IIBM
INDIRA INSTITUTE OF BUSINESS MANAGEMENT
NAVI MUMBAI

IIBM LIBRARY POLICY

Issued on June 2019

About Us:

The Malankara Orthodox Syrian Church (MOSC) traces its heritage back to the missionary efforts of the first century C.E., and share the nation's history for the last 20 centuries, to fully integrate the socio-cultural setting of India by contributing magnanimously to the fields of education and health care through enormous number of reputed schools, medical and engineering institutes, all over India.

Under MOSC, runs the prestigious **Bombay Orthodox Diocese Centre**, more popularly known as the **Bombay Diocese.** Under the aegis of the **Bombay Diocese,** two Trusts of **MOCCB and VES**, pioneering in education from KG to PG, are well known for its chain of educational institutes established all over Maharashtra & Gujarat.

The **VES Trust,** hosts a total of three institutes namely **IIBM, DMTIMS and WCCBM** in its Sanpada, Navi Mumbai Campus.

The **Indira Institute of Business Management** (IIBM) was established in the year 2008. The Institute houses one post graduate program **Master of Management Studies (MMS)** in affiliation with **University of Mumbai** and approved by the **All India Council of Technical Education (AICTE)** and Government of Maharashtra with an intake capacity of 120 seats with the University of Mumbai syllabus for its academic curriculum.

Dotting its landscape with a vibrant array of shopping malls, multiplexes, and entertainment hubs around, IIBM is an ideal locale for students aspiring to seek higher education in management.

Since its founding in 2008, IIBM has produced more than fifteen cohorts of student leaders, each distinguished by a global outlook, who have not only carved out prominent leadership positions in the corporate but also sustain an active alumni network both nationally and internationally. The Institute continues to nurture a culture and environment that reinforce its overarching vision, instilling values that shape character and foster a competitive learning atmosphere, thereby empowering every member of its community to realize their fullest potential.

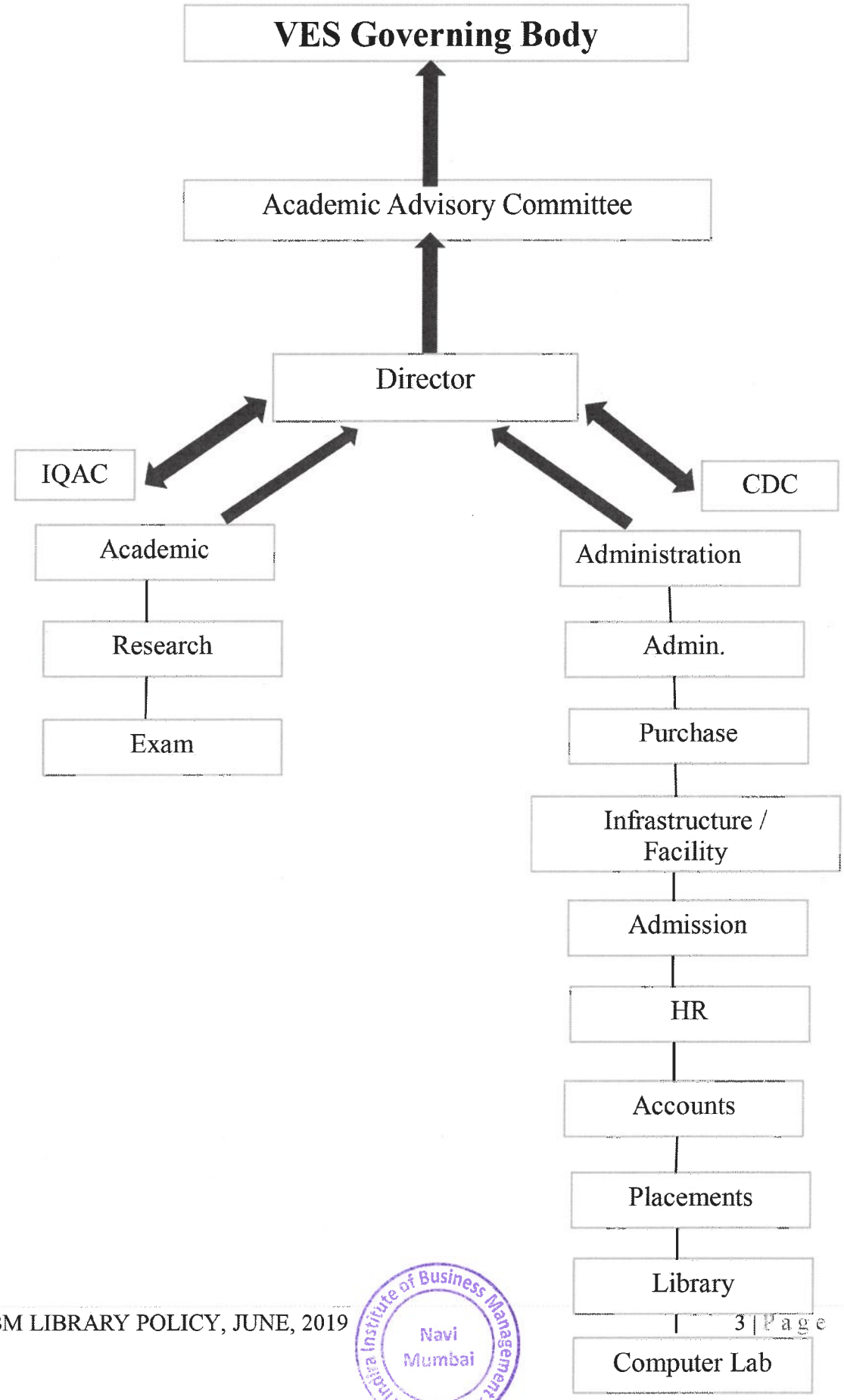
Vision:

To be one of the most preferred Institutes in higher management education.

