



Sadhubella Education Society's
J.Watumull Sadhubella Girls College
Near Government Dispensary, Ulhasnagar-421001, Dist.Thane

Internal & External Library Audit

Year of Library Audit
2018-19

FORMAT FOR LIBRARY AUDIT

Marking System for Evaluation of Library Services and Infrastructural Facilities

Total Assessment Score						
Score Secured:						
Grade Secured:						
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 %		Need Improvement		
<p>Note:</p> <ol style="list-style-type: none"> The Librarian of the college is required to submit all details to justify the remarks mentioned under Sections A,B,C,D. All information should be in prescribed format with all supporting documents should be submitted for last year. A duly completed format should be made available both in hard copy and electronic copy to the committee. 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		J. Watumull Sadhubella Girls College, Near Government Dispensary, Ulhasnagar-421001, Dist. Thane (MS)			
2	Year of Establishment		1994			
3	Contact Details:-		0251-2701493			
	a) Phone Number		kalbanded@gmail.com			
	b) Email		https://sites.google.com/site/sadhubellakrc/home			
	c) Library Website		e			
4	Library Automation Software and Automation Status		SOUL 2.0			
	a) Fully Automated		Partially Automated			
	b) Partially Automated					
	c) Initial Stage					
	d) Manual					
5	Name of the Librarian and Contact		Dr. Dattatraya Kalbande, 9403773528			

	Details			
6	Total Library Staff	02		
7	Faculty wise library users	1	Commerce	703
		2	BCBI	
		3	BMS	
		4	M.COM	70
8	Course-wise Library fees received	1	Commerce	140600/-
		2	BCBI	
		3	BMS	
		4	M.COM	70000/-
9	Grant received for the Library Development from other than university sources	1	Rs. 00	00
		2	Rs. 00	00
		3	Rs. 00	00
10	Total Library Collection	1	Print	13444
		2	E-Collection	3237369

SECTION-A:- ADMINISTRATIVE & ACADEMIC INFORMATION (60)

Sr.No	Particulars	Status		Max marks	Marks Obtained	Remarks
		Yes	No			
1	Whether Library Have ISO		✓	2	00	
2	Librarian			2		
	a. Full Time	✓		2	02	
	b. In-Charge			1		
3	Library Staff	Sanctioned	Working			
	100%	02	02	10	10	
	75%			07		
	50%			03		
	25%			02		
4	Library staff meetings (Min.2)	✓		02	02	
5	Minutes of the meetings with ATR	✓		02	02	
6	Whether Library has Vision, Mission Statement?	✓		02	02	
7	Whether Library has Perspective Development plan?	✓		02	02	
8	Whether SWOC analysis of Library is performed?	✓		02	02	
9	Library timings is suitable for the users	✓		02	02	
10	Library remains open on Sundays and Holidays during the examination period		✓	02	00	

11	The library maintains entry register for the users?	✓		02	02	
12	Special Entry Register is made for faulty members and proper analysis is made periodically	✓		02	02	
13	Library fees is charged/ Collected from the Students?	✓		02	02	
14	Library Fines are collected from the students?	✓		02	02	
15	Library has constituted the "Library Advisory Committee"	✓		02	02	
16	Whether library have separate Website/Blog etc	✓		02	02	
17	Library Advisory Committee meetings with ATR. (At least 02)	✓		02	02	
18	Whether library have Developed Institutional Repository		✓	02	00	
19	Whether Academic Calendar of Library is prepared and monitored?	✓		02	02	
20	Library Timing Finalized and Displayed (Opening/Issue Return/Lunch)	✓		02	02	
21	Whether Students' Feedback collected and analyzed?	✓		02	02	
22	Student Centric Activities like Essay Competition , Book exhibition, competitions etc	✓		02	02	
23	Whether Library gives Best User Award?		✓	02	00	
24	Library Staff Biometric Attendance	✓		02	02	
25	Annual Stack Verification	✓		02	02	
26	The library maintains the	✓		02	02	

