



# Criterion 4- Infrastructure and Learning Resources

## 4.3.1 Library is automated using Integrated Library Management System (ILMS)



**Y B N UNIVERSITY**

**RAJAU LATU, NAMKUM, RANCHI (Jharkhand)**

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## 4.3.1 Library is automated using Integrated Library Management System (ILMS)

### Response:

Y.B.N. University, Ranchi, has made significant strides in meeting NAAC Criterion 4.3.1, which focuses on the automation of library services using an Integrated Library Management System (ILMS). The university's library, a vital component of its academic infrastructure, has embraced KOHA Open-Source Software to efficiently manage resources, showcasing its dedication to academic excellence and seamless information access.

### Library Automation with KOHA

The implementation of KOHA at Y.B.N. University has revolutionized library operations, enabling the automation of cataloging, circulation, acquisitions, serial management, and reporting. This robust and user-friendly software supports both manual and automated processes, ensuring efficient operations and serving the needs of diverse stakeholders. By transitioning to KOHA, the university has aligned its library services with global standards, setting a benchmark for modern academic infrastructure.

### Progress in Digital Library Services

Understanding the growing significance of digital libraries, Y.B.N. University has initiated steps to integrate digital access platforms into its library system. Though still under development, these services aim to provide students, researchers, and faculty members with online access to scholarly resources such as e-books, e-journals, and databases. Once operational, the digital library will significantly enhance the learning experience and foster a culture of research and innovation.

### Memberships and Collaborations

Y.B.N. University's library has strengthened its services by establishing memberships with renowned networks and consortia, including DELNET, KOHA, and Shodhganga.

1.DELNET Membership: Connecting with over 7,000 libraries across India and neighboring countries, DELNET enables inter-library loans, resource sharing, and access to bibliographic databases, greatly enhancing the university community's research capabilities.

2.Shodhganga Membership: The library's association with Shodhganga provides access to a vast repository of theses and dissertations, reinforcing its commitment to academic research and higher education.

3.KOHA Integration: KOHA allows seamless management of resources and integration with external memberships, ensuring the library remains a hub of academic resources and scholarly communication.



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## **User-Centric Approach**

The university library emphasizes a user-first approach, catering to students, faculty, and researchers. The automated system ensures transparency, efficiency, and ease of access through features like an Online Public Access Catalog (OPAC) and real-time updates on resource availability. Its infrastructure supports both manual and automated workflows, providing uninterrupted services during the transition to full automation.

## **Future Goals**

Looking ahead, Y.B.N. University aims to expand its digital capabilities and enhance user experience. The ongoing development of digital library services underscores the institution's vision of integrating technology-driven solutions into its academic framework. By fostering collaborations with global and national academic networks, the university seeks to position its library as a center of excellence in knowledge dissemination.

In compliance with NAAC Criterion 4.3.1, Y.B.N. University has achieved remarkable progress in automating library services using KOHA. Memberships in networks like DELNET and Shodhganga further reinforce the library's role as a hub for academic resources. With the future development of digital library services, the university is poised to strengthen its reputation as a center for research and innovation, ensuring its library remains an integral part of its academic ecosystem.





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## **Summary**

### **4.3.1 List of Facilities**

## **Details of Library**





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## Details of all E-resources in YBN University

### Introduction of e-resources

The digitization of information in print media has brought a new concept altogether in all the fields of human life and this has marked the beginning of information era. An electronic resource is defined as a resource which requires computer access or any electronic product that delivers a collection of data, be it referring to full text bases, electronic journals, image collections, other multimedia products and numerical, graphical or time based, as a commercially available title that has been published with an aim to being marketed. These may be delivered on CD ROM, on tape, via Internet and so on. These are more useful due to inherent capabilities for manipulation and searching, providing information access is cheaper to acquiring information resources, savings in storage and maintenance etc. and sometimes the electronic form is the only alternative. The developments in scientific publishing and the pricing policies of publishers posed new challenges and opportunities for academic libraries in purchasing and managing the serials within their restricted budget.

