

Nagindas Khandwala College

(Empowered Autonomous)

Library Audit Report 2024-25

DATE: 17/01/2025

Positive Findings:

- 1) IRINS faculty profiles checked. Out of 60, 55 faculty members have linked their profiles to IRINS.
- 2) COIST incorporated as the Elective Course for T.Y. students.
- 3) 10 orientations conducted for students by the Librarian.
- 4) 11 activities conducted by the Library since the last audit.
- 5) 5 activities conducted under the Vaachan Sankalp Maharashtra initiative as per the Government Circular dated 31st December 2024.
- 6) As per Clause 5.1, budget utilization for the current F.Y. 2024-2025, it is proposed to be 80%.
- 7) As per Clause 5.2 and 5.3, book recommendation and cataloguing checked for Acc. No. M04792.
- 8) As per Clause 5.6, withdrawal policy in place but no books withdrawn in the last Stock Verification.
- 9) As per Clause 5.9, History Card of Supplier checked and one supplier discontinued.
- 10) As per Clause 5.10, Feedback and Analysis checked for 424 students.
- 11) Fine Collection verified for Acc. No. 022375 with Receipt No. F07437.
- 12) Librarian attended 5 conferences and published 2 papers since the last audit.
- 13) Two interns working in the library under the Earn While You Learn Scheme.
- 14) Utilization of Turnitin Plagiarism software is good with 613 documents checked.

Recommendations:

- 1) Master Copy of Accession Register, preferably as an excel sheet to be maintained as a Ready Reference for Lost, Lost and Paid, Withdrawn and Weeded Out Books.
- 2) Library Clearance to be made mandatory for all outgoing students and employees to reduce the number of books lost or weeded out.
- 3) UGC Guidelines, if any, to be considered while building the collection of the library and fulfilling the statutory norms.
- 4) One copy of every purchased books to be kept in the library for reference.



Ms. Chinmayee Bhange

Librarian

St. Francis Institute of Technology