



Sanjeevani Multipurpose Foundation's

## Dr. Deepak Patil Ayurvedic Medical College & Research Center

Borpadale Phata (Nebapur), Kolhapur-Ratnagiri Road, Tal- Panhala, Dist. Kolhapur, Pin - 416213, Maharashtra State, India.

Ph. No. 9132039595 Website: [www.dpayurvediccollege.com](http://www.dpayurvediccollege.com) Email: [dr.deepakpatilayu@gmail.com](mailto:dr.deepakpatilayu@gmail.com)

• Recognized By Central Council of Indian Medicine, New Delhi & Govt. of India, Ministry of Health & Family Welfare. Department of AYUSH, New Delhi & Govt. of Maharashtra, Medical Education & Medicine Dept. •

• Affiliated to Maharashtra University Of Health Sciences, Nashik •

### Digital Library Policy and Constitution

This policy is established to ensure the smooth and efficient functioning of the digital library for students and staff. The guidelines outlined below are intended to provide a framework for the operation and use of the digital library facilities.

#### 1. Aims and Objectives of the Digital Library:

-To provide students and faculty access to a wide range of digital resources, including e-journals, e-books, and educational materials.

-To foster a culture of self-learning, research, and continuous education through digital platforms.

-To provide access to global knowledge and resources that complement the Ayurvedic education system.

-To enhance the learning experience by offering easily accessible, modern educational tools and materials.

-To support students in research activities, assignments, and coursework with the latest technological resources.

#### 2. Vision and Mission of the Digital Library:

##### Vision:

To be a leading digital knowledge hub that promotes innovative learning, research, and access to global information in Ayurveda and allied sciences.

##### Mission:

To provide a user-friendly digital library service equipped with state-of-the-art technology, offering comprehensive access to global educational resources to support students, researchers, and faculty in their academic and research endeavors.



### **3. Structure and Architecture of the Digital Library:**

The digital library will be designed with a spacious, comfortable seating arrangement that supports an atmosphere conducive to focused digital research.

**1. Office Space:** Dedicated office space for the digital library in-charge, who will oversee the day-to-day operations.

**2. Stations with Computers:** Multiple computer stations with high-speed broadband connectivity.

**3. Storage Facility:** Adequate storage for Compact Discs, educational DVDs, and other digital media.

**4. Peripherals:** Headphones and other required accessories for private listening of audio-visual content.

**5. Ergonomic Design:** The library will feature ergonomically designed furniture for the comfort of users.

### **4. Timing and Working Hours of the Digital Library:**

**Monday to Saturday:** 9:00 A.M. to 5:00 P.M. without any breaks.

**Sunday:** 10:00 A.M. to 2:00 P.M.

The above working hours are the minimum prescribed hours; the institution reserves the right to extend these hours as per demand.

### **5. Facilities Available in the Digital Library:**

**1. Internet Browsing:** High-speed broadband connectivity for academic research and e-learning.

**2. Access to E-Resources:** E-journals, e-books, e-content, and educational Compact Discs.

**3. Research Support:** Assistance in research activities by providing access to various databases and e-libraries.

**4. Printing and Scanning:** Printing and scanning facilities for academic purposes.

**5. User Assistance:** Library staff to assist users in accessing and navigating e-resources.

### **6. Rules and Regulations of the Digital Library:**

**1. Eligibility:** Only students, faculty, and authorized personnel of the institution can access the digital library.

**2. Membership:** Users must have valid identification to use the facilities.

**3. Internet Usage:** Internet browsing is strictly limited to academic and research purposes. Personal browsing or accessing inappropriate content is strictly prohibited.



**4. Respectful Environment:** Users are expected to maintain silence and not disrupt others.

**5. Usage Time:** Computer stations can be used for a maximum of 2 hours per session. Extensions may be granted if demand is low.

**6. No Food or Drink:** No food or beverages are allowed inside the digital library to maintain cleanliness and protect equipment.

### **7. Functioning and Working of the Digital Library:**

The library will be managed by a qualified librarian or digital library in-charge, responsible for maintaining the smooth operation of the library, ensuring that the facilities are in good working condition.

The digital library in-charge will maintain the infrastructure, including computers, network systems, and peripherals.

Regular updates and upgrades of software and hardware will be carried out to provide the latest technological resources to the users.

### **8. Do's and Don'ts in the Digital Library:**

#### **Do's:**

- Use the digital resources solely for academic, research, and educational purposes.
- Keep the workspace clean and organized.
- Report any technical issues to the library in-charge immediately.
- Adhere to the time limits for computer usage to ensure fair access for all users.

#### **Don'ts:**

- Do not tamper with the computer systems, settings, or install unauthorized software.
- Do not use the internet for non-academic purposes.
- Avoid loud conversations or disruptive behavior.
- Do not remove any equipment or materials from the digital library without permission.

