



The Shikshan Prasarak Mandal, Kamptee's  
**SETH KESARIMAL PORWAL COLLEGE OF ARTS AND  
SCIENCE AND COMMERCE, KAMPTEE**

Established in 1965 | NAAC Accredited with B++ Grade  
Affiliated to Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur

Principal  
Prof. Dr. Vinay Chavan

Ref. SKP / DC .....

Date 18/07/2023

## Library Policy

Seth Kesarimal Porwal College Library serves as a comprehensive academic resource for students, faculty, and staff. The library provides accessible and convenient services to support the academic growth and development of students, fostering a conducive learning environment.

### Aims and Objectives

The Seth Kesarimal Porwal College Library aims to:

1. Offer resources, services, and spaces for reading, connection, relaxation, and learning
2. Foster a supportive environment for students and staff
3. Provide resources tailored to students' interests and academic needs
4. Equip students with skills to access library resources effectively
5. Promote the value of books and resources through orientation programs.

### Policies and procedures for student and staff

1. Maintain silence in the library.
2. Sign the register before entering the library.
3. Library cards are required to borrow books.
4. Return or renew books within 7 days (students) or 1 month (staff).
5. A fine of Rs. 1/- per day will be imposed for delayed returns.
6. Report damaged books to library staff before borrowing.
7. Replace lost books with a new copy or pay a 20% extra charge.
8. Mobile phones are prohibited in the reading room.
9. Laptops are for work purposes only.
10. Eating is not allowed in the reading room.
11. Reference books are for in-library use only.
12. Students are expected to behave responsibly

  
Principal  
S.K. Porwal College  
Kamptee



The Shikshan Prasarak Mandal, Kamptee's  
**SETH KESARIMAL PORWAL COLLEGE OF ARTS AND  
SCIENCE AND COMMERCE, KAMPTEE**

Established in 1965 | NAAC Accredited with B++ Grade  
Affiliated to Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur

Principal

**Prof. Dr. Vinay Chavan**

Ref. SKP / DC .....

Date 18/07/2023

**Services**

1. New Book Display: 5-day display before circulation
2. Borrowing Privileges: For students and staff
3. Digital Resources: Access to e-books and e-journals
4. Reference Services: For all patrons
5. Referral Service: Assistance with finding resources
6. Reading Room Facility: Quiet study space
7. Exam Resources: Previous year's question papers on OPAC terminal
8. Journal Archives: Serial control and back volumes
9. Syllabus Information: Guidance on course materials
10. Private Student Support: Guidance and difficulty resolution
11. NLIST Access: e-journals and e-books through the National Library and Information Services Infrastructure for Scholarly Content (NLIST)

**Principal  
S.K. Porwal College  
Kamptee**