful Microsoft Excel plug-in.

➤ **Case Study Database**

- **European Case Clearing House (ECCH):** European Case Clearing House: Members can access ECCH cases up to an abstract level through KMS or www.ecch.com. For reading a full case or purchase of a case, please contact Librarian.

- **Harvard Business School Publishing:** It contains all cases, notes and teaching notes. For searching these materials, users can go through this HBS site URL <http://harvardbusiness.org/>. To order HBS cases, members can contact Librarian or Reference Librarian. Teaching Notes can be downloaded only by full time faculty of NMIMS.

➤ **Law Databases**

- **Legal Pundits:** It is a Law database containing Knowledge Resources ranging from Bare Acts, Amendments, Case Laws, Notifications, Circulars and Experts' articles. Database is available through KMS and can be accessed through Login ID and Password, which are available at the library, return counter in 'User Manual of Database'.

- **Manupatra:** It is a Law database, available through KMS. Can be accessed through **Login** ID and Password, which are available at library, return counter in 'User Manual of Database.'

➤ **Marketing Database**

- **IRS:** Indian Readership Survey of Media Research User Council gives demographic, media, census and product category data. This can be accessed through as an icon on the desktop without any username and password.
- **TVADINDEX:** Some media monitoring services are relevant to advertising agencies and advertisers. Others cater more to Market Research firms, TV Production Houses, Educational Institutions among others. TV Ad Index offers Ad-Hoc, Subscription, Prepaid and Post-paid services like Ad-Hoc Services, Daily Regular Updates, Combo-Packages, Comprehensive-Packages, www.iBank.Live.com, iBank Lite, Daily Alerts, [Daily Media Updates](#), Syndicated Services, and Collector's Series.

➤ **IT Database**

Gartner Services: This is the world's leading information technology research and advisory database. They deliver technology-related insights necessary for clients to make the right decisions, every day. It can be accessed through KMS.