

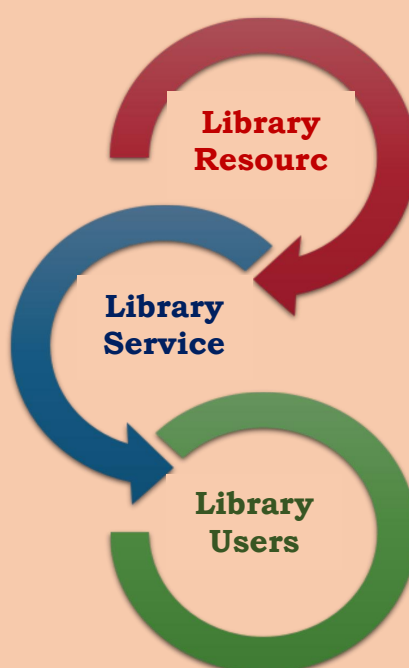


*Sadhana Education Society's*  
***L. S. Raheja College of Arts and Commerce***  
*Relief Road, Santacruz (West), Mumbai 400 054*



***Malti Jayant Dalal Library***

**LIBRARY REPORT**  
**2019-20**  
**To**  
**2022-23**





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## 1. Library Profile

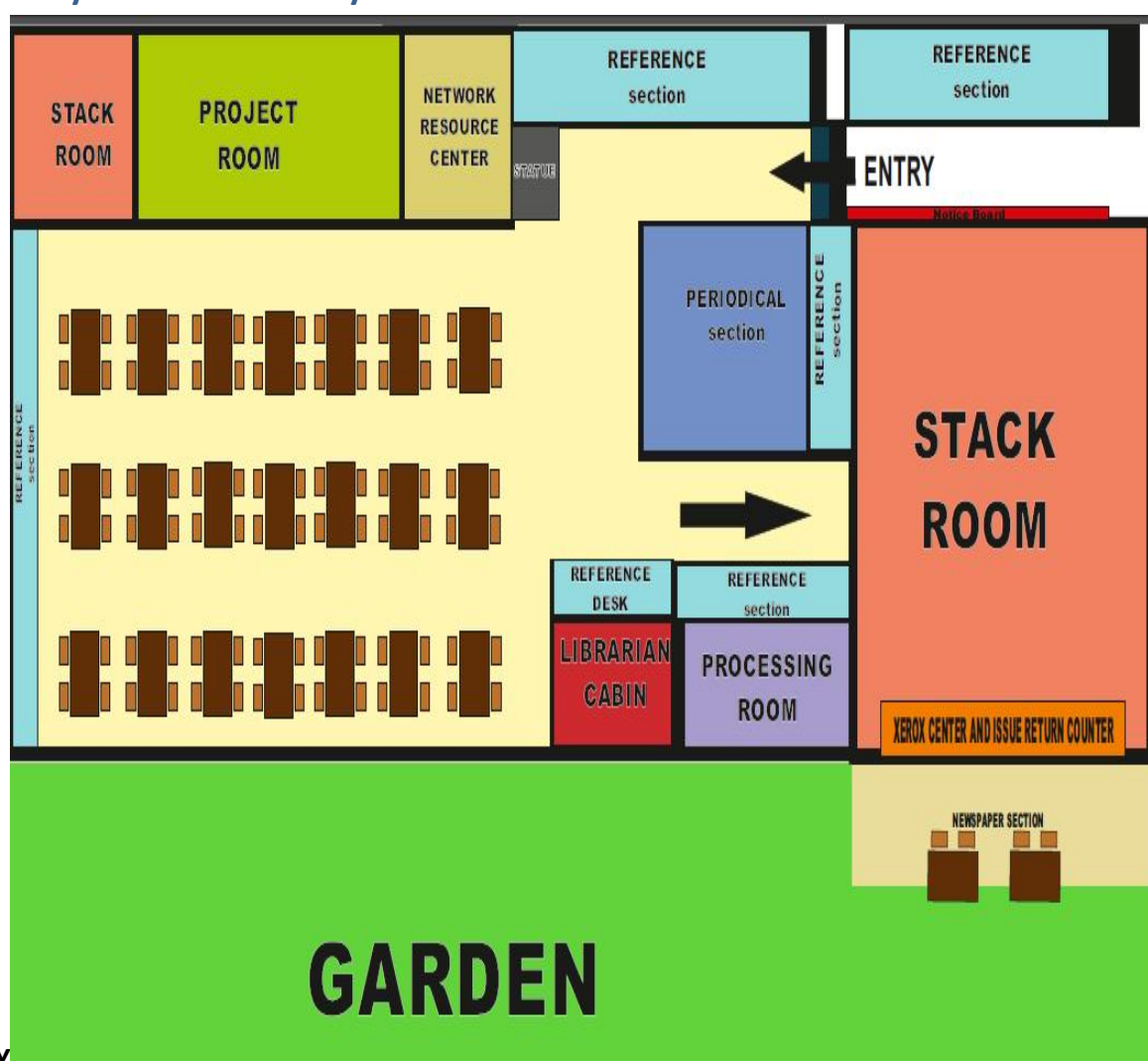
1	Name of the Library	Malti Jayant Dalal Library
2	Establishment Year	1982
3	Contact Deatil	026609320 Ext. 15
4	Email	<a href="mailto:library@lsraheja.org">library@lsraheja.org</a>
5	Website Address	<a href="https://lsrahejacollegelibrary.org/">https://lsrahejacollegelibrary.org/</a>
6	Name of the Librarian	Dr. Parita Desai
7	Email Address of Librarian	<a href="mailto:parita.desai@lsraheja.org">parita.desai@lsraheja.org</a>
8	Total Library Staff	08
9	Library Timings	<p>Reading Hall and Project Room Timings:</p> <ul style="list-style-type: none"> <li>➤ Monday-Saturday :7 a.m. to 7 p.m.</li> <li>➤ Sundays/Holidays : 9 a.m. to 4 p.m. (During Exam. Period)</li> <li>• Issue/Return Timings: <ul style="list-style-type: none"> <li>➤ Monday to Saturday: 9 a.m. to 4p.m. (U.G. students) 9 a.m. to 7 p.m. (P.G. Students)</li> <li>➤ Holidays: 9 a.m. to 4 p.m.</li> </ul> </li> </ul> <p>The timings and days of operation are subject to change</p>

## 2. Introduction

Library plays an important role in supporting the academic activities in the college. Rather library is the soul of any institute. It identifies, evaluates, procures, processes and then makes these learning resources available to the faculty and students for their teaching and research.

The library is key partner in better teaching and learning agenda of the Sadhana Education Society's L.S.Raheja College of Arts and Commerce. The library works in collaboration with the teaching faculty for the benefit of students through holistic creation, review and actual delivery of information and knowledge rather than actual delivery of documents for meeting their academic and specific needs.

## 3. Layout Of The Library



## 4. Organisation Chart of Library



## 5. Library Advisory Committee (LAC)

### 5.a Compositions and Functions of Library Advisory Committee

#### A) Tenure: 3 Years

The Committee meet at least twice in an academic year.

#### B) Function of the Committee

The duties and functions of the Committee is as under: -

- To consider policy matters for general functioning of the Library.
- To finalize policy for procurement of books and journals.
- To prepare and approve budget and utilization of funds for different Departments for purchase of books and journals for the Library.
- To maintain liaison between Library and the various Academic Departments.
- To consider and put forward the views of faculty members regarding books/journals selection etc.
- To ensure total implementation of policies decided.



### C) Composition of Library Advisory Committee

The Principal has the discretionary powers in nominating the members for the committee. Library Advisory Committee comprises of H.O.D., Coordinators of the various courses/programs. Composition of Library Advisory Committee is as Under:

Sr. No.	Designation	Position in LAC
1	Principal	Chairperson
2	Librarian	Convener
3	H.O.D., and Coordinators of various courses/programs (Commerce, Accountancy, Economics, Mathematics, Psychology, Sociology, History, B.A.F., B.M.M., B.F.M., B.M.S., B.B.I., B.Sc(I.T.) & M.Com.	Members

### D. List Of The Members Of Library Advisory Committee

2019-20

SR.NO	NAME	DESIGNATION
1	Dr.Debajit Sarkar	Chairperson
2	Dr.P.M.Desai	Convener
3	Dr.K.Venkateshwarlu	Member
4	Dr.Chitra Munshi	Member
5	Dr.(Mrs.) A.N.Nerurkar	Member
6	Dr.(Mrs.) Nandita Saldanha	Member
7	Mr.M.S.Sathe	Member
8	Ms.Pooja Yadav	Member
9	Mrs.Vaishali Pandya	Member
10	Mrs.Kavita Makhija	Member
11	Ms.Divya Kanchan	Member
12	Ms.Suvarna Raikar	Member
13	Ms.Dhara Vora	Member
14	Ms.Prajakta Joshi	Member
15	Dishad Mohd	Student Representative
16	Dhrupad Bandre	Student Representative




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**2020-21**

SR.NO	NAME	DESIGNATION
1	Dr.Debajit Sarkar	Chairperson
2	Dr.Parita Desai	Convener
3	Dr.(Mrs.) A.N.Nerurkar	Member
4	Dr.(Mrs.) Nandita Saldanha	Member
5	CA Hrishikesh Wandrekar	Member
6	Dr.(Mrs.) Seema Ukidve	Member
7	Ms.Samiksha Jadhav	Member
8	Ms.Pooja Yadav	Member
9	Ms.Neha Dalal	Member
10	Mrs.Vaishali Pandya	Member
11	Mrs.Kavita Makhija	Member
12	Ms.Divya Kanchan	Member
13	Ms.Suvarna Raikar	Member
14	Ms.Jyoti Sarkar	Member
15	Ms.Heta Parekh	Member
16	Ms.Prajakta Joshi	Member
17	Dilshad Mohd	Student Representative
18	Dhrupad Bandre	Student Representative

**2021-22**

SR.NO	NAME	DESIGNATION
1	Dr.Debajit Sarkar	Chairperson
2	Dr. Parita M.Desai	Convener
3	Dr.(Mrs.) A.N.Nerurkar	Member
4	CA Hrishikesh Wandrekar	Member





5	Dr.(Mrs.) Seema Ukidve	Member
6	Dr.Samya Shinde	Member
7	Ms.Samiksha Jadhav	Member
8	Ms.Pooja Yadav	Member
10	Mrs.Vaishali Pandya	Member
11	Mrs.Kavita Makhija	Member
12	Ms.Divya Kanchan	Member
13	Ms.Suvarna Raikar	Member
14	Ms.Jyoti Sarkar	Member
15	Ms.Heta Parekh	Member
16	Ms.Prajakta Joshi	Member
17	Mr.Raju Gole	Member
18	Ms.Ishita P.karmaran	Student Representative
19	Ms.Sana Mohammed	Student Representative

2022-23

SR.NO	NAME	DESIGNATION
1	Dr.Debajit Sarkar	Chairperson
2	Dr.P.M.Desai	Convener
3	Dr.(Mrs.) A.N.Nerurkar	Member
4	Dr.(Mrs.) Seema Ukidve	Member
5	CA Hrishikesh Wandrekar	Member
6	Dr.Samya Shinde	Member
7	Ms.Samiksha Jadhav	Member
8	Ms.Pooja Yadav	Member
10	Ms.Neha Dalal	Member
11	Mrs.Vaishali Pandya	Member
12	Ms.Divya Kanchan	Member
13	Mrs.Kavita Makhija	Member
14	Ms.Suvarna Raikar	Member
15	Ms.Prajakta Joshi	Member
16	Mr.Raju Gole	Member
17	Mr.Himanshu Pandey	Student Representative
18	Ms. Dhruti Bharadia	Student Representative

