



Govt. of Maharashtra
Government Medical College Library, Aurangabad

EPBX: 0240/2402412-17 (312) FAX: 0240 2402418 email: deanlibr@gmail.com Website: www.gmcaurangabad.com

ABOUT US

The Government medical college (GMC) & Hospital (GMCH), Aurangabad is a medical school affiliated to the Maharashtra University of Health Sciences (MUHS), Nashik. The College is recognized by the Medical Council of India (MCI), New Delhi for medical education in India. Founded in 1956 it is one of the premier medical institutions in the state of Maharashtra. At present, the college accepts 150 students per year for the undergraduate course MBBS and around 85 students per year for the various postgraduate courses. The College has an excellent training center for young medical doctors, nurses, and BPMT students in the art & science of medicine. College Library also established with the college in the Year 1956.

OUR VISION

We make the library top-most medical college library in Maharashtra as well as in India.

OUR MISSION

To provide every information & service to every users

LIBRARY COMMITTEE MEMBERS

Sr No	Members	Department
1	Dr Sudhir Chaudhari (Chairman)	Physiology
2	Dr Vaijayanti Hardas	Biochemistry
3	Dr. Manusha Dhawle	Pathology
4	Dr. Swapna Ambekar	Anatomy
5	Mr. Magar Sanjay H	AO College
6	Dr. Shelke Santosh M	Librarian

LAYOUT AND FLOOR AREA

As per the MCI Norms for 150 admissions the Library area required is 2400 Sq. meters. Following are the details section wise available at Govt. Medical College, Aurangabad for your kind Information.

Sr.No	Particulars	Area in Sq. Ft	Total Section Area in Sq Ft.	Total Section Area in Sq. mtrs
1	Reading room for staff	35 x 24	840	256
2	Stack Room	35 x 23	805	245
		22 x 13	286	87
3	Digital Library	24 x 11	264	80
4	Reference Section	24 x 24	576	176
5	Book Bank	24 x 11	264	80
6	PG Reading (3 Halls)	22 x 24	528	161
		16 x 22	352	107
		34 x 18	612	187
7	UG Reading (2 Halls)	34 x 10.5	357	109
		40 x 70	2800	854
8	Administrative staff room	11 x 8	88	27
9	Wash Room (2 Boys/Girls)	27 x 10	270	82
Total Area			8042	2452

New Separate Library Building construction in process: 2400 sq Meters



LIBRARY SERVICES

- 1) Reference Service
- 2) Referral Service
- 3) Photocopy Service
- 4) 24 Hours Reading Service
- 5) Internet Service/WIFI
- 6) Books For Home Landing Service
- 7) Book Bank for SC/ST Students
- 8) MUHS Digital Library
- 9) National Digital Library

LIST OF LIBRARY STAFF WITH DESIGNATION

Sr. No	STAFF NAME	POST	Qualification
Technical Staff			
1	Dr. Shelke S.M.	Incharge Librarian	MA. MLISc, M.Phil. NET, SET, PhD.
Clerical Staff			
1	Murad Beg	J. Clark	SSC
2	Pasha Beg	J. Clark	SSC
3	Sayyed Ajim	J. Clark	SSC
Class IV Staff			
1	Smt Anjayya L.	Hamal	
2	Rothe P. R.	Lab Att	9 th
3	Ghorpade B.B.	Safaiagar	
4	Jagtap V.	Peon	
5	Smt Motakar A.	Gas Machine Tech Assi.	
6	Mujahid Khan	Operator	
7	Rais Baig	Safaiagar	

LIBRARY COLLECTION

A. Books

Particulars	No of Books
Library Books	25736
Journals Bound Volumes	15410
Social Welfare	3317
Library book bank	117
MUHS Nashik	84
Donated Books	1797
WHO Books	1311
Total	47772

B. Daily Newspapers

English	Hindi	Marathi
Indian Express	Lokmat Samachar	Loksatta
Times of India		Maharashtra Times
Lokmat Times		Sakal
		Samna
		Lokmat
		Divya Marathi



