Library Audit 2020.

SMT. K. G. MITTAL COLLEGE LIBRARY

LIBRARY AUDIT REPORT

August 03, 2021

AUDITING TEAM:

Dr Debajit Sarkar	Principal, L S Raheja College	Chairperson
Dr Satish Kannamadi	Librarian, TISS	Member
Dr Madhuri Tikam	Librarian, H R College of Com. & Eco.	Member

DATE & TIME:

August 3, 2021 (Tuesday) 12.00 a.m.

A Voluntary Library Audit was conducted by Smt. K. G. Mittal College for improvement in the library system to serve better and efficiently. The Observations and suggestions made by the Auditing Committee are as follows:

Description	Pg. No.
LIBRARY DETAILS	
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SMT. KAMLA GAURIDUTT MITTAL COLLEGE OF ARTS & COMMERCE

PRINCIPAL
SMT.K. G. MITTAL COLLEGE OF
COMMERCE
Near Navy Nagar,
Malad (West), Mumbai - 400 064

1. EXECUTIVE SUMMARY OF LIBRARY QUALITY AUDIT 2020

Academic year	2016-17	2017-18	2018-19	2019-20
Total No. of Books in the System	21901	23249	24705	25963
Average Budget Utilization (in %age)	148286/446500*100 =33.21%	380573/527000*100 =72.21%	318587/554600*100 =57.444%	205973/540990*100 =38.07%
Acquisition (year Wise)	581	846	872	656
Average Annual Growth rate of stock(in %age)	581/9768*100 =5.94%	846/11096*100 =7.62%	872/10048*100 =8.678%	656/10729*100 =6.114%
Cost of Books purchased (Year Wise)	110145	380573	266462	205973
Book utilization Rate (Average Books issued/ Staff members and Students)	4540/1668=2.72	5433/1710=3.17	7306/1743 =4.19	7639/1804 =4.23
CD			CD/7/6339/-	
Library seating facility (Students/ Staff member)	40+50	40+50	40+60	40+60
No. of Periodicals subscribed by the Library	10+25	13+25	15+25	…..
Cost for Journals (including e-resources) Year wise	36689	45063	67198	…..
Classification scheme followed	DDC	DDC	DDC	DDC
Catalogued libraries	YES	YES	YES	YES
Total Number of Computers in the Library				
For in house operations	3+2	3+2	3+2	3+2
For Students and Staff	1	1	1	1
Automation Software	**Edu duniya**	**Edu duniya**		
SLIM			iSLIM	iSLIM
Others	EDU.DUNIYA	EDU.DUNIYA		
Total	1	1	1	1

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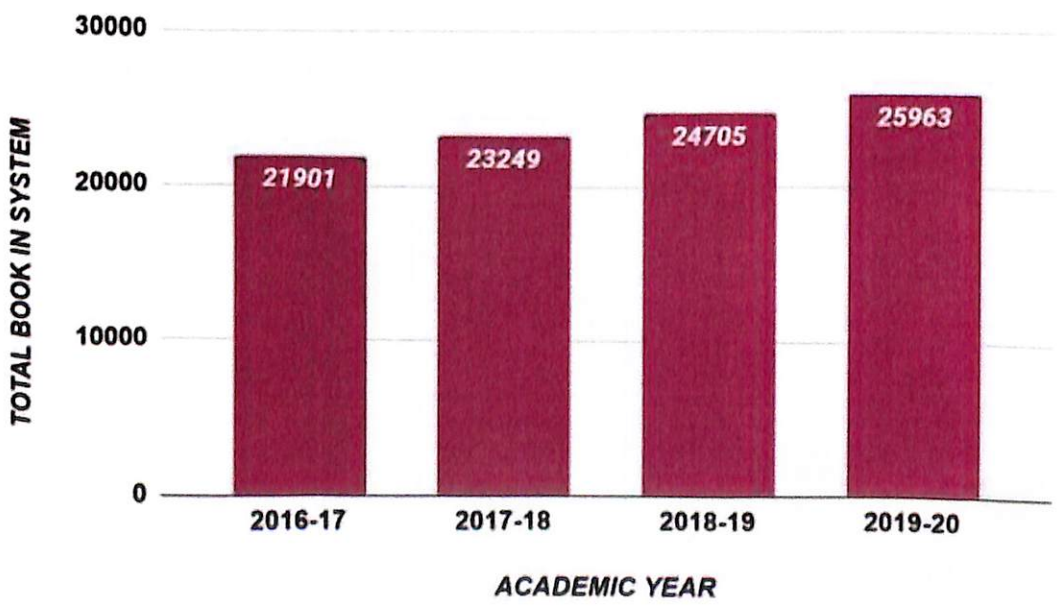
Membership and Staff Numbers				
Total Members (Staff)	26+40	29+40	26+40	29+40
Total Members Students	452+1150 =1602	594+1049 =1643,	691+974= 1665	700+1019= 1719
Total Number of library Staff (Permanent)	2+4	2+4	2+4	2+4
Total Number of library Staff (Temporary)	-	-		
Working hours	**SFC**	**BCOM**		
Students	8.30 to5.00	9.30 to 5.30		
Staff	8.30 to 5.00	9.30 to5030		

Note- Withdrawn Books Data

2013-14	2015-16	2018-19
6177	1456	2170
		1452
		343



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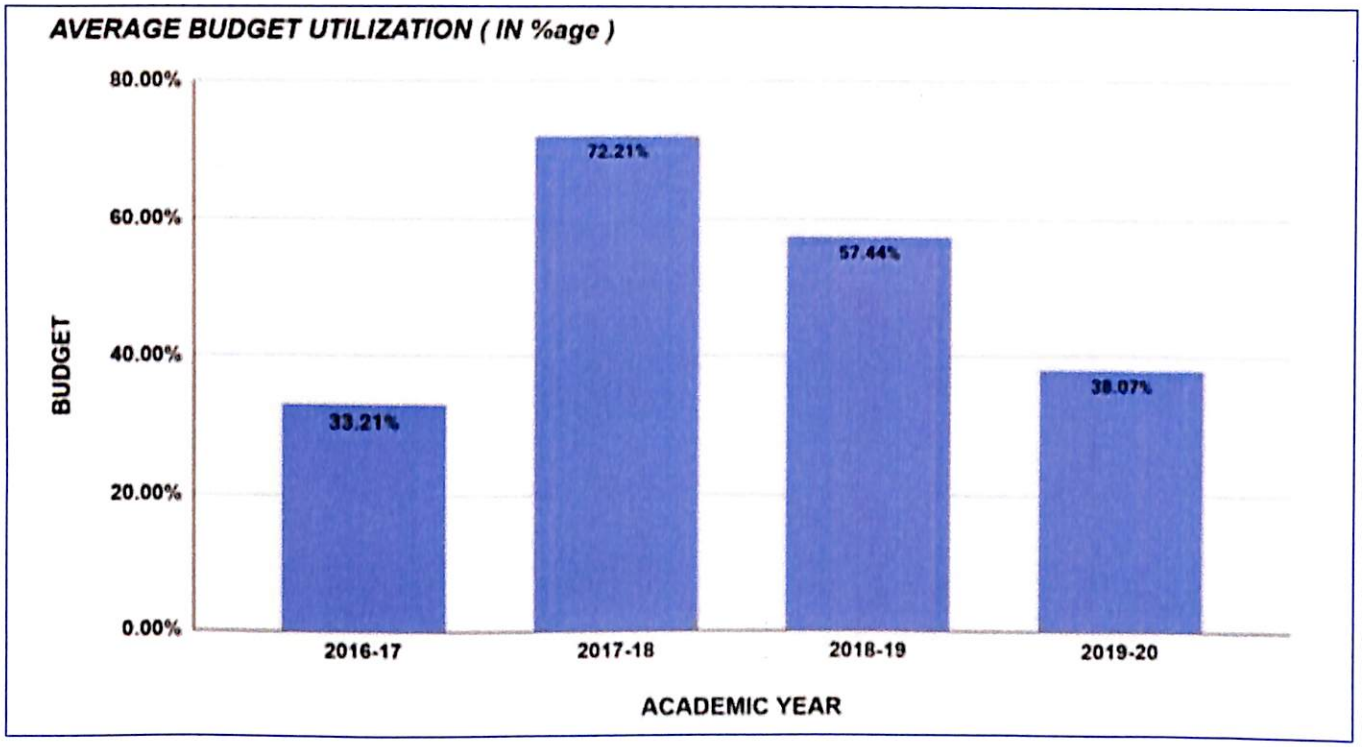