### **9. Disciplinary Actions:**

Any violation of the rules and regulations set forth in this policy will lead to disciplinary action, including but not limited to suspension of digital library privileges, fines, or other appropriate measures.



## 10. Suggestions and Feedback:

Users are encouraged to provide feedback and suggestions for improving the digital library facilities and services. A feedback form will be made available at the digital library reception.

This policy is intended to create a structured and user-friendly environment that promotes effective learning and research in Ayurveda and allied sciences



  
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## Policy for Central Library

### Dr. Deepak Patil Ayurvedic Medical College and Research Centre, Borpadale

#### 1. Aims and Objectives of the Library:

The Central Library of Dr. Deepak Patil Ayurvedic Medical College and Research Centre is established to:

- Provide comprehensive access to academic resources that support learning, teaching, and research.
- Develop a collection of printed and digital resources, with a special emphasis on Ayurveda, health sciences, and associated fields.
- Foster a conducive environment for academic study, research, and knowledge enhancement.
- Encourage intellectual development and creativity through access to a wide range of resources.
- Support the curriculum by providing reference materials for students, faculty, and researchers.

#### 2. Vision and Mission of the Library:

##### Vision:

To be a leading knowledge hub that fosters academic excellence and research by providing seamless access to resources, both physical and digital, in Ayurveda and allied health sciences.

##### Mission:

- To facilitate easy access to quality resources and provide exceptional services that support the educational and research needs of students and faculty.
- To enhance the academic experience through innovative tools, resources, and technologies.
- To create an inclusive environment that supports lifelong learning and intellectual growth.

#### 3. Structure and Architecture of the Library:

**Ventilation and Lighting:** The library is designed with good ventilation, proper lighting, and adequate seating arrangements to ensure a comfortable reading environment. Lighting will primarily rely on natural sources, with additional electric lighting to avoid eye strain.

**Seating Arrangement:** The library will have unidirectional seating to avoid face-to-face interaction. The seating arrangement will follow specific size standards:



**Single reader:** 900 x 600 mm  
**Two readers:** 1600 x 600 mm  
**Three readers:** 2400 x 600 mm

**Tables:** All tables will be equipped with laptop charging facilities and footrest rods positioned 150 mm from the ground.

**Book Shelves:** Open shelves will be provided for easy access to all students. Rare books and manuscripts will be kept in locked, closed shelves to prevent wear and tear.

**Office Space:** The library will have an office for staff, a dedicated area for new arrivals, books under binding, and a book issue/return desk.

**Toilets and Water Facilities:** Separate toilets for male and female students and staff, along with hot and cold drinking water facilities, will be provided within the library.

#### **4. Seating Arrangements, Office, and Book Cupboards:**

The reading space shall follow a unidirectional pattern, ensuring comfort and focus for students and faculty.

-Tables will be furnished according to the specified dimensions, ensuring ergonomics and comfort for prolonged use.

-Each reading table will have charging points for electronic devices like laptops and mobile phones.

-The central library will include open-access bookshelves, with free access for all users, promoting a culture of independent learning.

-Closed cupboards will be reserved for rare books, manuscripts, and old or out-of-print editions.

-Lockers will be available for students to store personal belongings while in the library.

#### **5.5. Rules and Regulations of the Library**

**1. Biometric Attendance:** All users (students, faculty, and staff) must register their attendance using the biometric system upon entry.

**2. Silence and Discipline:** Strict silence must be maintained within the library premises. Library etiquettes will be displayed prominently at the entrance.

**3. Access to Books:** Students have free access to all books except for rare collections, which will be provided upon request.

**4. Book Issuance:** Books can be issued for a specific duration as per the library policy, and late returns will attract fines.

**5. Library Etiquette:** Misuse of library materials, loud conversations, or disruption of others' study environment is strictly prohibited.



**6. Surveillance:** The entire library will be under Closed-Circuit-Television (CCTV) surveillance to ensure safety and security.

**7. Use of Electronic Devices:** Users are allowed to use laptops, tablets, and other devices with headphones to avoid disturbing others.

## **6. Working Hours and Timings of the Library:**

**Monday to Saturday:** 9:00 A.M. to 5:00 P.M. (without break)

**Sunday:** 10:00 A.M. to 2:00 P.M.

The institution may extend these working hours as per the requirements of students and faculty, especially during exam periods.

## **7. Working and Functioning of the Library:**

**1. Book Issue and Return:** A computerized system will be in place to manage book lending and returns. A catalogue coding system, either physical or automated, will be available at the entrance for easy access to books.

**2. New Arrivals Display:** All newly arrived books will be displayed in a dedicated section for a minimum of 15 days or as per the institutional policy.

**3. Barrier-Free Access:** The entire library will be designed for barrier-free movement to accommodate differently-abled students and faculty.

**4. Digital Resources:** Access to online databases, journals, and e-books will be provided for enhanced learning and research opportunities.