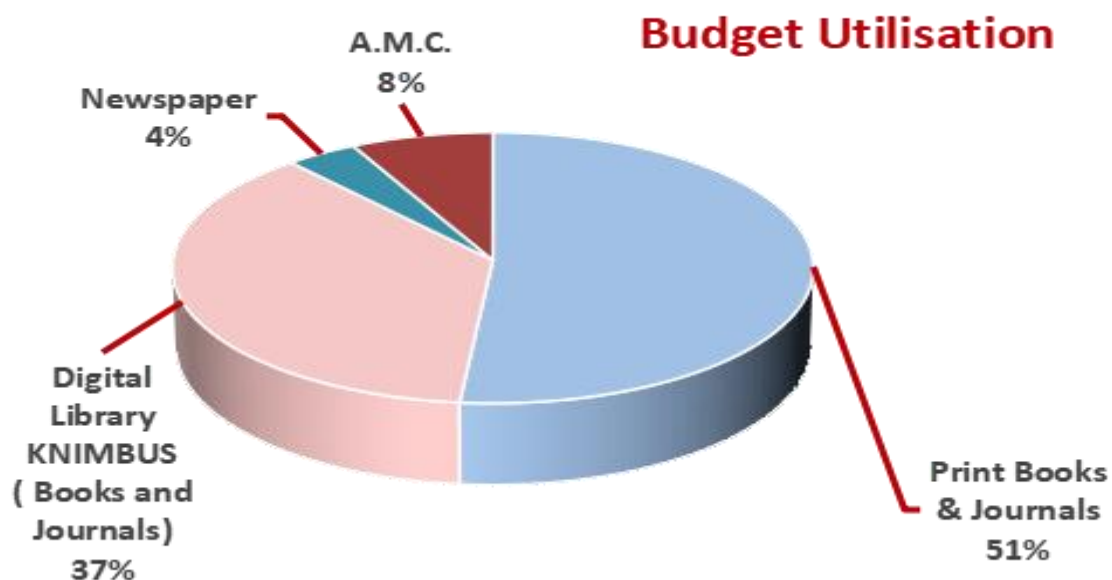
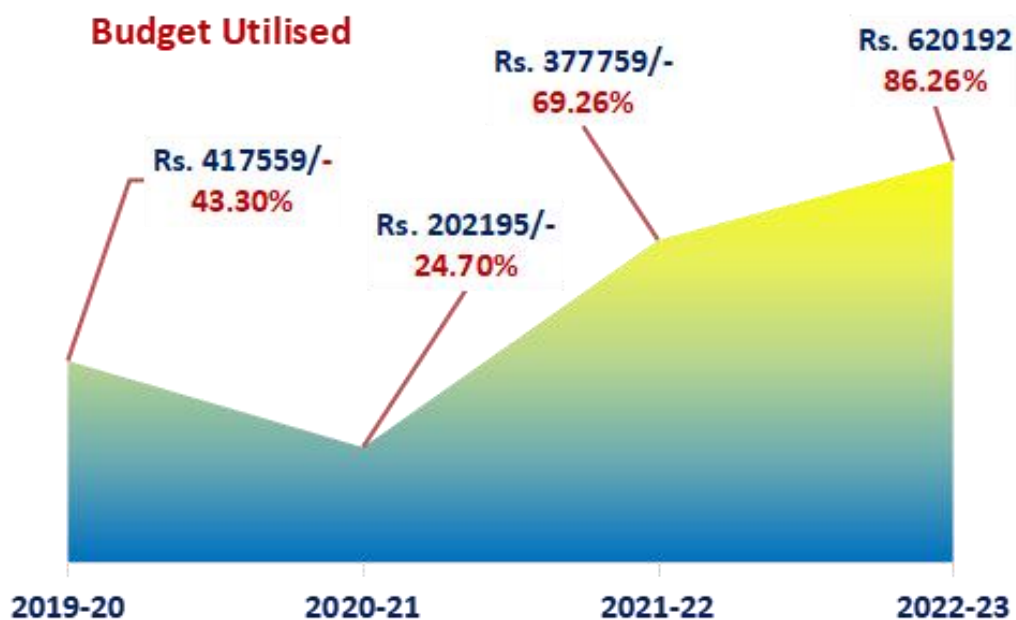
## 6. Library Management System

The Library House Keeping activities are fully automated since 2005-06, using LIBSUITE Library Management Software. From 2015-16, the library has implemented Library SLIM21 Integrated Library Management Software. Barcoding technology is used for Visitor's Log in, Issue, Return and Stock Verification



## 7. Library Budget/Finance

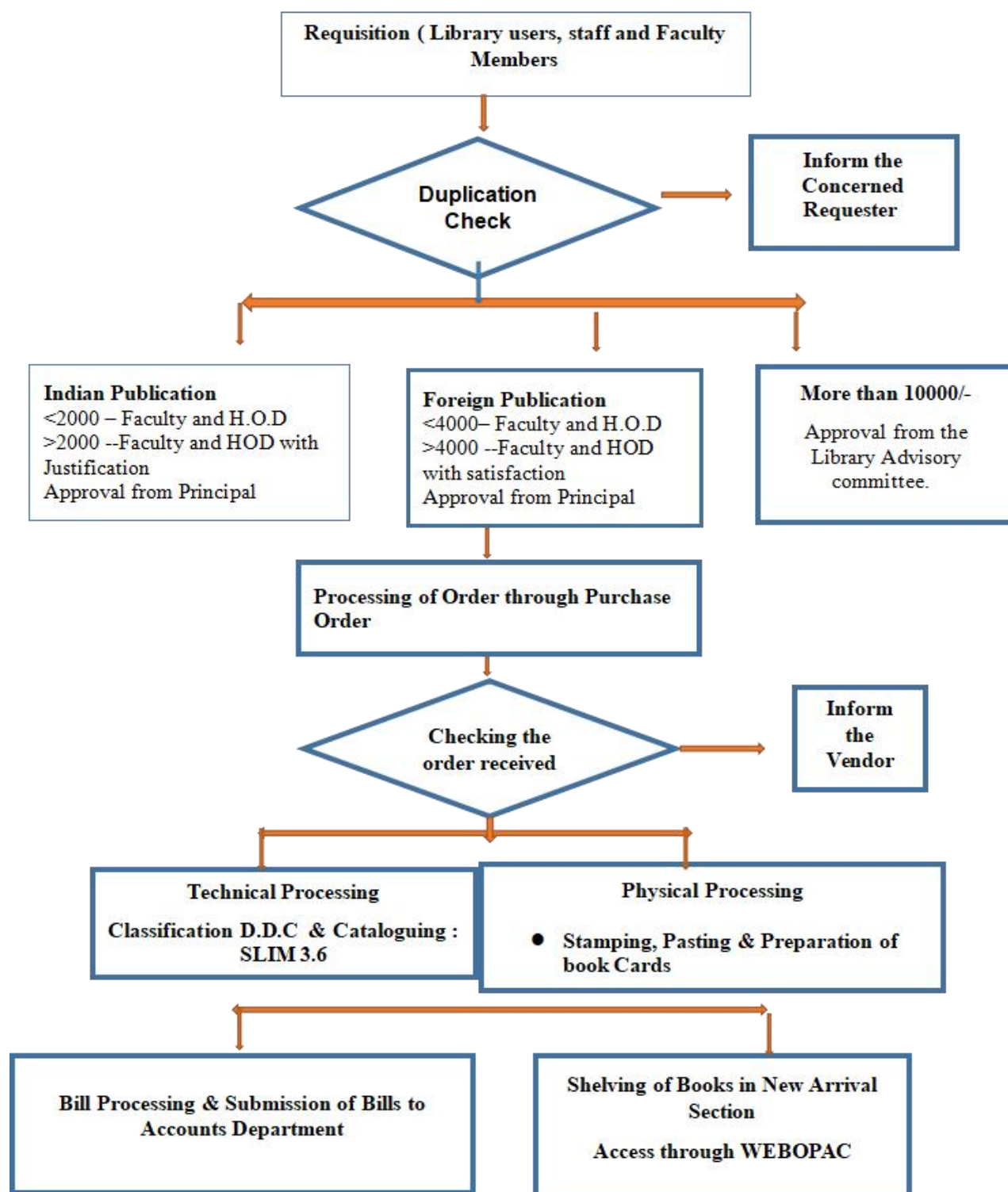
### Utilized Budget from 2019-20 to 2022-23



(Details of Library Budget given in Annexure I)

## 8. Library Resources

### 8.1 Library Collection Development Policy



(Details of Library Collection given in Annexure II)

## 8.2. Print Resources



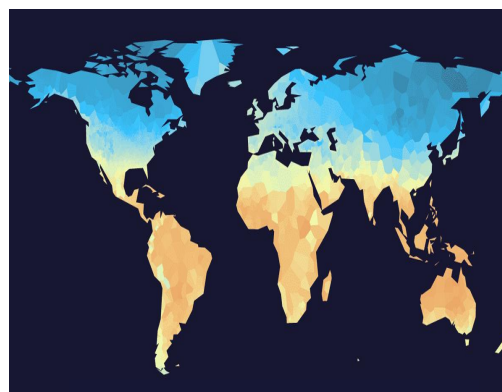
**Books - 61178**



**Journals &  
Periodicals - 44**



**Thesis - 60**



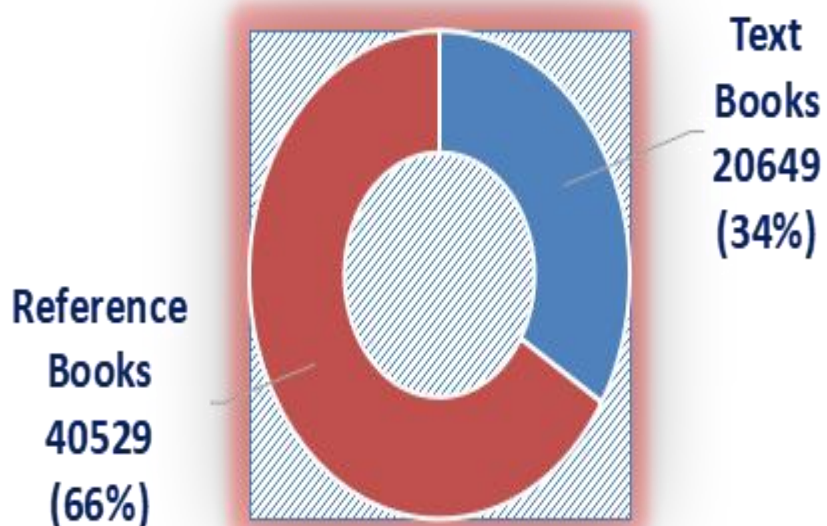
**Maps - 06**



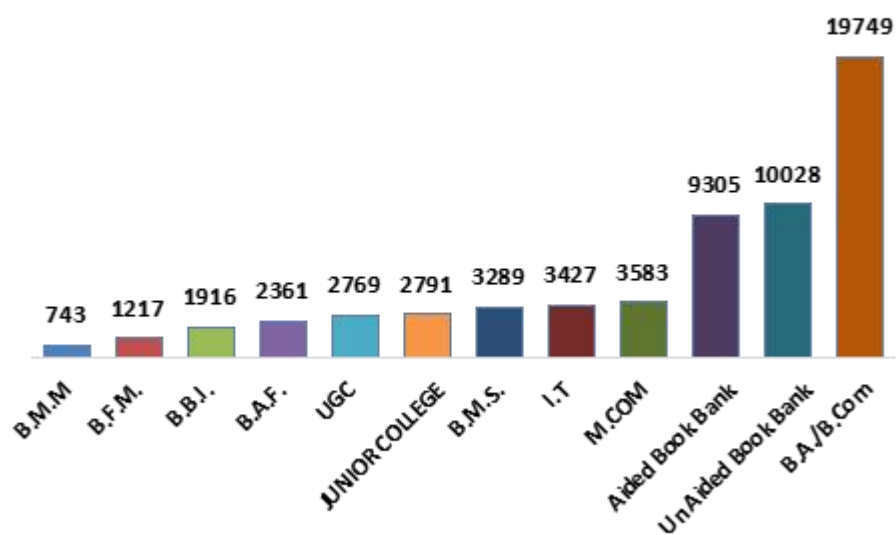
**Newspapers- 16**



## Books



## Program Wise Collection



### 8.3. Digital Resources



**CD-Roms- 1243**



**E-Books - 20**



**N-List**  
National Library and Information Services  
Infrastructure for Scholarly Content  
enabling access to e-resources for colleges & universities