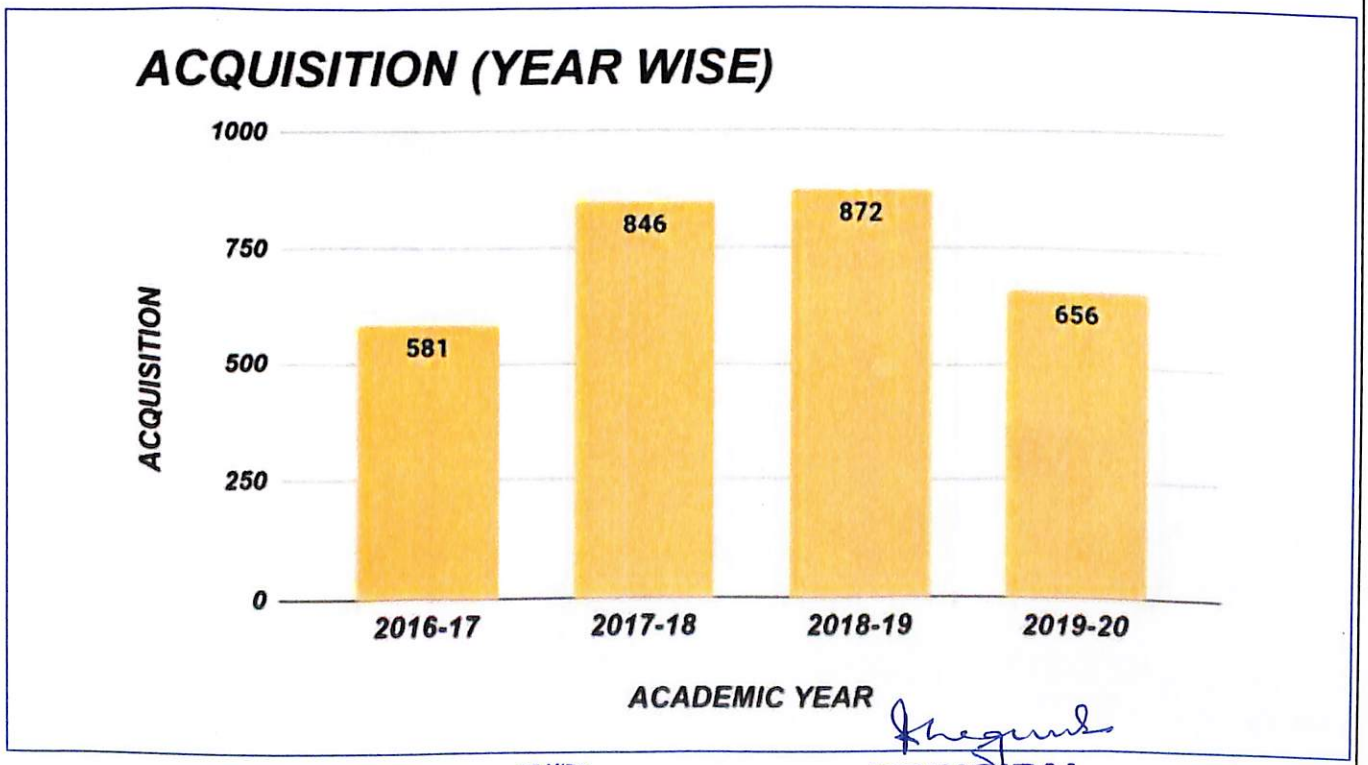

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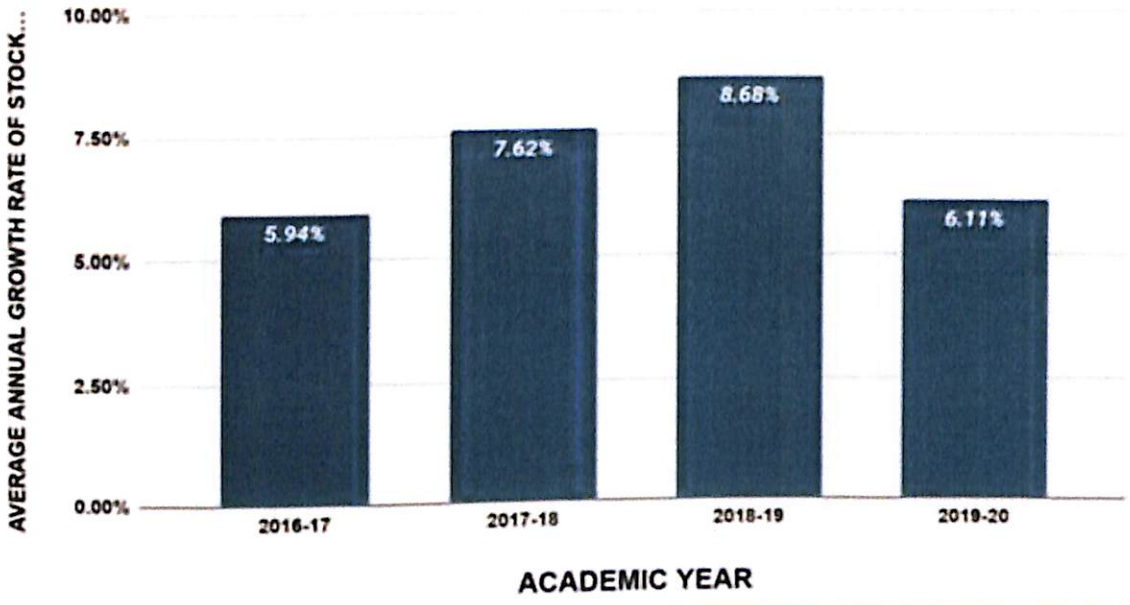
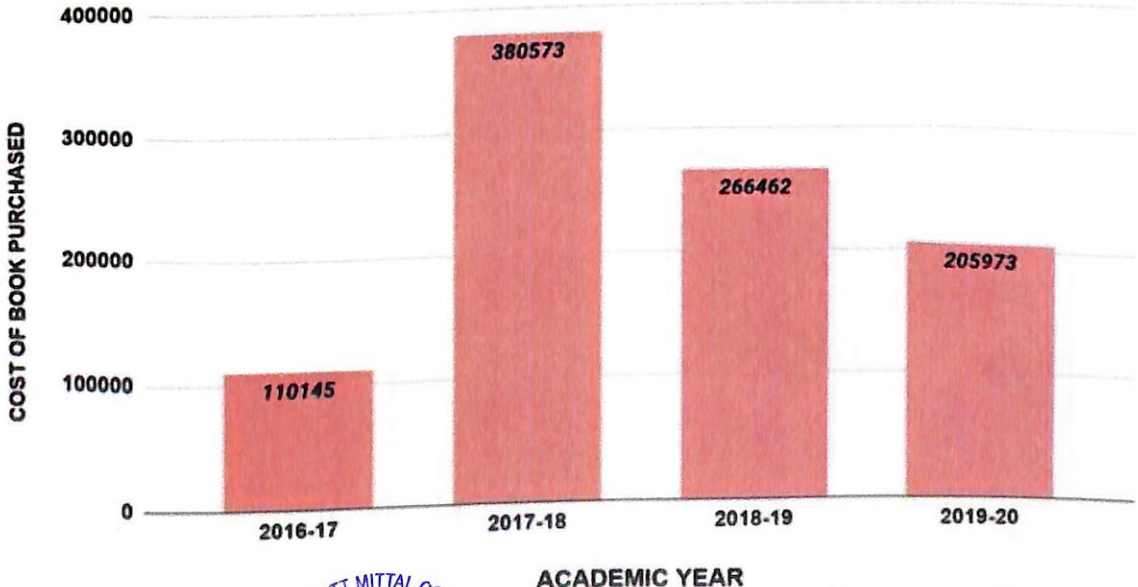
