

Welcome to the MUJ Libraries

The Libraries of Manipal University Jaipur (MUJ) serve as pivotal centers for academic excellence, intellectual exploration, and scholarly growth. As vibrant learning spaces, they foster an environment that is welcoming, inclusive, and resource-rich—catering to the diverse needs of students, faculty members, researchers, and administrative staff.

Blending the best of both traditional and digital knowledge systems, the MUJ Libraries provide seamless access to extensive print collections and cutting-edge electronic resources.

The MUJ Library System comprises the following key facilities:

- ✓ **Central Library** – The principal knowledge hub for all academic disciplines, providing comprehensive access to physical and digital learning materials.
- ✓ **Faculty of Law Library** – A specialized library focused on legal studies, offering law journals, case reports, statutes, and databases relevant to legal education and research.
- ✓ **School of Architecture and Design Library** – Tailored to the unique academic and creative requirements of students and faculty in architecture and design, with resources ranging from technical drawings to design theory.

Library Timings

Central Library

The Central Library, which serves as the primary academic resource center, operates:

- ✓ Monday to Friday: 8:00 AM to 11:00 PM
- ✓ Saturdays, Sundays, and University Holidays: 9:00 AM to 6:00 PM

The library remains open **365 days a year**, except for Gandhi Jayanti (2nd October) and Independence Day (15th August), when it remains closed in observance of national holidays.

Faculty of Law Library

The Faculty of Law Library supports academic, and research needs specific to the legal domain and operates:

- ✓ Monday to Friday: 9:00 AM to 8:00 PM
- ✓ Saturday: 9:00 AM to 6:00 PM

The library remains closed on Sundays and other university-declared holidays.

School of Architecture and Design Library

The School of Architecture and Design Library is tailored to the needs of architecture and design students and faculty, offering specialized resources. It is open on:

- ✓ All Working Days: 9:00 AM to 6:00 PM

Any changes to library schedules during examinations, semester breaks, or university events will be communicated in advance through official channels.

Membership and Access

Library membership at Manipal University Jaipur (MUJ) is automatically granted to all enrolled students, faculty members, researchers, and administrative staff. The university ID card functions as the official library card and must be presented for borrowing, renewing, or accessing library services.

External users, including alumni and visiting scholars, may request special access privileges by submitting a formal application to the Chief Librarian via email at: library@jaipur.manipal.edu.

Library Collection

The Libraries of Manipal University Jaipur (MUJ) house an extensive and diverse collection of academic resources that support the university's multidisciplinary teaching, learning, and research initiatives.

The collection includes over **75,000 volumes** across **21,000 unique titles**, covering a broad spectrum of subjects such as Engineering, Architecture, Pharmacy, Management, Law, Sciences, Humanities, and Social Sciences.

In addition to books, the libraries subscribe to more than **250 national** and **80 international print journals**, **65,000 e-journals**, **2.25 lakhs e-books**, and **databases** ensuring access to current academic and professional literature.

The collection is further enriched by a wide range of newspapers, magazines, and multimedia materials, including CDs and DVDs, catering to both academic and general interest needs.

Digital Resources and Research Tools

The MUJ Libraries subscribe to a wide range of high-quality electronic resources, supporting academic excellence, research productivity, and continuous learning across disciplines.

Key E-Resources Available:

- ✓ **E-Journals (65,000+)**
ScienceDirect, IEEE Xplore, Springer, J-Gate, Business Source Elite, JSTOR, SCC Online, Hein Online
- ✓ **E-Books (225,000+ titles)**
ProQuest Central, S. Chand, Pearson, PHI, Wiley, McGraw Hill
- ✓ **Legal and Research Databases**
Supreme Court Cases (SCC Online), Manupatra, HeinOnline, Corporate Law Advisor, Legal Bites
- ✓ **E-Newspapers and Magazines**
Over 800 electronic newspapers and 2000 e-magazines
- ✓ **Other E-Resources**
DELNET, NDL, Shodhganga,

To uphold academic integrity and research ethics, MUJ provides individual Turnitin accounts to all students, research scholars, and faculty members. Additionally, users who require assistance may submit their documents to digitallibrary@jaipur.manipal.edu. A Turnitin Similarity Report will be generated and shared with the user upon request.