The library and information services of the 21st century are fast changing. With the rapid development of electronic publishing, libraries are not only acquiring reading materials such as printed books and journals but also arranging for providing access to various learning resources in electronic form. The web resources and the use of web as a tool is changing the way users live and learn. While in the early phase, the World Wide Web was mainly used for push type applications to provide information and resources to users, the development of Web 2.0 and the spread of open sources and shared use concept have focused on user generated content and applications for sharing. This has led to the rapid development and popularity of electronic resources. E-Resources are occupying a significant portion of the global literature. They refer to information sources in electronic form. The different types of e-resources are, E-books, E-journals, Databases, CDs/DVDs, E-conference proceedings, E-Reports, E-Maps, E-Pictures/Photographs, E-Manuscripts, E-Theses, E-Newspaper, Internet/Websites - Listservs, Newsgroups, Subject Gateways, USENET, FAQs etc.

These may be delivered on CD-ROM / DVD, over the Internet and so on. Providing access to e-resources is a service to help library users to find e-Databases, e-Journals, e-Magazines, eBooks/ e-Audio/ e-Images, Data/ GIS, Digital Library Projects, Electronic Exhibitions, eSubject Guide, e-newsletters, E-conferences proceedings and Web search tools on a range of topics. The electronic books are helpful because of their easy portability and its feature of incorporating more than one book in a single hand-held device. The published materials are also available on open





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access platform. This helps the poorer also to get the information required free of cost and bridge the

digital divide. They need not worry for licensing and usage of the information. According to Dr.S.R. Ranganathan, in his fifth law Library is a growing organism. Library is not a store house of books, it is a knowledge centre. Every reader visits the library with the intention to get the solution for his problem. Library should fulfill the needs of user community.

### **Definition:**

According to AACR2, 2005 Update, an electronic resource is: "Material (data and/or program(s)) encoded for manipulation by a computerized device. This material may require the use of a peripheral directly connected to a computerized device (e.g., CD-ROM drive) or a connection to a computer network (e.g., the Internet)." This definition does not include electronic resources that do not require the use of a computer, for example, music compact discs and videodiscs.

According to Library and Information Technology Glossary "Term used to describe all of the information products that a library provides through a computer network..."

According to Wikipedia, Electronic Resources means "Information (usually a file) which can be stored in the form of electrical signals, usually on a computer; Information available on the Internet".

According to Gradman glossary, "A publication in digital format which must be stored and read on a computer device. There are two types: Direct access: these are physical objects such as CD-ROMs, diskettes, computer tapes, and computer cards, containing text, images, software etc.

### **Need of E-Resources**

E-Resources enable the librarian to provide better service to the user community. The few considerable points are mentioned below;

- a. To get access to an information source by the more than one users.
- b. E-Resources can be searched quickly.
- c. These can be found easily by the user.
- d. These resources can be stored in huge amount.
- e. Amount of time spent on the E-Resources use.





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- f. Analyses the purpose of using e-resources by respondent
- g. Know different types of e-resources commonly used by respondents
- h. To collect, store, organize information in digital form.
- i. To promote efficient delivery of information economically to all the users.
- k. To encourage co-operative efforts to save and share the investments in research resources, computing and communication network.

### **Types of E-Resources in YBN University**

**E-Book**-E-books is the many formats competing for prime time, including Adobe PDF, Microsoft Reader, eReader, Mob pocket Reader, EPUB, Kindle and iPad.

<https://www.e-booksdirectory.com/>

<https://shodhganga.inflibnet.ac.in/>

<https://legislative.gov.in/constitution-of-india/>

<https://pib.gov.in/ViewAllEbooklet.aspx?reg=3&lang=1>

[https://ndl.iitkgp.ac.in/he\\_browse/learningResourceType?learningResourceType%5B%5D=book](https://ndl.iitkgp.ac.in/he_browse/learningResourceType?learningResourceType%5B%5D=book)

[https://ndl.iitkgp.ac.in/he\\_browse/learningResourceType?learningResourceType%5B%5D=book&inLanguage%5B%5D=hin](https://ndl.iitkgp.ac.in/he_browse/learningResourceType?learningResourceType%5B%5D=book&inLanguage%5B%5D=hin)

<https://legislative.gov.in/constitution-of-india/>

### **E-Journal**

An e-journal is very important part of every library collection. E-Journals are one application of information technology.

