JES COLLEGE OF COMMERCE, SCIENCE AND INFORMATION TECHNOLOGY
LIBRARY AUDIT REPORT

April 24, 2025

<ins>AUDITING TEAM</ins>

Prof Dr Madhuri Tikam	Librarian, H R College of Commerce & Economics, Mumbai 400020	Chairperson
Mrs Swati Phadke	Librarian, Ismail Yusuf College of Arts, Science and Commerce, Mumbai 400060	Member

DATE & TIME: April24, 2023 (Thursday) 12.30 p.m.

A Voluntary Library Audit was arranged JES College of Commerce, Science and Information Technologyfor further improvement of the library system in view of NAAC Peer Team visit (expected). The Observations and suggestions made by the Auditing Committee are as follows:

<ins>OBSERVATIONS & RECOMMENDATIONS</ins>

1. **LIBRARY LOCATION & AMBIENCE**

Observations:

- Total area is 1000 sq.ft.
- Clean, naturally well-lit and ventilated place
- Overall quiet space that is beneficial for academic pursuits.

Suggestions:

- Separate Reading Section for faculty
- Improve ventilation in reading room by adding fans, exhaust fans

2. **POLICIES**

Observations:

1. The Library follows a well thought out policies both procurement and issue of books.
2. Library committee is in place as per the requirement

Suggestions:

3. Prepare a manual for library policies.

3. LIBRARY BUDGET

Observations:

- Library fees collected by the college is optimally spent on library collection.

Suggestions:

- The Budget can be enhanced to allow more reference collection.

4. LIBRARY COLLECTION

Observation:

- Collection (more textbook oriented)
- Books (8363) Journals (10), Multilingual Newspapers (3)
- E Resources (N-list)

Suggestions:

- Increase Reference Collection – invite new books on approval to build up the collection
- Subscribe more journals
- Maintain the statistical records of unique titles, total books, reference books, etc. on an annual basis.

5. COMPUTERISATION

Observation:

- LIBMAN Library Management software from CIMS, Nagpur

Suggestions:

- Location details of the collection can be added to the catalogue

6. CIRCULATION SECTION

Observations:

- Proper circulation process is followed.

Suggestions:

- No suggestion

7. STOCKTAKING

Suggestions:

- Yearly stock taking to be carried out and systematic stocktaking report should be maintained.
- Report of Stock taking should cover following points:
  - ✓ Details of total books checked.
  - ✓ Details of books not traceable.
  - ✓ Details of books lost and cost recovered. (priority should be given replacement of lost/damaged bookinstead of cost recovery of said book.)
  - ✓ Records of collected fines/cost recovered etc. (Online recovery is preferred however the copes of the receipt and challan should be maintained in the physical form
  - ✓ In the remarks column write the outward number and take signature of the principal.
  - ✓ In the accession register in remark column update the details of date and user details who replaced the book. The same can be mentioned on the book also.

For withdrawal of outdated books:

- ✓ Prepare the list of redundant books mentioning the original and discounted cost.Get it approved by concerned subject-professors with signatures.
- ✓ The signed list goes to the library committee meeting for approval.(Second screening and finalization of book list will be done by the library committee
- ✓ The final list goes to the management for final approval.
- ✓ Give Withdrawal No. to each book and prepare / update withdrawal and accession register.
- ✓ Put withdrawn stamp on each book with respective withdrawal number.

- ✓ To be withdrawn books can be donated to students, faculty members (The library can display them on table /corridor. First invite teachers to take books the remaining can be offered to students). Library can donate them to other

institutions (school).
- ✓ Remove catalogue cards from the cabinet / computer record.
- ✓ Calculate discounted price for each book and subtract from respective grants to update accounts.

8. LIBRARY SERVICES

Observations:

- Internet, Book Bank, Past Question Paper Services are provided along with the other regular library services.

Suggestions:

- Arrange theme wise displays of reference books
- Display list of subject wise reference books, rare books

9. LIBRARY COMMITEE

Observations:

- Library Committee is in place however composition and frequency of meetings should be followed as per the guidelines.

Suggestions:

- Library Committee Composition:

    a. Principal (Chairperson)

    b. Librarian (Secretary)

    c. 04 Senior Member Representatives from Degree College, (1 of each Program - preferably coordinators)

    d. 01 MemberRepresentative from Junior College

    e. 01 student Representatives (preferably of 2ndYear)

- Two meetings should be held per year. (Can be 1 in the beginning and 1 towards the end of the academic calendar)
- First meeting can propose the activities to be held in the academic calendar period and the next can summaries the progress.

OTHER ADDITIONAL SUGGESTIONS FOR BEST PRACTICES

- **Advisory Committee**

A formal library advisory committee can be formed with the help of outside library experts who can guide and monitor the library advancement. The committee can meet quarterly to screen the progress on a regular basis.

- **Special collection Corners**
  - ✓ A section for staff publications can be maintained.
  - ✓ Separate section for competitive examination collection can be set.

- **Book Club**
  - ✓ Form a BOOK CLUB with 8 to 10 students. Activitieslike write & present a book review, Book Discussions, Story Telling workshopetc. can be planned
  - ✓ A WhatsApp group for the Library Book Club can be prepared to share the relevant details and resources.

- **Best Reader Award**
  - ✓ for student
  - ✓ Teachers
  - ✓ N List user

- **Additional Books Issue Policy for**
  - ✓ Regular users
  - ✓ Best Readers
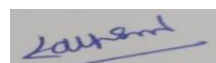 - ✓ Students who participate for college events
  - ✓ Needy students
- **Support for additional work**

Take the help of NSS volunteers for data entry & for arranging library activities

One recommendable feature of the library is to cater First Generation Learnersand efforts should be taken to encourage them for education and developing reading habits.

Prof Dr Madhuri Tikam   Mrs Swati Phadke
Chairperson   Member