

## **Introduction – LIBRARY COMMITTEE (White Paper)**

The Library at Aayojan School of architecture has a spacious area of X Sq.m. with a seating capacity of 110. ASA Library has a collection of 6272 books with 6218 titles on various subjects and over 143 reference books. It subscribes about 10 national and 5 international print journals and holds over 1899 dissertation reports and 1932 Thesis. The Digital Library has subscribed 1 E-Resource which includes 4270 e-journals, manuals, reports, standards, and other information.

The Digital library holds nearly 144 CDs and DVDs.

Management and promotion of usage of such vast recourses requires a body which can essentially advise College Library in its activities and services.

## **Objective/s**

Library should regularly bring out services to inform the users of latest developments and availability of newly acquired documents for use. These services assist the users in pursuit of and access to required information and keeping them informed of latest developments in their subject fields.

## **Roles & Responsibilities**

Some of the functions expected of the Library Committee may be:

1. Advise and review library policies for instruction, resources, services, and the facility
2. Discuss and evaluate budgetary issues for books, journals, databases, media, e-resources etc.
3. Ensure the library is connected with and supports the College academic programs.
4. Computerization of library with standard digital software.
5. Inclusion of comprehensive information about the library, resources, facilities and services in the college website and prospectus.
6. Compiling student/teacher usage statistics and displaying the same on the notice board.
7. Suggestions register for timely response.
8. Displaying new arrivals and circulating a list of those to academic departments.
9. Conducting book exhibitions on different occasions.
10. Establishing of Readers' Forum
11. Organizing book talks in collaboration with the relevant student club
12. Organizing competitions annually – such as book reviews, article reviews etc.

13. Conducting user surveys periodically.
14. Instituting Annual Best User award for students and Faculty
15. App (ERP Integration?)
16. Conducting Library related orientation of new batch every year.

## Composition

The Library Committee will be constituted under the chairmanship of head of the institution. The composition of the LC may be as follows:

1. KSM Sir: Head of the Institution
2. NSR Sir: Dean of the institution
3. RNA
4. Kuldeep Ji

**Note:** Final team comprising of faculty members to be decided after discussion.

Suggested Names:

1. RKG: To provide digital support and guidance.

## The Role of Coordinator

The Library Committee coordinator may review and recommend policies for the library, with particular attention to the collection budget and to the distribution of resources among academic divisions and units. Coordinator should also provide a channel of communication between the library and the faculty, staff, and students, while also assisting in the assessment and promotion of the library's alignment with the needs of the College community.

### **Expected Support** (*Academic/Administrative/Financial*)

The Library Committee will require support in the financial and maintenance operations of the library, including:

1. Purchases, payments, and reimbursements.
2. Renovations and relocations, furniture and shelving orders and repairs, as well as signage and exhibits.
3. Library maintenance, emergency management, and pest control.

## **DRAFT MINUTES of the Academic Meeting (2023-24)**

**Day & Date of meetings:** Friday, November 03, 2023

**Attendees:** Convener - Mr. Aadi Mahajani, Director (S&O)

Prof. Ritu Nathawat

### **AGENDA ITEM 1: Current Library usage statistics and challenges. –**

- The Library Coordinator presented current statistics on library usage, highlighting trends, challenges, and areas for improvement.
- Discussion focused on identifying key reasons for underutilization and potential barriers.

### **AGENDA ITEM 2: Brainstorm strategies to promote increased library usage.**

- Ideas included enhancing awareness through workshops, integrating library resources into curriculum, and improving physical and digital accessibility.

### **AGENDA ITEM 3: Policy Framework Development**

- A consensus was reached to develop a structured policy framework to guide efforts in promoting library usage.
- The framework includes:
  - Defined goals and objectives for increasing library engagement.
  - Strategies for collaboration between academic departments and the library.
  - Guidelines for resource allocation and promotional activities.
  - Metrics for monitoring and evaluating the effectiveness of initiatives.

**Mr. Aadi Mahajani**

**Director**

**(Strategy and Operations)**

## List of Initiatives

1. Policy Document for Library activities.
2. Revision in Policy after Discussions.
3. Survey conducted of students and faculty to understand usage.
4. List of journals identified/suggested as per Impact Factor.
5. Document suggesting promotion of usage of Library.

### Note:

Several other undocumented activities include generally making students aware of resources, pushing for purchases, suggesting cleaning drives, suggesting digitizing data, performing general maintenance audits for library etc.