<https://discovery.delnet.in/aerospacesciences.html>

<https://discovery.delnet.in/Agriculture.html>

<https://discovery.delnet.in/architecture.html>

<https://discovery.delnet.in/artsandcommerce.html>

<https://discovery.delnet.in/divyang.html>





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<https://discovery.delnet.in/Education.html>

<https://discovery.delnet.in/engg.html>

<https://discovery.delnet.in/foodtechnology.html>

<https://discovery.delnet.in/Homeopathy.html>

<https://discovery.delnet.in/hotelmanagement.html>

<https://discovery.delnet.in/law.html>

<https://discovery.delnet.in/libraryandinformationtechnology.html>

<https://discovery.delnet.in/manag.html>

<https://discovery.delnet.in/Massmedia.html>

<https://discovery.delnet.in/indexofmedicalejournals.html>

<https://discovery.delnet.in/Nursing.html>

<https://discovery.delnet.in/paramedicalindex.html>

<https://discovery.delnet.in/pharma.html>

<https://discovery.delnet.in/physiotherapy.html>

<https://discovery.delnet.in/policeresearch.html>

<https://discovery.delnet.in/Science.html>

<https://discovery.delnet.in/skill.html>

<https://discovery.delnet.in/socialscienceindex.html>

<https://discovery.delnet.in/startups.html>

<https://discovery.delnet.in/women.html>

<https://discovery.delnet.in/Yoga.html>

## **E-Newspaper**

An E- newspaper is also known as online newspaper or webnewspaper that exists on the World Wide Web or internet

<https://discovery.delnet.in/enewspapers.html>

[https://ndl.iitkgp.ac.in/nw\\_browse/sourceOrganization](https://ndl.iitkgp.ac.in/nw_browse/sourceOrganization)

## **E-Magazines**





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An E-Magazine is very important part of every library collection. E-Magazines are one application of information technology.

<https://businessindia.co/e-magazine>

### **Indexing and Abstracting Databases**

These are the reference sources which provide bibliographic information about journal including abstracts of the articles.

#### **Full text database**

Today there are number of databases available on the network. They are either free or with charges. E-databases is an organized collection of information of a particular subject or multidisciplinary subject areas, information within e-databases can be searched and retrieved electronically.

<https://shodhganga.inflibnet.ac.in/>

#### **Reference database**

These are many Dictionaries, Almanacs, and Encyclopedias, which are available on internet in electronic format.

#### **Statistical database**

These databases contain the numerical data useful for the mass community.



4.3.1



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## Library is automated using Integrated Library Management System (ILMS)

### I-Details of Library Automation-

#### Introduction-

Libraries are known for using Information and Communication Technology (ICT) both for automation of its routine activities as well as for providing search services to the users. Computers are increasingly used in libraries both for internal operations as well as for accessing information that is available in the four walls of the library. The application of computers avoids repetitive jobs and save labour and time both for users as well as outside the library staff. Computers are not only used as a data processing tool, but also for information storage, access and retrieval.

The use of computers for information storage and retrieval began with the production of computer-generated and printed indices for scientific and technical literature in 1960s. Subsequently, several organizations started using computers not only for generation and printing of indices but also for creation of computer readable databases. By early 1970s, several published indexing and abstracting journals, such as Biological Abstracts, Chemical Abstracts, Index Medicus, etc. were not only produced by computer, they were also made available as computer readable databases on magnetic tapes and several organizations started subscribing to them on magnetic media to organize local information storage and retrieval services.

Integrated library automation packages were introduced in libraries in 1970s. Minicomputers were used in 1970s in the libraries to computerize operations like circulation, acquisition, cataloguing, serials and Library OPAC. The trend picked up in early 1980s with introduction of PCs at a cost affordable to the libraries. Past two decades have witnessed unprecedented developments in computer technology. Resultantly, inexpensive computing resources are now within easy reach of libraries. Computers are being used increasingly to automate various activities in libraries using a suitable off-the-shelf general or specific-purpose software package now available in a wide range for library automation.

This module covers definition, history, need & purpose of library automation. Planning for library automation, automation of in-house operations i.e. Cataloguing, OPAC, Circulation, Acquisition, Serial Control etc. Barcode Technology & RFID is also covered in this module





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## **Definitions of Library Automation-**

The Oxford English Dictionary (Simpson & Weiner, 1989) defines automation as “application of automatic control to any branch of industry or science by extension, the use of electronic or mechanical devices to replace human labour”.

ALA Glossary of Library and Information Science defines automation as “the performance of an operation, a series of operation or a process by self-activating, self-controlling, or automatic means. Automation implies use of automatic data processing equipment such as a computer or other labour saving devices”. Although, the term automation was first introduced by D. S. Harder in 1936, the word library automation is being used in literature for the last five decades.

