

CHANDRABHAN SHARMA COLLEGE OF ARTS, COMMERCE AND SCIENCE

LIBRARY AUDIT REPORT

2021-2022 & 2022-2023

March 14, 2023

AUDITING TEAM

Dr. Jitendra Aherkar	Principal, BL Amlani College of Commerce & Economics, Mumbai - 400049	Chairperson
Prof Dr Madhuri Tikam	Librarian, H R College of Commerce & Economics, Mumbai 400020	Member

DATE & TIME: March 14, 2023 (Tuesday) 3.00 p.m.

A Voluntary Library Audit was arranged by Chandrabhan Sharma College of Arts, Commerce and Science Library for 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:

OBSERVATIONS & RECOMMENDATIONS

1. LIBRARY LOCATION & AMBIENCE

Observations:

- The library is located on 4th floor. (Lift facility is available)
- Total area is 2200.93 sq.ft.
- Clean, naturally well-lit and ventilated place
- Closed Access Section and Reading Room with two computers for users.
- Overall quiet space that is beneficial for academic pursuits.
- Seating capacity covers the required 10% capacity

Suggestions:

- Upkeep needs looking into.

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)
- Journals (30), Multilingual Newspapers (10), Magazines (9)
- E Resources (N-list)
- Non book Collection (118 CD/DVDs)
- Collection is optimum as per the suggested standards

Suggestions:

- More reference collection can be added.
- Textbook copies can be reduced
- Arrangement of reference collection is suggested.

5. COMPUTERISATION

Observation:

- Shifting from E granthalaya software to Libman is in progress.
- Library maintains a separate website

Suggestions:

- Library website counter is linked to an advertisement. Suggested to avoid the same or watch for the content of the advertisement.

6. CIRCULATION SECTION

Observations:

- Proper circulation process is followed.

Suggestions:

- Color code can be used for efficient and fast services

7. STOCKTAKING

Observations:

- Yearly stock taking to be carried out & reports are maintained

Suggestions:

- Format of stocktaking report can be improvised

8. LIBRARY SERVICES

Observations:

- Reference, Newspaper Clipping, Current Awareness, Internet, Inter Library Loan, Book Bank, Past Question Paper Services are provided along with the other regular library services.

Suggestions:

- Additional services for toppers/weak students can be offered
- Language lab can be adopted

9. EXTENSION SERVICES

Observations:

- Library Orientation, E resources Guidance, Book Exhibitions, quizzes, seminars etc. activities are carried out.

Suggestions:

- More user centric extension activities should be carried out and sustained.

10. OTHER ADDITIONAL SUGGESTIONS

- For supporting library activities, library volunteer mechanism can be opted.
- 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.
- A section for staff publications can be maintained.
- More attention should be given to offer services which match the needs of college users.
- Library events should be linked with college events and activities.

- Record management need more attention, to name a few:
 - Bill pastes file
 - Library Bill Numbers should be assigned
 - Accession register should cover the complete bill details with discount
 - Amount of withdrawal books should get reflected in college account.
 - More attention should be provided for record management and tallying/updating the account details both in library and college records.
 - Minutes of the meetings should be accompanied by Action taken report.
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Dr. Jitendra Aherkar, Chairperson



Prof Dr Madhuri Tikam, Member

Librarian
HR College of Commerce & Economics,
Mumbai 400020

Library Audit Report

From

A.Y. 2017-18

To

A.Y. 2020-21

About The Library:

The College library was established with the establishment of college in 2008. It is situated on the fourth floor of the campus. The library of the college has an extensive and varied collection of books. This collection is augmented on a regular basis. To facilitate a congenial atmosphere for reading, the library has been fully air-conditioned. To cater to the rising demand of information the library subscribes journals, periodicals, magazines and newspapers.

More than 120 Readers can sit and read in the library at a time. The functioning of library is been automated with e-Granthalaya software. One separate computer system is provided for Online Public Access Catalogue, so that students can get fast access to resources. The institute has also subscribed to N-LIST database which provides e-resources to users and library also provide open access system so that users can access library resources easily.

