4.3.2 Total number of textbooks, reference volumes, journals, collection of rare books, manuscripts, digitized traditional manuscripts, Discipline-specific learning resources from ancient Indian languages, special reports or any other knowledge resource for library enrichment.
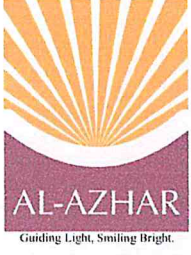
INDEX

Prof. Dr. Vinod Kumar R B
Principal
Al-Azhar Dental College
Thodupuzha - 685 605

9/12/24

Off : 04862 224366
Fax: 04862 229586

AL-AZHAR DENTAL COLLEGE

(APPROVED BY DENTAL COUNCIL OF INDIA & AFFILIATED TO KUHS)
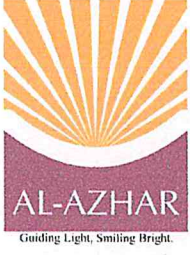
RUN BY NOORUL ISLAM TRUST

PERUMPILLICHIRA P. O., THODUPUZHA, IDUKKI DIST., KERALA– 685 605

CERTIFICATE OF THE HEAD OF THE INSTITUTION

Prof. Dr. Vinod Kumar R B
Principal
Al-Azhar Dental College
Thodupuzha - 685 605

AL-AZHAR DENTAL COLLEGE

(APPROVED BY DENTAL COUNCIL OF INDIA & AFFILIATED TO KUHS)

RUN BY NOORUL ISLAM TRUST

PERUMPILLICHIRA P. O., THODUPUZHA, IDUKKI DIST., KERALA– 685 605

AL-AZHAR
Guiding Light, Smiling Bright.

DR VINOD KUMAR RB MDS

PRINCIPAL

TO WHOMSOEVER IT MAY CONCERN

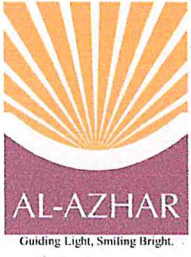This is to certify that our institution has number of textbooks, reference volumes, journals, collection of rare books, manuscripts, digitized traditional manuscripts, Discipline-specific learning resources from ancient Indian languages, special reports or any other knowledge resource for library enrichment.

Prof. Dr. Vinod Kumar R B
Principal
Al-Azhar Dental College
Thodupuzha - 685 605

9/12/24

AL-AZHAR DENTAL COLLEGE

(APPROVED BY DENTAL COUNCIL OF INDIA & AFFILIATED TO KUHS)

RUN BY NOORUL ISLAM TRUST

PERUMPILLICHIRA P. O., THODUPUZHA, IDUKKI DIST., KERALA– 685 605

ANY OTHER RELEVANT `INFORMATION

Prof. Dr. Vinod Kumar R B
Principal
Al-Azhar Dental College
Thodupuzha - 685 605

9/12/24

PROFORMA BILL OF SUPPLY

EBSCO

Details of Supplier		Details of Receiver (Billed to)	
GSTIN	9917USA29012OSE	Name	Al-Azhar Dental College
Name	EBSCO INTERNATIONAL INC.	Address	Noorul Islam Trust, Perumbillichira P.O., Thodupuzha, Idukki,
Address	5724, Highway 280 East, Birmingham	State	Kerala
State	Alabama	State code	685605
Country	United States of America	PAN	NA
Zip Code	35242	GSTIN (Unique ID)	NA
S.no. of Invoice	E/23-24/S1/PI-030	Place of supply	Kerala
Date of Invoice	Thursday, May 18, 2023	PO No. / Reference	NA
PAN Number	AACCE-3535-D	PO Date / Reference Date	NA

Sr. No.	Description of Goods/Services	Subscription Period	HSN/Service Accounting code	Qty	GST Rate	Currency Exchange Rate	Total (USD $)	Total (INR)
1	EBSCO Dentistry and Oral Sciences Source	June 2023 - May 2024	998431	1	0%	85.30	$ 9,407	₹ 802,417
	SUB TOTAL						$9,407	₹ 802,417