AVERAGE ANNUAL GROWTH RATE OF STOCK (in %)



COST OF BOOK PURCHASED (YEAR WISE)



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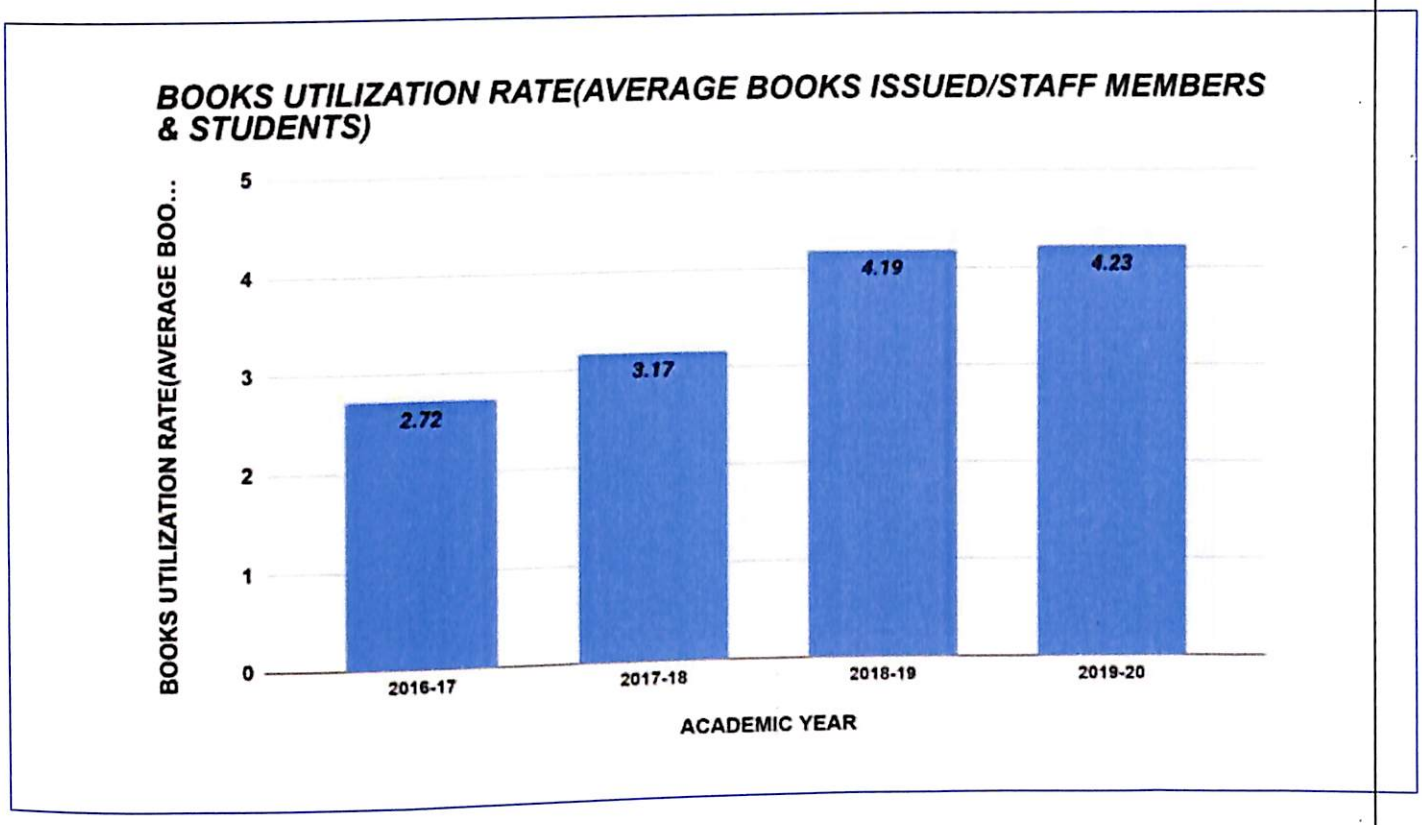