According to Encyclopedia of Library and Information Sciences (Kent, 1977) “Library Automation is the use of automatic and semiautomatic data processing machines to perform such traditional library activities as acquisitions, cataloguing and circulation. These activities are not necessarily performed in traditional ways, the activities themselves are those traditionally associated with libraries; library automation may thus be distinguished from related fields such as information retrieval, automatic indexing and abstracting and automatic textual analysis”.

Library automation is the general term for ICT trends and techniques that are used for replacing manual system in the library. The term “integrated library system” refers to sharing of a common database (for documents and patrons) to perform all the basic functions of a library.

## **Need & Purpose of Library Automation**

The exponential growth of information has made manual system redundant necessitating requirement of computerized information storage and retrieval. Effective and efficient handling of huge quantum of information is only possible by using computers, which have the added advantage of being highly accurate, and timely that adds value to information. Use of computers in automating the library routines is specifically useful for the following reasons:

- Much of the works involved in library are repetitive, tedious, and mechanical in nature requiring accurate updating of records in files. The same bibliographic record in a library is used to perform multiple operations. Each operation may concern with individual copies of a title. A bibliographic record created at the time of ordering a document is first used for its acquisition, then for technical processing and subsequently for library OPAC, circulation, binding, etc.;





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- Automation permits decentralized access to a bibliographic record by multiple users. A staff member in a branch library can verify the status of an order without maintaining duplicate files or without making an enquiry. A user can check to see if a book is out on loan or available on the shelf of the library;
- The application of information technology in libraries results in increased operational efficiency. It ensures ease of functioning, accuracy and economy in human labour with greater speed;
- The library staff, specially the younger ones, finds use of computers interesting and exciting. Use of computers can be a motivating factor for several library staff members;
- The IT increases productivity of library staff. It relieves professional staff from clerical chores so that they can be fruitfully used for user-oriented library services; and
- It improves quality of services rendered by the library.

### **We are using SOUL 3.0 software in our university library**

#### **About the SOUL 3.0**

Software for University Libraries (SOUL) is an state-of-the-art integrated library management software designed and developed by the INFLIBNET Centre based on requirements of college and university libraries. It is a user-friendly software developed to work under client-server environment. The software is compliant to international standards for bibliographic formats, networking and circulation protocols. After a comprehensive study, discussions and deliberations with the senior professionals of the country, the software was designed to automate all housekeeping operations in library. The software is suitable not only for the academic libraries, but also for all types and sizes of libraries, even school libraries. The first version of software i.e. SOUL 1.0 was released during CALIBER 2000.

The SOUL 2.0 software was released in January 2009 and the latest version of the software i.e. SOUL 3.0 released in February 2021. The database for new version of SOUL is designed for latest versions of MS-SQL and MySQL (or any other popular RDBMS). SOUL 2.0 is compliant to international standards such as MARC 21 bibliographic format, Unicode based Universal Character Sets for multilingual bibliographic records and NCIP 2.0 and SIP 2 based protocols for electronic surveillance and control.





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**Major Features of SOUL are as follows:-**

- UNICODE based multilingual support for Indian and foreign languages;
- Compliant to International Standards such as MARC21, AACR-2, MARCXML;
- Compliant to NCIP 2.0 protocol for RFID and other related applications especially for electronic surveillance and self-check-out & check-in;
- Client-server based architecture, user-friendly interface that does not require extensive training;
- Supports multi-platform for bibliographic database such as My SQL, MS-SQL or any other RDBMS (for SOUL 2.0 only);
- Supports cataloguing of electronic resources such as e-journals, e-books, virtually any type of material;
- Supports requirements of digital library and facilitate link to full-text articles and other digital objects;
- Support online copy cataloguing from MARC21 supported bibliographic database;
- Provides default templates for data entry of different type of documents. User can also customize their own data entry templates for different type of documents;
- Provides freedom to users for generating reports of their choice and format along with template and query parameters;
- Supports ground-level practical requirements of the libraries such as stock verification, book bank, vigorous maintenance functions, transaction level enhanced security, etc.;
- Provides facility to send reports through e-mail, allows users to save the reports in various formats such as Word, PDF, Excel, MARCXML, etc.;
- Highly versatile and user-friendly OPAC with simple and advanced search. OPAC users can export their search results in to PDF, MS Excel, and MARCXML format;
- Supports authority files of personal name, corporate body, subject headings and series name;
- Supports data exchange through ISO-2709 standard;
- Provides simple budgeting system and single window operation for all major circulation functions;





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Strong region-wise support for maintenance through regional coordinators. Strong online and offline support by e-mail, chat and through dedicated telephone line during office hours.

