

BACKWARD CLASS YOUTH RELIEF COMMITTEE'S

# BHIWAPUR MAHAVIDYALAYA

BHIWAPUR, Dist. Nagpur (MS) – 441 201

(Accredited with Grade B (CGPA-2.54) by NAAC, Bengaluru)



**Internal and External  
Library Audit**

**2018-2019**





## FORMAT FOR LIBRARY AUDIT

### Marking System for Evaluation of Library Services and Infrastructural Facilities

|  |                                       |                               |  |
|--|---------------------------------------|-------------------------------|--|
| <b>Total Assessment Score:</b>               | <b>160</b>                            |                               |  |
| <b>Score Secured:</b>                        | <b>122</b>                            |                               |  |
| <b>Grade Secured:</b>                        | <b>Excellent</b>                      |                               |  |
| <b>Criteria</b>                              | <b>Minimum Score Required</b>         |                               |  |
| <b>a. Established with less than 5 years</b> | <b>50% points out of total points</b> |                               |  |
| <b>b. Established between 5 to 10 years</b>  | <b>55% points out of total points</b> |                               |  |
| <b>c. Established more than 10 years</b>     | <b>60% points out of total points</b> |                               |  |
| <b>Grading System</b>                        |                                       |                               |  |
| <b>Letter Grade</b>                          | <b>Score</b>                          | <b>Performance Descriptor</b> |  |
| <b>A</b>                                     | <b>Above 76 %</b>                     | <b>Excellent</b>              |  |
| <b>B</b>                                     | <b>From 61 to 75.99%</b>              | <b>Good</b>                   |  |
| <b>C</b>                                     | <b>From 51 to 60.99%</b>              | <b>Satisfactory</b>           |  |
| <b>D</b>                                     | <b>Below 50 %</b>                     | <b>Needs Improvement</b>      |  |
|  |                                       |                               |  |

**Note:**

1. The Librarian of the College is required to submit all the details to justify the remarks made under Sections A, B, C, D.
2. All information should be in prescribed format with all supporting documents submitted during the previous year.
3. A duly completed format should be made available in Hard and Soft Copies to the Committee.
4. It is mandatory to display the Audit Report on the College Website/Library Website.





### Profile of the Library

|    |   |   |                 |              |  |
|----|---|---|-----------------|--------------|--|
| 1  | Name and Address of the Library/<br>College                                   | Library and Information Centre,<br>Bhiwapur Mahavidyalaya, Bhiwapur |                 |              |  |
| 2  | Year of Establishment   | 1990-1991   |                 |              |  |
| 3  | Contact Details:-   |   |                 |              |  |
|    | a) Phone Number   | 07106-232349  |                 |              |  |
|    | b) Email  | bmv.library1991@gmail.com   |                 |              |  |
| 3  | c) Library Website  |   |                 |              |  |
|    | 4   | Library Automation Software and<br>Automation Status                | Fully Automated |              |  |
|    | a) Fully Automated<br>b) Partially Automated<br>c) Initial Stage<br>d) Manual |   |                 |              |  |
| 5  | Name of the Librarian and Contact<br>Details                                  | Asst. Prof. Rajasree.O.P<br>Pho. 9960144019                         |                 |              |  |
| 6  | Total Library Staff   | 02  |                 |              |  |
| 7  | Faculty-wise Library users  | 1   | Arts            | 275          |  |
|    |   | 2   | Commerce        | 217          |  |
|    |   | 3   | Science         | 281          |  |
|    |   | 4   | MA              | 76           |  |
|    |   | 5   | Other           |              |  |
|    | Total students admitted   |   |                 | <b>849</b>   |  |
| 8. | Total Library Collection  | 1   | Books           | <b>10113</b> |  |
|    |   | 2   | Journals        | 7            |  |
|    |   | 3   | Periodicals     | 7            |  |
|    |   | 4   | News Papers     | 7            |  |
|    |   | 3   | E-Journals      | N-List       |  |





**SECTION-A:- ADMINISTRATIVE AND ACADEMIC INFORMATION (43)**

| S.N | Particulars  | Status     |         | Max marks | Marks Obtained | Remarks |
|-----|--|------------|---------|-----------|----------------|---------|
|     |  | Yes        | No      |           |                |         |
| 1   | Whether Library has ISO Certification?             | Yes        |         | 2         | 2              |         |
| 2   | Librarian  | Yes        |         | 2         | 2              |         |
|     | a. Full Time                                       | Full Time  |         | 2         | 2              |         |
|     | b. In-Charge                                       |            |         | 1         |                |         |
| 3   | Library Staff                                      | Sanctioned | Working |           |                |         |
|     | 100%   |            | Yes     | 10        | 10             |         |
|     | 75%  |            |         | 07        |                |         |
|     | 50%  |            |         | 03        |                |         |
|     | 25%  |            |         | 02        |                |         |
| 4   | Whether Library has Vision, Mission Statement?     | yes        |         | 02        | 02             |         |
| 5   | Whether Library has Perspective Development Plan?  | yes        |         | 02        | 02             |         |
| 6   | Whether the SWOT analysis of Library is performed? | Yes        |         | 02        | 02             |         |
| 7   | Library timings                                    | Yes        |         | 02        | 02             |         |