## LIBRARY POLICY

### ASA Library Vision and Mission:

The vision of the library is to be at the core of ASA's education system, enriching the teaching-learning process and ensuring research excellence by emerging as a source of institutional pride. The end users, empowered by accessible, innovative: creative and responsive library services are supported by an excellent range of high-quality resources and committed professional staff members.

The library's mission is to create inspiring education by offering exemplary resources for learning and providing best research environments, which will be a gateway to right and relevant resources, supported by an enabling and user-focused service culture. The end users shall have seamless and timely access to a wide range of high-quality information resources.

### Working Hours:

The library is kept open from 9:00 am to 5:00 pm 6 days a week (Monday to Saturday).

#### 1. Introduction:

Patrons visit a library to read, consult and borrow reading and reference materials. Hence, the atmosphere in the library should be inviting, which is ensured through cleanliness of areas in and outside the library. Maintaining a calm and neat atmosphere in the reading and stack areas is essential for concentrated reading and searching of materials. ASA Library aims to provide the users with clean and green atmosphere including dust-free environment in the stack and reading areas.

#### 2. Rules and Regulations:

ASA Library provides the best information services to student, faculty and scholars alike. These rules are framed to ensure that all the members may make the maximum utilization of the library facilities. The students, faculty members and staff members of Aayojan School of Architecture Jaipur, are automatically eligible for membership of the ASA Library. By using any facility of the library, a user/member agrees to abide by the following rules and regulations.

1. General Rules and Regulations
2. Library Membership
3. Book Borrowing and Renewal Rules
4. Return of the book after the due date
5. Loss and damage of Library resources

6. Document Scanning facilities
7. Digital Library access facilities
8. Discussion Rooms facilities
9. Video Conferencing facilities
10. Library Information and Digital Notices

## 2.1 General Rules and Regulations:

- Strict and absolute silence shall be observed in the library.
- Speaking through mobile phone is strictly prohibited. Use of cell phones is allowed only for academic activities and users are advised to keep their mobile phones on silent mode.
- Academic decorum should be maintained in the library premises.
- Open discussion should be avoided in the reading halls.
- Non-academic discussions, meetings should not be conducted in the library premises. Defaulters will be viewed seriously.
- Laptops, electronic Tablets, Bags, Helmets, Water Bottles and other Eatable Items, Umbrellas, Raincoats are strictly prohibited inside the library. Users are advised to keep all the above said items at property counter.
- However, the users are advised not to leave, cell phones, wallets, money, cards etc. in the bags and Library is not responsible for the loss or damage of any such items.
- Library users are strictly prohibited from carrying the borrowed and stamped books inside the library after issue of books.
- If the due date falls on a holiday for the library, the next working day will be taken as the due date.
- New books and journals received will be on the display rack for a week.
- Reference books, Newspapers, Magazines, Journals should not be taken out of the library.
- Library timings and other relevant information are displayed on the library Notice Board
- Dissertation, Thesis, Journals, Magazines and CD/DVDs are not for lending.

- In case of minor disruption, the user will be given a first warning, if the defaulter again does the same, the his/her name will be forwarded to the Registrar for action.
- Project materials such as glue, sticking tapes, staplers and cutting materials are strictly not allowed inside the library premises.

## **2.1.1 General Administration and Management:**

The Library Advisory Committee (LAC), headed by the Director and consisting of faculty and student representatives meets periodically to review the functioning of the library and assess the requirements pertaining to Library facilities and services.

## **2.1.2 Roles and Responsibilities of Library Advisory Committee (LAC).**

The Library Advisory Committee suggests, recommends and reviews the developmental activities of the library. The Librarian is responsible for implementing the suggestions and recommendations of the Committee.

## **2.2 Library Membership:**

ASA Faculty members, students and staff members are eligible to become members of the library. The students will be issued a Library membership card for the library upon admission in the first year of college, valid for the 5-year tenure of completion of course.

In case of loss of membership card, an application form for issue of duplicate card may be obtained from the librarian upon depositing a fine of Rs 500.

## **2.3 Book Borrowing and Renewal Rules:**

Book Borrowing/Circulation Policy will help and provide support to the library users for their academic and teaching learning activities, research and reference work. If they fail to return or renew the books, members have to pay penalty charges for the delay.

The book borrowing details are as follows:

### **2.3.1 Book Transaction hours:**

Book borrowing facility is during week days 9:00 am to 5:00 pm and on Saturdays,  
11:00 am to 3:00 pm.