SUBJECT WISE JOURNAL LIST 2017

Anatomy
1. Anatomical Research International
2. Anatomical Science International
3. Indian Journal of Clinical Anatomy & Physiology
4. Indian Journal of Anatomy
5. National Journal of Clinical Anatomy
6. Indian Journal of Medical Research
7. Journal of the anatomical society of India
Physiology
8. Journal of Sports Medicine & Physical Fitness
9. International Journal of Physiology
10. IOSR Journal of Dental and Medical Sciences
11. Indian Journal of Physiology & Pharmacology
12. International Journal of Basic & Applied Physiology
Biochemistry
13. Annual Review of Biochemistry
14. Indian Journal of Clinical Biochemistry
15. Indian Journal of Biochemistry & Biophysics
16. Indian Journal of Biochemistry & Biotechnology
FMT
17. Journal of Forensic & Legal Medicine
18. Indian Journal of Forensic Medicine & Toxicology
19. Journal of Indian Society of Toxicology
20. Indian Internet Journal of Forensic Medicine & Toxicology
Community Medicine
21. Journal of Public Health
22. Asia Pacific Journal of Public Health
23. National Journal of Community Medicine
24. Journal of Family Medicine and Primary Care
Pharmacology
25. Journal of Clinical Pharmacology
26. Research & Review- A Journal of Pharmacology
27. Annual Review of Pharmacology & Toxicology
Pathology

28. American Journal of Clinical Pathology
29. American journal of Pathology
30. Archives of Pathology & Laboratory Medicine
Microbiology
31. Journal of Clinical Microbiology
32. Annual Review of Microbiology
33. Journal of Infectious Diseases
34. Indian Journal of Medical Microbiology
35. Indian Journal of Pathology & Microbiology
36. Indian Journal of Tuberculosis
37. Journal of Communicable Diseases
38. Journal of Parasitology
39. Journal of Mycology
TB/ Chest
40. Indian Journal of Sexually Transmitted Diseases and AIDS
41. Journal of HIV and Human Reproduction
Dermatology
42. JAMA Dermatology
43. Journal of American Academy Dermatology
44. Indian Journal of Dermatology, Venereology and Leprology
45. Indian Journal of Dermatology
46. Indian Society of Pediatric Dermatology
Orthopedics
47. Journal of Bone & Joint Surgery
48. Orthopedics Clinics of North America
49. Journal of Orthopedics
50. Clinical orthopedics & Related Research
51. Indian Journal of Orthopedics
ENT
52. The Laryngoscope
53. The Journal of Laryngology & Otology
54. Otolaryngology Clinic of North America
55. Indian Journal of Otolaryngology & Head Neck Surgery
Pediatrics
56. Pediatrics Clinics of North America
57. Archives of Diseases in Childhood
58. Clinics In Perinatology

59. Indian Pediatrics
60. Indian Journal of Pediatrics
61. Indian Journal of Practical Pediatrics
62. Journal of Neonatology
Radiology
63. Indian Journal of Radiology & Imaging
64. Journal of Clinical and Diagnostic Research
65. Donald School Journal of Ultrasound in OB GY
66. Journal of Indian Academy of Oral Medicine & Radiology
67. MRI Clinics of North America
68. Radiology clinics of North America
OBGY
69. American Journal of OBGY
70. The Journal of OB GY of India
Medicine
71. New England Journal of Medicine
72. JAMA
73. Lancet
74. British Medical Journal
Anesthesia
75. Anesthesiology Clinics of North America
76. British Journal of Anesthesia
77. Journal of Obstetrics Anesthesia & Critical Care
78. Journal of Neuro Anesthesiology & Critical Care
79. Anesthesia Essay and Research

80. Journal of Anesthesiology & Pharmacology
81. Indian Journal of Anesthesia
Ophthalmic
82. American Journal of Ophthalmology
83. Journal of Cataract + Refractive Surgery
84. BJO
85. Journal of Glaucoma
86. Ophtahlmology
87. Journal of Community Eye Health
88. Delhi Journal of Ophthalmology
Psychiatry
89. British Journal of Psychiatry
90. Health Psychology Review
91. American Journal of Psychiatry
Surgery
92. Journal of Trauma & Acute care Surgery
93. American Journal of Surgery
94. British Journal of Surgery
Cancer
95. Cancer
96. Cancer Cytopathology
97. Clinical Cancer Investigation Journal
98. Indian Journal of Cancer
99. South Asian Journal of Cancer
Hospital Management
100. Journal of Health Management