|    |   |     |    |    |    |  |
|----|---|-----|----|----|----|--|
|    | are suitable for the users  |     |    |    |    |  |
| 8  | The Library maintains Entry Register for the users?   | Yes |    | 02 | 02 |  |
| 9  | Special Entry Register is made for Faculty Members and its proper analysis is made periodically | Yes |    | 02 | 02 |  |
| 10 | Whether Library Fine, if any, is collected from the students?                                   | Yes |    | 02 | 02 |  |
| 11 | Whether Library has developed Institutional Repository?   | No  |    | 02 |    |  |
| 12 | Library Timing is Displayed (Opening/Issue Return/Lunch)  | Yes |    | 02 | 02 |  |
| 13 | Student-Centric Activities like Essay Writing Competition,                                      | Yes | No | 02 | 02 |  |





|    |  |     |  |    |    |  |
|----|--|-----|--|----|----|--|
|    | Book Exhibition and other Competitions are conducted.          |     |  |    |    |  |
| 14 | Whether Students' Feedback is collected and analyzed?          | Yes |  | 02 | 02 |  |
| 15 | Whether Stack Verification is done?                            | Yes |  | 02 | 02 |  |
| 16 | Whether Library maintains Question Banks/ Old Question Papers? | Yes |  | 02 | 02 |  |

**SECTION-B:- LIBRARY SERVICES (28)**

| S. N | Type of the Service    | Name of Service                   | Yes/No | Max Marks | Marks Obtained | Remarks |
|------|------------------------|-----------------------------------|--------|-----------|----------------|---------|
| 1    | <b>Manual Services</b> | Circulation of Books              | Yes    | 01        | 01             |         |
|      |                        | Reference and Information Service | Yes    | 01        | 01             |         |
|      |                        | Referral Service                  | Yes    | 01        | 01             |         |





|   |                                 |   |     |    |    |  |
|---|---------------------------------|---|-----|----|----|--|
|   |                                 | CAS   | Yes | 01 | 01 |  |
|   |                                 | Book Bank                                   | Yes | 01 | 01 |  |
|   |                                 | Catalogue Service                           | Yes | 01 | 01 |  |
|   |                                 | Reprographic                                | Yes | 01 | 01 |  |
|   |                                 | Inter Library Loan Service                  | Yes | 01 | 01 |  |
|   |                                 | User Education/Orientation/Library Literacy | Yes | 01 | 01 |  |
|   |                                 | News Paper Clippings                        | No  | 01 |    |  |
|   |                                 | Translation Services                        | No  | 01 |    |  |
|   |                                 | Open access                                 | Yes | 01 | 01 |  |
| 2 | <b>Computerized Services</b>    | Circulation of Books                        | Yes | 01 | 01 |  |
|   |                                 | Reference Service                           | Yes | 01 | 01 |  |
|   |                                 | CAS/SDI                                     | Yes | 01 | 01 |  |
|   |                                 | OPAC  | Yes | 01 | 01 |  |
|   |                                 | Alerting Service                            | Yes | 01 | 01 |  |
|   |                                 | Bulletin Board Service                      | Yes | 01 | 01 |  |
| 3 | <b>ICT / Web Based Services</b> | Digital Library                             | Yes | 01 | 01 |  |





|   |                        |                              |     |    |    |  |
|---|------------------------|------------------------------|-----|----|----|--|
|   |                        | Service                      |     |    |    |  |
|   |                        | Institutional Repository     | No  | 01 |    |  |
|   |                        | Retrieval of CD ROM database | Yes | 01 | 01 |  |
|   |                        | Internet Browsing            | Yes | 01 | 01 |  |
|   |                        | Online Database Service      | Yes | 01 | 01 |  |
|   |                        | Web OPAC                     | No  | 01 |    |  |
|   |                        | News Paper Clippings         | Yes | 01 | 01 |  |
| 4 | <b>Add on Services</b> | Library Portal               |     | 01 |    |  |
|   |                        | Mobile Based Services        | Yes | 01 | 01 |  |
|   |                        | Wi-Fi Services               | Yes | 01 | 01 |  |