**E-Books**

- Cambridge Books Online [1800 titles]
- E-brary [185000+ titles]
- EBSCOhost-Net Library [936 titles]
- Hindustan Book Agency [65+ titles]
- Institute of South East Asian Studies (ISEAS) Books [382+ titles]
- Oxford Scholarship [1402+ titles]
- Springer eBooks [2300 titles]
- Sage Publication eBooks [1000 titles]
- Taylor Francis eBooks [1800 titles]
- MyLibrary-McGraw Hill [1124 titles]
- South Asia Archive (through NDL)
- World e-Books Library [Now Available through NDL]

**+1,99,500 E-Books**

**+6,00,000 ebooks of NDLI.**

**N-List**



**EBSCOhost**

L.S. Rahjia College of Arts & Commerce, Santacruz (West) Mumbai 400064

Searching EBSCO Management Collection [View all] [Choose Databases]

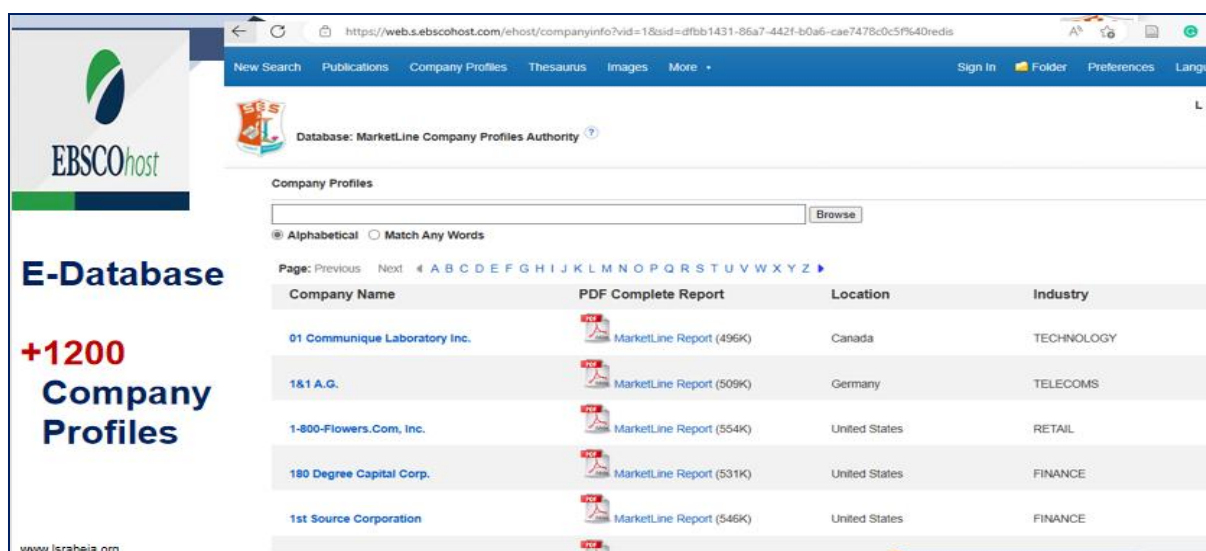
Enter any words to find books, journals and more

Search [Go] Basic Search Advanced Search Search History

**+1100 E-Journals**

Library Journal, Harvard Business Review, Journal of Management, JAMA, Library Journal, HR Magazine, TIME, Psychology Today

**EBSCO E-Journals**



**EBSCOhost**

Database: MarketLine Company Profiles Authority

Company Profiles

Alphabetical Match Any Words

Page: Previous Next 4 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Company Name	PDF Complete Report	Location	Industry
01 Communique Laboratory Inc.	MarketLine Report (496K)	Canada	TECHNOLOGY
1&1 A.G.	MarketLine Report (509K)	Germany	TELECOMS
1-800-Flowers.Com, Inc.	MarketLine Report (554K)	United States	RETAIL
180 Degree Capital Corp.	MarketLine Report (531K)	United States	FINANCE
1st Source Corporation	MarketLine Report (546K)	United States	FINANCE

**E-Database**

**+1200 Company Profiles**

www.lsrhajea.org

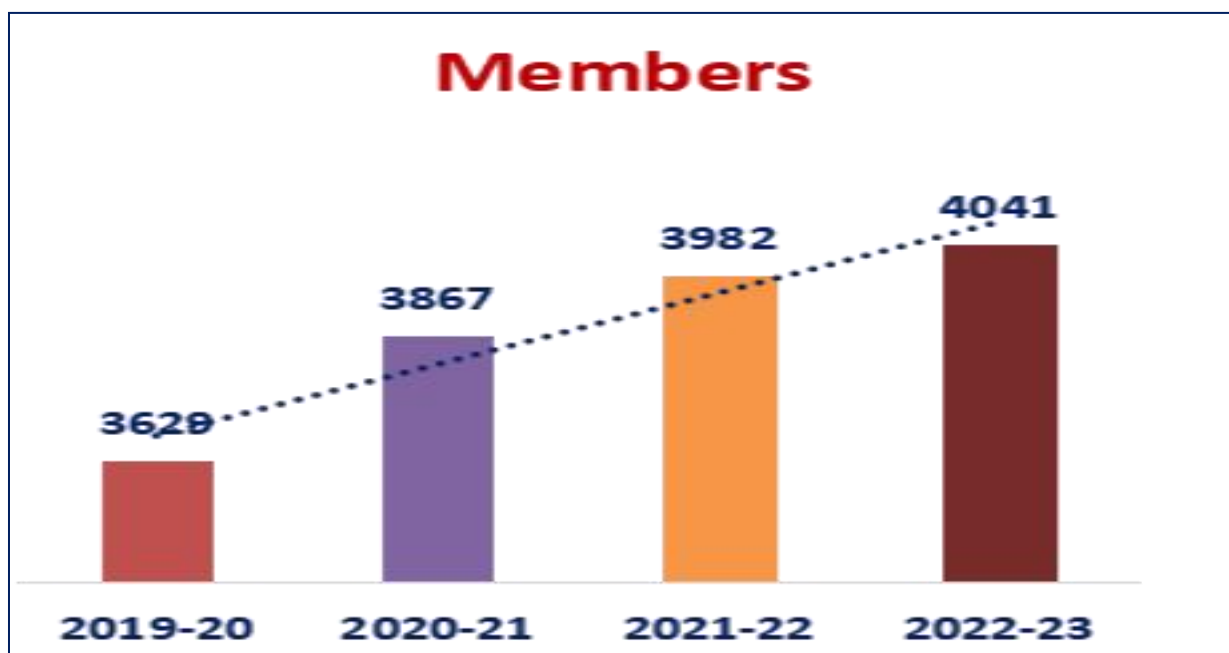
**EBSCO E-Database**



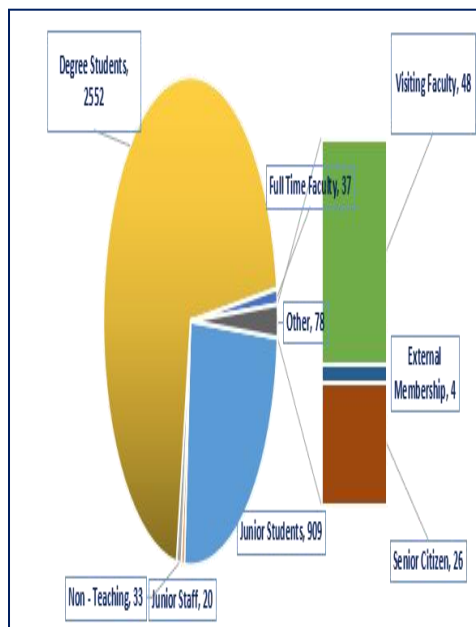
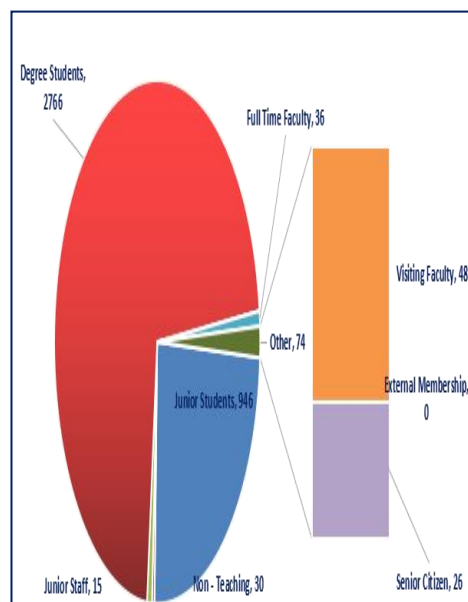
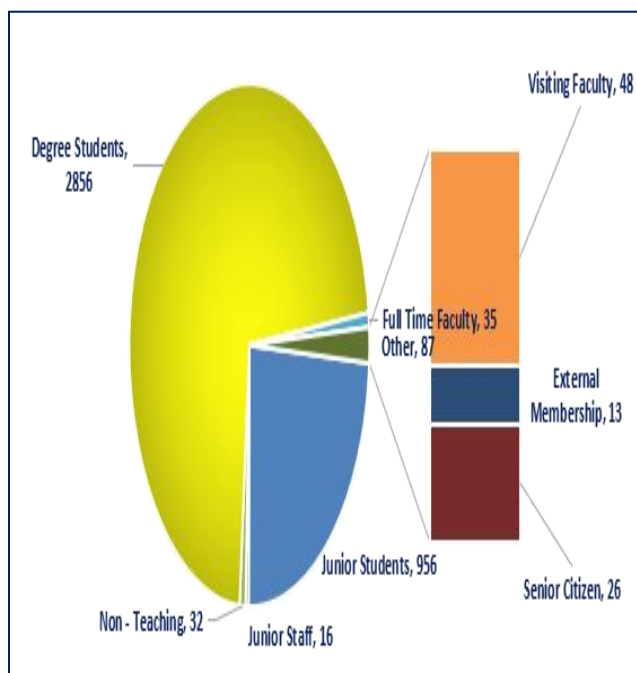
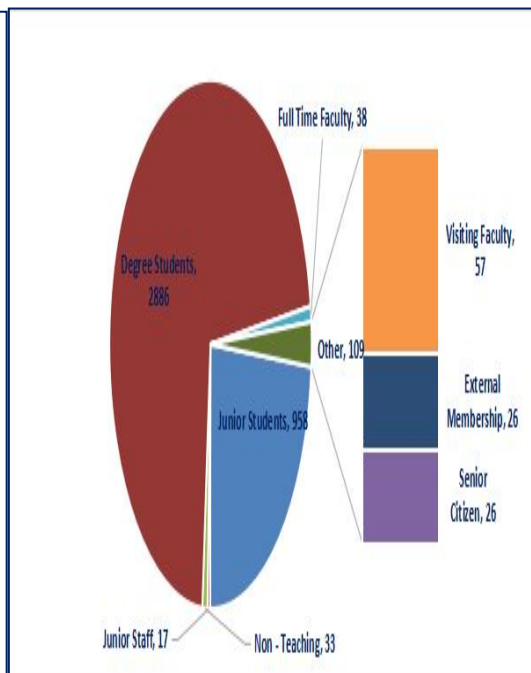
## 9. Library Membership

- All domicile students are members of the library: Creation of library users' database through ERP.