	Question Banks/ Papers.					
SECTION-B:- LIBRARY SERVICES (30)						
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 & Information Service	Yes	01	01	
		Referral Service	Yes	01	01	
		CAS	No	01	00	
		Book Bank	Yes	01	01	
		Catalogue Service	No	01	00	
		Photocopying	Yes	01	01	
		Inter Library Loan Service	Yes	01	01	
		User Education/Orientation/Library Literacy	Yes	01	01	
		News Paper Clipping	No	01	00	
		Translation Services	No	01	00	
		Open access	Yes	01	01	
2	Computerized Services	Circulation of Books	Yes	01	01	
		Reference Service	No	01	00	
		CAS/SDI	Yes	01	01	
		OPAC	Yes	01	01	
		Alerting Service	Yes	01	01	
		Bulletin Board Service	No	01	00	
3	ICT / Web Based Services	Digital Library Service	No	01	00	
		Institutional Repository	No	01	00	
		Retrieval of CD ROM database	Yes	01	01	
		Internet Browsing	Yes	01	01	
		Online Database Service	Yes	01	01	
		Web OPAC	Yes	01	01	
		News Paper Clipping	No	01	00	
		Blog/ Web	No	01	01	

		2.0/E-Mail/ Forum				
		Ask A Librarian	Yes	01	01	
4	Add on Services	Library Portal	Yes	01	01	
		Mobile Based Services	No	01	00	
		Wi-Fi Services	Yes	01	01	

SECTION-C:- LIBRARY INFRASTRUCTURE (60)

Sr.No	Particulars	Status		Max marks	Marks obtained	Remarks
		Yes	No			
1	Separate Library Building With Internet. CCTV, computer facility. (If Separate:- 02 Marks, Shared:-01 Mark)		✓	02	01	
2	The Location of the Library is convenient for the Users	✓		02	02	
3	Librarians' Cabin with washroom		✓	02	00	
4	Library Office		✓	02	00	
5	Visiting Room/ Waiting room		✓	02	00	
6	Library Staff room		✓	02	00	
7	Separate reading room for students with sufficient space and infrastructure	✓		02	02	
8	Separate washrooms for Gents and Ladies (With Daily Cleaning)	✓		02	02	
9	Separate Staff Reading Room		✓	02	00	
10	Separate library Conference/ Seminar hall with adequate facilities		✓	02	00	
11	ICT Resources (LCD, Audio-Video, Smart Board etc in Library.		✓	02	00	
12	Computers with internet in Staff Reading Room		✓	02	00	
13	Computers with internet in Students Reading Room	✓		02	02	
14	Well Equipped Computer LAB/Internet LAB		✓	02	00	
15	Two wheeler/ four wheeler Parking for		✓	02	00	

	Students and Library Staff					
16	Purified Drinking Water facility (with RO System) in Library		✓	02	00	
17	Open Reading Room/ Discussion Room		✓	02	00	
18	Store room		✓	02	00	
19	The Library has suggestion Box	✓		02	02	
20	Ramp and other facilities for Physically challenged persons	✓		02	02	
21	Safety equipment's (Fire extinguisher) in Library	✓		02	02	
22	Generator, Inverter, UPS Systems for library	✓		02	02	
23	Security system in Library		✓	02	00	
24	Use of Surveillance System in Library		✓	02	00	
25	Necessary arrangement is made to clean the library, furniture, books etc regularly	✓		02	02	
26	The Library has a special display of 'New Arrivals'		✓	02	00	
27	The Library has displayed a boards showing the Library Staff, Library Committee Members etc.	✓		02	02	
28	The Library has displayed various boards in library i.e Inspirational Quotes, Instructions, Guidelines, Rules and Regulations etc.	✓		02	02	
29	The Library has a newspaper stand with daily newspapers for the users at least three languages.		✓	02	00	
30	Lift facility is available for the library users (If Need)		✓	01	00	

31	The photograph of Dr. S.R. Rangnathan and eminent personalities displayed in Library.	✓		01	01	
SECTION-D:- RESEARCH ACTIVITIES (40)						
Sr.No	Particulars	Status		Max marks	Marks obtained	Remarks
		Yes	No			
1	Librarian is a Research Guide for Ph.D/ M.Phil		✓	02	00	
2	No. of Library Staff with Ph.D. Degree/ NET/ SET (in Academic Year)		✓	02	00	
3	Research Project in Academic Year		✓	02	00	
4	Total grant received/ revenue resource other than College funds		✓	02	00	
5	Memorandum of Understanding (MOU) /collaboration with University/research institute/ other college Libraries	✓		02	00	
6	Conferences /Symposium / Workshops etc organised	✓		10		
	a. International			05		
	b. National	✓		03	03	
	c. State/Regional			02		
7	Whether Library Staff attended the Conference, workshops	✓		02	02	
8	Whether Library Staff invited as resource person at university/ state/national level	✓		02	02	
9	Research papers/chapter in Book (National/International) (At least 2 in a Year)	✓		02	02	
10	Total Number of Books (At least 1 in a year)	✓		04	04	