	USD Value	INR Value(R/o)
Discount Rate	$0.00	₹ 0
Taxable Value	$9,407.00	₹ 802,417
Add: IGST @ 18% (Refer Point No. 9 of Terms & Conditions)	$ 0	₹ 0
Add: IGST @ 5% (Refer Point No. 9 of Terms & Conditions)	$ 0	₹ 0.00
TOTAL INVOICE VALUE (In figure)	$9,407.00	₹ 802,417

Total Invoice Value (In Words)	Rupees Eight Lakh Two Thousand Four Hundred Seventeen Only

Applicable to Reverse Charge: NO

	USD	INR		USD	INR
Total Tax Payable under Reverse Charge (To be Paid by the Institution directly to GOI)	NIL	NIL	Total Payable Invoice Value (To be Paid by the Institution to EBSCO)	$ 9,407.00	₹ 802,417.00

TERMS & CONDITIONS

1. In case any of the customer desires to deduct tax at source, the same must be deducted under section 195 of the Income-tax Act in the name of EBSCO International Incorporated PAN-AACCE-3535-D.
2. PURCHASE ORDER (PO) MUST BE IN THE NAME OF EBSCO INTERNATIONAL INCORPORATED (IF APPLICABLE)
3. Please pay amount in advance and there should be no partial payments.
4. Bank Exchange rate:- GOC (Good Office Committee) exchange rate applicable
5. Terms: Net due upon receipt of invoice EBSCO guarantees payment to all publishers.
6. This Price is valid for 21 days from the date of Proforma Bill of Supply
7. Shipment is made directly from overseas supplier.
8. EBSCO Information Services India Private Ltd is an independent entity and its role is limited to marketing and coordination for the distribution and delivery of the worldwide publications offered by EBSCO International Inc. in India.
9. GST Exemption is applicable based on the understanding that your institute qualifies as an educational institution under GST Notification No. 9/2017-IGST(Rate). GST @18% applies to services provided to all entities/ institutions other than those covered by exemption such as Vocational Institutes, Pre-school / Higher Secondary School educational institutions, Non-Educational Organizations/entities, etc.

Signature

BANK DETAILS

INDIAN RUPEE WIRE TRANSFERS CAN BE SENT TO
Account Name : EBSCO International Inc.
BANK NAME : Deutsche Bank
IFS CODE : DEUT0796DEL
ACCOUNT NO.: 1566934000
BANK ADDRESS : Deutsche Bank AG, Filiale New Delhi Global Business Services, 18-20, 14th Floor HT House K G Marg, 110 001, New Delhi

Customers can also deliver cheques in favour of EBSCO International Inc. at below address:
301,303, Ansal Chambers- II, 6, Bhikaji Cama Place, New Delhi -110066

US DOLLARS TRANSFERS CAN BE SENT TO
Account Name : EBSCO International Inc.
5724, Highway 280 East, Birmingham, Alabama, United States of America -35242
SWIFT CODE : WFBIUS6S
ABA: 121000248
ACCOUNT NO.: 2000027338795
Bank Name & Address : Wells Fargo Bank, San Francisco, CA USA,

Prof. Dr. Vinod Kumar R B
Principal
Al-Azhar Dental College
Thodupuzha - 685 605

9/12/21

LIBRARY RULES AND REGULATIONS

The Al-Azhar Dental College library is located on the third floor and offers access to hundreds of students at once. It is an integrated knowledge resource centre with an area of 8095 square feet and a comprehensive collection of books, periodicals, and references in addition to international journals. It is solely focused on serving the requirements of Al Azhar Dental College's academic, training, and research programmes. The primary goal is to make a significant contribution to the creation of elevated values, to the enrichment of academic excellence, and to the support of high calibre research that meets international standards. It is automated using KOHA, a computerized management integrated library system that was installed on October 30, 2021.

The library has an infrastructure consisting of reception, property counter, and issue

Counter digital library and photocopying area. There are separate students & staff reading rooms, journal section and reference section. There is a computer section to access the digital journals and textbooks. The students reading room can accommodate 50% of total student strength. The reference books and back volumes are arranged properly for easy retrieval.

