

Date: 15th December, 2020

Internal Library Audit Report

Today on 15th December, 2020 visit for internal library audit was conducted in SICE Society's Degree college of Arts, Science & Commerce, Ambernath.

We had brunch meeting with Principal and senior faculty members, where healthy interaction took place for various services and best practices offered by SICE Society's Degree college of Arts, Science & Commerce, Mulund College of Commerce and NG Acharya & DK Marathe College respectively. In the interaction, lot of ideas were exchange and how the best services can be provided to the stake holders was discussed. Methodology of effective implementation at the college level was discussed.

Immediately after this, actual visit of the library to find out facts in respect of available area, available resources, facilities provided, record maintenance, Issue-return system, use of technology, Staff interaction was carried out.

Committee recommends as under:

- Vision and mission for library is to be displayed at library entrance.
- Entire list of library staff to be display at suitable place in the library.
- Need to be increase subject journals in the library.
- Need to be increase Reference books in the library.
- Provision of e-books & e-journals as per faculty requirement.
- Additional notice board to display newspaper articles, content index, and book jackets etc.
- Committee found adequate computers in the library for students for internet surfing & retrieval of information.
- There is a dire need of Reading area in library as per Student's ratio (10% of total strength of students).
- Budget should be prepared as per strength of students, subject wise and utilising entire fee amount for purchase of books & journal only.
- Separate provisions are to be shown in the budget for different head-wise expenditure.
- In view of NAAC requirements, Open Access library with necessary security arrangement and human resource should be provided for benefit of students.
- Statistical data should be prepared for circulation and collection development and same should be brought to the notice of faculty members for increasing the utility of the resources.


- Need to provide Infrastructure for librarian.
- Provision of separate Server room and connectivity in the sections.
- Committee found that there is proper documentation maintained in the library.
- Library software is being utilised effectively in library, however cloud based version need to implement to enhance the data security and connectivity issues.
- Need to setup OPAC & WEB-OPAC and make awareness among faculty & students.
- Maximum help of technology should be taken for reference/ referral service which will increase the utility and benefit the stack holders.
- Librarian should be part of all academic meetings and programs.
- Link of library web page should be displayed on main menu of college website.
- Important link of various data base, e-journals should be attached in library web page.
- Librarian need to visit other libraries to understand new initiatives in the field of Library.

Committee observed strength in maintaining the records, maintaining Audio Video equipments for various purposes in the college, University book bank facility for SC/ST/DT/NT students. Committee observed healthy atmosphere among the stack holders which complements in easy teaching-learning process.

Committee appreciate for the initiative taken by the management, principal & librarian for conducting this self-audit of college library. Last but not the least committee value cooperation & hospitality extended by College.



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15/12/2020

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