Details	2019-20	2020-21	2021-22	2022-23
Junior Students	909	946	956	958
Junior Teaching Staff	20	15	16	17
Non - Teaching	33	30	32	33
Degree Students	2552	2766	2856	2886
Full Time Faculty	37	36	35	38
Visiting Faculty	48	48	48	57
External Membership	4	0	13	26
Senior Citizen	26	26	26	26
<b>TOTAL</b>	<b>3629</b>	<b>3867</b>	<b>3982</b>	<b>4041</b>





**2019-20****2020-21****2021-22****2022-23**



## 10. Library fees

Sr. No.	Course	Library Fee in Rs.
1	B.A./B.Com.	200
2	B.M.S	300
3	B.F.M	600
4	B.M.M	300
5	B.B.I	600
6	B.A.F	600
7	B.SC.IT	1200
8	M.COM	1000

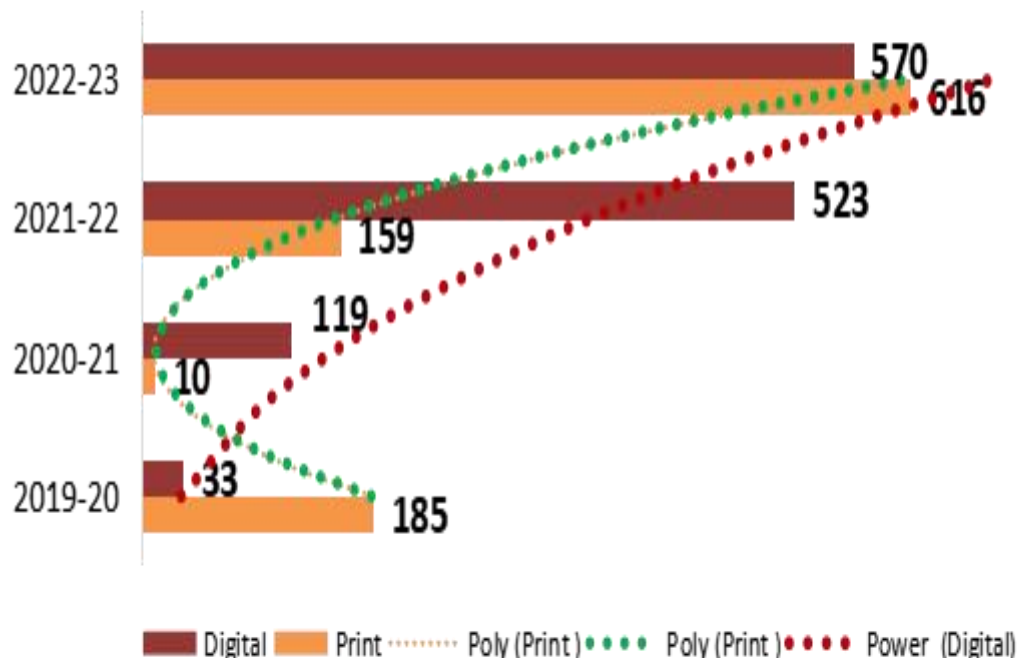
- External Membership:  
Fees: Rs. 200/- per semester  
Deposit: Rs. 400/- per book
- Senior Citizen Book Club:  
Fees: No charges  
Deposit: Rs. 400/- per book

## 11. Library Usage Per Day

Year	Reading Room	Circulation	N-List	EBSCO	Other Digital Resources	Total
2019-20	126	59	10	0	23	218
2020-21	10	0	4	6	109	129
2021-22	68	91	5	18	500	682
2022-23	510	106	1	87	482	1186

(Per Day Usage details in Annexure III)

## Per Day Use of Resources



## 12. Borrowing Entitlements

Borrowers	No. of Books	Loan Period	No. of Journals/Other Material	Loan Period
Academic Staff	25	One Year	01	7 Days
Non-Academic staff	25	One Year	01	7 Days
Junior College Students	01	7 Days	01	7 Days
<b>Students (Aided &amp; Unaided)</b>				
F.Y. and S.Y.	01	7 Days	01	7 Days
Final Year	02	7 Days	01	7 Days
Arts Students	02	7 Days	01	7 Days
M.COM Students	02	7 Days	01	7 Days
Ph.D. Scholars	Ph.D. scholars not yet enrolled			
Visiting faculty	02	One Sem.	01	7 Days



## 12.1 Documents That Can and Cannot Be Borrowed

### 12.1.1 Documents which can be borrowed:

- Books
- CDROMS and DVDs
- Journals

### 12.1.2. Documents which cannot be borrowed out of the Library:

- Bound Volumes,
- Latest issues of journals and magazines
- Reserve Shelf Books
- Research Project / Thesis dissertations
- Reference sources

On special circumstances, these documents can be issued out. Discretion lies with the Librarian.

### 12.1.3. Renewals/Reservations and Overdue Charges:

Renewals and Reservation: For renewal, a user has to bring books to Circulation Counter. If a borrowed book is not on demand, then a user may renew the book consecutively three times only. The Library has the right to recall a book if the same is required by another user.

For reservation of books which is high demand, user can reserve the book.

Over Dues: After due date, the users are charged fine as mentioned below:

Type of Material	Fine
Books/Journals/CD-ROMs	Rs. 2/- per Day
Book Bank Books	Rs. 5/- per Day

**NO Cash payment, Only ONLINE/UPI based payment.**



## 13. Library Infrastructure, Other Facilities & Fixtures

### 13.1 Infrastructure

WiFi	100 mbps (Dedicated Lease Line)
Computers	
1. Library Work	07
2. Project Room for Students	19
3. Network Resource Centre for Researcher	01
Printers	02
Copier	01
Barcode Scanner	02
Display Screen	01
CC-TV Camera	08
Tables	39 Big Tables 08 Small Tables 04 Table for Staff
Chairs	157
Cupboards	128
Ceiling Fans	37
Air Conditioner Cassettes	09
LED Lights	66

### 13.2. Network Resource Centre:

Library has well equipped UGC sponsored Network Resource Centre It is useful for teaching faculty to prepare for lecture notes and research activities.

### 13.3 Project Room

Library has a separate project room having 19 computers with internet facility. Project Room facility helps students to prepare their assignments, projects and for conducting collaborative study. Students can use e-resources CD-ROMs, E-books and E-journals subscribed through UGC INFONET N-LIST & EBSCO databases.



## 14. User Services

### 14.1 Reference Service

- Preparatory course for students' projects: For developing awareness of library resources and their usage in relation to preparation of assignments, projects etc. library is preparing bibliographic services for the projects assigned to the students, which is available for students through Library Management software SLIM 2.1
- Library houses all important reference sources like Encyclopaedias, Dictionaries, handbooks and Manuals, Statistics, Yearbooks. There are more than 1700 reference sources in the library. The collection ranges from general to subject specific sources. All the reference sources are housed at the entry gate of the library. Reference section. Users can also contact staff of Reference Counter for any assistance.
- Library also has access to online sources (past question papers, syllabus, Teachers publications. Library catalogue, college magazines etc. ) which may be accessed from the library website and library blog.

### 14.2. Information Literacy/Library Orientation

Library conducts User Orientation program every year in the month of June to acquaint the new students in understanding the library resources and services. Onsite training is given to the students to exploit the information resources available in the library to supplement their learning process to support class room teaching.

### 14.3. Reprography and Printing Service

User can make photocopies and print documents for their study/assignment/project purpose.

Charges:

Sr. No.	Service	Charges
1	Photocopy	Rs. 1/- per page
2	Printing	Rs. 2/- per page

**NO Cash payments, Only ONLINE/UPI based payment.**

### 14.4. Current Awareness Service

Library Provides current awareness services through

- Daily email for today's current affairs
- Notice Board
- New Arrival display
- Regular email the digitized front cover of the current journals and its table of content



#### 14.5. Indexing Services:

Library has indexed

- Maharashtra Government Resolutions on HIGHER EDUCATION
- University of Mumbai Circulars

#### 14.6. In service Training:

For motivating library staff to enhance their skill and expertise in conventional and e-library associated services and operations, Library conducts In- service training program in the month of November every year.

#### 14.7. Book Bank Scheme

The library has book bank scheme for the poor, needy and reserved category students.

- Book Bank Fees: Rs. 50/-
- Book Bank Form Fees: Rs. 10/-



YEAR	2019-20	2020-21	2021-22	2022-23
I Term	250	211	228	449
II Term	239	216	244	302
Total	489	427	472	751



#### 14.8. Open Access System:

From academic year 2009-10 Library has started Open Access system. Open Access system helps the library to make students aware of available resources, optimum utilization of resources and for inculcating reading habits.

#### 14.9. Research Support:

The library supports the research community by providing access to various research tools and platforms through library website. Librarian guides the researcher in preparing research proposals, questionnaire, use of reference management tools and research reports.

<https://lsrahejacollegelibrary.org/research>

### 15. Digital Services

#### 15.1. E-Alert Services:

**The Library's digital services have brought a new richness to our students, through implementation of new E-Alert services.** Library offered E-Alert services giving the information about notification of examination dates of competitive exams and opening of jobs in public and private sectors.

#### 15.2. WEB OPAC:

From academic year 2010-11 Library has started WEB OPAC service. Web-OPACs not only offer simplified access to library holdings for users but also enable library to add value to its catalogue data

#### 15.3 Digital Institutional Repository:

Library has digital Institutional Repository comprising of past years question papers, syllabus, Teachers' publication and college magazine.

<http://lsrahejacollegelibrary.org/login.php>

#### 15.4. Library Website:

Library has its own website <http://lsrahejacollegelibrary.org/> which is linked to college website. It provides information about library products, services, rules and regulations and Institutional Repository





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## 16. Library Best Practices

### 16.1. Remote Access Facility through Raheja Digital Library (Knimbus)

Library provides remote access facility to access its digital subscribed resources (EBSCO & N-LIST), Institutional Repository (Question Papers, Syllabus, Teachers PPT, Teachers Publication and Govt. Circulars) and open resources like NDLI, E-PG Pathshala, Sodhganga, Sodhgangotri, NPTEL Video Lectures ETC.) Separate Login ID and Password is given to faculty and students.

<https://lsraheja.knimbus.com/user#/home>

### 16.2. Gyanyatra-Book fair:

Library organizes Gyanyatra – Book Exhibition every year. All the publishers and vendors exhibit the latest in various subject areas. Library accepts the recommendations of Faculty members and students for the purchase of the library materials.

