



LRC Newsletter



DIRECTOR'S MESSAGE

Aslam Alykum

In the name of Allah, the most Beneficent; the most Merciful.

I feel honored to say that UMT is not only competing with major universities of Pakistan, it stands well in competition with many international universities also, especially in the arenas of business and technology management. UMT, today, considers it a really great achievement to have over 100 PhD faculty members on board, serving in Lahore and Sialkot. The Sialkot campus is right on its track to a steady upward progress. It asserts to be the first ever HEC recognized university campus in Sialkot to offer professional education in several fields.

UMT is very much conscious of our cultural and religious norms. It aims at educating and polishing its participants in the best possible way keeping in view not only these cultural and religious principles but also the highly demanding educational requirements of the modern age.

Our students, are set on a journey that will help them to shape into thinkers, leaders, managers, engineers and difference-makers that they are destined to become. I would urge them to focus on education, not just on knowledge. The education here in UMT will enable them to successfully deal with the challenges in life. It will help to shape their personality to face the unknown. They will find here plenty of support for preparing for their internships and first jobs. The university's links with the corporate sector will help them to have a direct exposure of their concerned industry.

UMT Sialkot is very much focused on educating its students keeping in view the needs and requirements of the local industry, in special, and the society, in large. It believes in playing a distinctively constructive role in the development of the human resource of Pakistan.

Syed Muhammad Belal

Director,
UMT Sialkot Campus

Learning Resource Center Quarterly Newsletter

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LRC Events / Targets, 2017

- Book Fair, Feb 2017
- Trainings
- Barcoding of Books
- Discussion Room
- Audio Video Section
- Book Bank
- Digital Library

University of Management and Technology, Sialkot Campus supports its academic programs and research initiatives through a state-of-the-art Learning Resource Centre. It is an indispensable source of information and is one of well-stocked libraries of Pakistan. UMT Sialkot Learning Resource Centre actively supports learning and is committed to the dissemination of knowledge and improvement in the intellectual content of its users.

Learning Resource Centre works as a catalyst in transforming learning into knowledge. It develops relationship between itself and users to strengthen creation, dissemination and generation of knowledge. It has gained significant grandness in knowledge-and-information-seeking community. The number of corporate clients and alumni who continue to use our services on a regular basis commend the quality of our resources. The development and elaboration of services designed around broad spectrum of contents and concepts are done on continuous basis. This is how LRC is a treasure house of knowledge.

LRC MISSION

- TO understand the research, teaching, and learning needs of its users;
- TO build collections and create tools to support research, teaching, and learning;
- TO provide access to and promote the discovery and use of local and external information resources;
- TO ensure the preservation and long-lasting availability of library collections and resources;
- TO create conducive physical and virtual environments for study, teaching, and research;
- TO collaborate with other members of the university to enrich the research and learning community;
- TO develop, encourage, and sustain expertise, skill, commitment and an innovative spirit in its staff.

COLLECTION

- **General Collection**
- **Reference Collection**
- **Theses and Projects**
- **Text Books Collection**
- **Urdu Collection**
- **Periodicals (Journals/Magazines and Newspapers)**

SERVICES AND FACILITES

- **Marketing services: LRC Newsletter and Brochure**
- **Information Literacy and Orientation Sessions**
- **Document Delivery Services**
- **Inter library Loan (ILL)**
- **Reservations of Books**
- **Lending /Borrowing Services**
- **Circulation Desk**
- **Information Services and Facilities**

RESEARCH SUPPORT

- Information seeking skill
- How to utilize LRC resources and services
- Research ethics and avoiding plagiarism
- Plagiarism management using Turnitin

ONLINE PUBLIC ACCESS CATALOG (OPAC)

Learning Resource Center (LRC) has the Online Public Access Catalog to access its collection online for the users. It can be accessed by the link <http://lrc.skt.umt.edu.pk:8000/> and it is placed on LRC web page with the name of LRC catalog.

