

NOTICE

**Article Indexing Service
under**

Current Awareness Service (CAS) and Selective Dissemination of Information (SDI)

All students, faculty members, and research scholars are hereby informed that the Library provides an **Article Indexing Service** under its **Current Awareness Service (CAS)** and **Selective Dissemination of Information (SDI)** initiatives.

Under this service, the Library prepares a **systematic index of articles** published in journals subscribed to by the College. The indexing includes **bibliographic details of articles** along with **scanned copies of journal cover pages and contents pages**, enabling users to identify and access required articles efficiently and within minimum time.

Guidelines for Availing the Service

1. Users are required to open the Google Sheet titled: **ARTICLE INDEXING-2025**
2. Articles may be searched using the **Title List** or by selecting the relevant **Journal Code**.
3. By clicking on the Journal Code, users can view the **scanned copy of the journal's cover page and contents page**.
4. If a particular article is required, users should send an email to the Librarian mentioning:
 - o Journal Code & Title of the Article
5. The requested article will be provided either:
 - o In **print format** at the Library, or In **soft copy format** via email
6. A **nominal charge of ₹1 per page** will be applicable as per Library rules.
7. To view all articles published in a particular issue of a journal, users may access the tab: **SMARTSEARCHMECHN**, which provides a **journal-wise smart search facility** through a dropdown menu.
8. The Article Indexing database is **updated on the last Saturday of every month**.

All users are encouraged to make optimum use of this service for academic and research purposes. Suggestions for improvement of the service are welcome and may be shared through the official Library email. [\[Rate Our Services & Facilities-Through Email\]](#)

