



Dr. B.R. Ambedkar State Institute of Medical Sciences
Sahibzada Ajit Singh Nagar Punjab

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USER MANUAL OR HANDBOOK



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About The Institute



Medical Teaching and Hospital

The Institute, Dr. B.R. Ambedkar State Institute of Medical Sciences (AIMS, Mohali) is named after Dr. BhimRao Ambedkar and is the 4th government-aided medical college of Punjab State. It is established under the centrally sponsored Scheme of “Establishment of new medical colleges by upgrading district/referral hospitals” and this Institute has been announced to be established as a medical college attached to the existing district hospital, Sector-56, Mohali (Pb.). AIMS Mohali is an autonomous society under state government and affiliated with Baba Farid University of Health Sciences, Faridkot, Punjab. The mission is to serve mankind, symbolizing love and compassion for each other, service through patient care, high quality of education through tech-savvy teaching methods. The first batch of 100 students joined in 2021-2022.

MOTTO:

Humanity, Service and Equality by nurturing innovation, excellence and creativity to the upcoming generations to serve communities and continue with high quality research.



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CENTRAL LIBRARY



The Institute's Central Library is housed on 3rd floor of the Administrative and teaching block. The floor is planned well to begin with the library services and is suffice to cater to the needs of its users. The library is well lighted, fully air- conditioned and has a congenial atmosphere. The users have easy approach to the library which is well equipped with surveillance system and has been aesthetically designed to accommodate maximum readers. Its calm and serene ambience is well suited for leisure reading and serious studying. The library has an IT cell with 25 computers with internet facility and networking for users to have access to e-resources.



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The aim of the library is:

- To nurture doctors who merge the science of medicine with the art of healing and can instill the responsibility of a medical leader.
- To cater to the needs of the faculty, researchers, residents of 23 departments of the institute who are involved in finest clinical research, teaching and patient care.
- To support the medical education and facilitate research to the upcoming physicians to serve the society.

In short, library is striving to fulfill the requirements according to NMC, and expand its resources, space and services according to the needs of the parent organization.

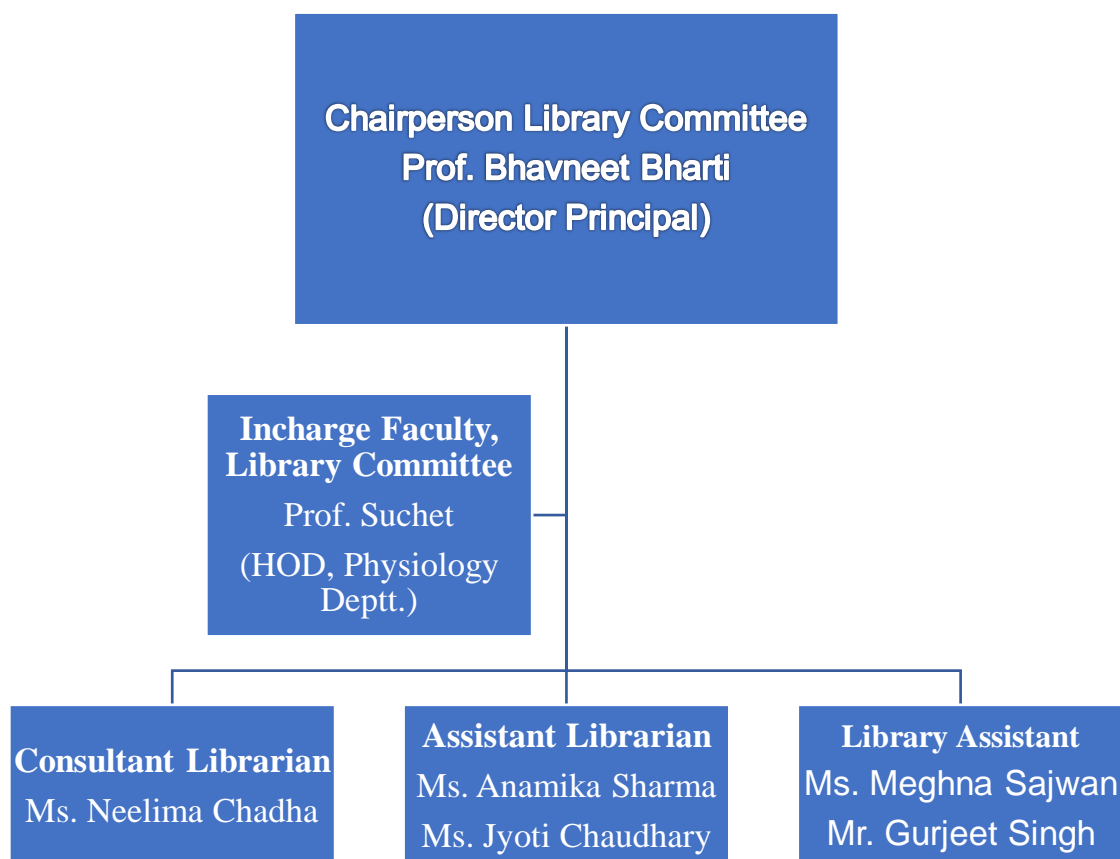


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ORGANIZATIONAL STRUCTURE
Central Library, AIMS Mohali



Presently, the library has following Committee Members:

1. Dr. Maneesha Sharma, Professor & HOD, Department of Anatomy.
2. Dr. Sushmita Sharma, Professor & HOD, Department of Obs and Gyn.
3. Dr. Mandeep Kaur, Assistant Professor, Department of Physiology.
4. Dr. Priya Singh, Assistant Professor, Department of Pathology.
5. Dr. Sumeet Kaur, Assistant Professor, Department of Biochemistry.
6. Dr. Neelam Lakha, Assistant Professor, Department of Biochemistry.
7. Dr. Sonia Jangwal, Senior Resident, Department of Biochemistry.