- Faculty Members: 4 Books;
- Staff: 2 books
- UG Students: 2 Books;
- PG Students: 2 books
- Books will not be issued to members on the ID card of others members.
- Books will be issued subject to availability.
- No sub-lending of books is permitted.
- Any kind of marking, underlining, clipping of books is absolutely forbidden.
- Readers shall be held responsible for any damage done to the library books and they shall be required to replace such books or pay the value thereof.
- Absence from the university will not be accepted as an excuse for the delay in the return of books.
- Under special circumstances, the Librarian may refuse the issue of books or recall the books already issued without assigning any reason thereof.

Borrowers are to return books before leaving for their winter and summer vacation period.

### **2.3.2 Book Renewal Policy:**

- The borrower need not to bring the books physically for renewal.
- More than one renewal is not permitted.
- If the book due date falls on holiday of the library, the next working day will be taken as the due date.
- The Borrower is responsible for any loss or non-return of any books issued against his / her original (or) duplicate ID Card.

### **2.4 Return of the book after the due date**

Overdue charges for late submission:

The following over-due charges will be collected from the students and research scholars the book(s) are not returned by them on due date.

- First week Rs.10 per day per book
- Second week Rs.50 per day per book

- If the member does not return till 1 month over due date, double the cost of the book will be collected.
- Initially the defaulters list of students will be sent to the respective Department HOD's office, if after initial warning, overdue has not been paid by the student the final list of students will be sent to Finance department for further processing.

There is no fine system for faculty/staff if Library books are not returned by the due date however, "No Dues Certificate" will not be issued until the library returned.

## 2.5 Loss and Damage of the Library Resources:

- The borrower will be responsible for loss of any book(s) and other resources issued against his/her ID.
- If any book is lost or damaged beyond repair, the borrower shall replace it with a new copy or pay double the cost of the recent price and handling charges or as may be decided by the College Librarian.
- If a member finds any loss or damage of Library resources, he/she should report the loss immediately, otherwise he/she has to pay the fine.
- If the lost item does not have a price listed, the borrower will be charged the requisite replacement cost.
- If the item's original price is in foreign currency, the compensation will be calculated based on the current exchange rate.

## 2.6 Document Scanning facilities:

The document scanning service is provided in the library as per the need and requirement of the students. This service is strictly followed by the copyright act. The student member shall pay the document scanning charges.

## 2.7 Digital Library access facilities:

The QR code on the Librarian's desk can be scanned to access subscribed electronic resources through authorised e-gateway single sign login credentials.

## 2.8 Library Information and Digital Notices:

All the Library information and circulars and notices will be displayed on Library

display units. Except circulars etc. approved by the library authority, notices, bulk chart papers, hand bills, personal newspapers or any other materials may not be displayed in the library.

\* User(s) should inform the library as soon as possible of any other situations such health disorder which might affect their use of library and their ability to comply with the rules and regulations and the library authorities have the direction to grant special permission on the basis of compassionate background. Enforcement of these rules for users may take the form of any of the following actions depending on the severity of the misconduct The Library rules and regulations may be changed or modified from time to time and shall be binding on all concerned.

### 3. Library Resource Collection and Development:

Major activities of the library include procurement of new books, subscriptions to Journals (print and online) and procurement of e-books and other resources.

#### **Budget:**

Every year, the Finance Department with suggestions from the LAC, submits the budget proposal to the Director, based on the requirements and in accordance with developmental, project-based activities such as procurement of books and e-books, subscriptions to print journals and online databases and renewal of e-Journal subscriptions, and, infrastructure and other requirements and essential needy items.

### 4. Book Procurement Policy

- Faculty members/ students/ staff can send e-mail requests to the Librarian in to suggest book recommendations
- Under special circumstances, faculty members may procure resources externally and get it reimbursed through the library.
- The syllabus-based text and reference book collection is a major aspect of the library. Apart from these, the library procures general reading collections, general reference materials, literature books, novels, fictions, etc.
- Also, the library procures resources recommended by AICTE/UGC from time to time. The library accepts book donations/gratis presented in good condition.
- The Book purchase is processed through the Finance department.

### 5. Subscription of Print Journals/Magazines:

Print subscription is based on the recommendations received from the faculty and students. Further, it follows the norms of AICTE/UGC/COA for subscription of printed

national and international journals (discipline-wise). General magazines are subscribed regularly. Complimentary copies of various newsletters, magazines are also accepted.