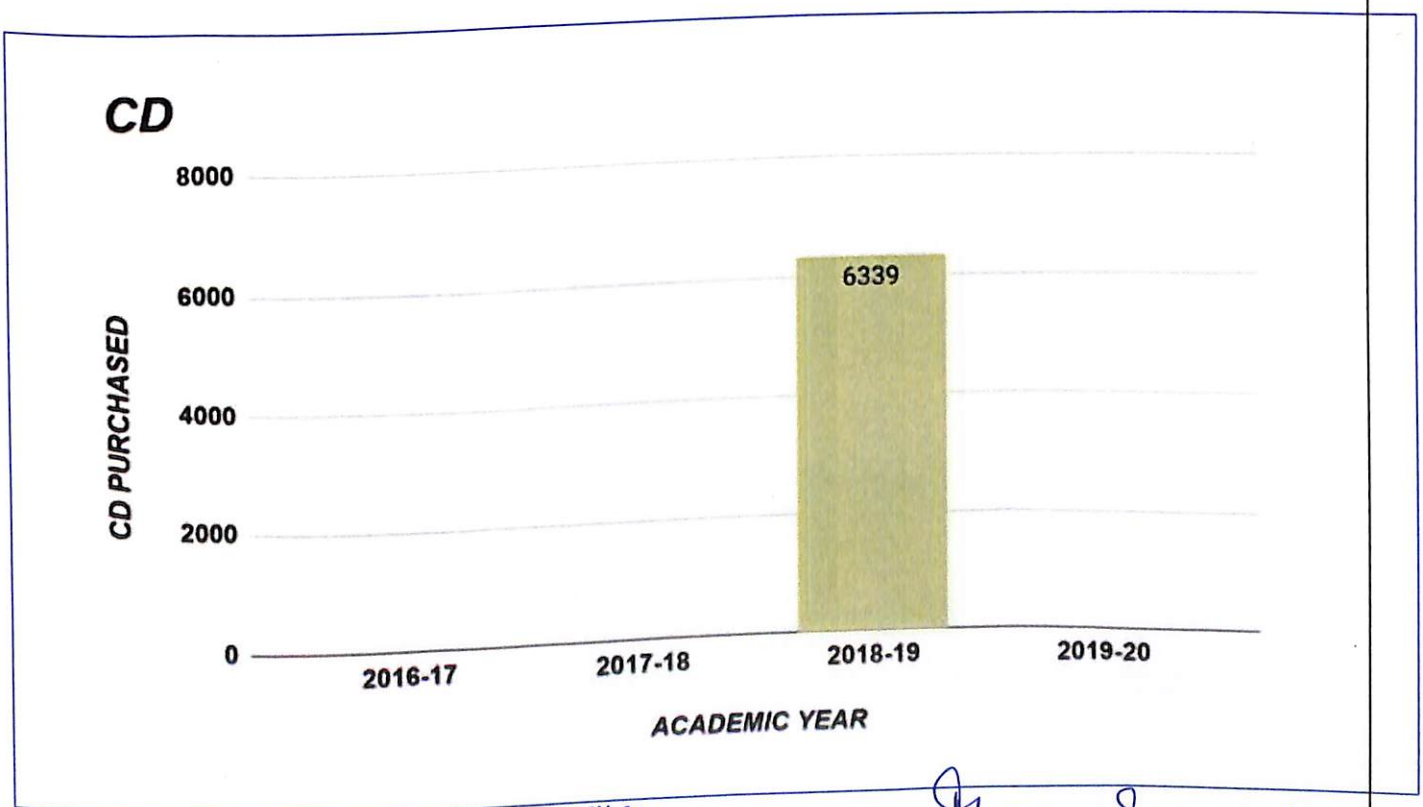

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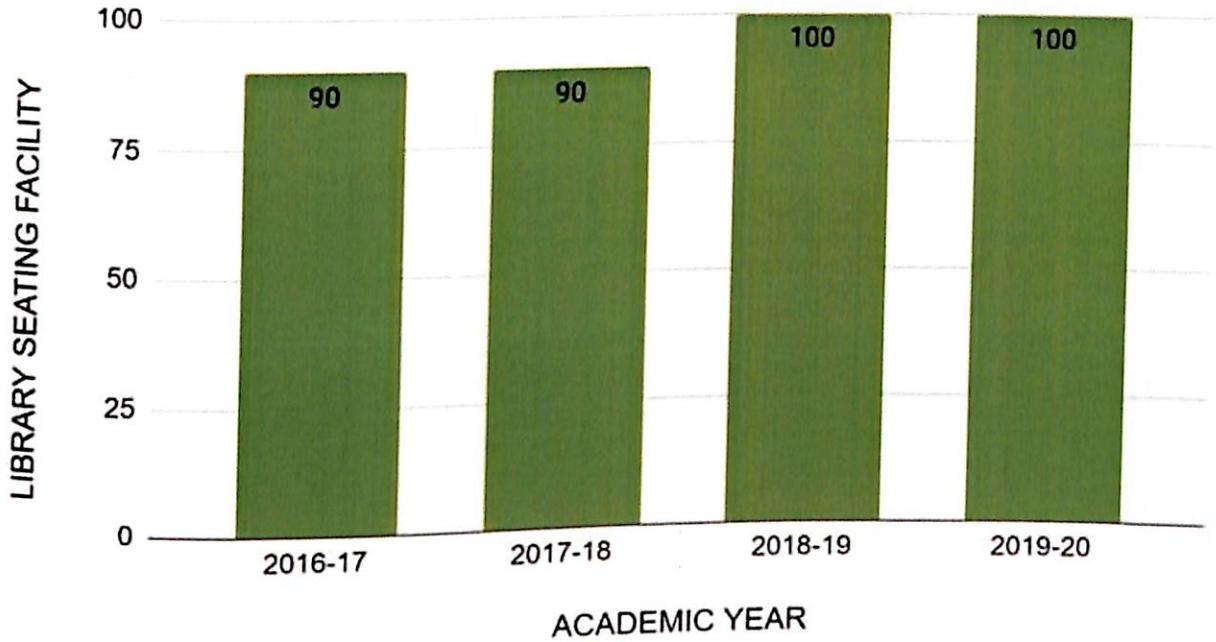
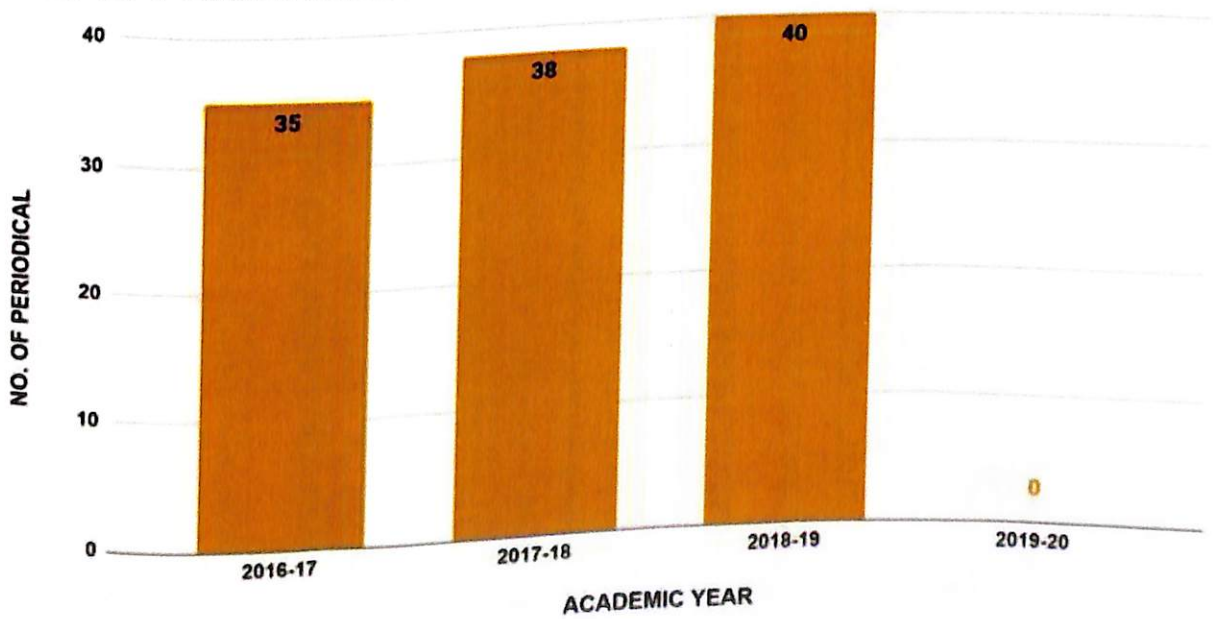
LIBRARY SEATING FACILITY STUDENTS / STAFF MEMBERS