The library is equipped with numerous academic and non-academic reading materials for the staff and the students of the institution. Academic section contains year specific subject's books for students which include both dental and medical books. The library has non-academic book section donated by the alumni for enriching the knowledge of students.

It has access to more than 500 e-journals through the research database EBSCO. Under this service online access to full text and databases from reputed publishers such as Nature, Oxford, Springer, Taylor and Francis, Web of Science and Wiley are available. Terminals required for accessing e-resources, web browsing and other academic activities are available in the library. It also has access to e-library resources such as Shodh-Sindhu, e-Pathshala, SWAYAM and Discipline Specific Databases. Provision for downloading, printing of material from these sources is available. Students are provided with an excellent ICT infrastructure with adequate bandwidth for fast and seamless access to the Internet for e-content access. It has access to course management systems like Moodle and institutional Learning Management System (i-LMS) which is EMBASE ProSuit for curriculum design and development.

Library initiatives: Following are the initiatives taken to provide better learning facilities to the students:

1. Free Wi-fi, internet access.
2. Download and printout facility for study material,
3. Display of new arrivals,
4. Seamless book return.

Our institution has a library committee that reviews the needs of the library on a regular basis.

CONSTITUTION OF THE COMMITTEE

1. Principal – Chairman
2. Administrative officer
3. Coordinator
4. Representatives from various departments
5. Chief Librarian
6. Assistant Librarian

LIBRARY TIMINGS

Monday to Saturday 8 AM to 6 PM
Library remains closed on Sundays & closed holidays

GENERAL RULES

1. For entry into the library, identity cards are compulsory.
2. Students must maintain silence. Discussions are not allowed inside the library.
3. Textbooks, printed materials, and issued books are not permitted inside the library.
4. It is strictly forbidden to use a mobile phone or other audio device inside the library's walls, whether it has a speaker or headphones.

Prof. Dr. Vinod Kumar R B
Principal
Al-Azhar Dental College
Thodupuzha - 685 605

5. Before entering the library, students must sign in by entering their name in the register located at the entrance counter.
6. The staff at the entrance counter must see the books and other items that the students take out of the library.
7. The librarian has the right to recall any book at any time, and students are required to return it right away.
8. Library borrower cards cannot be transferred. The borrower is accountable for the books borrowed using their card.
9. Personal items must be left at the library's property desk because they are not permitted inside the library. The library staff will not be held liable for the loss of any student's personal belongings. Students are advised not to keep anything of value in the property counter. The counter for library properties should only be used when using the library.
10. Only academic databases, e-journals, and the library catalogue are accessible via the user PC that is housed inside the library.

DIGITAL LIBRARY RULES

- Only academic use is permitted when using the cyber library.

- It is strictly forbidden to browse social networking or forbidden websites. The members will face severe disciplinary action.

- When using the Cyber Library, members are required to have their library ID card with them.

- Users must not divulge their Net access ID and password to other students.

- No modifications to the settings or displays of the computers housed in the Cyber Library/Reading Hall are allowed.

- All areas of the library's grounds are strictly off-limits to computer gaming.

- Members are advised to safeguard their mobile devices, CD/DVD, ROMs, and pen drives.

MEMBERSHIP

The Institute's faculty, staff, and students are all eligible to join the library as members and make use of its resources. Visitors are not permitted to borrow books.

Prof. Dr. Vinod Kumar R B
Principal
Al-Azhar Dental College
Thodupuzha - 685 605

9/12/24

CIRCULATION ISSUE SYSTEM

When the library card and ID card are presented, books will be issued. Students are advised to inspect the books before borrowing them, and they are accountable for any damage or mutilation discovered upon return.

OVER DUE CHARGES

Borrowed items must be returned by the stamped due date or earlier. A late fee will be assessed if the item is returned after the due date.

ANNUAL STOCK VERIFICATION

All the books borrowed from the central library by the students and members of the teaching and non-teaching staff members must be returned by the first of March every year for the annual physical stock verification of the library.