

Nagindas Khandwala College Malad (W), Mumbai

LEARNING AND INFORMATION CENTRE

AUDIT REPORT


DATE: 22/05/2024

Positive Findings:

- 1) COSIT Course conducted for 21 PG students and 100 UG students for the A.Y. 2023-2024.
- 2) Two Orientations for students 2023-2024.
- 3) 3 activities and 1 conference was organized by the library 2023-2024.
- 4) As per clause 5.1 Budget Utilization for the F.Y. is 100% which mainly includes Journals and Digital resources.
- 5) Acquisition of Resources during the A.Y. 2022-2023 is as follows:
Books: 40 volumes
Journals: 46
E Resources: 5
- 6) Manual System of overdues (fine) collection verified for Acc. No. 021667 (Title: Human Resource Management) against receipt number F03186.
- 7) Practice of indicating book as "Lost" in the library software verified for Acc. No. 021667.
- 8) Withdrawal Accession Register checked. 1234 books withdrawn for the A.Y. 2022-2023.
- 9) Librarian attended 5 plus courses under Continual Improvement.
- 10) Library Intern appointed under the Earn While Learn Scheme for the A.Y. 2023-24.
- 11) ISO procedure manual in place.
- 12) 980 articles checked using Turnitin.
- 13) 2 journals namely IUP journal of Marketing Management and Vikalpa checked for UGC CARE and Scopus.
- 14) Overdues list checked
- 15) As per clause 5.2 and 5.3 book proposal and acquisition checked for J11102.
- 16) As per clause 5.6 withdrawal policy checked and found in place.
- 17) As per clause 5.9 history card checked.
- 18) As per clause 5.10 feedback and analysis verified and found in place.
- 19) As per clause 6.1 library committee members checked and last meeting conducted on 31st Jan 2024.
- 20) Whatsapp Community created for library
- 21) Digital display installed for notification of new arrival of books

Recommendations:

- 1) IRINS (Software as a Service) facility to be explored for real time updation of Faculty Profiles which is useful for NAAC Criteria 3.
- 2) Cameras to be installed in the book stack area.
- 3) Clause 5.4 to be updated with respect to membership form
- 4) Clause 5.5.1 repeated


MS. CHINMAYEE BHANGE
LIBRARIAN

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