### 16.3. Best User Award

Best library user Award is given to student, Teaching and Non-Teaching faculty to inculcate the reading habits and to encourage for research activities

(Details is given in Annexure IV )

### 16.4. User feedback

User feedback is collected on all aspects of library services formally through suggestion Register and feedback forms. Necessary action is then initiated and users are kept informed.

### 16.5. QR Code Facility

Library is using QR Code to provide information about library services and activities like to share contact details, link to websites and outline information sources, promotions, link to videos, link to full-text journals/articles, send out library notices and announcements, library outreach/ event details/ reminder alerts, etc.....

### 16.6 Reserve Your Study Room

Library has provided facility to the students to reserve the study room for group study or doubt solving. Study room has seating capacity of 5 with one WiFi enabled desktop.

### 16.7. BYOD System:

Library has (BYOD) Bring Your Own Device system. Students can use their own Laptops, Notebooks, Smartphones. Wi Fi facility is provided to the students.

### 16.8. KIBO - Facility for Visually Impaired students

Visually Impaired students can read the printed as well as hand-written text with the help of KIBO. It also has the facility to translate the text into more than 100 national and international languages.



### 16.9. Christmas Book Tree

Library accepts the donation of books from the society and during christmas library prepares Book Tree. All the books are given to the students free of cost to inculcate the reading habits and sharing the resources.

### 16.10 Participation In ICT Initiative of Ministry of Education

#### 16.10.1 SWAYAM - NPTEL LOCAL CHAPTER

Librarian is the SPOC OF NPTEL and takes initiative to encourage students to enrol for NPTEL courses.

#### 16.10.2. Staff research database on Vidwan portal and Member of IRINS

Librarian is the Nodal Officer for Vidwan and IRINS. Library has taken initiative and updated all the research work of faculties on Vidwan and registered under IRINS

#### 16.10.3. Membership of National Digital Library:

The library enlightened the students about the resources and services of National Digital Library. The library made nearly 208 students and teaching and non-teaching staff a member of National Digital Library.

### 16.11 Library Audit

**Frequency:** The Library Audit is conducted on regular basis

**Audit Committee:** Library Audit Committee consists of:

1. One senior Principal: Member
2. Two Associate Professor Level Librarians: Members
3. Librarian of the host College will act as Member Secretary

LIST OF MEMBERS OF AUDIT COMMITTEE 2016-17 to 2018-19

Sr. No.	Name	Designation
1	Dr. Anit Kanwar	Member
2	Dr. Satish Kannamadi	Member
3	Dr. Shivanand Sadlapurkar	Member
4	Dr. Parita Desai	Member Secretary



Recommendations given by the Committee is implemented by the Library.

Recommendations	Compliance
Subscription to Database	Library subscribed EBSCO E-Journals and Company Profile
Provide enhanced borrowings privileges to Toppers and post graduate students	Library Issue two books to the toppers
E-Alert services to students	E-Alert services to students started from 2019-20
No. Of computers to be increased and upgraded	In 2020-21 all the computers in library and project room were replaced with new one. In project room 10 new computers were added.
Conduct training program on research skill for scholars, faculty and students.	Library conducted:  FDP - A National Level Add-On Course on "Research Methodology"  Nine Training Programs for students for use of E-Resources for research work, citations and how to write research articles
Security System with RFID	Proposal for security system with RFID is submitted to the Management.

## 17. Community Services

### 17.1. External Membership:

The Library has External Membership facility for Alumina students and poor students of nearby areas pursuing further studies.

### 17.2. Senior citizen book club:

Library have a senior citizen book club this service is provided free of cost. At present total 26 senior citizens are members of this club.



## 18. Co-curricular Activities Organized By The Library

Sr. No.	Year	Activity	Name of Activity
1	2019-20	Poster Competition	Online Poster Competition on World Environment Day, June 5, 2020
2	2019-20	Quiz	Quiz Contest on the Occasion of National Mathematics Day
3	2019-20	Book Exhibition	Book Exhibition on the occasion of Dr. A.P.J.Abdul Kalam Jayanti
4	2019-20	Book Exhibition	Book Exhibition on the occasion of Gandhi Jayanti
5	2019-20	Book Exhibition	Book Exhibition on the occasion of Librarian's Day
6	2019-20	Orientation and Information Literacy Program	Library Orientation and Information Literacy Program
7	2019-20	Book Exhibition	Book Exhibition on the occasion of Marathi Bhasha Gaurav Diwas
8	2020-21	Workshop	UGC MOOCs: SWAYAM An Opportunity for Life Long Learners
9	2020-21	Online Book Exhibition	Online Book Exhibition on the Occasion of Gandhi Jayanti
10	2020-21	Online Book Exhibition	Virtual Book Shelf on the Occasion of Vachan Prerna Din
11	2020-21	Webinar	Webinar on: Use of Open Educational Resources during COVID 19 Period and Copyright Issues for F.Y.B.COM
12	2020-21	Webinar	Webinar on : Use of Open Educational Resources And Use of Digital Library during COVID 19 Pandemic for T.Y.B.A.
13	2020-21	Training	Training on: EBSCO Management collection and eBooks for learning & research.
14	2020-21	Workshop	Workshop on : Data Collection and Management for NAAC: Using Google Forms



15	2020-21	Quiz	Online Quiz: : Let's Know Our Indian Constitution"
16	2020-21	Webinar	Webinar on: Use of Open Educational Resources during COVID 19 Pandemic And Copyright Issues for SFC students
17	2020-21	Webinar	Webinar on: Use of Open Educational Resources during COVID 19 Period and Copyright Issues FOR S.Y.B.A
18	2020-21	Webinar	Webinar on: Use of Open Educational Resources during COVID 19 Period and Copyright Issues FOR S.Y.B.COM
19	2020-21	Quiz	Online Quiz : " Be Ready To Fight #COVID-19".
20	2020-21	Quiz	Online Quiz:"Together We Can Protect Our Environment #Earth Warrior"
21	2020-21	Online Book Exhibition	"Onlin Book Exhibition on महाराष्ट्राचे शिल्पकार "
22	2020-21	Online Book Exhibition	Online Book Exhibition on the occasion of International Women's Day
23	2020-21	Online Book Exhibition	Online Book Exhibition on the occasion of 130th birth anniversary of Dr B.R. Ambedkar on 14th April, 2021
24	2020-21	Online Book Exhibition	Online Book Exhibition on the occasion of World Book Day & Copy Right Day.
25	2021-22	Faculty Development Program	One Week National Level Online Certification Program for Library Support Staff
26	2021-22	Online Book Exhibition	Online Book Exhibition on the occasion of शिवस्वराज्य
27	2021-22	Online Book Exhibition	Online Exhibition on the occasion of Vachan Din "Best Books to Read in 2021"
28	2021-22	Webinar	Webinar on " Use of E-Resources of N-LIST, NDLI & EBSCO for Teaching, Learning and Research "
29	2021-22	Webinar	Webinar on "SWAYAM An Opportunity for Life Long Learners : SWAYAM NPTEL LOCAL CHAPTER"
30	2021-22	Virtual Book Exhibition	Virtual Book Exhibition on the occasion of 74th Death anniversary of Mahatma Gandhi



31	2021-22	Virtual Book Exhibition	Online Book Exhibition on the occasion of Shiv Jayanti
32	2021-22	Book Exhibition	17th Book Fair-Gyanyatra
33	2021-22	Book Exhibition	Book Exhibition on the occasion of Marathi Bhasa Divas
34	2021-22	Faculty Development Program	A National level Add on Course/Course work on "Research Methodology"
35	2021-22	Webinar	webinar on "SWAYAM NPTEL Course Registration"
36	2022-23	Training Program	Exploring the EBSCO Management Collection (E-Resources) for Learning and Research
37	2022-23	Training Program	Exploring the EBSCO Management Collection (E-Resources) for Learning and Research
38	2022-23	Guest Lecture	Celebration of Chartered Accountants Day: Guest Lecture on " Proposed Scheme of Education and Training"
39	2022-23	Training Program	Exploring KNIMBUS Digital Library for Remote Access
40	2022-23	Training Program	Exploring KNIMBUS Digital Library for Remote :for SYJC
41	2022-23	Training Program	Exploring KNIMBUS Digital Library for Remote : for Second and Third Year students for SFCr
42	2022-23	Training Program	Exploring KNIMBUS Digital Library for Remote :for Second and Third Year students for Aided Section
43	2022-23	Book Exhibition	Book Exhibition of Rare Books and Library Science Books on the Occasion of Librarian's Day
44	2022-23	Book Exhibition	Book Exhibition of Hindi Books on the Occasion of Celebration of Hindi Diwas
45	2022-23	Book Exhibition	Book Exhibition of Rare Books, Biographies, Marathi and Hindi Books on the Occasion of Celebration of Vachan Prerna Divas
46	2022-23	Training Program	Training Program: Exploring the Digital Library: KNIMBUS & E-Resources of EBSCO for F.Y.B.COM Students



47	2022-23	Training Program	Training Program - Exploring the Digital Library: KNIMBUS & E-Resources of EBSCO for F.Y.B.A Students
48	2022-23	Book Exhibition	Book Exhibition of Indian History Books on the Occasion of Sardar Vallabhbhai Patel Jayanti
49	2022-23	Book Exhibition	Book Exhibition of Fictions and Novels on the Occasion of Celebration of Children's Day
50	2022-23	Book Exhibition	Book Exhibition of Marathi Books on the Occasion of Marathi Bhasha Pandherwada
51	2022-23	18th Book Fair-Gyanyatra	18th Book Fair-Gyanyatra
52	2022-23	Book Exhibition	Book Exhibition " Indian Culture & Heritage" on the occasion of Vasant Panchami celebration
53	2022-23	Faculty Development Program	One Day Workshop on Designing Learner Centric E-Content
54	2022-23	Book Exhibition	Book Exhibition on the Occasion of Marathi Bhasa Diwas

## 19. Stock Verification And Procedure To Write-Off:

Physical verification of the library stocks is carried out to identify the losses, identifying misplaced documents, identifying documents that need repair, etc.  
Depending upon the size of the library following periodicity is fixed:

Size of library	Periodicity
Up to 20,000 volumes including journal back volumes	100% physical verification at 3 years intervals
Above 20,000 and up to 50,000 volumes including the journal back volumes.	100% physical verification at 5 years intervals
Above 50,000 volumes and up to 1,00,000 volumes including the journal back volumes	Sample (20% of the total stock) physical verification at intervals of not more than 5 years. If such a sample verification reveals losses up to 10% of the sample chosen, complete verification is required to be done
Above 1,00,000 volumes including the journal back volumes	Sample (10% of the total stock) physical verification at intervals of not more than 5 years. If such a sample verification reveals losses up to 10% of the sample chosen, complete verification is required to be done

Stock Verification Report is prepared and submitted to office regularly



### 19.1. Loss/Mutilation of Documents by User

For each lost or damaged item, the borrower is billed for the replacement cost of the item.