NO. OF PERIODICALS SUBSCRIBED BY THE LIBRARY



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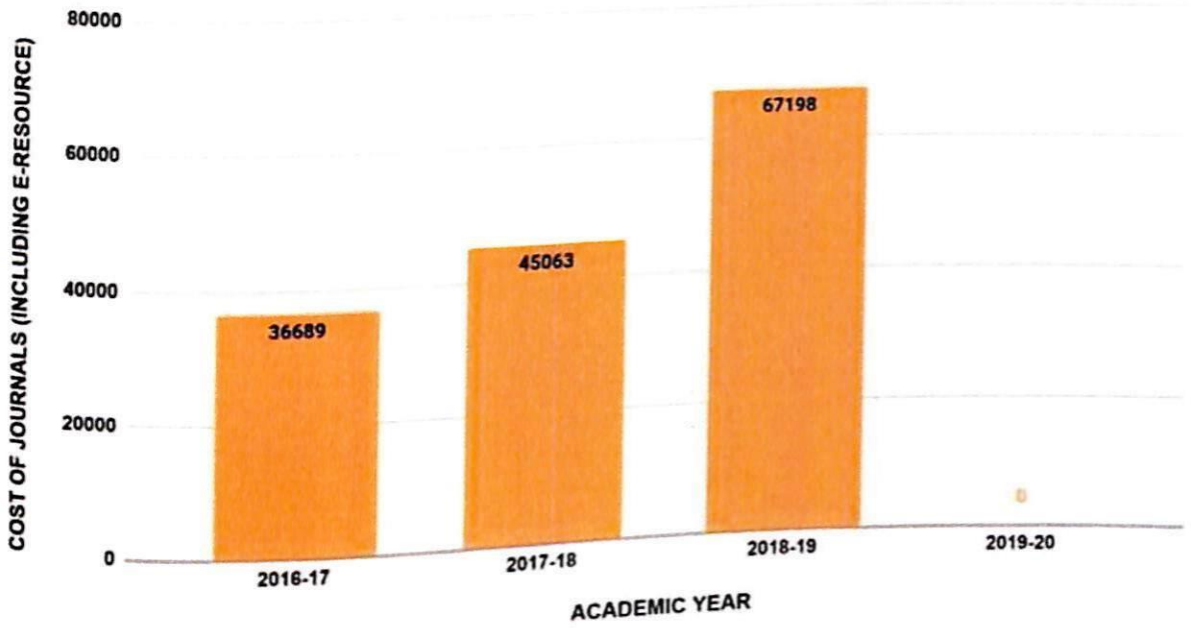
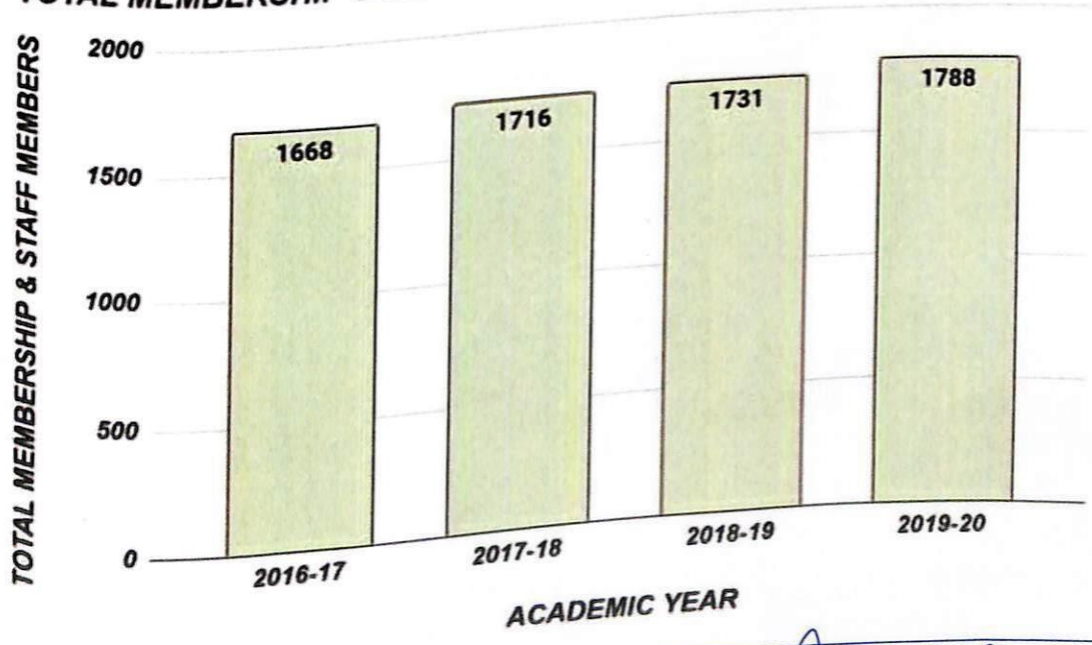
COST OF JOURNALS (INCLUDING E-RESOURCE)