## 5.1 New Subscription:

The recommendation of new subscription of periodicals may be submitted by any individual with recommendation of the Head of the Department and Dean of the School in the month of July.

## 5.2 Renewal Subscription:

Every year the renewal subscription process starts in the month of July and after receipt of the recommendations from the respective HOD's. Library can also submit the recommendations of the subscription of the new titles as the recommendation and norms of the government policy and other regulatory bodies such as AICTE, UGC, COA etc.

## 6. Subscription of Online databases/e-Journals and E-Books- (E-Resources)

Library subscribes the electronic resources (Online databases/ e-Journals and e-books) as per the need and requirement of the faculty members, staff and students for their academic, teaching and research activities. The access is through only authorised e-gateway.

### 6.1 New subscription of E-Resources:

The new proposal or subscription of online databases/e-Journals may be submitted to the library in the month of July with the recommendations of the Department Head and Dean. The Library Committee will cross check any duplicate request in the existing subscriptions, if not the library will the arrange one month to two-month free trial access from the publisher through e-gateway platform. After the trial access period the college Librarian will submit to the proposal to Finance department after approval on the basis of usage and recommendations received from the respective departments. Finally, the execution of license agreement is essential for both the renewal and new subscription of e-Journals and online databases and the Institute Registrar be authorised for signing the agreement with the publishers.

### 6.2 Renewal Subscription of E-Resources:

Subscription and renewal of online databases and e-Journals is done purely on the basis of suggestions received from the faculty members and recommended by their respective HOD's. The library evaluates the usage, and then confirms the subscription. The renewal process is also done on the basis of usage statistics and number of downloads and recommendations received from the respective HPD's. If the usage is not encouraging, the library may discontinue (RoI- Return on Investment) the subscription to electronic resources after approval by the authorities. The

institution enters into Licence Agreement with publishers/ vendors/ online database service providers / e book publishers.

The proposals/quotations may preferably be invited from the direct publishers.

### **6.3 Use of Subscribed Electronic Resources and download policy**

All the members of ASA shall adhere to the following policies while downloading the subscribed e-resources (e-Journal articles and book chapters) and electronic content from the link shared by librarian:

**6.3.1.1** Access to Licensed e-Resources (e-books, e-Journals and other digital resources) is governed by the Terms of Use as per the license agreement between ASA and the respective publishers. The e-resources are licensed for non-profit educational; teaching and research use exclusively. Copyright Law, in addition to individual license agreements, governs the use of the subscribed electronic resources. Any violation of these is subject to judicial action under these laws.

**6.3.1.2** Library users are requested to make appropriate and judicious use of the subscribed e-resources. The articles downloaded from e-Journals, book chapters of e-books, etc. should be used only for academic and research purposes. Members are advised not to share these resources via e-mail or any other manner with their friends or acquaintances studying /working in other institutions, as all subscribed contents employ digital watermarking technology. Any such sharing is against the copyright act and violates the license agreement between ASA and its various publishers/ aggregators.

**6.3.1.3** Downloading or printing of a complete e-book or an entire issue or a volume of one or more journals is not recommended. Large chunks of electronic content (systematic downloading) should not be downloaded and is strictly prohibited. Within a particular time, frame, members should not access or download any content continuously in large volumes.

**6.3.1.4** Use of software or tools, robots, or intelligent agents to access, search and/or engage in systematic download from these resources is also strictly prohibited.

**6.3.1.5** Please be aware that systematic downloading will cause the publisher to block the entire community of users from accessing the subscribed resources.

**6.3.1.6** Each member of ASA is responsible for complying with the terms and conditions of these licenses and is automatically governed by these laws. Misuse or failure to do so can result in the loss of access to a resource for the entire ASA User community. If a user fails to comply with this policy,

ASA reserves the right to restrict, suspend or revoke the individual user's access to the subscribed electronic resources.

**6.3.1.7** Further, the downloaded content or article should not be uploaded in any website or multimedia resource on a website, electronic distribution list, community or subject forum, etc. available to the public. Social networks such as Facebook, blogs, twitter, etc. should not be used as forums for commercial gain including reselling, redistributing or republishing of the ASA subscribed licensed content.

**6.3.1.8** Any violation of this policy will be viewed very seriously and suitable action will be initiated against the erring member.