SUBJECT WISE BOOKS LIST

Sr. No	Subject	Total Books	Journals		Other				
			National	International	Social Welfare Books	MUHS Books	Library Book Bank	WHO Books	Donated Books
1	Anatomy	1910	450	287	252	14	12		
2	Anesthesia	337	402	302	65				
3	Biochemistry	1060	480	280	180	6	8		
4	Cancer	238	540	262	25				
5	Dermatology/Skin	162	246	229	35				
6	ENT	344	382	244	40		6		
7	FMT	315	302	290	44	7	7		
8	Medicine	3813	1216	560	642	11	14		
9	Microbiology	815	440	162	270	4	4		
10	OBGY	1572	264	340	301	6	8		
11	Ophthalmology	698	497	320	180	2	4		
12	Orthopedics	507	426	260	120		2		
13	Pathology	2557	681	342	241	8	14		
14	Pediatrics	607	720	190	161	5	6		
15	Pharmacology	1311	336	218	140		4		
16	Physiology	2768	268	246	76	9	8		
17	PSM/ Com Medicine	132	390	188	42	4	6		
18	Psychiatry	100	194	270	36				
19	Radiology	642	312	412	186				
20	Surgery	1826	486	470	240	7	14		
21	TB	93	214	292	22	1			
22	Reference books	3929			19				
	Total Books: 47772	25736	9246	6164	3317	84	117	1311	1797



GMCA, I CARD / LIBRARY CARD FORM
UG STUDENTS



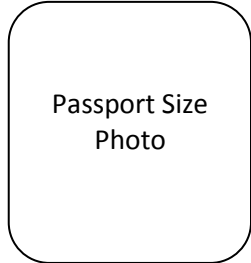
STUDENTS NAME: _____
Surname Name Parents Name

CLASS: _____
(MBBS: I/II/III TERM: I/II/III)

ADDRESS (Permanent) _____

Mobile No: _____

Email ID: _____



➤ For original I card/Library Card

Paid Library Deposited: Rupees _____ Receipt No: _____ Date: _____

➤ For Duplicate I card/Library Card

Paid Library Deposited: Rupees _____ Receipt No: _____ Date: _____

I will be responsible for the misuse of the I Card and Library Card.

Student Signature

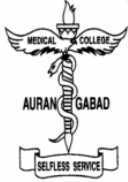
Office use only

1. Student I Card Number and Date: _____

2. Student Library Card Number and Date: _____

Librarian
Government Medical College, Aurangabad

(Note: 3 Passport Size Black/White Photo, Holding Certificate, Order Xerox copy)



**GMCA, I CARD / LIBRARY CARD FORM
FOR STAFF & PG**

NAME: _____
Surname Name Father/Mother/Parent

Designation: _____
(Prof, Asso Prof, Assi Prof, Resident/PG)

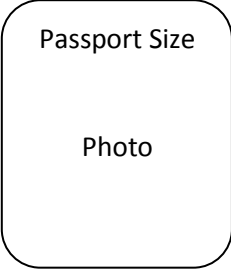
Department: _____

ADDRESS (Permanent) _____

Mobile No: _____ Email Address: _____

Order Date & No: _____

Last Service Date/Month/Year: _____



Signature
(Card Holder)

Forwarded to the Librarian

Dr. _____ has joined the department of _____

As _____ So Identity card and Library card issue to him / her.

and asked to produce **No Dues Certificate** from the Library before relieving from this department.

Signature
(Head of Department)

Dr. _____

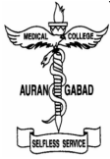
I Card No. & Date: _____

Department: _____

Library Card No & Date:- _____

Librarian
Government Medical College, Aurangabad

(Attached: Order Xerox copy)



**BOOKS ISSUE TO STUDENTS UNDER THE SCHEME OF
MUHS BOOK BANK**



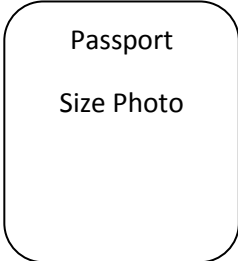
STUDENTS NAME: _____
Surname Name Parents Name

CLASS: _____
(MBBS: I/II/III TERM: I/II/III)

ADDRESS (Permanent) _____

(Residential): _____

Email. _____ Mob No. _____



Sr No.	Book No.	Author	Book Title	Issue Date	Sign	Remark

1. I Attach here with one Xerox copy of The Cast Certificate & I Card
2. I will be responsible for the missing the Books & Before exam I will return of above books.

Student Signature

Librarian
Government Medical College, Aurangabad

(Attached: Last year Mark Memo, Income Certificate, I Card Photocopy)



READING IDENTITY CARD FORM
(Post-Intern/Other Person)



NAME: _____

Surname

Name

Parents Name

EMAIL: _____ MOB No: _____

ADDRESS (Permanent) _____

(Residential): _____

➤ For Library Reading I card

Paid Reading Fees: Rupees

Receipt No: _____ Date: _____

I will Follow the Library Rules & Regulation and I responsible for the misuse of the I Card.