## Modules

### Acquisition

The Library Acquires resources based on suggestions/recommendations made by its users faculty/library committee members/students.

Main task of the LIS staff is to input the suggestions/recommendations received into the system along with the name of the person who has requested for. This helps the librarian to inform the requester as soon as the suggested item is added in the library or its current status.

#### Function-

1. Request
2. Gratis Item
3. Select For Approval
4. Approval Process
5. Direct Approval
6. Letter Of Approval

The Acquisition module provides a way for the library to record orders placed with vendors and manage purchase budgets.

### Catalogue

Cataloguing is the most important module of the LMS from the point of view of retrieval of information. In soul 3.0 bibliographic details such as Title, Author, Publisher, Edition, ISBN etc. are able to enter in marc21 format. Once this information saved record is generated. It is also compliant to international standards such as AACR-2, Marcxml. Records can be added using online copy cataloguing.

Using Catalogue module user can add bibliographic and authority records in the library catalog, the database of books, serials, sound recordings, moving images, cartographic materials, computer files, CD/DVDs, e-resources etc. that are owned by a library.





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## **Functionalities of Catalogue Module:**

### **1. Cataloguing**

Title in Progress

Data Operation

### **2. Import/Export**

Import from MARC

Export to MARC

CCF to MARC

Export to MARC

Add Accession No. To Imported Data

MARCXML to SOUL

### **3. User Services**

Current Awareness

Bibliographic Service

### **4. Reports**

Basic

Advanced

Spine Lable

Book Card

Catalogue Card

Import/export function is used to directly import or export bibliographic details in marc, marcxml and ccf format directly from soul application. Using this module user can generate accessionreport,barcodegeneration,cataloguecard,etc





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## **Circulation**

The Circulation module allows us to create/edit/delete/search User records, renew membership and also establish relationship between the user and resources by creating transaction records (Issue/Return/Renew), Reserve the item(s), issue the item on ILL, Book bank transaction facility and get number of routine reports and some management reports.

The module deals with all operation related to library members i.e. creation, deletion and modification of members. Apart from these user may copy an existing membership record update it with a new membership code. User can search membership records by using the option search member by using different searching parameter such as code, name, department, designation, entry date, category and if user want to delete any member that there are two options to delete membership record, either single member or Group member deletion.

### **Functionalities of Circulation Module:**

Transaction process of material

Book Bank Issue/Return

Group Issue/Return

Member login/logout facility

Stock verification

Inter Library Loan (ILL)

Membership renewal can be also done using this module. Member barcode and member card is also generated in this module. After completion of academic course user can issue no -dues to the students/members in bulk as well as in individual.

### **Serials Control**

Serial control module of soul 3.0 provides streamline access to the users from Title entry to schedule generation and receiving order.

It offers easy creation and maintenance of Article indexing database and thereby help in providing the services according to the user's need.

**The Serials Control module has following sub modules.**

1. Titles(Serials)
2. Suggestions
3. Subscription





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4. Payment

5. Check-in

6. Commercial Binding

7. In-House Binding

All the serial titles (mainly those which are subscribed to by the Library), in all the formats (like print, electronic, CD-ROMs, online etc) are entered into the database in MARC21 format.

### **OPAC (On-line public Access Catalogue)**

One of the major attraction of Soul 3.0 is its robust On-line public Access Catalogue(OPAC).

The OPAC has simple and advanced search facility with the minimum information for each item including author, title, corporate body, conference name, subject headings, keywords, class number, series name, accession number or combination of any of two or more information regarding the item.

### **Major Functions provided in the OPAC module are:**

Simple Search

Boolean Search

Advanced Boolean Search

Displaying and Downloading of records in MS Excel,PDF or MARCXML

Search support for the items that are in the acquisition process in the library.

### **Administration**

In addition to the features available in the Administration Module of the Soul 2.0, some more features have been added to this module of the SOUL 3.0 as per the inputs from the various SOUL users and requirements of the library staff.

The module has been divided into three major sub modules for accommodating the new features. These three sub-modules are User Management, System Parameters and Masters.

### **The Administration module provides the following:**

Grouping of users based on the policy

Transactional rights over the systems

Transaction level security to users





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Yen University is a private university located in Hanoi, Vietnam. It was established in 1999 and is the first private university in Vietnam. The university offers a wide range of undergraduate and postgraduate programs in various fields of study. It is known for its modern facilities, experienced faculty, and commitment to academic excellence.