**SECTION-C:- LIBRARY INFRASTRUCTURE (49)**

| S. N. | Particulars  | Status |    | Max marks | Marks obtained | Remarks |
|-------|--|--------|----|-----------|----------------|---------|
|       |  | Yes    | No |           |                |         |
| 1     | Library Building with Internet. CCTV, Computer facilities. | Yes    |    | 02        | 02             |         |
| 2     | The Location of  | Yes    |    | 02        | 02             |         |





|    |   |     |  |    |    |  |
|----|---|-----|--|----|----|--|
|    | the Library is convenient for the Users                                     |     |  |    |    |  |
| 3  | Librarians' Cabin   | Yes |  | 02 | 02 |  |
| 4  | Library Office  | Yes |  | 02 | 02 |  |
| 5  | Visiting Room/<br>Waiting Room  | Yes |  | 02 | 02 |  |
| 6  | Separate Reading Room for students with sufficient space and infrastructure | Yes |  | 02 | 02 |  |
| 7  | Separate Reading Room for Staff   | Yes |  | 02 | 02 |  |
| 8  | ICT Resources (LCD, Audio-Visual Aids, Smart Board in the Library.          | Yes |  | 02 | 02 |  |
| 9  | Computers with Internet in the Reading Room for Staff                       | Yes |  | 02 | 02 |  |
| 10 | Computers with Internet in Students' Reading Room                           | Yes |  | 02 | 02 |  |
| 11 | Well Equipped   | Yes |  | 02 | 02 |  |





|    |   |     |  |    |    |  |
|----|---|-----|--|----|----|--|
|    | UGC Network Resource Centre                                 |     |  |    |    |  |
| 12 | Open Reading Room/ Discussion Room                          | Yes |  | 02 | 02 |  |
| 13 | Stack Room  | Yes |  | 02 | 02 |  |
| 14 | The Library has suggestion Box                              | Yes |  | 02 | 02 |  |
| 15 | Ramp and other facilities for Physically challenged persons | Yes |  | 02 | 02 |  |
| 16 | Safety equipment (Fire Extinguishers in the Library)        | Yes |  | 02 | 02 |  |
| 17 | Generator, Inverter, UPS Systems for Library                | Yes |  | 02 | 02 |  |
| 18 | Security system in the Library                              | Yes |  | 02 | 02 |  |
| 19 | Use of Surveillance System in the Library                   | Yes |  | 02 | 02 |  |
| 20 | Necessary arrangement is                                    | Yes |  | 02 | 02 |  |





|    |   |     |  |    |    |  |
|----|---|-----|--|----|----|--|
|    | made to clean the Library, furniture, books etc regularly   |     |  |    |    |  |
| 21 | The Library has a special Display Rack for displaying 'New Arrivals'  | Yes |  | 02 | 02 |  |
| 22 | The Library has Display Board showing the Library Staff, Library Committee Members etc.                                       | Yes |  | 02 | 02 |  |
| 23 | The Library has displayed various Inspirational Quotes, Instructions, Guidelines, Rules and Regulations on the Display Board. | Yes |  | 02 | 02 |  |
| 24 | The Library has a newspaper stand with daily newspapers for the users at least in three languages.                            | Yes |  | 02 | 02 |  |





|    |  |     |  |    |    |  |
|----|--|-----|--|----|----|--|
| 25 | The photographs of Dr. S.R. Rangnathan and eminent personalities are displayed in the Library. | Yes |  | 01 | 01 |  |
|----|--|-----|--|----|----|--|

**SECTION-D:- RESEARCH ACTIVITIES (32)**

|   | Particulars   | Status   |    | Max Marks | Marks Obtained | Remarks |
|---|---|----------|----|-----------|----------------|---------|
| 1 | Librarian is a Research Guide for Ph.D. / M.Phil.   |          | No | 02        |                |         |
| 2 | Number of Library Staff with Ph.D. Degree/ NET/ SET (in an Academic Year)                     | Yes (01) |    | 02        | 02             |         |
| 3 | Memorandum of Understanding (MOU) / Collaborations with University/ Research Institute/ other |          | No | 02        |                |         |





|   |   |     |    |    |    |  |
|---|---|-----|----|----|----|--|
|   | College Libraries   |     |    |    |    |  |
| 4 | Conferences<br>/Symposium /<br>Workshops<br>organized   |     | No | 10 |    |  |
|   | a. International  |     |    | 05 |    |  |
|   | b. National   |     |    | 03 |    |  |
|   | c. State/<br>Regional   |     |    | 02 |    |  |
| 5 | Whether Library<br>Staff attended<br>Conferences,<br>Workshops?   | Yes |    | 02 | 02 |  |
| 6 | Whether Library<br>Staff was invited<br>as Resource<br>Person at<br>University/ State/<br>National Level? |     | No | 02 |    |  |
| 7 | Research Papers/<br>Chapters in<br>Books (National/<br>International) (At<br>least 2 in a Year)           |     | No | 02 |    |  |
| 8 | Total Number of<br>Books (At least 1<br>in a Year)  |     | No | 04 |    |  |
| 9 | Reference   |     | No | 02 |    |  |