TOTAL MEMBERSHIP & STAFF MEMBERS



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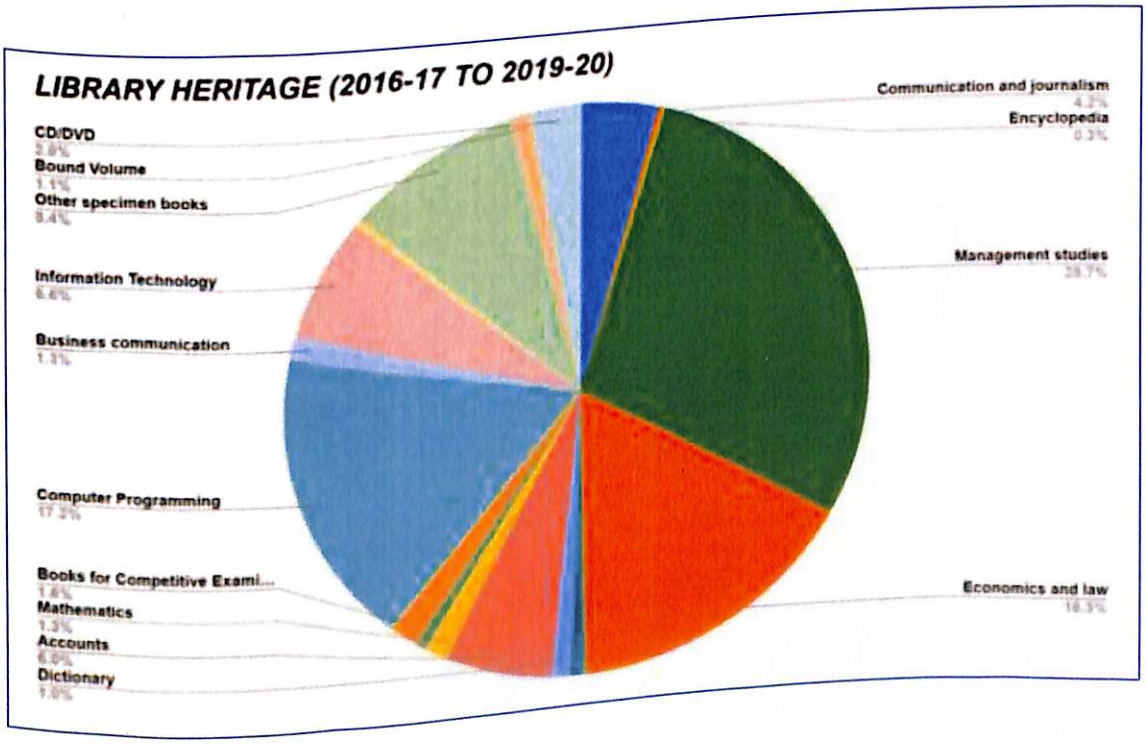
2. LIBRARY HERITAGE (2016-17 TO 2019-20) (YEAR WISE)

Sl.No	Department	Numbers
1	Communication and journalism	183+120
2	Current Affairs	12
3	Encyclopedia	3+15
4	Management studies	2054
5	Economics and law	538+628
6	Autobiographies	63
7	Dictionary	65+3
8	Accounts	285+141
9	Mathematics	92
10	Motivational books	45
11	Books for Competitive Examination	32+82=114
12	Computer Programming	1232
13	Business communication	90
14	Information Technology	447+28
15	Rare Books	32
16	Other specimen books	675
17	Bound Volume	82
18	CD/DVD	201



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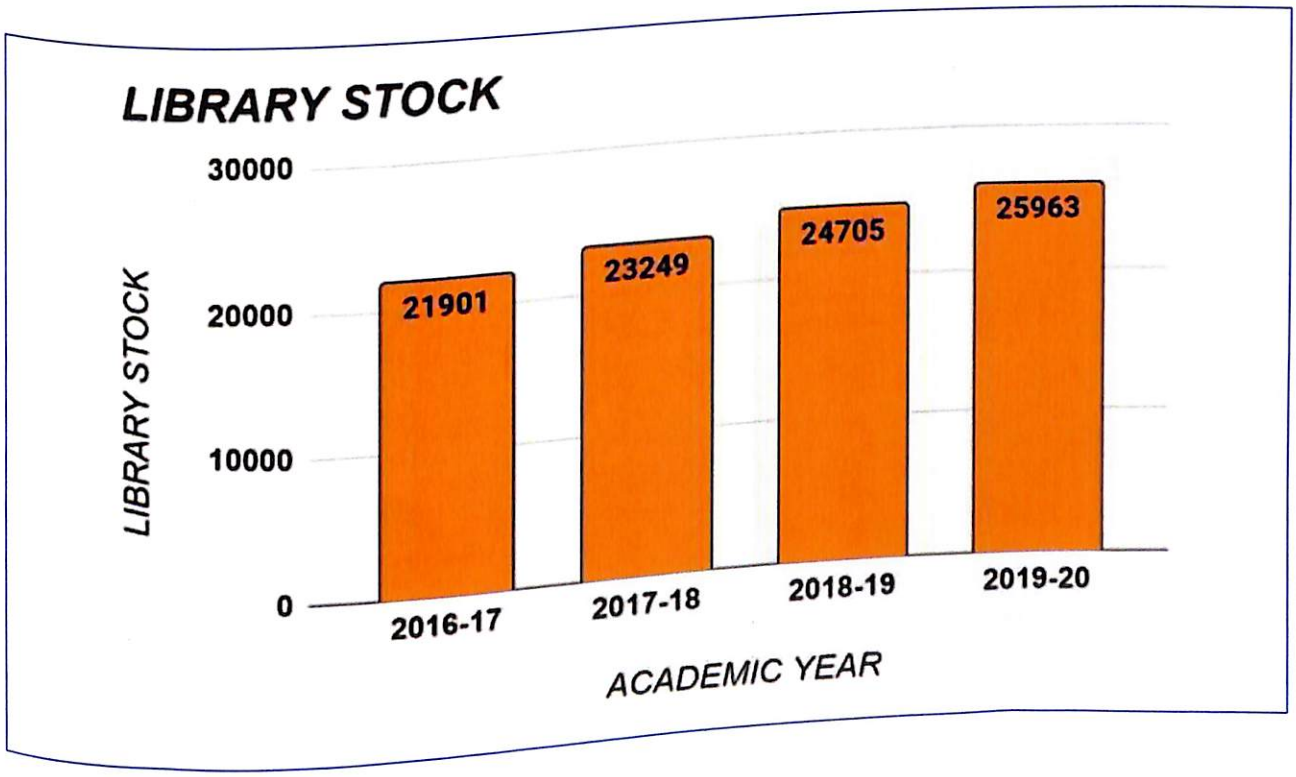
3. LIBRARY STOCK

Department	Total Books			Total Books (as on 31st March 2020)
	Year	Year	Year	Year
	2016-17	2017-18	2018-19	2019-20
SFC + BCOM	21901	23249	24705	25963



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4. ACQUISITION & COLLECTION GROWTH IN %

Sl.No	Department	Acquisition in	Growth
1	SFC+ BCOM	2016-17	175 + 406 = 581 (5.81%)
2	SFC+ BCOM	2017-18	286 + 565 = 851 (8.51%)
3	SFC+ BCOM	2018-19	544 + 328 = 872 (8.72%)
4	SFC+ BCOM	2019-20	495 + 161 = 656 (6.56%)

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5. NO. OF JOURNALS SUBSCRIBED AND COST OF JOURNALS (INCLUDING E-RESOURCES)