**6.3.1.9** Systematic Downloading is Strictly Prohibited (downloading or printing of complete e-book or an entire journal issue or bulk number of articles continuously downloading a volume of one or more Journals). The digital content should not be published in the public portals, blogs and should not be shared through e-mail to other non-members. All the members are eligible to access the electronic resources both on/off-campus during their tenure period only.

## **7. Procurement and maintaining; of the other Resources:**

Depending upon requirements, the library procures other media resources such CD/DVDs collections, e-content repositories etc.

## **8. Technical Processing:**

The procured books undergo various technical processing activities such as assigning them to the library stock through \_\_\_\_\_ (\_\_\_\_\_ software) and \_\_\_\_\_ tagging, stamping, etc.

The UDC (Universal Decimal Classification) system is followed and \_\_\_\_\_ cataloguing system is employed for preparing the bibliographic details about books.

## **9. Library Classification and Cataloguing System:**

The library classification is a system of knowledge organization by which library resources are arranged and ordered systematically. The ASA Library has been using the Universal Decimal Classification (UDC) for book classification for bibliographic information and documentation since inception. The library follows the \_\_\_\_\_ Cataloguing Rules. The organization books in the stack area and reference section are open access.

## **10. IPR and Copyright Policy**

Members are permitted to download e-content /photocopy printed resources solely on the basis of the Intellectual Property Rights (IPR) and copyright policy in force.

## 11. Use of Library by non-members:

ASA Library offers membership facilities to visitors. Currently, it is provided to ASA alumni and professionals from the architecture fraternity. Please note that this membership is not extendable to UG/ PG students of other institutes.

The membership involves only borrowing facility and reference to the print collection. Borrowing privileges do not include articles, data, reports etc from the e-resource collection, and from student works (Dissertation/Thesis)

Access to the library and memberships are governed by rules and regulations of the ASA LAC, which are revised at regular intervals.

Type of membership	Refundable Deposit	Loan Limit	Annual Membership Charge
Alumni Membership	Rs 3000/-	2 Books for 15 days	5000/-
Professional Membersh	Rs 3000/-	2 Books for 15 days	10000/-

## 12. Books/Journals Donation Policy:

- In generally library will accept the good quality/condition of the books accepts as a donation and Journals/magazine are not accepted.
- The library accepts donation of manuscripts, books, periodicals, etc., from donors. Such donations once accepted will become the absolute property of the University.
- There is no prescribed form or format the above said policy, the donor may submit to the University Librarian in the form of normal letter or e-mail with complete details of the book and other materials.
- An appreciation letter or e-mail be issued to the donor by the Librarian.

**LETTER TO DIRECTOR**

To

The Principal

Aayojan School of Architecture

Jaipur

29.05.2023

SUBJECT: LIBRARY RESOURCES

Respected Sir,

I am writing in response to your query raised on 26.03.2023 regarding the purchase of a second copy of the following items:

1. Archiving Architectural Thesis – 2020
2. JCOA – Sustainable Development
3. JCOA – Heritage and Conservation

After careful consideration, it has been determined that the aforementioned items do not fall under the category of reference books and are currently available in sufficient quantity. Therefore, no additional purchase is required at this time.

Regarding the renewal of K-Hub, a survey was conducted among the students of the 1st, 2nd, 3rd, and 4th years to gather their feedback. The survey results revealed that 70% of the students were unaware of the resource. Among the 30% who were aware, it was found that 56% had never utilized K-Hub.

Furthermore, an informal discussion among the faculty members also highlighted the redundancy of the Portal. Based on the collective feedback received, it is evident that K-Hub is not being utilized effectively and does not serve its intended purpose.

Please let us know if you require any further information or assistance regarding these matters.

Thank you for your attention.

