

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

2021-2022



## 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>128</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>Need 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 last 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 b) Email c) Library Website			
		07106-232349		
		bmv.library1991@gmail.com		
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. Dr. Rajasree.O.P Ph. 9960144019		
6	Total Library Staff	02		
7	Faculty wise Library users	1	Arts	272
		2	Commerce	163
		3	Science	154
		4	Other(B.Voc)	128
	Total students admitted			
8.	Total Library Collection	1	Books	11938
		2	Journals	13
		3	Periodicals	7
		4	Newspaper	3
		5	Rare books	70



		(Books published before 1947)	
6	E-Journals		N-List
7	E-books		64

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

S.N	Particulars	Status		Max	Marks	Remarks
		Yes	No	Marks	Obtained	
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 are 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/ 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	<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 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	<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	Remarks
		Yes	No	Marks	Obtained	
1	Library Building with Internet. CCTV, computer facilities.	Yes		02	02	
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	Yes		02	02	





	Room for Staff.					
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 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	Yes		02	02	



	(Fire Extinguishers in the Library)					
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 made to clean the Library, furniture, books etc regularly	Yes		02	02	
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	Yes		02	02	



	Inspirational Quotes, Instructions, Guidelines, Rules and Regulations on the Display Board.					
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. Ranganathan 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	Yes (01)	02	02	



	Academic Year)					
3	Memorandum of Understanding (MOU) /Collaborations with University /Research Institute/ other College Libraries	Yes		02	02	
4	Conferences /Symposium / Workshops organized		No	10		
	a. International			05		
	b. National			03		
	c. State/ Regional	Yes		02	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/ Conference Proceedings Edited/ Published by the Librarian		No	02		
10	Whether any State/ National/ International level award conferred to Library Staff.		No	04		

<b>Qualitative Analysis of the Library carried out by the Expert Committee.</b>	08	<b>08</b>	
<b>Grand Total of A+ B+ C+ D+E</b>	152	<b>120</b>	
<b>Total</b>	160	<b>128</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 1:17
- 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)  
Nil

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

Sr. No.	Title of the Workshop Organized	Number of days and Resource Person	Date
1	“Developing your own Moodle Site”,	Three days’ Workshop. Resource Person Dr. Rekha Sharma Associate Professor Human Resource Development Centre RTM Nagpur University, Nagpur	10/02/2022 to 12/02/2022.

5. Awards / recognition received at the National and International level by the Librarian/ Library Staff  
Nil

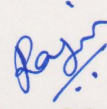
**Declaration by the Librarian:**

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



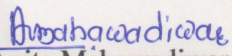
This LAR is prepared by the Library after internal discussions, and no part thereof has been outsourced.

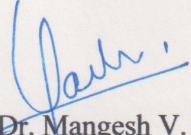
I am aware that the LA Peer Team will validate the information provided in this LAR during the Peer Team visit.

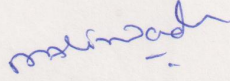


Librarian of the College

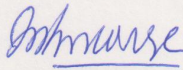
### Audit Committee Members

  
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:- 15-06-2022  
Place:-Bhiwapur Mahavidyalaya