

## LIBRARY AUDIT OBSERVATION SHEET

**Auditor:** Dr. Alka Wadhvana, Librarian, KES Shroff College of Arts & Commerce, Kandivali (W.), Mumbai  
Mrs. Neelam Rajan Chavan, Librarian, Guru Nanak Khalsa College of Arts, Science and Commerce, Matunga, Mumbai

**Auditee:** Mrs. Smita Ravindranath, Librarian, S.M.Shetty College of Science, Commerce and Management Studies, Powai, Mumbai

**Submitted to:** The Principal, S.M.Shetty College of Science, Commerce and Management Studies, Powai, Mumbai

**Date of Audit:** 29<sup>th</sup> April 2022

### Auditors' Observations:

Sr. No.	Check point	Observation	Suggestions
1	Library Collection	<ul style="list-style-type: none"> <li>Reference Books and Text Books are procured as per syllabus and subjects taught</li> </ul>	<ul style="list-style-type: none"> <li>The proportion of reference books should be higher than textbooks, while building collection of the Library</li> </ul>
2	Accessioning & Cataloguing	<ul style="list-style-type: none"> <li>Accession Register is maintained along with software entry</li> </ul>	<ul style="list-style-type: none"> <li>Location of the book should be entered</li> </ul>
3	Processing of Periodicals	<ul style="list-style-type: none"> <li>Manual Periodical register is maintained</li> </ul>	<ul style="list-style-type: none"> <li>Serial control module should be introduced</li> </ul>
4	E- Resources	<ul style="list-style-type: none"> <li>College has subscription to N-LIST Consortia.</li> </ul>	<ul style="list-style-type: none"> <li>More online database should be procured like IndiaStat, J-Gate, EBSCO</li> <li>Can take membership of NDLI which is free</li> </ul>
5	Circulation of Books	<ul style="list-style-type: none"> <li>Record of books issued for current reading available in manual way.</li> </ul>	<ul style="list-style-type: none"> <li>Books for current reading should be issued through Circulation module</li> <li>Overdue reminder should be sent on periodic basis through Circulation module.</li> <li>Separate Fine Register collected should be maintained</li> </ul>
6	Library Automation	<ul style="list-style-type: none"> <li>Partially</li> </ul>	<ul style="list-style-type: none"> <li>More modules should be incorporated</li> </ul>
7	Infrastructure	<ul style="list-style-type: none"> <li>No Separate Cubicle for the Librarian</li> </ul>	<ul style="list-style-type: none"> <li>Librarian should have separate cubicle</li> </ul>
8	General	<ul style="list-style-type: none"> <li>Reading room is having heavy footfall</li> </ul>	<ul style="list-style-type: none"> <li>Separate discussion section should be created.</li> </ul>

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**General Observation:**

Robust Library Website, nicely organized Library and Good footfalls of Users

*A. Wadhwana*  
*29/4/22*

**Dr. Alka Wadhwana,**  
Librarian, KES Shroff College  
*LIBRARIAN*  
*Kandivli Education Society's*  
*B. K. Shroff College of Arts &*  
*M. H. Shroff College of Commerce*  
*Ehulabhai Desai Road,*  
*Kandivli (West), Mumbai-67*

*Neelam Chavan*  
*29/4/22*

**Mrs. Neelam Rajan Chavan,**  
Librarian, Guru Nanak Khalsa College

**LIBRARIAN**  
**KHALSA COLLEGE**  
Matunga, Mumbai-19