Yours sincerely,

Ritu Nathawat  
Assistant Professor  
ASA Jaipur

**LIST OF JOURNALS**

S.No	Name of Journal	Publisher	Impact factor	Scopus	Subscription
1	Architectural Design	John Wiley & Sons Ltd	2.238	Yes	\$695
2	Architectural Record	Hanley Wood Media Inc.		Yes	
3	Architectural Science Review	Taylor & Francis Group	0.91	Yes	\$1277
4	Architectural Theory Review	Taylor & Francis Group	0.707	Yes	\$944
5	ARQ - Architectural Research Quarterly	Cambridge University Press	1.412	Yes	
6	Built Environment - Alexandrine Press	Alexandrine Press		Yes	
7	Building and Environment	Elsevier Ltd.	7.059	Yes	
8	Buildings	MDPI AG	2.063	Yes	
9	City, Culture and Society	Elsevier Ltd.	3.817	Yes	
10	Construction and Building Materials	Elsevier Ltd.	7.805	Yes	
11	Environment and Planning B: Planning and Design	Sage Publications Ltd.	2.870	Yes	
12	Frontiers of Architectural Research	Elsevier Ltd.	3.273	Yes	
13	Housing Studies	Taylor & Francis Group	2.225	Yes	
14	Interior Design	Sandow Media		Yes	
15	International Journal of Architectural Heritage	Taylor & Francis Group	1.349	Yes	
16	International Journal of Architectural Research	ArchNet-IJAR		Yes	



# AAYOJAN SCHOOL OF ARCHITECTURE

(Affiliated with Rajasthan Technical University)

17	Journal of Architectural and Planning Research	University of California Press	0.771	Yes	
18	Journal of Construction Engineering and Management	American Society of Civil Engineers	4.451	Yes	
19	Journal of Green Building	College Publishing	0.559	Yes	
20	Journal of Interior Design	Wiley-Blackwell	0.690	Yes	
21	Journal of Urban Design	Taylor & Francis Group	1.568	Yes	
22	Journal of Urban Planning and Development	American Society of Civil Engineers	1.493	Yes	
23	Landscape and Urban Planning	Elsevier Ltd.	7.024	Yes	
24	Materials and Structures	Springer	4.098	Yes	
25	Sustainable Cities and Society	Elsevier Ltd.	6.432	Yes	
26	Urban Design International	Palgrave Macmillan Ltd.	1.067	Yes	
27	Urban Studies	Sage Publications Ltd.	2.869	Yes	
28	Journal of Architectural Conservation				
29	Studies in Conservation		1.028		
30	Journal of Cultural Heritage Management and Sustainable Development				



# AAYOJAN SCHOOL OF ARCHITECTURE

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31	Journal of Conservation and Museum Studies				
32	Journal of Architectural Conservation Science				Free
33	Conservation and Management of Archaeological Sites		1.558		

## PROMOTION OF LIBRARY

In the wake of technological advancements and the increasing availability of digital resources, we, at Aayojan School of Architecture, Jaipur have identified a concerning trend—the gradual decline in the utilization and relevance of its library. The institute recognizes the significance of both traditional library resources and modern e-resources in today's academic landscape. To address this issue and ensure a balanced approach, the institute is proposing a series of measures that help adapt a hybrid research method, integrating both physical library resources and digital materials.

Recognizing that both formats have their advantages is important for us as an institute, and therefore, the proposed measures, encourage students to explore the library's physical collection while also leveraging the convenience and vastness of e-resources.

Suggestions encouraging library usage:

1. Create a Welcoming Environment: Ensure the library space is comfortable, well-lit, and conducive to reading and studying.
2. Provide comfortable seating arrangements, and group study areas.
3. Ensure an appointed library assistant is at all times present on both the floors to assist and guide students around the library.
4. Display motivational quotes and posters that promote reading.
5. 2-in-1 Library Card: Introduce a 2-in-1 library card that serves as both a student ID and a library card.
6. Emphasize the importance of the library card for obtaining exam admit cards and clearing any outstanding dues.
7. Textbook Collection: Library to have at least one spiral-bound copy of each textbook available for reference and photocopying purposes. Encourage students to use these copies for making necessary photocopies.
8. Notebooks/Sketchbooks in the Library: Allow students to bring their notebooks and sketchbooks into the library. This allows students to integrate note-taking and sketching with their research and reading activities.

Apart from these measures, in order to have the hybrid approach functioning in the institute, the following measures can be implemented.

1. Faculty Involvement: Encourage faculty members to actively participate in the library's academic initiatives.
2. Faculty should guide and motivate students to explore and provide references from authentic sources for their assignments, whether e sources, or reference material from

3. Promote the importance of proper citation and referencing to enhance the quality of students' work.
4. AI Research Workshop: Organize a dedicated workshop on AI for final year students, focusing on its applications in research.
5. Identify and Invite experts in the field to conduct sessions on AI tools, techniques, and methodologies relevant to architectural research.
6. This AI integration in research might improve quality of research for the students, and discourage them from using and dishonest means.

The Library Committee is open to suggestions in this regard and welcomes all guidance and inputs.