



The S.I.A College of Higher Education

NAAC Accredited B+ Grade

Plot No P-88, MIDC Residential Zone,
Dombivli Gymkhana Road, Sagarli, Dombivli(E)-421203

Manual for SIA Granthalaya

SIA Granthalaya is an online library system developed for students as well as the faculty of the college. To proceed with the software a set of rules is to be followed.

For Students:

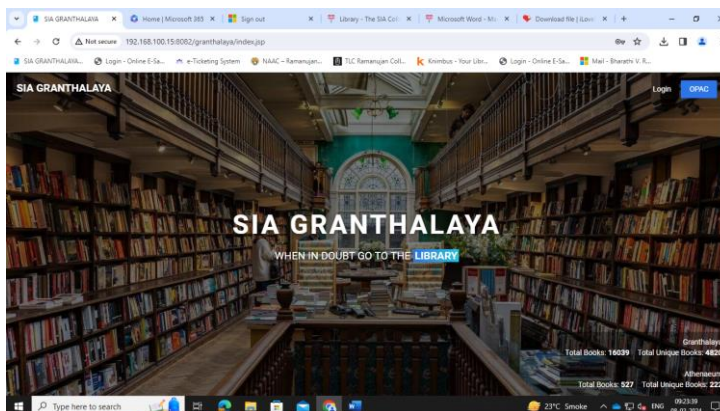
Requirements for software:

- Best works with browser Google Chrome.
- Works best with Android Smart Phones.
- Internet Connection is essential for the use of software.
- Valid mobile number & Gmail-id for contact purpose.
- College Roll Number is very essential as it is your Userid for the system and cannot be changed. (If Roll Number is not known kindly approach your Class Teacher)

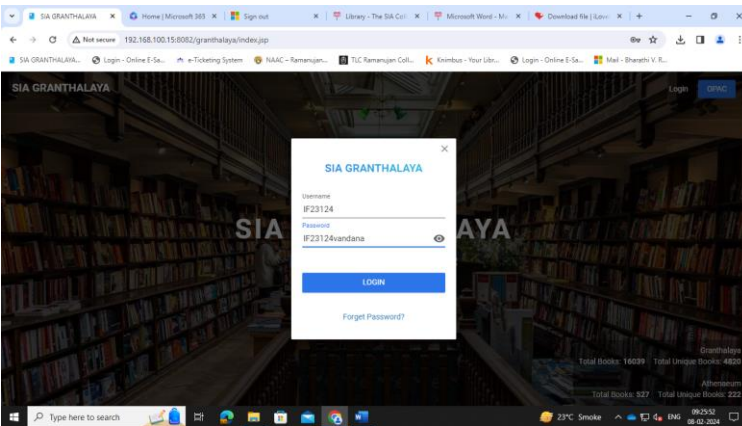
Steps:

First login process

- Step 1: Use URL 103.190.14.234:8082/granthalaya to access the web application.



- Step 2: Login using the login button on the top right of the page.

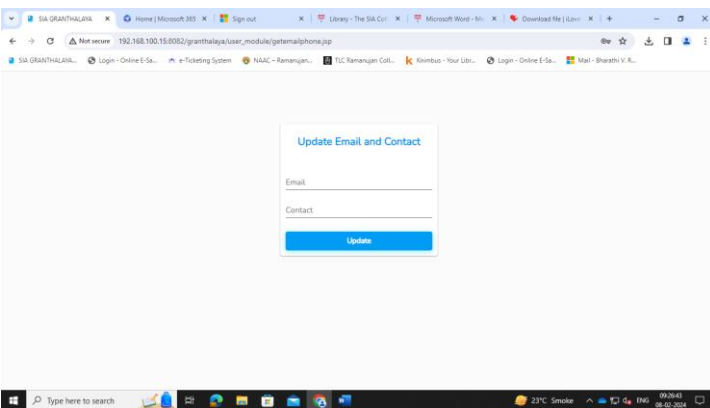


Use your Roll Number as Username for example:-

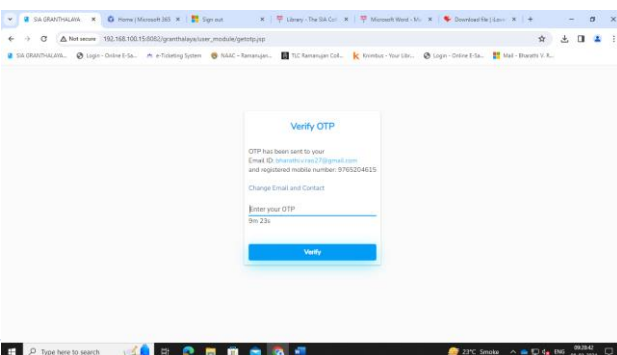
If the Roll Number is "IF16034" your Username will be "IF16034"

Your initial password will be the combination of Roll number followed by Mother's name for example :- Neha is mothers name.(mothers name to be written in small) The password for the following user will be "IF16034neha".

