

## LEARNING AND INFORMATION CENTRE

### AUDIT REPORT

DATE: 24/04/2023

#### Positive Findings:

- 1) COSIT Course conducted for 17 PG students for the A.Y. 2022-2023.
- 2) Two Orientations and three Training Programs conducted for students and faculty members for the A.Y. 2022-2023.
- 3) Four competitions viz. Book Mark, Read Aloud, Spell Bee, Book Review etc. organized during the A.Y. 2022-2023.
- 4) Budget Utilization for the F.Y. is 88% which includes expenses on Books, Journals and Databases.
- 5) Acquisition of Resources during the A.Y. 2022-2023 is as follows:  
Books: 553 volumes (including 18 books on research)  
Journals: 43  
E Resources: 5
- 6) Practice of issuing books against I-card is appreciated.
- 7) Practice of enrolling all admitted students as library members is appreciated.
- 8) Manual System of overdues (fine) collection verified for Acc. No. J03861 (Title: Kashmir) against GR No. 2444419.
- 9) Practice of indicating book as "Lost" in the library software verified for Acc. No. 984.
- 10) Manual System of collection of Lost Book charges for Acc. No. 17903 against Receipt No. F04182 dated 10/02/2021 checked and found in place.
- 11) Withdrawal Accession Register checked. 1031 books withdrawn for the A.Y. 2022-2023.
- 12) Under Continual Improvement of Library Staff, Junior Library Clerk has learnt to use Canva – graphics designing web based application and Virtual Library Shelf.
- 13) Under Continual Improvement of Library Staff iSLIM training program was organized
- 14) Library Intern appointed under the Earn While Learn Scheme for the A.Y. 2022-2023.

#### Recommendations:

- 1) Recommended journals should be indexed in SCOPUS / UGC CARE list. Policies be defined to include standard journals in the library.
- 2) Library Procedure Manual to be prepared and revised on an annual basis. Procedure Manual should include all SOP for Budget Allocation, Acquisition of Library Materials (Purchase / Donation / Gift), Cataloguing and Classification, Display and Retrieval, Membership, Lost books, Lost Library Cards, Stock Verification, Reports Generation, Reminders etc. The same should be signed by Librarian and Principal and / or Management Representative.
- 3) IRINS (Software as a Service) facility to be explored for real time updation of Faculty Profiles which is useful for NAAC Criteria 3.
- 4) Cameras to be installed in the book stack area.



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