|    |   |  |    |    |  |  |
|----|---|--|----|----|--|--|
|    | Books/<br>Conference<br>Proceedings<br>Edited/ Published<br>by the Librarian                      |  |    |    |  |  |
| 10 | Whether any<br>State/ National/<br>International<br>level Award<br>conferred to<br>Library Staff. |  | No | 04 |  |  |

|   |     |            |  |
|---|-----|------------|--|
| <b>Qualitative Analysis of the Library carried out by<br/>the Expert Committee.</b> | 08  | <b>08</b>  |  |
| <b>Grand Total of A+ B+ C+ D+E</b>  | 152 | <b>114</b> |  |
| <b>Total</b>  | 160 | <b>122</b> |  |





## Annexure

### 1. Details of Library staff with Qualification and Experience.

| Sr. No. | Name of the Library Staff     | Qualifications        | Designation       |
|---------|-------------------------------|-----------------------|-------------------|
| 1.      | Asst. Prof. Mrs. Rajasree.O.P | M.L.I.Sc., NET, Ph.D. | Librarian         |
| 2.      | Mr. Gulab Gedekar             | HSC                   | Library Attendant |

### 2. SWOT analysis of the Library (In bullet form)

#### **STRENGTHS**

- Relevant and latest collection of books and periodicals.
- Highly educated, motivated and impassioned professionals.
- Collection of books in regional languages.
- Books on MPSC and UPSC Examinations are available in large numbers.
- Separate reading space for MPSC and UPSC aspirants.
- Ratio of Books collection in the Central Library is 1:12
- Free Internet access is available in the UGC Network Resource Centre

#### **WEAKNESSES**

- Maintenance of books is a very challenging issue.
- Fund constraints affect the development of Library.
- High cost of books is hampering procurement of new books.

#### **OPPORTUNITIES**

- Faculties, students and job aspirants can make use of the rich collection of books in the Library.
- The Library has considerable scope for development with latest collections.
- Researchers can make use of the rich collections for undertaking Research Work.





- Digitalization and open access to students is an opportunity to all stake holders.

#### THREAT

- Apathy of Library users is to be addressed to inculcate reading habits.
- Digitalization has its demerits as the relevance of Library use is challenging.
- Proper upkeep of existing collection is as important or equivalent as procurement of new books.
- Due to financial constraints we are unable to add more books in the Central Library.

#### 3. Research Papers (Last year)

| S.N | Title of Article and Page Nos.                     | Journal   | ISSN NUMBER | Sr. No. of Referred Journals notified by the UGC | Impact Factor, if any | Name of Authors   |
|-----|--|---|-------------|--|-----------------------|---|
| 1.  | Quality Factors and Performance in Citrus Industry | International Journal of Productivity and Quality Management. | 1746-6482   | SCOPUS   | -                     | U.T. Sunil Kumar<br>R.L. Srivastava<br>Asst. Prof. O. P. Rajasree |

#### 4. Seminars/ Conferences/Workshops organized and the source of funding (National / International) with details: (Last year)

Nil

#### 5. Awards / recognitions received at the National and International level by the Librarian/ Library Staff.

Nil



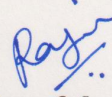


**Declaration by the Librarian:**

I certify that the data included in this Library Audit Report (LAR) are true to the best of my knowledge.

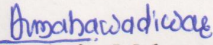
This LAR is prepared by the Library after internal discussions, and no part thereof has been outsourced.

I am aware that the LA Peer Team will validate the information provided in this LAR during the Peer Team visit.

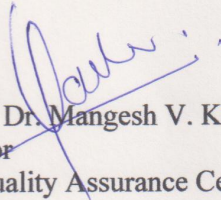


**Librarian of the College**

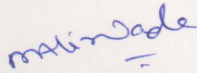
**Audit Committee Members**



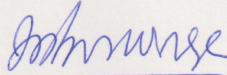
Asst. Prof. Dr. Anita Mahawadiwar  
Member Secretary  
(Criteria-VI Governance, Leadership and Management)



Asst. Prof. Dr. Mangesh V. Kadu  
Coordinator  
Internal Quality Assurance Cell



Dr. Mangala Hirwade  
Associate Professor  
Department of Library and Information Centre  
R.T.M Nagpur University, Nagpur



Dr. Jobi George  
Principal  
Bhiwapur Mahavidyalaya  
Bhiwapur.



Date:- 20-05-2019  
Place:-Bhiwapur Mahavidyalaya