BHIWAPUR MAHAVIDYALAYA

BHIWAPUR, Dist. Nagpur (MS) – 441 201

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

Internal and External
Library Audit

2020-2021

FORMAT FOR LIBRARY AUDIT

Marking System for Evaluation of Library Services and Infrastructural Facilities

Total Assessment Score:	**160**		
Score Secured:	**126**		
Grade Secured:	**Excellent**		

Criteria	Minimum Score Required
a. Established with less than 5 years	**50% points out of total points**
b. Established between 5 to 10 years	**55% points out of total points**
c. Established more than 10 years	**60% points out of total points**

Grading System

Letter Grade	Score	Performance Descriptor
A	Above 76 %	Excellent
B	From 61 to 75.99%	Good
C	From 51 to 60.99%	Satisfactory
D	Below 50 %	Needs Improvement

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/ College	Library and Information Centre, Bhiwapur Mahavidyalaya, Bhiwapur		
2	Year of Establishment	1990-1991		
3	Contact Details:-			
	a) Phone Number	07106-232349		
	b) Email	bmv.library1991@gmail.com		
	c) Library Website			
4	Library Automation Software and Automation Status a) Fully Automated b) Partially Automated c) Initial Stage d) Manual	Fully Automated		
5	Name of the Librarian and Contact Details	Asst. Prof. Rajasree.O.P Ph. 9960144019		
6	Total Library Staff	02		
7	Faculty wise library users	1	Arts	269
		2	Commerce	201
		3	Science	209
		4	M.A	58
		4	Other(B.Voc)	99
	Total			836
8.	Total Library Collection	1	Books	11598
		2	Journals	12
		3	Periodicals	7
		4	New Papers	3
		5	E-Journals	N-List

				6	Rare Books (Books Published before 1947)	70

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	Yes		02	02	

	SWOT analysis of Library is implemented?					
7	Library timings is suitable for the users	Yes		02	02	
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	Library Fine, if any, is collected from the students?	Yes		02	02	
11	Whether Library has Developed Institutional Repository?	Yes		02	02	
12	Library Timing is Displayed (Opening/Issue Return/Lunch)	Yes		02	02	
13	Student-Centric	Yes		02	02	

		Activities like Essay Writing Competition, 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)

Sr. No	Type of the Service	Name of Service	Yes/ No	Max Marks	Marks Obtained	Remarks
1	**Manual Services**	Circulation of Books	Yes	01	01	
		Reference and Information Service	Yes	01	01	
		Referral	Yes	01	01	

		Service				
		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/Orie ntation/Library Literacy	Yes	01	01	
		News Paper Clippings	No	01		
		Translation Services	No	01		
		Open access	Yes	01	01	
2	**Computerized Services**	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	Yes	01	01	

		Service				
3	**ICT / Web Based Services**	Digital Library Service	yes	01	01	
		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	**Add on Services**	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	Yes		02	02	

	facilities.					
2	The Location of the Library is convenient for the Users	Yes		02	02	
3	Librarians' Cabin	Yes		02	02	
4	Library Office	Yes		02	02	
5	Visiting Room/ 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	Yes		02	02	

	Internet in Students' Reading Room				
11	Well Equipped UGC Network Resource Centre.	Yes		02	02
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	Yes		01	01

	Dr. S.R. Rangnathan and eminent personalities are displayed in the Library.				

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 College Libraries	Yes		02	02	
4	Conferences		No	10		

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

	Conference Proceedings Edited/ Published by the Librarian					
10	Whether any State/National/ International level award conferred to Library Staff.		No	04		

Qualitative Analysis of the Library carried out by the Expert Committee.	08	08	
Grand Total of A+ B+ C+ D+E	152	118	
Total	160	126	

<u>Annexure</u>

1. Details of Library staff with Qualifications 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 1:14
- 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 for 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)

   Nil

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:
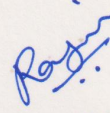
   I certify that the data included in this Library Audit Report (LAR) are true to the best of my knowledge.
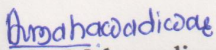
This LAR is prepared by the Library after internal discussions, and no part thereof has been outsourced.
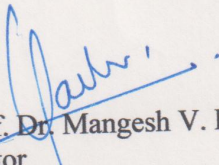
I am aware that the LA Peer Team will validate the information provided in this LAR during the Peer Team visit.
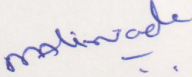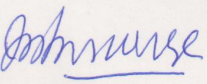
Librarian of the College

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:- 07-05-2021
Place:-Bhiwapur Mahavidyalaya