Signature



**Government Medical College,
Aurangabad**

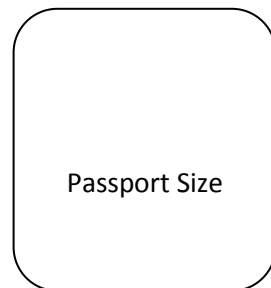
User I Card No & Date: _____

User NAME: _____

Email: _____

Mob No: _____

Valid From: _____ to- _____



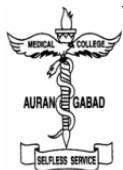
Passport Size

Librarian

Administration Officer

(Attached: ID Proof, Fees Receipt)

**Dean
Government Medical College, Aurangabad**



BOOKS ISSUE TO STUDENTS UNDER THE SCHEME OF

SOCIAL WELFARE

(Only for **SC & ST** Students)



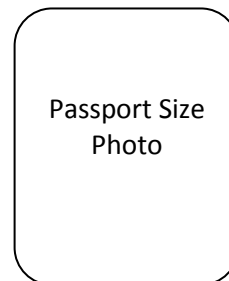
STUDENTS NAME: _____
Surname Name Parents Name

CLASS: _____
(MBBS: I/II/III TERM: I/II/III)

ADDRESS
(Permanent) _____

(Residential): _____

Email. _____ Mob No. _____



Sr. No.	Book No.	Author	Book Title	Issue Date	Sign	Remark

1. I Attach here with one Xerox copy of The Cast Certificate & I Card
2. I will be responsible for the missing the Books & Before exam I will return of above books.

Student Signature

Librarian
Government Medical College, Aurangabad



LIBRARY RULES



1 ADMINISTRATION

1.1 Library Committee

The library will be administered by the library committee. The library committee shall consist of following members nominated by the Dean.

- A) Chairman – Officer Incharge. (Nominated By Dean)
- B) Members – Three from Teaching staff & one will be Administration Officer.
- C) Member Secretary – Librarian

1.1.1 Function of the Library committee

The Library committee constituted as above by the Dean will give guidance on the following matters.

- To scrutinize & recommend for the purchase of the books, Journals and book volumes from the list suggested by the Departments.
- To recommend procedure for purchase of book, Journals, book vol.etc.
- To recommend the disposal of the damaged & old books those are not in use.
- To recommend to write off the missing books as per rules.
- To consider any other matter concerned with the Library.
- The library committee for the management of the Library.

1.1.2 Meeting

The meeting of the library committee shall be called by the Librarian in consultation with the chairman, as and when necessary.

1.1.3 Librarian

The Librarian will be in charge of the Library in all respects and shall be accountable to the Dean.

2. MEMBERSHIPS OF THE LIBRARY

- 2.1 The Teaching & Non Teaching Gazetted Staff of the College and Hospital.
- 2.2 The clinical assistants.
- 2.3 Undergraduate & Postgraduate Students of this college.
- 2.4 Para Medical Staff of this institution.
- 2.5 Teaching Staff of this Medical College concerned with the teaching programme of the respected college only or written application and approved by the Dean, Govt. Medical College & Hospital Aurangabad.
- 2.6 And other persons to whom Dean may grant permission provided they produce a receipt of Rs.3000/- use of the Library for One Year (For One Month Rs-250/-).

3 LIBRARY HOURS

A) Issue Counter & Reference Section

- Monday to Saturday : 10 am to 6:45pm

B) Reading

- 24 Hours open for the Study {Except Diwali (Three Days) & (One Day) of Holi }

4 ISSUING OF LIBRARY BOOKS & JOURNALS

4.1 Books

Books will be issued to the Users for home study on the following basis

Sr.	Designation	Books	Journals	Days
1	Teaching Staff	Five	00	One Month
2	Non Teaching/Clinical Staff	Two	00	One Month
6	P.G. Students	Three	00	15 Days
7	U.G. Students	Two	00	15 Days

4.1.1 Members will present themselves personally for borrowing books from the Library.

4.1.2 Delay in returning books

- All the Books issued for home to students and teaching staff are returned to the Library within the specified period. A **fine one (1) Rupees per day** will be charged for the period of delay.
 - If books issued to the teaching staff members are not received within the specified period, the reminder for the returning or renewal of the books should be sent to them.
 - If in spite of the sending at least 2 reminders for return of books, if no action is taken by the teaching staff in the matter. The Librarian should inform the Chairman/Dean for further action.
-

4.1.3 Books of the following description shall not be issued

- Reference books, rare books & out of print books
 - Dictionaries, Encyclopedia & Atlases
 - Loose-Leaf Volumes
-

4.1.4 Books will be issued to the students for reading hall facility against their own Identity Card only.

4.1.5 Before leaving the counter the borrower of book should satisfy himself as to whether the book issued to him is in good condition. If a book is found defective in any respect. He should immediately bring the matter to the notice of the Librarian. If the book is found in damaged condition at the time of returning. The borrower and he will have to replace the book.