Mission:

- To provide education that enables students to apply knowledge of management in their respective domains.
- To inculcate and nurture a sense of ethics and values among students.
- To develop managerial, analytical and collaborative skills related to the business environment.

Organogram of IIBM



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This IIBM Library Policy document covers all major areas, ensuring effective and smooth functioning of the library as an academic resource center for the **Master of Management Studies (MMS)** program, affiliated with the **University of Mumbai** and approved by the **AICTE (All India Council for Technical Education)**.

Section 1: Objectives of the Library Policy

The Library Policy is framed to ensure:

1. Optimal use of academic resources by MMS students, faculty, and staff.

2. To outline guidelines for access, borrowing, usage, and maintenance of library resources for its stakeholders

3. To support learning, teaching, and research aligned with the curriculum of the University of Mumbai.

Section 2: Scope

This policy applies to:

1. MMS students (first & second year)
2. Faculty members, visiting faculty, and academic staff
3. Administrative staff (limited access)
4. External users (with special permission from the Director)

Section 3: Library Timings

Days	Timings
Monday–Friday	9:30 AM – 5:00 PM
Saturday	9:00 AM – 5:00 PM
Sunday & Holidays	Closed

Extended hours during exam periods or during any other need arising may be announced through a separate communication.

Section 4: Library Resources

Textbooks & Reference Books

1. Journals (Print & Online)
2. Magazines, Newspapers
3. Digital Databases (e.g., EBSCO, J-Gate, Swayam)
4. Project Reports, Dissertations
5. CDs, DVDs, eBooks
6. University of Mumbai Syllabus & Past Question Papers

Section 5: Library Membership

1. All enrolled MMS students are automatic members.
2. Staff and faculty must register separately.
3. Library cards and IDs are mandatory for accessing services.

Section 6: Borrowing Policy

Category	No. of Books	Retention Period in Days	Renewal Times	Fine/Day
MMS Students	4	7 days	Once	₹10 per day per book
Faculty	15	60 days	Twice	Nil
Staff	10	30 days	Once	Nil
Visiting Faculty	12	15 days	Twice	Nil

Reference books, journals, and project reports are not for home lending.

Section 7: Online Resources Access

1. Digital resources are accessible through the **institute's Wi-Fi network and student portal.**
2. Usage must comply with **copyright and licensing norms**.
3. Unauthorized sharing or downloads may lead to suspension of access.

Section 8: Rules for Library Use

1. Silence must be strictly maintained.
2. Mobile phones should be on silent/vibration mode.
3. No food or beverages allowed inside the library.
4. Personal belongings must be kept outside the reading area.
5. Users must handle books and furniture responsibly.
6. Attendance is recorded for students using the library during academic hours.
7. Students shall scan their ID / Library card for library attendance.
8. They shall contact the staff on duty for any queries.
9. Keep the Library premises clean & tidy.

General Instructions of Use

1. Eating is prohibited.
2. Do not sleep in Library.
3. Chairs should not be disturbed from their position.
4. Mutation and disfiguring of Library material by ink or pencil marks are prohibited
5. Library will not be responsible for loss of any valuable material.
6. Reference books, reports, magazines and journals are not allowed to be taken out of Library.
7. Delay charges of books issued is Rs. 10/- per day, per book.
8. Book in demand cannot be reissued.
9. On violation of "Library Rules" or misconduct of any reader, the library authorities can withdraw the Library facilities to that particular individual.
10. All books and if required, the contents of all bags / briefcases etc. which are being taken out of Library are subject to inspection at any point of time.
11. Students shall not move books / journals from its specific area to another area.
12. Students will not exchange or give their Library card to others.

Section 9: Book Reservation & Renewal

1. Books may be reserved if currently issued to another user.
2. Renewals are permitted if there is no reservation for the same book.
3. Renewals and reservations can be done **online or at the circulation desk.**

Section 10: Loss or Damage

1. In case of loss/damage, users must replace the book or pay the **current market price.**

2. Damaged materials must not be repaired by users on their own.

Section 11: Inter Library Loan (ILL)

1. Faculty and students may request books or research materials from partnered libraries or university departments.
2. Requests must be made through the **Librarian with a formal requisition which in turn will be approved by the Director.**

Section 12: Photocopying & Printing Services

1. Photocopying of reference materials is allowed (within copyright limits).
2. Printing facility available for project work or research (nominal fee applicable).
3. Use only institute-approved printers within library premises.

Section 13: Project Report Submission

1. One hardbound and one soft copy (PDF format) must be submitted.
2. Soft copies will be archived in the institutional repository for academic use.
3. Plagiarism check certificate must be attached (minimum 80% originality).

Section 14: Code of Conduct

1. Any misconduct, loud conversation, or damage to library property may lead to **disciplinary action**.
2. Repeated violations can result in **revocation of library privileges**.
3. Theft or attempt to steal books/materials is a serious offense and will be reported to authorities.

Section 15: Review and Renewal

1. The library policy will be reviewed **annually** by the Library Committee.
2. Updates will be shared via notice boards, emails, and the institutional portal.