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Library Timings:

Central Library started its initial activities more than a year before the actual starting of the MBBS session (Batch 2021-2022) in February 2022 at the third floor (3rd) of the academic building. It has reading space for students and separate room for faculty.

- The reading room of central library is opened 24 X 7 for the medical students.
- Library remains open from 9:00 a.m. to 4:30 a.m. throughout the year except for gazetted holidays

Who can be a member?

Medical students and current AIMS faculty, doctors, research scholars, professionals and permanent staff are eligible to become members of the library. These members can have access to all the facilities of the library.

General Rules:

- All library rules are to be strictly adhered without any further discussion.
- Silence to be maintained.
- No entry without library card.
- Make an entry (mention Library Card No.) in the register while coming in and going out of the library.
- No personal bags/laptop bags allowed beyond entrance of the library.
- Keep all your personal belongings at the property counter.
- Don't keep your valuable items in bags kept at property counter; the library administration is not responsible for any kind of loss/misuse.
- Don't leave your chargers (Phone/Laptop), personal books and other reading material on tables when you leave the library.
- Keep your mobile phone on silent mode while sitting in the library.
- No one is allowed to sit on the stairs outside of the library.
- Eatables and Beverages are not allowed in the library premises.
- Make use of dustbins.
- No argument with staff on duty.
- Please drop your suggestions to the following email: centrallibraryaimsmohali@gmail.com, Or contact Prof. Suchet, HOD, Depart. Of Physiology.



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PLEASE NOTE: USERS THEMSELVES ARE EQUALLY RESPONSIBLE FOR DUTIES IN THE LIBRARY IN CASE OF NON-AVAILABILITY OF LIBRARY STAFF.

LIBRARY SERVICES:

The library is situated on one floor of the academic wing and is easily approachable by faculty, resident doctors, students and researchers. The library has following sections to begin its services and accommodate three batches of students as of now. The library has a catalogue to show the status of the holdings of the library. It also displays the catalogues of various well-known publishers and vendors for information, awareness and as a reference for faculty and students in the reading hall adjacent to the catalogue and pigeon holes. Following are the sections dealing with various services:

- 1. CIRCULATION SECTION**
- 2. ACQUISITION SECTION**
- 3. TECHNICAL SECTION**
- 4. NEWSPAPER READING AREA**
- 5. FACULTY READING ROOM**



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CIRCULATION SECTION:

ISSUE/RETURN RULES (Borrowing Rules)

- The timings of issue and return of books are from 9.00 am-4.30pm for students and faculty.
- The books are issued for 14 days and journals may be issued to faculty on request.
- Books lost, destroyed or disfigured shall have to be paid for or replaced by the borrower to the satisfaction of the Librarian.
- Reference books, rare books and current periodicals will not be issued.
- The Librarian may recall any book, if necessary, even before the expiry date.
- Fine of Rs.5/- per day per overdue Book/Journal will be charged.
- Charges of Rs.200/- will be levied for duplicate card.
- Readers are not allowed to borrow books on another reader's card.
- Lost book/library card, should be immediately reported in writing to the Librarian.
- Whenever a member leaves/retires, he/she has to obtain a "No Dues Certificate" from the Library.





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ACQUISITION AND TECHNICAL SECTION

This section deals with the purchase of books and journals. After following the purchase procedure, the books and journals are acquired and then technically processed. The proper accessioning of the books and journals record is maintained for proper display on stacks and finally being read by the esteemed users of the institute.





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NEWSPAPER READING AREA

Proper leisure reading area is maintained in the library for users. The library subscribes to the following newspapers:

- THE HINDU(English)
- AJIT (Punjabi)
- DAINIK BHASKAR (Hindi)





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READING AREA:

The reading area is very well-lighted, ventilated and spacious. The two halls are divided with stacks and almirahs with individual reading carols.





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READING AREA WITH CATALOGUE AND DISPLAY





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Celebrated Librarian's Day, 12th August 2022



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RECEPTION AREA

At the college reception area, a few books have been kept for leisure reading for visitors. Prof. S. Rana, HOD Surgical Gastroenterology and Incharge Library, PGIMER, Chandigarh visited the area on 16th August 2023 and appreciated the whole idea. He has also actively interacted with faculty in the committee room of AIMS Mohali regarding various library issues.





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Celebrated Librarian's Day, 16th August 2023



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The Central Library of Dr. B.R. Ambedkar State Institute of Medical Sciences AIMS, Mohali celebrated Librarians Day to commemorate the 131st birth anniversary of #Padmashri Dr. S.R. Ranganathan (1892-1972), Father of Library Science of India. On this occasion the Director Principal Dr. Bhavneet Bharti inaugurated the Book Exhibition as well as laid stress on the importance of referencing & research tools. Ms Lalita Dheer, Assistant Library and Information officer(ALIO), Ms. Jyotsna and Ms. Deepika Tandon, Senior library and Information Assistants from PGIMER ,Chandigarh were the guests on the occasion.

Ms. Jyotsna addressed the participants and informed them about Referencing Tools whereas Ms. Deepika Tandon shared her knowledge about End Note in the field of medical literature. Ms. Neelima Chadha, Consultant Librarian also shared her knowledge on importance of searching strategy and use of standardised terminology in research and importance of libraries and librarians in medical field. The event was concluded with vote of thanks given by Dr. Suchet Trigotra, Incharge Faculty Library Committee. Moreover, Books of different publishers were displayed by City Book Shop during Book Exhibition. Faculty and medical students actively participated.

THANK YOU!