DIGITAL LIBRARY

Learning Resource Center (LRC) has its own Digital Library to access the soft form of its collection online for the users. It can be accessed by the link <http://1.7.0.249:8080/> and it is placed in LRC web page with the name of Digital Library.

DIGITAL RESOURCES

HEC Databases

IEEE

JSTOR

Cambridge Journals Taylor & Francis Journals

For free E-book follow the below databases.

Book Fi

Libgen.info

Obooko

BookZZ

E-Books

Freebookspot

VIDEO LECTURES

Free Videos and Lectures

This service covers free 800+ Online Courses, 19000+ Videos from Top 30+ Universities on 35+ Categories downloadable in MP4, FLV, 3GP, MP3 and Torrents.

Free Online Video Lectures on VUTUBE

the Students can watch online video lectures of Business Administration, Computer Science and many other subjects on VUTUBE through free online service provided by UMT Skt.

LEJ Free Video Lectures

Latif Ebrahim Jamal Knowledge Hub has gathered contents from different sources, HEC courses (Pakistan), ICCBS/University (Pakistan), LEJ Courses and Lecture Series (Pakistan), MIT Open courseware (founded by Massachusetts Institute of Technology, USA) Open Yale Courses (USA), Stanford Engineering Everywhere (USA), Udacity (Harvard) and Virtual University (Pakistan).UMT provides free access to all the above.

RULES & REGULATIONS:

- Leave your personal belongings (bags, briefcases, handbags etc.) at the library entrance.
- Take care of your belongings as library disclaims any responsibility for loss or damage.
- Keep your cell phones on silent mode/switch off within library premises.
- To make the library environment more conducive for reading and research, gossiping, cell phone calls, sleeping, eating, drinking, smoking, chatting, and disturbing the order of library furniture is strictly prohibited.
- Submit library material(s) for inspection, if requested.
- Underlining, marking, folding and tearing pages of library materials is prohibited.
- Leave the library materials on tables after consulting/reading.
- Observe IPC rules while using library computing facilities.

Library membership could be suspended or canceled along with a penalty in the following cases:

- Nonpayment of library fine(s)
- Theft of library material(s)
- Nonpayment of damage fine
- Non-returning of the temporarily issued material within due time
- Any kind of disturbance in library
- Misconduct with the library staff
- Breaching of established library rules and norms

BORROWING RULES

Category	Borrowing Privileges	Duration
Undergraduate students	4	14 days
Graduate Students (MBA,MS)	6	14 days
Postgraduate Students (Mphil.PhD)	10	14 days
Staff	10	30 days
Faculty	30	90days

- Valid UMT identification card is necessary to borrow library materials.
- Books borrowed by any patron can be reserved.
- Reserved books may be collected within 3 days from the circulation desk.
- Book(s) borrowed by any patron can be renewed for a period of 14 days as long as the same is not reserved by another patron.
- Any of the borrowed library materials is subject to recall as and when needed by the library.
- If the patrons misplace any library material and are unable to find them, it is

recommended to report at circulation desk immediately to avoid overdue fines.

- Any of the library materials not returned within 30 days after the due date will be considered as lost.

LIBRARY FINES

- Certain fines are charged for overdue (not returned on time) library materials. This is an effort to provide patrons an equal opportunity to make use of library materials and to maximize sharing of library collections.
- Overdue fine is charged from the first overdue date/day.
- Overdue fine on general books would be PKR10 per book per day.
- Overdue fine on temporarily issued materials would be PKR50 per hour.
- Loss of library materials would be charged three times the current price OR replacement of the material(s) with PKR100 additional as processing charges.
- PKR5000 in addition to the current price would be charged in case of stealing library materials.
- In case of any disciplinary violations PKR200 would be charged on the first violation and PKR500 on second violation. In case of continuation of violations, the issue may be referred to the disciplinary committee.