Vision and Objectives of Library:

VISION

- To serve as a Knowledge Hub of the College
- To help students to enrich their knowledge
- To support & encourage the Teaching, Learning & Research process of the Institute

OBJECTIVES

- To inculcate Reading Habits among the students and Teaching Community
- To provide accessibility of information in well-organized manner
- To provide adequate books & periodicals for the courses offered by the institute
- To provide additional reference books to enhance knowledge

- To supplement the teaching, learning & research activity by providing additional information sources in the form of e-resources
- To support mission of parent organization

Library Staff

Sr. No.	Name of the staff	Designation	Qualification	Experience
1	Mr. Sunil T. Ubale	Librarian	B.A , M.L.I.Sc, NET/SET, PGDLAN	06 Years
2	Mr. Snehal S. Sambhar	Asst. Librarian	B.A., M.L.I.Sc.	06 Years

Library Advisory Committee

Sr. No	Name of Candidate	Designation
1.	Dr. Pratima Singh	Chairman
2.	Mr. Umesh kabadi	Member
3.	Mr. Sandeep Vishwakarma	Member
4.	Mr. Tushar Shah	Member
5.	Ms. Manali Naik	Member
6.	Ms. Anajana Verma	Member
7.	Ms. Sharlet Bhaskar	Member
8.	Mr. Sunil Ubale	Secretary
9.	Mr. Snehal Sambhar	Member

Function of the committee

- To formulate a development plan for the library.
- To assist the Librarian in formulating general rules and regulations which govern the functioning of the library.
- To work towards modernization and improvement of Library and documentation Services.
- To suggest the Librarian on the distribution of funds made available for the purchase of books, journals and other academic requirement.
- To contribute a wider vision in building the future shape of Library services.

Library Area: 2017.69 Sq.ft

Seating Capacity: Students - 120, Teacher- 09

Library Timing:

The Library Open on all working Days between 7:30 a.m. to 5:30 p.m.

During Exam Library will be open from 10:00 a.m. to 4:00 p.m.

Library Automation:

Name of ILMS Software – E-granthalaya

Nature of Automation – Fully

Version – 3.0

Year of Automation- 2017

Library Collection as on (30th September, 2021)

Sr. No	Title	Numbers
1	Total No. of Books	9931
2	Total No of Textbooks	7017
3	Total No of Reference Books	2914
4	Total No of Book Bank	626
6	Total no of Journals	24
7	Total no of Magazines	16
8	Back volumes of Journals	37
9	Total no. of CD & DVD	116
10	Total No of Newspapers	12
11	Database (N-LIST)	01

List of Journals subscribed by the library

Sr. No.	Title
1	Arthshastra: Indian Journal of Economics and Research
2	Asian Journal of Management Cases
3	Banking Finance
4	Economic and Political Weekly
5	IIMB Management Review
6	Indian Journal of Computer Science
7	Indian Journal of Finance
8	Indian Journal of Marketing
9	Indian Journal of Research in Capital Markets
10	International Journal of Networks and Applications
11	IUP Journal of Bank Management
12	IUP Journal of Accounting Research and Audit Practices
13	Journal of Banking and Insurance Law
14	Journal of Communication Media Watch
15	Journal of Emerging Market Finance
16	Journal of Entrepreneurship
17	Management Accountant
18	PRABHADHAN: Indian Journal of Management
19	Reserve Bank of India Bulletin

20	The Chartered Accountant
21	The Indian Banker
22	University News
23	Vikalpa
24	CSI Communication

List of Magazines subscribed by the library

Sr. No.	Title
1	Better photography
2	Biology Today
3	Business Today
4	Chemistry Today
5	Chhatrarth
6	Shikshan Sankraman
7	Competition Success Review
8	Capital Market
9	Data quest
10	Electronics for You
11	Femina
12	Harward Business Review
13	India Today
14	Mathematics Today
15	Physics Today
16	Global Analyst

List of Newspapers subscribed by the library

Sr. No.	Name of Newspaper
1.	Times of India
2.	Hindustan Times
3.	The Indian Express
4.	Mumbai Mirror
5.	Economics Times
6.	Maharashtra Times (Marathi)
7.	Loksatta (Marathi)
8	Navbharat Times (Hindi)
9.	The Hindu
10.	Planet Powai
11.	Mint
12.	Employment News

Books and Journals

Total No of Books Purchased during A.Y 2017-18 to A.Y 2020-21.

Sr. No	Academic Year	Total Number of Books Purchased	Amount spent on Books (In Rs.)
1.	2017-18	724	107620
2.	2018-19	1103	229671
3.	2019-20	643	131094
4.	2020-21	46	10349
Total		2516	478734

Total No of Journal Subscribed/Renew during A.Y 2017-18 to A.Y 2020-21.