2019-20 Courses	No. of Books	Amount In Rs.
Jr.college	1	59
B.A./B.Com.	4	750
B.B.I	1	250
M.Com.	1	375
B.A.F	1	175
Aided Book Bank	10	1490
Un-Aided Book-Bank	1	120
U.G.C	3	545
Total	22	3764

2020-21 Courses	No. of Books	Amount In Rs.
Jr.college	4	258
B.A./B.Com.	3	580
B.B.I	2	440
B.F.M	1	575
B.M.S	2	700
B.A.F	1	225
M.COM	2	698
Aided Book Bank	3	395
Total	18	3871

2021-22 Courses	No. of Books	Amount In Rs.
B.A.F	1	135
Total	1	135





2022-23 Courses	No. of Books	Amount In Rs.
Aided Book Bank	1	120
Un-Aided Book Bank	2	260
Total	3	380

### 19.2. Theft/Misuse of Documents By User:

**So far no case is detected.**

- The theft or misuse of Library resources like books, journal issues, CD-ROMs, other equipment are viewed very seriously by counter attendants.
- If found any such cases it is examined to ascertain its genuineness and the matter is reported to the Principal for further action.
- Library is under surveillance of CCTV camera

## 20. Weeding Process

Unserviceable/damaged/mutilated (physically damaged due to low quality of papers, bindings, eaten by the mites, torned, and out dated syllabus) books are weeded out by the recommendation of Library Advisory committee. No book is weeded out during 2019- 20 to 2022-23.

## 21. Stack Room /Display Area Management

- Biography Section (Biographies of all legends in respective fields)
- Bound Volume section
- General Stack Room: General books and text book
- New Arrival Section
- Newspaper Racks
- Other Reference Section (Costly books and volumes)
- Periodical Section
- Quest Section (Competitive Examination Books)
- Rare Books Section
- Reference Book Section (Dictionaries, Encyclopaedia, Handbooks, Case Studies)
- Research Section (Books of Research Methodology)
- Thesis/Dissertations Section



## 22. General Rules and Regulations for Staff and Students:

- **Use of Library:**
  - I-Card and log in while entering Library
  - Maintain absolute silence and strict discipline in the reading hall
  - No eatables in the library.
  - No change of the seating arrangements.
  - Follow Instructions given by the librarian or the staff at the counter from time to time.
- **Computer Access Policies and Procedures**
  - Bonafied students can access the project room.
  - I-Card and log in while entering Library
  - Hours of Operation:
    - U.G. students 9 a.m. to 4 a.m.
    - P.G. Students: 9 a.m. to 7 a.m.
  - Time Limits on Usage: Computers are on a first-come first-served use, normally no time limit but at peak times, users can access for one hour.
  - Library is not responsible for any theft of personal laptop, other belongings and also for loss or corruption of user personal data.
  - The College authorities reserves and intends to exercise its right to inspect, monitor, read, retrieve, and/or disclose all messages created, received, or sent using its resources. The college may provide the results of the exercise of this right to appropriate civil authorities. The contents of communications may also be disclosed with or without notice or the permission of the user.
- **Acceptable**
  - ✓ Accessing online or web-based databases that the library has either purchased or for which the library has obtained site licenses or open access resources.
  - ✓ Using CD-ROM resources purchased by the library.
  - ✓ Accessing the online catalogs of other libraries.
  - ✓ Accessing internet resources for research and the preparation of bibliographies, class papers, and presentations.
  - ✓ Checking web based email and writing such email.
  - ✓ For saving all created and/or downloaded files to a personal floppy or zip disk, not leaving any on the hard drive.



➤ **Unacceptable**

- Attempts to fix or repair hardware and software problems.
- Using unclean or unsafe CD-ROMs and Pen drives
- Deliberately altering any files or modifying the configuration of any library PC or peripheral.
- Violations of the Project Room Security or network integrity, including attempts to bypass network security, obtain passwords, share passwords with others, or the unauthorized use of passwords.
- Destruction or damage of equipment.
- Removal of any part of the Computer.
- Food and beverages

## **23. General/Professional conduct**

Library has sincere and dedicated staff, the main motto of the Library is:

- To provide dedicated service;
- To build up the knowledge base of the students and staff.
- To maintain neutrality to caste, creed, and religions.
- To uphold the six freedoms – study, thought, speech, press, dissemination of knowledge and instruction

## **24. Common Standards and Specifications for Library Records**

### **24.1. Registers**

- ✓ Accession Register
- ✓ Book Bank Register
- ✓ External Membership Register
- ✓ Feedback register for library events
- ✓ Fine Register
- ✓ KIBO Register
- ✓ Loss of Books/Untraceable Book registers
- ✓ Project Room Register
- ✓ Reprography Register
- ✓ Senior Citizen Book Club Register
- ✓ Stock Register
- ✓ Visitors Register



## 24.2. Digital Requisition forms used in Library

- ✓ Book Bank form
- ✓ Book Recommendation form
- ✓ External Membership form
- ✓ Loss of book form
- ✓ Reserve Your Study Room
- ✓ Senior Citizen Book Club form

## 25. SWOC of Library

- **Strength**
  - ❖ Great Support and encouragement from higher authorities
  - ❖ Well-equipped and fully Automated Library
  - ❖ WiFi enabled Library
  - ❖ Dedicated Staff
  - ❖ Rich Collection of Print and Digital resources
- **Weakness**
  - ❖ Government Recruitment Policy
- **Opportunity**
  - ❖ ICT Advancement
  - ❖ New Education Policy
- **Challenges**
  - ❖ Emerging Technology

## 26. Future Plans

- Installation of RFID System
- Open Library for Residents of Daulat Nagar



## Annexure I: Library Budget

## B.A./B.COM (Aided) LIBRARY BUDGET FOR ACADEMIC YEAR 2019-20

				Budget for 2019-20 (Rs.)		Amount Spent in 2019-20 (Rs.)
		No. of Students	1168	233600		
Commerce	60%	Fees	200	140160		
		Commerce	30%		70080	27250
		Economics	30%		46720	24638
		Accountancy	30%		23360	10802
Arts	35%			81760		
		Psychology	25%		20440	0
		Sociology	25%		20440	0
		History	25%		20440	0
		Maths/Computer	25%		20440	10836
Contingency	5%			11680	11680	2136
				233600	233600	75662
				Junior College		3923

## LIBRARY BUDGET(UN-AIDED COURSES) FOR ACADEMIC YEAR 2019-20

Sr. No.	Course	No. Of Students	Fees	Budget for 2019-20 (Rs.)	Amount Spent (Rs.)
1	B.M.S	333	300	99900	18807
2	B.F.M	158	600	94800	43748
3	B.M.M	173	300	51900	7794
4	B.B.I	166	600	99600	3552
5	B.A.F	186	600	111600	54068
6	B.SC.IT	137	1200	120000	14405
7	M.COM	153	1000	153000	44302
TOTAL				730800	186676

## Other Expenses (Rs.)

N-LIST 5900

Journals 87369

A.M.C. 30621

2019-20

Budget

Utilization

964400

417559



### LIBRARY BUDGET FOR THE ACADEMIC YEAR 2020-21 B.A./B.COM (Aided)

				Appr. St udents 2020-21		Proposed Budget for 20-21 (Rs.)	Amount Spent (Rs.)
		No. Of Stud ents		1116	223200		0
Commerce	60%	Fees	200		133920		
		Commerce	30%			66960	0
		Economics	20%			44640	0
		Accountancy	10%			22320	0
Arts	35%				78120		0
		Psychology	25%			19530	0
		Sociology				19530	0
		History				19530	0
		Maths/Com puter				19530	0
Contingency	5%				11160	11160	0
					223200	223200	0

### LIBRARY BUDGET(UN-AIDED COURSES) FOR ACADEMIC YEAR 2020-21

Sr. No.	Course	Appx. Student 2020-21	Fees	Budget for 2020-21 (Rs.)	Amount Spent in 2020-21 (Rs.)
1	B.M.S	334	300	100200	0
2	B.F.M	150	600	90000	0
3	B.M.M	165	300	49500	0
4	B.B.I	161	600	96600	0
5	B.A.F	182	600	109200	0
6	B.SC.IT	125	1200	150000	497
7	M.COM		1000	0	5640
				595500	6137
	EBSCO	E-Journals			153999

2020-21

Other Expenses (Rs.)	
News Paper	5538
N-LIST	5900
A.M.C.	30621
Budget	Utilization
818700	202195



### Library Budget For Academic Year 2021-22 B.A./B.COM (Aided)

				Approx. Students 2021-22		Proposed Budget (Rs.)	Proposed Budget 50% (Rs.)	Amount Spent (Rs.)
		Students		1251	250200			
Commerce	60%	Fees	200		150120			
		Commerce	30%			75060	37530	21474
		Economics	20%			50040	25020	5394
		Accountancy	10%			25020	12510	3905
Arts	35%				87570		0	0
		Psychology	25%			21893	10946.25	2625
		Sociology				21893	10946.25	14654
		History				21893	10946.25	7628
		Maths/ Co mputer				21893	10946.25	5078
Contingency	5%				12510	12510	6255	0
					250200	250200	125100	60758
Ebsco		E-Journals						165416

### Library Budget (Un-Aided Courses) For Academic Year 2021-22

Sr. No.	Course	Student	Fees		Proposed Budget 50% (Rs.)	Total Amount Spent (Rs.)
1	B.M.S	353	300	105900	52950	7149
2	B.F.M	174	600	104400	52200	3618
3	B.M.M	181	300	54300	27150	12374
4	B.B.I	169	600	101400	50700	12841
5	B.A.F	190	600	114000	57000	2783
6	B.SC.IT	163	1200	195600	97800	0
7	M.COM	165	1000	165000	82500	5823
		1395		840600	420300	44588
Other Expenses (Rs.)					News Paper	1238
					Journals	69238
					N-LIST	5900
					A.M.C.	30621
2021-22					Budget	Utilization
					545400	377759



2022-23

## Unaided Section Budget for 2022-23

Budget Sanctioned by CDC for 2022-23

(Rs.)

Budget Sanctioned by CDC for 2022-2

(Rs.)

EBSCO	90000	EBSCO	76000
Periodicals and Journals	25000	Periodicals and Journals	15000
KIBO	16100	KIBO	13900
KNIMBUS	48400	KNIMBUS	41600
URKUND - Plagiarism Software	53800	URKUND - Plagiarism Software	46200
Books	200000	Books	93000
	<b>433300</b>		<b>285700</b>

1	B.M.S	200000	28000	12272
2	B.F.M		28000	22151
3	B.M.M		28000	10125
4	B.B.I		28000	22422
5	B.A.F		28000	26263
6	B.SC.IT		28000	1695
7	M.COM		28000	27665
			196000	122593
	Unaided Books Bank			10945
	<b>Total Unaided Book Expenses</b>			<b>133538</b>

## B.A./B.COM Budget for 2022-23

Commerce	60%		Fees		Budgeted (Rs.)	Utilized (Rs.)
		55800	Commerce	30%	27900	31101
			Economics	20%	18600	19289
			Accountancy	10%	9300	7826
Arts	35%	32550				
			Psychology	25%	8137.5	11069
			Sociology	25%	8137.5	9803
			History	25%	8137.5	5332
			Maths/Computer	25%	8137.5	4453
Contingency	5%				4650	2439
Total					93000	91312
			Aided Book Bank			2240
			<b>Total Unaided Book Expenses</b>			<b>93552</b>





<b>2022-23</b>	<b>Total Budget (Rs.)</b>	<b>Amount Spent (Rs.)</b>
<b>Aided Books</b>	<b>719000</b>	<b>93552</b>
<b>Unaided Books Bank</b>		<b>133538</b>
<b>Journals</b>		<b>73138</b>
<b>N-LIST</b>		<b>5900</b>
<b>Digital Database : EBSCO E-Journal</b>		<b>185544</b>
<b>KNIMBUS Digital Library</b>		<b>70000</b>
<b>News Paper</b>		<b>27899</b>
<b>A.M.C.</b>		<b>30621</b>
<b>TOTAL</b>		<b>620192</b>