Sr. No	Title of the Journal	Annual Subscription
1	Annals Of Library & Information Studies .	1200
2	Arthshastra Indian Journal of Economics &Research .	1600
3	E - Commerce for future &Trends .	3950
4	Economic & Political Weekly .	5500
5	Indian Journal of Business Policy and Economics .	3000
6	Indian Journal of Marketing .	3000
7	Indian Journal of Research in Capital Markets .	1600
8	International Journal of Applied Business and Economic Research	3000
9	IUP Journal of Applied Economic .	1000
10	IUP Journal of Knowledge Management .	1000
11	Kurukshetra .	600
12	Life Positive .	899
13	Prabandhan : Indian Journal of Management .	3000
14	Southern Economist	2000
15	University News .	1250
16	Vikalpa .	4870
17	Yojana	434
	E-journal	*One time payment
18	OXFORD ECONOMICS PAPER (Access up to 2015)	68000 *
19	QUARTERLY JOURNAL OF ECONOMICS (Access up to 2015)	
20	NLIST from INFLIBNET	5900

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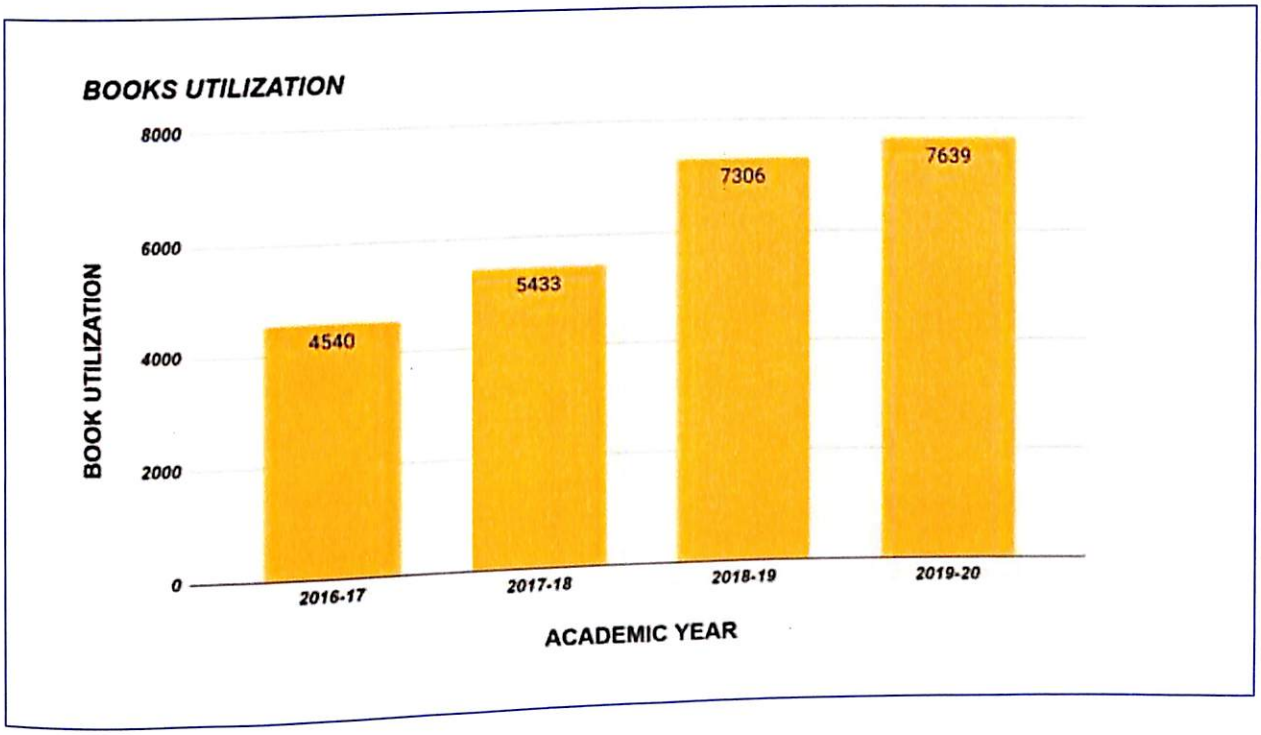
6. BOOKS UTILIZATION (2016-17 TO 2019-20)

Sl.No	Year	Staff member BMS/BCOM	Student member	Issues
1	2016-17	66+40	1602	4540
2	2017-18	66+40	1643	5433
3	2018-19	66+40	1665	7306
4	2019-20	33+40	1719	7639



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7. LIBRARY BUDGET

Sl. No	Department	Total Budget (Rs.)
1.	B.Com.	2016 17 (200000) 2017-18 (200000) 2018-19 (200000) 2019-20 (200000)
	Accounts	50000
	Commerce	50000
	Economics	50000
	Others Subject	50000
2	M.Com	2016-17 (26000/-) 2017-18 (30000/-) 2018-19 (24000/-) 2019-20 (25000/-)
3	B. M.S.	2016-17 (57000/-) 2017-18 (69000/-) 2018-19 (75000/-) 2019-20 (84300/-)
4	B.A.M.M	2016-17 (39900/-) 2017-18 (39600/-) 2018-19 (41100/-) 2019-20 (35700/-)
6	B.Sc.IT	2016-17 (123600/-) 2017-18 (170400/-) 2018-19 (174000/-) 2019-20 (151200/-)
7	BAF	2017-18 (18000/-) 2018-19 (35700/-) 2019-20 (37800/-)
8	B.Sc. Computer Science	2018-19 (4800/-) 2019-20 (6900/-)

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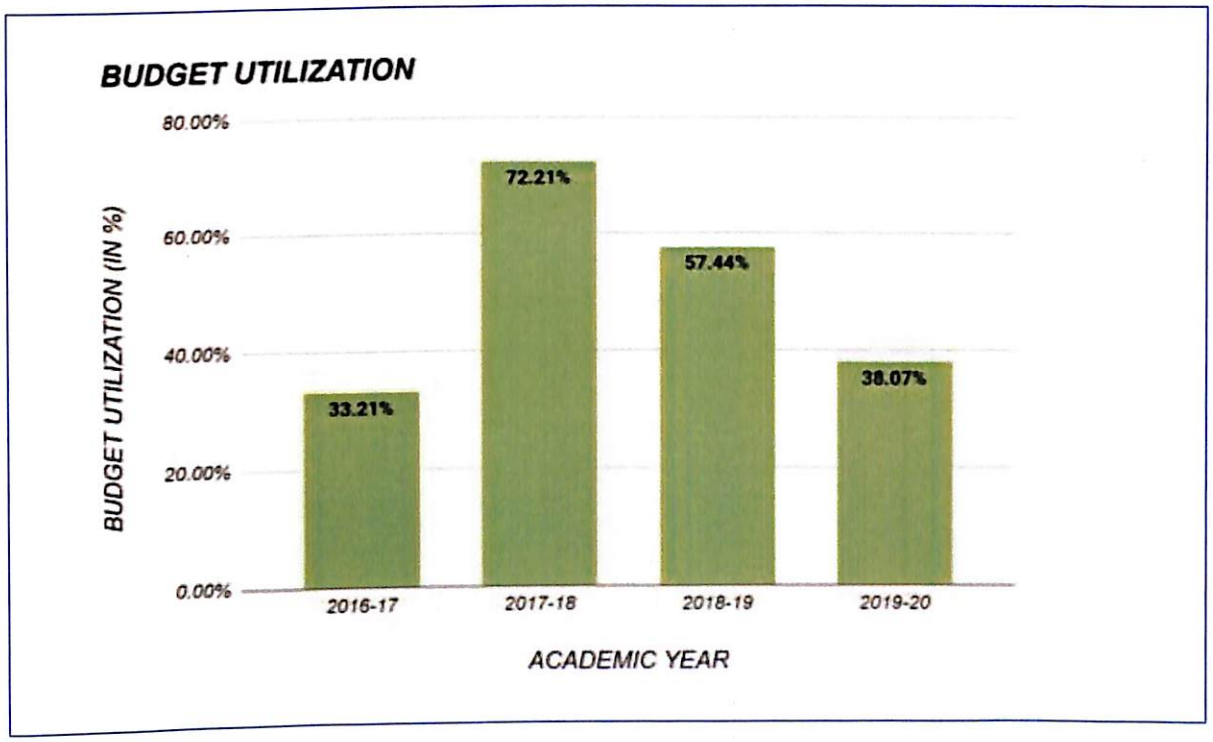
8.BUDGET UTILIZATION