Sr. No	Academic Year	Number of Journals subscribed/renewed	Amount spent on Journals (In Rs.)
1.	2017-18	21	63500
2.	2018-19	21	60539
3.	2019-20	19	43200
Total			167239

Total No of E-resources Subscribed/Renew during A.Y 2017-18 to A.Y 2020-21.

Sr. No	Academic Year	Number of E-resources	Amount spent on E-resources (In Rs.)
1.	2017-18	E-journal 6000+ ,E-books 31,35,000+ (N-LIST)	34,500
2.	2018-19	E-journal 6000+, E-books 31,35,000+ (N-LIST)	35,400
3.	2019-20	E-journal 6000+, E-books 31,35,000+ (N-LIST)	35,400
4.	2020-21	E-journal 6000+, E-books 164300+(N-LIST)	35,400

Book – Bank

Book Bank facility use by students

Sr. No	Academic Year	No. of Students benefited
1.	2017-18	29
2.	2018-19	52
3.	2019-20	36
4.	2020-21	12

Library Services

- Circulation service
- Reference Service
- Book Bank Facility
- Reading Facility
- OPAC Service
- Current Awareness Service
- Selective Dissemination of Information Service
- Online Information Service
- Newspaper Clipping Service
- Open Access Facility
- Intern library Loan
- Wi-Fi facility,
- Old Question paper and University syllabus

Infrastructure Available in the Library

Computers -9

Printer-1

Library Management Software-1

Antivirus- 8

Barcode Scanner -1

Document Scanner - 1

Library Users Footfall

Sr. No.	Name	2017-18	2018-19	2019-20	2020-21
1	Students & Faculty	22,109	20,310	15,797	125

Library Users (Book Issue-Return Record)

Sr. No.	Name	2017-18	2018-19	2019-20	2020-21
1	Students & Faculty	17,686	16,262	11,988	730

Activities Organized During A.Y 2017-18 to 2020-21

Sr. No.	Name of Activities	Date	Academic Year
1	Book Exhibition	9 th August 2017	2017-18
2	Library Orientation (First Year Students)	5 th to 10 th July 2017	2017-18
3	Best Library User Award	21 st January 2018	2017-18
4	Intra-collegiate Book Review Competition	6 th March 2018	2017-18
5	Guest Lecture	14 th July 2018	2018-19
6	Library Orientation (First Year Students)	6 th to 10 th August 2018	2018-19

7	Book Exhibition	10 th September 2018	2018-19
8	Best Library User Award	23 rd December 2018	2018-19
9	Intra-collegiate Book Review Competition	28 th February 2019	2018-19
10	Essay Writing Competition	9 th August 2019	2019-20
11	Library Orientation (First Year Students)	17 th to 20 th July 2019	2019-20
12	Book Exhibition	23 rd September 2019	2019-20
13	Sarasvati Puja	5 th October 2019	2019-20
14	Best Library User Award	22 nd December 2019	2019-20
15	Inter-collegiate Book Review Competition	29 th February 2020	2019-20
16	Online Quiz On Research Methodology	28 th April 2020	2020-21
17	Online Quiz On Yoga Awareness	21 st June 2020	2020-21
18	National Level Webinar on Smart Tools for Teaching and Research	11 th July 2020	2020-21
19	National Webinar On "National Digital Library Of India User Awareness Program"	19 th August 2020	2020-21
20	Inter-collegiate Online Book Review Competition	16 th January 2021	2020-21
21	Online Quiz On National Girl Child Day	28 th January 2021	2020-21
22	Online Quiz On International Mother Language Day (Matribhasha Diwas)	25 th February 2021	2020-21
23	Online Webinar on READING: A Habit to Achieve Academic Excellence	26 th February 2021	2020-21
24	Online Book Exhibition	21 st June 2021	2021-22
25	N-LIST: E-Resources User Awareness Programme	12 th August 2021	2021-22
26	Online Essay Writing Competition	15 th August 2021	2021-22
27	Online Library Orientation Program	29 th September 2021	2021-22


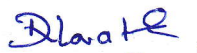
Future Plan of the Library

- To develop Institutional repository.
- To develop library portal.
- To purchase more E-Books, E-journals
- To provide Web -OPAC to users.

Remark/Recommendation by the Committee:

All records are maintain. Need to increase Reference Books and competitive Exam Books. UGC core Listed Journals to be subscribed. University Book-Bank facility has to started.

Audit Committee Members

Sr. No	Name	Designation	Signature
1	Dr. Jitendra Aherkar	Chairman	
2	Mr. Dhanaji Lavate	Member	

Date: 28/10/2021

Place: Mumbai