### Annexure II: Details Of Library Collection

2019-20

2019-20	At the Beginning of the Year		Newly added		At the end of the Year	
	No.	Value (Rs.)	No.	Value (Rs.)	No.	Value (Rs.)
Text Books	20323	2367793	76	8590	20399	2376383
Reference Books	39851	13909537	296	257671	40147	14167208
e-Books (Inflibnet N-List)	31,35,000 + e-books	5000	31,35,000 +	5900	31,35,000 + e-books	5900
Journals	58	75278	54	87369	54	87369
e-Journals	6000 + E-journals	NIL	NIL	NIL	6000 + E-journals	NIL
Digital Database	NIL	NIL	NIL	NIL	NIL	NIL
CD & Video	1228	58911	15	0	1243	58911
Thesis	49	NIL	3	NIL	52	NIL
E-Books	15	15151	NIL		15	15151
Library automation	NIL	NIL		New Library Website	New Library Website	

### Course-wise Library Collection for 2019-20

2019-20 Course	Books at the beginning of the year	Books added during the year	Total number of books at the end of the year	Amount spent for 2019-20 (Rs.)	No. of Journals/ Periodicals	Amount Spent for 2019-20 (Rs.)
Junior College	2751	40	2791	3923	1	0
B.A./B.Com.	19479	83	19562	75662	10	32737
I.T	3406	17	3423	14405	5	5800
B.M.S.	3263	10	3273	18807	11	20535
B.M.M	732	5	737	7794	1	0
B.B.I.	1865	10	1875	3552	1	0
B.A.F.	2263	57	2320	54068	2	1200
B.F.M.	1126	55	1181	43748	4	4097
M.COM	3386+6	95	3481+6	44302	14	23000
Aided Book Bank	9265	0	9265	0	0	0
Un Aided Book Bank	9863	0	9863	0	0	0
UGC	2769	0	2769	0	0	0
Gratis	0	0	0	0	5	0
	60174	372	60546	266261	54	87369




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**2020-21**


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2020-21	At the Beginning of the Year		Newly added		At the end of the Year	
	No.	Value (Rs.)	No.	Value (Rs.)	No.	Value (Rs.)
Text Books	20399	2376383	45	5640	20444	2382023
Reference Books	40147	14167208	11	0	40158	14167208
e-Books N-LIST	31,35,000 +	5000		5900	31,35,000 +	5900
Journals	NIL	NIL	NIL	NIL	NIL	NIL
e-Journals N-LIST	6000 +	NIL	NIL	NIL	6000 +	NIL
EBSCO E-Journals	NIL	NIL	1100+	153999	NIL	NIL
CD & Video	1243	58911	0	0	1243	58911
Theses	52		2		54	
E-Books	15	15151	5	497	20	15648
Library Automation	NIL	NIL	Website modification		Website modification	

**Course-wise Library Collection for 2020-21**

Course	Total numbers of books at the beginning of the year	Number of books added during the year	Total number of books at the end of the year	Amount spent
	No.	Value (Rs.)	No.	Value (Rs.)
Junior College	2791	0	2791	0
B.A./B.Com.	19562	11	19573	0
I.T.	3423	0	3423	0
B.M.S.	3273	0	3273	0
B.M.M.	737	0	737	0
B.B.I.	1875	0	1875	0
B.A.F.	2320	0	2320	0
B.F.M.	1181	0	1181	0
M.COM.	3481+6	45	3526+6	5640
Aided Book Bank	9265	0	9265	0
UnAided Book Bank	9863	0	9863	0
U.G.C.	2769	0	2769	0
	60546	56	60602	5640



## 2021-22

2021-22	Beginning of the Year		Newly added		At the end of the Year	
	No.	Value (Rs.)	No.	Value (Rs.)	No.	Value (Rs.)
Text Books	20444	2382023	125	14790	20569	2396813
Ref. Books	40158	14167208	118	90556	40276	14257764
e-Books N-LIST	31,35,000+	5900		5900	31,35,000 +	5900
Journals	Nil	Nil	44	69238	Nil	Nil
e-Journals N-LIST	6000 +	NIL	6000+	NIL	6000 +	NIL
EBSCO E-Journals	NIL	NIL	1100+	165416	NIL	NIL
CD & Video	1243	58911	NIL	NIL	1243	58911
Others (Theses)	54	NIL	NIL	NIL	54	
E-Books	20	15648	NIL	NIL	20	15648
Library Autom ation	Website modification			KIBO -	Website modifi cation	

## Course-wise Library Collection for 2021-22

2021 22 Course	Books at the beginning of the year	Text Book	Bbooks added during the year Ref.Book	Books at the end of the year	Amount spent for 2021-22	No. of Journals/P eriodicals	Amount Spent for 2021-22
	No.	No.	No.	No.	Value (Rs.)	No.	Value (Rs.)
Junior College	2791	0	0	2791	nil	1	300
B.A./B.Com.	19573	0	81	19654	58342	3	19600
I.T	3423	0	0	3423	nil	4	0
B.M.S.	3273	0	4	3277	7149	10	16440
B.M.M	737	0	0	737	nil	1	0
B.B.I.	1875	0	7	1882	12841	1	0
B.A.F.	2320	0	6	2326	2783	2	1200
B.F.M.	1181	0	8	1189	3618	3	3798
M.COM	3526+6	0	12	3538+6	5823	14	27900
Aided Book Bank	9265	20	0	9285	2416	0	0
Un Aided Book Bank	9863	105	0	9968	12374	0	0
UGC	2769	0	0	2769	0	0	0
Gratis		0	0	0	0	5	0
	60602	125	118	60845	105346	44	69238



## 2022-23

2022-23	At the Beginning of the Year		Newly added		At the end of the Year	
	No.	Value (Rs.)	No.	Value (Rs.)	No.	Value (Rs.)
Text Books	20569	2396813	80	13185	20649	2409998
Reference Books	40276	14257764	253	213905	40529	14465200
e-Books	31,35,000 +	5900	31,35,000 +	5900	31,35,000 +	5900
Journals	nil	nil	44	73138	nil	nil
e-Journals	6000 +	NIL	6000 +	NIL	6000 +	NIL
EBSCO E-Journals	NIL	NIL	1100+	185544	NIL	NIL
CD & Video	1243	58911	NIL	NIL	1243	58911
Others (Theses)	54	NIL	NIL	NIL	54	
E-Books	20	15648	NIL	NIL	20	15648
Library automation	Website modification			KIBO -	Website modification	

## Course-wise Library Collection for 2022-23

Course	Books at the beginning of the year	Books added during the year	Books at the end of the year	Amount Spent	No. of Journals/Periodicals	Amount Spent for 2022-23
	No.	Value (Rs.)	No.	Value (Rs.)	No.	Value (Rs.)
Junior College	2791	0	2791	0	1	300
B.A./B.Com.	19654	95	19749	91312	3	19600
I.T	3423	4	3427	1695	4	0
B.M.S.	3277	12	3289	12272	10	19240
B.M.M	737	6	743	10125	1	0
B.B.I.	1882	34	1916	22422	1	0
B.A.F.	2326	35	2361	26263	2	2400
B.F.M.	1189	28	1217	22151	3	3698
M.COM	3538+6	39	3577+6	27665	14	27900
Aided Book Bank	9285	20	9305	2240	0	0
Un - Aided Book Bank	9968	60	10029	10945	0	0
UGC	2769	0	2769	0	0	0
Gratis	0	0	0	0	5	0
	60845	333	61178	227090	44	73138



Periodicals List 2019-20		
	Degree	Amount
1	Femina	1250
2	Southern Economist	2000
3	Down To Earth	1150
4	Education of Yoga	3300
5	Practical Lawyer	899
6	Professional journal of Library and Information Technology	2000
7	Time	3938
8	The Economist	11500
9	Navneet	1200
10	Economic & Political Weekly	5500
	<b>B.Sc (IT)</b>	
1	Waird	5800
2	THE IUP JOURNAL Of Information Technology	
3	THE IUP JOURNAL Of computer Science	
4	THE IUP JOURNAL Of Electrical & Electronic Engineering	
5	THE IUP JOURNAL Of Telecommunication	
	<b>B.A.F</b>	
1	Corporate India	1200
2	THE IUP JOURNAL OF Accounting Research @ Audit	
	<b>B.M.S</b>	
1	India Today	2340
2	Business Today	1795
2	Harvard Business Review	7400
3	Indian Journal of Finance	9000
5	Indian Journal of Economics	
6	Indian Journal of Marketing	
7	Indian Journal of Management	
8	THE IUP JOURNAL OF APPLIED ECONOMICS	
9	THE IUP JOURNAL OF Corporate Governance	
10	THE IUP JOURNAL Of Entrepreneurship Development	
11	THE IUP JOURNAL OF Management Research	
	<b>B.F.M.</b>	
1	Out Look Money	4097
2	Outlook	
3	Outlook Business	
4	THE IUP JOURNAL OF APPLIED Fiancé	
	<b>Jr.College</b>	
1	Navneet Hindi Digest	
	<b>M.COM</b>	
1	THE IUP JOURNAL OF Applied Economics	
2	THE IUP JOURNAL OF Marketing Management	
3	THE IUP JOURNAL OF Business Strategy	
4	THE IUP JOURNAL OF Knowledge Management	
5	THE IUP JOURNAL OF Supply Chain Management	



6	THE IUP JOURNAL OF Brand Management	23000
7	THE IUP JOURNAL OF Organizational Behavior	
8	THE IUP JOURNAL OF Operations Management	
9	THE IUP JOURNAL OF Effective Executive	
10	THE IUP JOURNAL OF Case Folio	
11	THE IUP JOURNAL OF Mechanical Engineering	
12	THE IUP JOURNAL Of English Studies	
13	THE IUP JOURNAL Of Risk Management	
14	THE IUP JOURNAL Of Law Review	
	<b>BBI</b>	
1	THE IUP JOURNAL Of Bank Management	
	<b>BMM</b>	
1	THE IUP JOURNAL Of Soft Skills	
	<b>GRATIS</b>	
1	SPAN	Nil
2	SEVARTH	
3	PRIY RASIK	
4	DREAM 2047	
5	SHISHAN SANKRAMAN	
	<b>TOTAL</b>	<b>87369</b>

Periodicals List 2021-22		
	Degree	Amount
1	Southern Economist	2000
2	Practical Lawyer	1600
3	The Economist	16000
	<b>B.Sc (IT)</b>	
1	THE IUP JOURNAL Of Information Technology	
2	THE IUP JOURNAL Of computer Science	
3	THE IUP JOURNAL Of Electrical & Electronic Engineering	
4	THE IUP JOURNAL Of Telecommunication	1200
	<b>B.A.F</b>	
1	Corporate India	
2	THE IUP JOURNAL OF Accounting Research @ Audit	3120
	<b>B.M.S</b>	
1	India Today	3120
2	Business Today	3120
3	Indian Journal of Finance	10200
4	Indian Journal of Economics	
5	Indian Journal of Marketing	
6	Indian Journal of Management	
7	THE IUP JOURNAL OF APPLIED ECONOMICS	
8	THE IUP JOURNAL OF Corporate Governance	
9	THE IUP JOURNAL Of Entrepreneurship Development	
10	THE IUP JOURNAL OF Management Research	2799
	<b>B.F.M.</b>	
1	Outlook	999
2	Outlook Business	
3	THE IUP JOURNAL OF APPLIED Fiancé	