Department	Year	Budget Utilization (%age)
SFC + BCOM	2016-17	148286/446500*100 = 33.210%
SFC + BCOM	2017-18	380573/527000*100 = 72.21%
SFC + BCOM	2018-19	318587/554600*100 = 57.444%
SFC + BCOM	2019-20	205973/540990*100 = 38.07%



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9. TECHNICAL PROCESSING AND LIBRARY AUTOMATION

SL no.	Department	Catalogued Y/N	Classification scheme	Software Used
1	SFC Library	YES	DDC	iSLIM
2	B Com Library	YES	DDC	iSLIM

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10. IT INFRASTRUCTURE AND SERVICES

SI. No	Department	Computers in Library	Computers for users	Photocopy/Internet/ facility
1	Library: 1 BCOM	03	01	yes
2	Library : 2 SFC	02	00	yes

11. PROVISION OF SPACE (IN SQ. FT.)

Library-1 B.com	1500 sq. ft.
Library-2 SFC	1356 sq. ft.

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12. STAFF & LIBRARY WORKING HOURS

Sl.No	Department	Staff	Working Hours
1	Mr. Jestin George	Librarian	9:00 – 4:30
2	Mrs. Harsha Jain	Librarian	8.30--3.30
3	Mr.S.B. Ninave	Lib-Clerk	9:00 – 4:30
4	Mrs. S.R. Singh	Lib-Clerk	9:00 – 4:30
5	Mr. D.L. Gopale	Lib-Attn.	9:45 – 5: 30
6	Mr. Vinod Jadhav	Lib. Attn	9.00--5.00

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13. LIBRARY COMMITTEE

The function of the Library Advisory Committee is to support the functioning of the library so that it can facilitate the library development plans by advocating the library development activities with the management

Members:

Principal	: Dr. Shagun Srivastava
Vice Principal	: Mrs. Swati Parab
Librarian	: Mr. Jestin George
Librarian	: Mrs. Harsha Jain
Professors	: Mrs. Mausumi Galvankar

Functions of the committee:

a. To provide general direction to the Library
b. To review the functioning of the library with regards to its support to the academic programmes of the institute.
c. To advise the management on matters of policy relating to development of library.
d. To outline the library collection development policy as and when required, for its implementation.
e. To monitor and evaluate, from time to time, trends and developments in information technologies, networking, library automation, library cooperation etc., and to direct the library in their adoption.
f. To formulate action plan for the development of library infrastructure, facilities, products and services.
g. Evaluate the suggestions made by the library users
h. To formulate the policy (SOP) for library use and procedure to be framed
i. To assist library in providing need based information services.
j. To allocate the budget of different departments and capital equipments.

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OBSERVATIONS & RECOMMENDATIONS

1. LIBRARY LOCATION

Observations:

- Library is located at two places: one at the first floor and the other on the 4th floor keeping in mind the easy accessibility of users.
- Additional Reading Space is made available during examination period

Suggestions:

- Extra Reading room can be allocated as Silent Zone and can kept open on a permanent basis

2. PHYSICAL AMBIENCE

Observations:

- Library Ambience is good

Suggestions:

- Cupboards can be rearranged for better ambience and more space
- Special Collection can be grouped together to create special zone
- Special sitting arrangement can be made for researchers
- Displays regarding Who's who, New arrivals, Library activities can be made available

3. POLICIES

Observations:

- Well defined Procurement process is followed
- SOPs are in place.

Suggestions:

- To continue the existing procurement process
- SOPs should be updated on a regular basis.
- Policies regarding library rules, fine should be revised and documented.

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4. LIBRARY BUDGET

Observations:

- Library fees collected by the college is optimally spent on library collection and AMC of Library software
- Library budget is equally distributed to various subject departments

Suggestions:

- The due date for spending budget assigned to each department should be declared. The pending budget from a department which could not spend it in time can be allocated to other department which needs extra funds.

5. LIBRARY COLLECTION

Observation:

- Ratio of Books: Students 1:8
- More Textbook based Collection
- Special collection of biographies, Competitive Exams and Dictionaries is maintained
- Receives donations from NGOS for library collection

Suggestions:

- More E Resources can be added
- More subject based reference books can be purchased.
- Special collection can be highlighted by displaying in a better way. Offer services based on special collection.
- Part of the NGO Grant can be used to develop special Collections.

6. CIRCULATION SECTION

Observations:

- Proper circulation process is followed

Suggestions:

- To provide enhanced borrowing privileges for toppers
- Start email reminders regarding issue return details

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7. REFERENCE SECTION

Observations:

- Existing policy is appropriate

Suggestions:

- No Suggestions at present

8. JOURNALS SECTION

Observations:

- Number of journals subscribed is appropriate

Suggestions:

- Display of Journals can be shifted to more visible and accessible location

9. STOCKTAKING

Observations:

- Stocktaking process is not carried out on a regular interval

Suggestions:

- Stock taking process should be carried out annually and detailed stock taking report should be maintained.

10. LIBRARY WEBSITE

Observations:

- The Librarian took special efforts to design a library website offering e services especially during pandemic

Suggestions:

- The library website can be linked with the college website.

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11. EXTENSION SERVICES

Observations:

- Book Exhibitions, Book Character display, Theme based Display, Book review activities are carried out

Suggestions:

- Include student volunteers in library activities
- Display/mail new arrivals at staff room

OTHER ADDITIONAL SUGGESTIONS

- Open access Library is desirable.
- Involve teaching staff and students in library activities
- Link library activities along with College events
- Add more Computer terminals for users to access OPAC and E resources
- Records of stocktaking, missing books, cost realized books, gift received, Minutes of library committees etc. should be maintained at least for past 5 years
- A section for staff publications can be maintained.
- List of new arrivals are to be sent staff and students via email.
- Electronic dashboard displaying details of collections of learning resources.

Dr Debajit Sarkar

Dr Satish Kannamadi

Dr Madhuri Tikam

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Place: Mumbai

Date: August 03, 2021