

LIBRARY AUDIT REPORT

MPAVS Gurukul College of Commerce

DATE :12th June 2023

Panel Members:

Dr. Shubhangi Vedak (RJ College)

&

Dr. Meghana Sanjeeva (VESASC)

EXTERNAL AUDIT REPORT OF LIBRARY – MPAVS Gurukul College of
Commerce

DATE : 12th June 2023

Objectives

- To assess the existing system and functioning of the library
- To identify gaps if any in the functioning and the management of the library
- To suggest methods/ways to strengthen the existing system and functioning of the library
- To offer and suggest new perspectives and initiatives for library promotion and upgradation

Methodology

- Prior to the audit, a questionnaire to gather data for last three years was provided to the IQAC Co-ordinator and Librarian for the panel to gain the information about the data and details of the library collection, functioning, rules and regulations, facilities and services offered to the library users.

On **12th June 2023**, Dr. Shubhangi Vedak and Dr Meghana Sanjeeva, visited the Library for the Audit.

- The IQAC Co-ordinator and the team introduced the Librarian Mr Sagar Salgoankar to the panel members, who took them around the library to explore the working and functioning of the library. This was followed by a detailed discussion to understand the same.
- Further the required files, documents and reports were physically verified.
- The panel members shared their immediate feedback and observations with the Librarian as well as the IQAC members.
- This audit report is based on the information provided for the last three years includes them all in the following pages.

LIBRARY DATA (As reported in the Questionnaire)

YEAR OF ESTABLISHMENT	2001
WORKING HOURS	MONDAY TO SATURDAY 9 am to 5pm
READING ROOM CAPACITY	
BOOKS	18703
TITLES	
JOURNALS (Print)	35
E-RESOURCES	NLIST
LIBRARY SOFTWARE	Liberty
FACILITIES	Closed access
	Home lending (Circulation)
	Reference Service
	Orientation
	OPAC
	Book bank facility
ACTIVITIES	User orientation Book Exhibitions Webinars Quiz
Library Budget	Allocation of Rs. 7,50,000
Student Strength	2200 plus
College Staff	48
Library Staff	01

Observations

- The library space is optimally utilized and well maintained. It was neatly organized
- Print collection i.e. Books and Periodicals are adequate.
- College also subscribes to NLIST
- The Computer section of the library has 2 computers and the library also has a discussion room.
- The library uses licensed Library Management software - Liberty in which the library records are updated.

- Policies and Procedures for Library functioning are appropriately maintained.
- Partial Stock-taking is done Annually
- Library Website is updated.
- Allocation of Library Budget is adequate. Expenditure for previous years was less due to lockdown.

Recommendations/Suggestions

- Library Advisory Committee has to be constituted as per the guidelines laid down by the University of Mumbai.
 ‘**Student representatives**’ to be included in the Library Committee who are aware about the happenings in the library and can also put forth students’ expectations and help in recommending ways for the betterment of the library.
- A device to record the footfalls of the library maybe installed at the entrance of the library.
- In this age of technology, it would be appreciated that the library provides WEBOPAC so that students and teachers can access the library collection remotely i.e. from anywhere and at anytime.
- Collaborative efforts of teachers and Librarian are required to increase the library usage and its footfall.
- In view of the security aspect and for the smooth functioning of the library, additional support staff member to be deputed exclusively for the Library work.
- In view of the security of the collection, worn out cupboards with damaged glasses to be replaced.
- Considering the footfall of the library and increasing enrollment of students to various new courses, it is advisable to shift the library to a central location.
- Atleast two more computers to be installed in the teachers section and two for students may be installed, which can be additional be equipped with language laboratory software.

To conclude, in view of the students and teachers strength, though the library is adequate in terms of print resources and electronic resources, to attract users and update them with current knowledge the library needs to increasingly add, more current books, periodicals and e-resources. All routine activities are carried out with the available resources. There is a need to look at the library as an asset, with a positive perspective to add value to the tasks that are being performed and take initiatives which will help to develop interest in the library resources, resulting in enhancing the performance of teaching and research in the organization.



Dr. Shubhangi M Vedak
Librarian,
Ramniranjan Jhunjhunwala College,
Ghatkopar, Mumbai



Dr. Meghana Sanjeeva
Librarian
VES College of Arts, Science and Commerce,
Chembur, Mumbai