11	Reference books/ Conference proceeding edited/published by the Librarian		✓	02	00	
12	Total Research Papers in UGC Listed National/Internatio nal Journals (At least two in a year)	✓		04	04	
13	Whether any State/National/ International level award received to Library Staff.		✓	04	00	

Qualitative analysis of the Library. Assigned the by the expert committee.	10	09	
Grand Total of A+ B+ C+ D+E	190	113	
Total	200	122	

Annexure

1. Details of Library staff with Qualification, Experience etc.

1. Dr. Dattatraya Kalbande, (Librarian), MLISc, M.Phil, NET, Ph.D. Join 01/09/2019 to till Date. Total Experience 2 Years
2. Mrs. Mala Dilip Ambhore (Lib. Atte) 12th , 15 Year Experience.

2. Research papers (Last year)

PAPER PUBLISHED IN INTERNATIONAL JOURNAL

1. **Kalbande, D.T., Hemke, D. A. & Chavan, S. P.** (2019). Academic Footprint: Need For The Researchers Identity . *CnR's International Journal of Social & Scientific Research, India*. 4 (4), Pg. No. 37-47. ISSN No. 2454-3187.
2. **Kalbande, D.T.** (2019). Information Seeking Behavior of Research Students of Dr. Babasaheb Ambedkar Marathwada University, Aurangabad. "*Knowledge Librarian*" *An International Peer Reviewed Bilingual E-Journal of Library and Information Science*. Special Issue, Jan. 2019 Pg. No. 19-28. eISSN No. 2394-2479.
3. **Kalbande, D. T. (2018)**. Status of Services in Agricultural Libraries: Special Reference to Maharashtra State. *International Research: Journal of Library & Information Science*. Vol.8 No.3, (Sep. 2018) 440-451 pp, ISSN: 2249 – 0213.

4. **Salve R., Kalbande, D.T. & Chavan,S.P.** (2018). Purchasing Policy of Print Resources in University Libraries of Maharashtra. *Research Direction*. (06), 04, Pg. No. 57-66. eISSN No. 2321-548.

RESOURCE PERSON

1. Resource Person at YCMOU, Nasik, Study Centre, Public Library, Dated 23 to 25 December 2018.
2. Resource Person at J.Watumull Sadhubella Girls College, Ulhasnagar, One Day Symposium on IPR, Plagiarism, International Business, Green HRM & Mutual Fund Dated 11/04/2019.

REFRESHER COURSE ATTENDED

1. Refresher Course in Library and Information Sciences conducted from 04th January to 24th January 2019, at HRD Centre, University of Mumbai, Mumbai.

SEMINAR/WORKSHOP/ SYMPOSIUM ATTENDED

1. Attended One Day Symposium on “e-Resources & Library organized by K M Agrawal College of Arts, Commerce & Science, Kalyan on Dated 22/02/2019.
2. Attended One Day National Level Workshop on “ Intellectual Property Rights, Copyrights and Plagiarism”. Organised by IQAC and Library Department, Sonubhau Baswant College of Arts & Commerce, Shahapur on 07/03/2019.

Google Scholar Score/Citation

Citation	167
H Index	08
I 10 Index	06

Research Gate Score and Citations

RG Score	5.83
Citations	80
Research Interest	110.7
Reads	5000

3. Seminars/ Conferences/Workshops organized and the source of funding (national / international) with details: (Last year)

Two Days National Level Seminar on “Importance of Scientific Technical Terminology in Marathi Language with reference to Library and Information Science Terminology” with new perspectives on 18 to 19 June 2018. In Collaboration with Commission for Scientific and

4. Awards / recognitions received at the national and international level by 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

Place: Ulhasnagar

Date: 20/02/2019

Overall Gradation of the Library

Sections	Max Marks	Marks Obtained	Score (% of Marks)
Section-A:- Administrative & Academic Information	60	52	61.00%
Section-B:- Library Services (30)	30	20	
Section-C:- Library Infrastructure	60	24	
Section D:-Research Activities	40	17	
Qualitative analysis of the Library. Assigned the by the expert committee.	10	09	
Grade Secured	61%		(B Grade)