4.2 Journals

- No Journals will be issued for home reading.
 - However, for the teaching staff it may be issued for reading in the Department for one day only and must be returned in the evening before leaving the college.
-

5 GENERAL RULES

5.1 No sub-lending of the books borrowed from the Library is permitted.

5.2 Books and other materials that have been issued out of the library are liable to be recalled at any time and when so recalled they must be returned at once.

5.3 Reading room facility will be denied to those who will not have identity Cards.

5.4 Issuing Reference Books For Reference Purpose

- Reference books will not be issued out of library.
 - Such books are to be referred in the library only.
 - If any member borrows such book for reference purpose it is to be returned on the same day. Failing which a fine of Rs.5/- per day will be recovered from the concerned.
-

5.5 As regards the returning of the books borrowed for reading in library Reading Hall, such books are also to be returned before leaving the reading hall. Failing which a fine of Rs.5/- per day will be recovered from the concerned.

5.6 Loss of Books

- If someone has lost a book borrowed from the library and which is a rare book, the concerned will have to pay the cost of the new book within one month only after filing a police report for the loss of book under intimation to Dean, failing which the concerned will be withheld and parents will be informed accordingly.
 - Any reference book borrowed from Library is lost by the borrower. The book is to be replaced by the same edition after filing a police report for the loss of book under intimation to Dean, Such members will pay the fine to the extent of delay in replacing the book after one month from the loss of book at the rate **One Rupee per Day**.
 - In case journal (Bound) is lost by the borrower he has to replace it or if a loose issue of a journal is lost, the borrower has to make good such loss, failing which the whole set will have to be replaced by the
-

borrower. However, if such a journal is found to be out of print & hence cannot be replaced in such a case the original price of journal as per record will have to be paid by the borrower.

-
- 5.7 No tracing or mechanical reproduction, underlining, taking out of the pages from the books, disfiguring of the books should be made. In such cases the member will have to replace the book or will have to pay the current prices.
-
- 5.8 Every member entering the library will sign his/her own name in register kept at the gate counter.
-
- 5.9 The belongings of the members such as his/her own books, umbrella, hat bag, purse etc. should be kept at the counter.
-
- 5.10 Smoking, conversation and similar objectionable practices are forbidden in the library premises.
-
- 5.11 The librarian is empowered to see that the proper discipline and silence is maintained in the library and in the event of the violation the rules of the library the librarian is empowered to request the person concerned to leave the premise of the library immediately and report the name of person to the Chairman / Dean.
-
- 5.12 The librarian reserves the right to call back any book/journal from the borrower even before due date in case of necessity.
-
- 5.13 The college office shall inform to the librarian in case of Transfers. Appointments, resignations, cancellation of admissions and leaving the college etc.
-

6. DEPARTMENTAL LIBRARIES

- 6.1 The heads of the departments are allowed to maintain departmental libraries of books concerned to subjects for the purpose of ready references. On request from head of the concerned department will be done by the order of the Dean.
-
- 6.2 The departmental libraries will be entitled to keep the books as determined by the library committee from time to time.
-
- 6.3 The heads of the departments should try to avoid duplication of book and ask for only those books which are absolutely necessary.
-
- 6.4 Head of departments is solely responsible for books issued to their departmental libraries therefore proper register of issue of books to staff members must be maintained by Incharge person.
-
- 6.5 If a single copy of book is in the central library such book will not be issued to the departmental library.
-
- 6.6 One copy of every book transferred to the departmental library must remain in the central library.
-
- 6.7 Whenever a new edition of book is supplied to departmental library its old edition should be returned to the central library.
-
- 6.8 Inter departmental transfers of books without proper order of the Dean is strictly forbidden.
-
- 6.9 Librarian/officer nominated by Dean will carry out annual verification of departmental library with prior intimation. The staff member of departments who is looking after departmental library will be associated with him for verification.
-

Librarian

Administrative Officer

Chairman (Library Committee)

Dean
Govt. Medical College & Hospital Aurangabad