OPENING HOURS

Learning Resource Center opens seven days a week, from Monday to Saturday & Sunday. Whereas LRC will remain closed on public holidays, you can visit the Learning Resource Center during these timings:

DAYS	TIMINGS
Monday-Friday	08:30 am-07:00 pm
Saturday	08:30 am-04:30 pm
Sunday	11:00 am-02:00 pm

Learning Resource Center Staff:



Muhammad Shakeeb Anwar
Assistant Manager LRC



Atif Nawaz Khan
Library Officer



Muhammad Sarwar
Library Assistant

An Intelligence Usage of HEC Database:

Learning Resource Center organized the research support session on “An Intelligence Usage of HEC Databases” on 28th July 2016. The Resource person for the session was Mr. Muhammad Rafiq Awan (Chief Library Officer, UMT Lahore). The basic purpose to hold this session was to facilitate the faculty members in their research. In this session, a well-informative presentation helped to overcome the difficulties and problems faced by researchers. At the end, a question-answers session was conducted.



SCHOOL OF ENGINEERING LIBRARY (SEN), Daska Road

This is an (Mechanical, Electrical) Engineering Library serving the faculty, students and staff of the university. Currently, there are over 2000 printed books, text-books, academic books, literature and reference books, access to different electronic journals and other materials. The Library is managed by a nice blend of professional and pare-professional staff. They all are well qualified, experienced and dedicated.



Information Literacy session for Students:

Learning Recourse center conducted the information literacy week in which LRC provided the information literacy sessions on how to utilize LRC resources and services so that the maximum utilization of the LRC resources and services may occur. The sessions were very successful as the students got awareness of the utilization of the library resources and the services. The information literacy session was conducted according to the below schedule:

Schools	Days
School of Business and Economics	Monday, 7 November 2016
School of Systems and Technology	Tuesday, 8 November 2016
School of Science	Wednesday, 9 November 2016
School of Engineering	Thursday, 10 th November 2016
School of Commerce and Accountancy	Friday, 11 th November 2016
School of Professional Advancement	Saturday, 12 th November 2016
School of Social Sciences and Humanities	Monday, 14 th November 2016
School of Textile & Design	Tuesday, 15 November 2016



Workshop on “How to check plagiarism”

Learning Resource Center organized the research support workshop on “How to check plagiarism” on 24th November 2016. The Resource person for the session was Mr. Nusrat Bhwana (Library Officer, UMT Lahore). The basic purpose to hold this workshop was to facilitate the faculty members in their research. In this workshop, a well-informative presentation helped to overcome the difficulties and problems faced by researchers. At the end, a question-answers session was conducted.

This workshop was designed for the faculty members that had no pre-requisite concepts of information literacy and lacked skills of **using Turnitin**.

Content of the Workshop:

- 1: Introduction**
- 2: How to create an account**
- 3: Introduction to Turnitin tools**
- 4: Usage of Turnitin for Classes**
- 5: Usage of Turnitin for Assignments**
- 6: Plagiarism check Procedure**



Library Committee Members:



Engr. Tariq Waheed Qureshi

LRC Convener
CoD / AP Mechanical Engineering Department
School of Engineering, UMT Sialkot



Muhammad Shakeeb Anwar

Assistant Manager LRC (Secretary)



Muhammad Safdar

Lecturer, Area Coordinator, Institute of Communication and Cultural Studies (ICCS) (LRC Editor)



Dr Ali Abdullah

Assistant Professor, School of Systems and Technology



Dr Abdul Aleem

Assistant Professor, School of Social Sciences & Humanities



Humda Khan

Lecturer, School of Textile and Design



Dr Shahzad Ahmad Maitla

Assistant Professor, COD Mathematics Department, School of Science



Shahid Latif

Lecturer, School of Commerce and Accountancy



Mr Mustahsan Hammad Naqvi

Teaching Fellow, School of Systems and Technology

Ms. Iqra Tariq (CS) Lab Engineer

Ms. Zubia Ehsan (ICP)

Ms. Zainab (OTR)