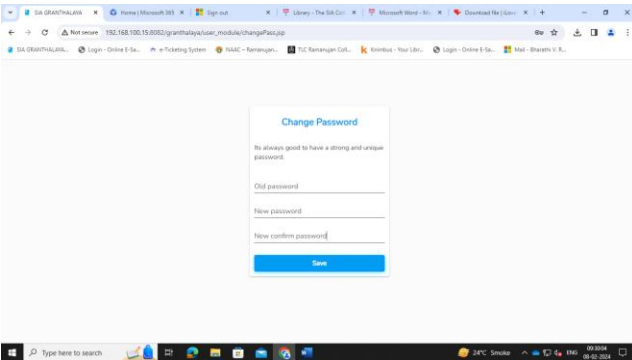
Step 3: Enter your valid email id and mobile number, as an OTP will be sent to the entered email id and number. Regular updates and other library related details will be notified using the details provided.



- Step 4: Enter the OTP sent to you

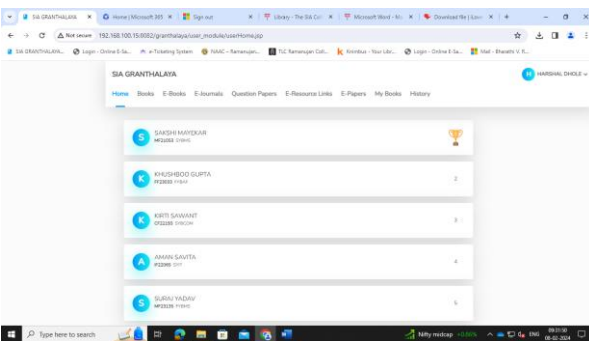


Step 5: A dialog box asking for change of password will be prompted. Password can be changed later as well but changing it now would be suggested.



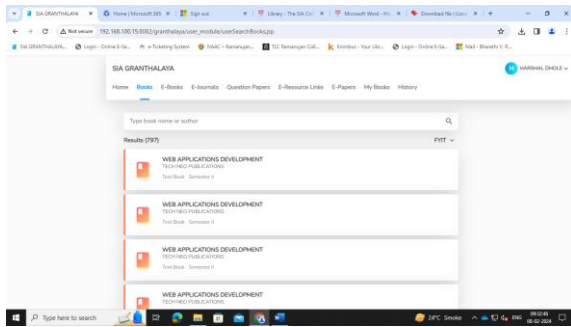
- Step 6: A prompt saying password changed will be displayed. Later you will have to login again with the same Username and newly changed Password.

Dashboard

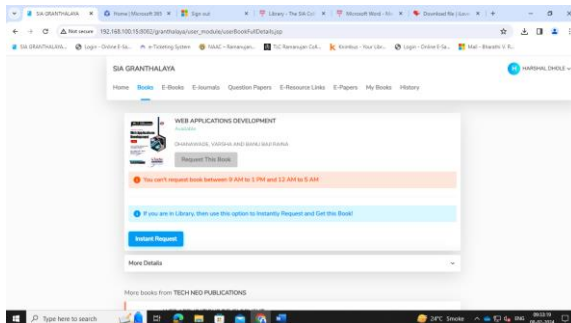


- Home has menu on the left side consisting profile, notification, request books, history, My Books.
- Profile consists of the library information, personal details and college information.
- History consists of list of books you have taken in detailed manner and My Books consist of the requested books.
- On the top right corner of the page your name would be displayed, clicking on it would show a dropdown list through which changing password, updating phone number and email id can be done.
- Logout would log you off from the system.

Requesting Books



- A list of books will be displayed once you click on the Request Books.
- Clicking a book would give you detailed information about the book.



- The Request button would place your request to the librarian and you have to collect the book in the allotted time.

Time Slot

- 1pm to

Time Slot

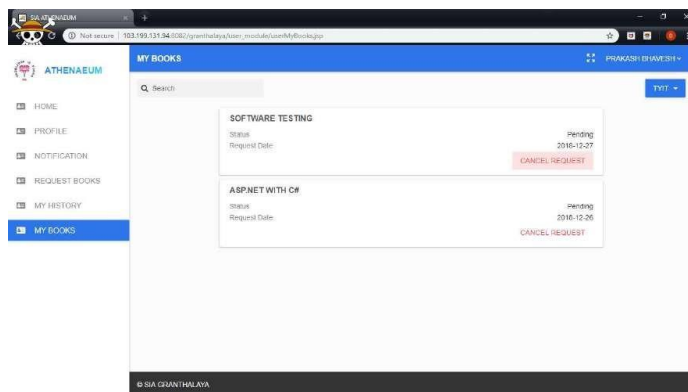
- 7pm to

Time Slot

- 5am to

- Books will be allocated in time slots.
- If the book is requested between the time period of 1pm to 7pm the book would be issued in between 9am to 11am.
- And if the book is requested between the time period of 7pm to 12am the book would be issued in between 11am to 1pm.
- Also, if the book is requested between the time period of 5am to 9am the book would be issued in between 1pm to 3pm.
- **Only two books can be requested at a time and books from other streams cannot be requested.**
- Requesting of books in the time period of 12am to 5am and 9am to 1pm cannot be done.
- In case if a student carries a KT or ATKT he can issue books of that specific field by selecting the dropdown list on the top right of the page “TYIT” in the above case.

Cancelling Request



- Cancelling the request can be done in the My Books option from the menu.