Borrowing Privileges

Students and faculty members of Manipal University Jaipur (MUJ) are entitled to borrow books based on their designated user categories. The borrowing limits and durations are as follows:

- ✓ **Undergraduate Students:** Up to 4 books for a period of 15 days
- ✓ **Postgraduate Students:** Up to 4 books for 15 days
- ✓ **Research Scholars:** Up to 4 books for 3 months.
- ✓ **Faculty Members:** Up to 8 books for one semester

Books may be renewed once, provided there are no pending reservations on the item.

A late return fine of ₹2 per book per day is applicable for overdue materials.

Institutional Repository and Research Support

The Institutional Repository of Manipal University Jaipur (MUJ) serves as a digital archive for the university's scholarly output. It includes a wide range of academic contributions such as:

- ✓ Theses and dissertations
- ✓ Faculty publications
- ✓ Student research projects and reports
- ✓ Previous Year Question Papers

Library Rules and Code of Conduct

All users of the Manipal University Jaipur (MUJ) Libraries are expected to uphold a respectful and disciplined environment conducive to learning and research. To maintain this atmosphere, the following guidelines must be observed:

- ✓ Always maintain silence within the library premises.
- ✓ Mobile phones must be kept on silent mode; phone conversations are not permitted inside the library.
- ✓ Eating and drinking are strictly prohibited to ensure cleanliness and preserve library materials.
- ✓ Users must always carry their valid university ID cards when accessing library services.
- ✓ Library materials and property should be handled with care and responsibility.

Any misuse, damage, or loss of library resources may lead to penalties, including fines or suspension of library privileges. Adherence to these rules is essential to ensure fair access and a productive academic environment for all members of the university community.

MUJ Library Readers' Forum & GENFEST

The Library Readers' Forum at Manipal University Jaipur fosters a vibrant reading culture by engaging students, faculty, and staff in book talks, author interactions, literary discussions, storytelling sessions, and writing workshops. Open to all MUJ members, the forum promotes intellectual growth and communication skills while celebrating key literary and cultural events.

GENFEST is MUJ Library's annual two-day knowledge and literary festival, featuring poetry recitations, workshops, guest lectures, book exhibitions, and academic competitions. It offers a dynamic platform for creativity, dialogue, and academic enrichment across the university community.

Procedure for Accessing MUJ Libraries (On-Campus & Off-Campus)

Visit: <https://muj.remotlog.com>

or

Login via SLCM → Select E-Library

Username: Your MUJ email ID

Password: muj@123

Accessing MUJ Libraries through the Mobile App

1. *Download* and install the "Remotlog" app from the Google Play Store.
2. *Select Institute:* Manipal University Jaipur (MUJ)
3. *Enter your credentials:*
 - ✓ **Username:** Your MUJ email ID
 - ✓ **Password:** muj@123

Contact the Library Team

For any clarification or assistance, please contact:

Mr. Vikas Tatiwal – Ext. 390, Ph: 75688 82519

Mr. Dheeraj Sain – Ext. 390, Ph: 75685 50145

Email: digitallibrary@jaipur.manipal.edu

Feedback and Contact

The MUJ Library values user feedback as an essential tool for continuous improvement. All members of the university community are encouraged to share their suggestions, comments, and service-related feedback to help enhance the overall library experience.

- ✓ Users may email their feedback directly to:
library@jaipur.manipal.edu

For additional assistance or inquiries, please contact:

Dr. K.S. Shivraj

Chief Librarian

Central Library, Manipal University Jaipur

✉ Email: karamadai.shivraj@jaipur.manipal.edu

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MANIPAL UNIVERSITY
JAIPUR

Library User Guide



Empowering Knowledge & Learning

2025-26

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