**5. Special Collections:** The library will stock all publications of the Central Council for Research in Ayurvedic Sciences and other national institutions in Ayurveda.

**6. Journals and Competitive Study Material:** The library will offer a wide range of journals, competitive exam preparation materials, and newspapers for both academic and general reading.

**7. Assistance Services:** Library staff will provide assistance in locating books, using the library resources, and making photocopies as needed.

## **8. Additional Services:**

**1. Indexing and Cataloguing:** An automated or manual system for cataloguing and indexing books will be maintained to facilitate easy searching.

**2. Book Reservation:** A book reservation system will be available for students to pre-book titles that are in high demand.

**3. Barrier-Free Movement:** To support differently-abled students (Divyangjan), the library will have ramps, elevators, and specially designed facilities.





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## Institutional Library Discipline Policy

The College Council will approve and implement a comprehensive Institutional Library Discipline Policy. This policy will outline the dos and don'ts within the library, maintaining a scholarly and productive environment. The policy will be displayed prominently for all users.

### Dos:

**1. Maintain Silence:** Always maintain silence in the library. Keep conversations to a minimum and speak softly when necessary.

**2. Use Library Resources with Care:** Handle books, journals, and digital resources carefully to ensure their longevity. Return materials in the same condition you borrowed them.

**3. Follow the Library's Timing:** Adhere to the library's opening and closing hours, ensuring all resources are returned or renewed within the prescribed time.

**4. Proper Seating Etiquette:** Use designated seating areas and respect the seating arrangement guidelines to avoid disturbing others.

**5. Return Books on Time:** Return or renew books on or before the due date to ensure availability for others and avoid fines.

**6. Keep the Library Clean:** Keep the library space clean by disposing of trash properly and avoiding food or drinks in the reading areas.

**7. Use Technology Responsibly:** Use laptops, tablets, and other electronic devices in designated areas and with headphones to minimize noise disruption.

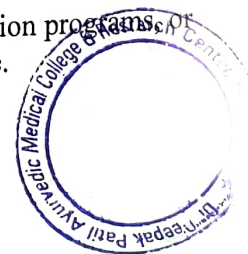
**8. Respect Reserved Spaces:** Use computers, reserved sections, or study rooms according to library guidelines, ensuring fairness and access to all.

**9. Follow Biometric and Check-in Systems:** Always check in using the biometric system or log your visit when entering the library.

**10. Ask for Help:** Approach library staff for assistance if you need help finding materials, using equipment, or accessing electronic resources.

**11. Use Photocopying and Printing Services Carefully:** Follow the library rules when photocopying or printing materials to avoid resource misuse.

**12. Participate in Library Activities:** Engage in any library events, orientation programs, or training sessions that can help improve your research and learning experience.





## Don'ts:

**1. Avoid Loud Conversations:** Do not engage in loud conversations, phone calls, or disruptive behavior that disturbs other users.

**2. No Food or Drinks in Reading Areas:** Do not bring food, drinks, or snacks into the reading and study areas. Spills and crumbs can damage books and electronic equipment.

**3. Do Not Damage Library Materials:** Avoid marking, tearing, folding, or damaging books, journals, or any other library resources. If you accidentally damage a book, inform the staff immediately.

**4. No Unauthorized Borrowing:** Do not take library materials outside without proper check-out procedures. Unauthorized borrowing may lead to penalties.

**5. No Sleeping or Loitering:** Avoid sleeping or loitering in the library, as the space is meant for focused study and research.

**6. No Mobile Phone Usage:** Keep mobile phones on silent or vibrate mode. Do not make or receive calls in the reading areas.

**7. No Disruptive Electronic Device Use:** Avoid playing loud music or videos on electronic devices, even with headphones, as it can still disturb others.

**8. No Blocking of Study Areas:** Do not leave personal belongings unattended in study spaces to block them for long periods. Respect others' need to use the space.

**9. Do Not Misuse Library Equipment:** Avoid tampering with library computers, printers, photocopiers, or any other equipment. Report any malfunction to the staff immediately.

**10. No Misuse of Library Privileges:** Do not misuse your borrowing or access privileges by hoarding books, making unauthorized copies of material, or accessing restricted content.

**11. Avoid Plagiarism:** Do not engage in plagiarism or misuse of resources by copying content without proper citation. Always acknowledge sources in academic work.

**12. No Inappropriate Behavior:** Do not engage in inappropriate behavior such as vandalism, harassment, or any actions that violate the library's code of conduct.

By adhering to these 'Dos' and 'Don'ts,' the library can function smoothly, maintaining a respectful and conducive environment for study, research, and academic growth. These guidelines align with international library standards and will help uphold the reputation of the Ayurvedic Medical College's library



  
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## Library Management Committee

Sr.No	Designation	Name	Sign.
1	Co-Ordinator	Mr. Datta Patil	
2	Member	Mrs. Minal Khandekar.	

M.T.S.



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