	<b>Jr.College</b>	
1	Navneet Hindi Digest	<b>300</b>
	<b>M.COM</b>	
1	THE IUP JOURNAL OF Applied Economics	<b>27900</b>
2	THE IUP JOURNAL OF Marketing Management	
3	THE IUP JOURNAL OF Business Strategy	
4	THE IUP JOURNAL OF Knowledge Management	
5	THE IUP JOURNAL OF Supply Chain Management	
6	THE IUP JOURNAL OF Brand Management	
7	THE IUP JOURNAL OF Organizational Behavior	
8	THE IUP JOURNAL OF Operations Management	
9	THE IUP JOURNAL OF Effective Executive	
10	THE IUP JOURNAL OF Case Folio	
11	THE IUP JOURNAL OF Mechanical Engineering	
12	THE IUP JOURNAL Of English Studies	
13	THE IUP JOURNAL Of Risk Management	
14	THE IUP JOURNAL Of Law Review	
	<b>BBI</b>	
1	THE IUP JOURNAL Of Bank Management	
	<b>BMM</b>	
1	THE IUP JOURNAL Of Soft Skills	
	<b>GRATIS</b>	<b>Nil</b>
1	SPAN	
2	SEVARTH	
3	PRIY RASIK	
4	DREAM 2047	
5	SHISHAN SANKRAMAN	
	<b>TOTAL</b>	<b>69238</b>

Periodicals List 2022-23		
Sr. No.	Degree	Amount
1	Southern Economist	<b>2000</b>
2	Practical Lawyer	<b>1600</b>
3	The Economist	<b>16000</b>
	<b>B.A.F</b>	
1	Corporate India	<b>2400</b>
2	THE IUP JOURNAL OF Accounting Research @ Audit	
	<b>B.M.S</b>	
1	India Today	<b>3120</b>
2	Business Today	<b>3120</b>
3	Indian Journal of Finance	<b>13000</b>
4	Indian Journal of Economics	
5	Indian Journal of Marketing	
6	Indian Journal of Management	
7	THE IUP JOURNAL OF Applied Economics	
8	THE IUP JOURNAL OF Corporate Governance	
9	THE IUP JOURNAL Of Entrepreneurship Development	





10	THE IUP JOURNAL OF Management Research	
	<b>B.F.M.</b>	
1	Outlook	<b>2699</b>
2	Outlook Business	<b>999</b>
3	THE IUP JOURNAL OF Applied Finance	
	<b>Jr.College</b>	
1	Navneet Hindi Digest	<b>300</b>
	<b>M.COM</b>	
1	THE IUP JOURNAL OF Applied Economics	<b>27900</b>
2	THE IUP JOURNAL OF Marketing Management	
3	THE IUP JOURNAL OF Business Strategy	
4	THE IUP JOURNAL OF Knowledge Management	
5	THE IUP JOURNAL OF Supply Chain Management	
6	THE IUP JOURNAL OF Brand Management	
7	THE IUP JOURNAL OF Organizational Behavior	
8	THE IUP JOURNAL OF Operations Management	
9	THE IUP JOURNAL OF Effective Executive	
10	THE IUP JOURNAL OF Case Folio	
11	THE IUP JOURNAL Of English Studies	
12	THE IUP JOURNAL Of Risk Management	
13	THE IUP JOURNAL Of Mechanical Engineering	
14	THE IUP JOURNAL Of Law Review	
	<b>B.Sc (IT)</b>	
1	THE IUP JOURNAL Of Information Technology	
2	THE IUP JOURNAL Of computer Science	
3	The IUP JOURNAL OF Electrical & Electronic Engineering	
4	THE IUP JOURNAL Of Telecommunication	
	<b>BBI</b>	
1	THE IUP JOURNAL Of Bank Management	
	<b>BMM</b>	
1	THE IUP JOURNAL Of Soft Skills	
	<b>GRATIS</b>	
1	SPAN	<b>Nil</b>
2	SEVARTH	
3	PRIY RASIK	
4	DREAM 2047	
5	SHISHAN SANKRAMAN	
	<b>TOTAL</b>	<b>73138</b>



### Annexure III: Per Day Usage

Library Usage Statistics for 2019-20						E-Resources through Library Website	Total Library Usage
	Reading Room		Issue/Return Statistics		N-LIST		
Month	Teaching	Students	Teaching	Students	Staff/Students	3521	
March	2	3129	40	1095	0		
April	11	3099	68	1421	183		
May	1	1021	34	1652	89		
June	4	958	50	104	9		
July	0	2480	109	480	3		
Aug	53	2873	61	1613	171		
Sept	79	4936	73	875	513		
Oct	71	5481	27	2481	0		
Nov	96	2234	83	2970	1834		
Dec	64	1526	72	1460	5		
Jan	113	3920	62	1640	211		
Feb	343	5834	58	1390	542		
Total	837	37491	737	17181	3560	3521	
Per Day	3	123	2	56	10	23	
Total per Day	184				10	23	217

Library Usage Statistics for 2020-21			E-Resources through Library Website	EBSCO From 5th March 2021 to 31st May 2021	
Months	N-LIST	Foot Falls Report			
June	582	11	39633	502	
July	427	30			
August	107	351			
September	0	245			
October	3	237			
November	15	101			
December	36	109			
January	0	701			
February	81	326			
March	184	62			
April	148	28			
May	18	1			
Total	1601	2202	39633	502	
Total Days	365	215	365	85	
Per day usage	4.39	10.24	108.58	5.91	129.12



Calculation of Library Usage Statistics for 2021-22						
	Reading Room	Circulation section	N-LIST	EBSCO	E-Resources through Library Website	Total Library Usage
Month	Teaching	Teaching	Staff/Student		182538	
June	1	79	860	419		
July	0	874		495		
Aug	1	279	148	522		
Sept	0	140	258	1351		
Oct	66	509	186	598		
Nov	467	2475	48	733		
Dec	2002	2607	145	351		
Jan	362	3250	9	511		
Feb	2644	3495	17	407		
March	4700	3096	36	535		
April	5116	2801		525		
May	108	851	3	242		
Total	15467	20456	1710	6689	182538	
Working days	226	226	365	365	365	
Per Day	68	91	5	18	500	682

Calculation of Library Usage Statistics for 2022-23						
	Reading Room	Circulation section	Inflibnet	EBSCO	E-Resources through Library Website Till 31-3-2023	Total Library Usage
Month	Teaching	Teaching	Staff/Students		176018	
June	2358	3402	14	3285		
July	10699	3258	206	3236		
Aug	10275	1691	33	3409		
Sept	18412	1829	38	3131		
Oct	13201	2372	8	2553		
Nov	13275	2102	30	2164		
Dec	9496	3014	6	1917		
Jan	8663	2106	13	2369		
Feb	10542	1569	0	1435		
March	18298	2578	0			
Total	115219	23921	348	23544	176018	
Working days	226	226	272	272	272	
Per Day	510	106	1	87	482	1186



#### Annexure IV: Details Of Best User Award

Year	Best Library Users
2019-20	Ms. Raut Sailee Kmlakar (S.Y.B.COM.) Mrs. Ranjana Prabhu (Non-Teaching Staff) Dr. Anupama Nerurkar (Teaching Staff)
2020-21	Nil
2021-22	<b>Best E-Resource User</b> Mr. Aditya Bihani (F.Y.B.M.S.) Dr. Samya Shinde (Teaching Staff)
2022-23	Mr. Himanshu Pandey (T.Y.B.A.F.) Dr. Samya Shinde (Teaching Staff) <b>Best Digital Library User</b> Ms. Shagun Avinash Joshi (T.Y.B.A.) Mr. Prashant Shelar (Teaching Staff)

*Library is the heart of educational institutions. Well-functioning heart keeps the body healthy and lively.  
Efficient library creates healthy educational atmosphere*

*- Dr. S. R. Ranganathan*



**SADHANA EDUCATION SOCIETY'S**  
(Registered under society's act of 1860 & Bombay Public Trust Act 1950)  
Linguistic (Gujarati) Minority

**L. S. RAHEJA COLLEGE OF ARTS & COMMERCE**  
Estd: 1983

Relief Road, Santacruz (W), Mumbai - 400 054.  
Tel.: 2660 9320 / 2661 4101 • E-mail : [degree.office@lsraheja.org](mailto:degree.office@lsraheja.org) / [principal@lsraheja.org](mailto:principal@lsraheja.org)  
Website : [www.lsraheja.org](http://www.lsraheja.org)

Ref.No.LSRC/Library Audit/23-24/09

April 03, 2023

**DECLARATION**

We, Dr. Parita M. Desai, Librarian and Dr. Debajit N. Sarkar, Principal of SES's L. S. Raheja College of Arts and Commerce, state that information submitted in this Library Audit for the years 2019-20 to 2022-23 are true and correct.

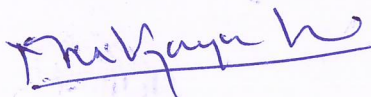
  
(DR. PARITA M. DESAI)  
LIBRARIAN

  
(DR. DEBAJIT N. SARKAR)  
PRINCIPAL.

The LAC records their observations and suggestions as follows.

**1. PROFILE OF THE COLLEGE**

- Name of the Office :** SES'S L. S. Raheja College of Arts & Commerce
- Address :** Relief Road, Santacruz (West),  
Mumbai 400 054.
- 1 ) Management :** Sadhana Education Society
- 2 ) Head of the Office :** The Principal, is empowered to work as head of the Office and of the institution
- 3 ) Affiliation :** The University of Mumbai.
- 4 ) Government Dept. :** The Higher and Technical Education Department, Government of Maharashtra
- 5 ) Administrative Dept. :** The Joint Director of Higher Education, Mumbai Region and Government of Maharashtra.
- 6 ) Location / Dist. :** Mumbai Suburb
- 7 ) Functions. :** Duties and Responsibilities assigned to Non-teaching Employees are mentioned in the Standard Code 1984 of Maharashtra Government and Maharashtra Civil Service Rule.







LSRC / AUDITREPORT by the LAC

8 ) Programmes offered:

- i. B.Com.
- ii. B.A.,
- iii. B.A.F.
- iv. B.M.S.
- v. B.B.I.
- vi. B.F.M.
- vii. B.M.M.
- viii. B.Sc.I.T.
- ix. M.Com. ( Advance Accountancy )
- x. M.Com. ( Business Management )
- xi. M.Com. ( Banking and Finance )
- xii. PH.D



Self-Financing

9 ) Library Members: 2019-20 to 2022-23

Details	2019-20	2020-21	2021-22	2022-23
TOTAL	3629	3867	3982	4041

2. PURCHASE OF BOOKS

OBSERVATIONS:

Ratio of textbooks to reference books is 1: 2 is appropriate

Ratio of reference books per students is 1: 10

SUGGESTIONS:

More E - Resources ( E - Books and E - Journals ) to be added

3. PROCUREMENT PROCESS

OBSERVATIONS:

Well defined procurement process

SUGGESTIONS:

College can give the link of catalogue of popular publishers on library website for easy access of users.



#### **4. CIRCULATION SECTION AND BORROWING PRIVILEGES**

##### **OBSERVATIONS:**

Proper circulation process is in place

##### **SUGGESTIONS:**

Its perfect. No suggestions at present.

#### **5. ISSUE / RETURN PROCEDURE**

##### **OBSERVATIONS:**

Follows all the process and user friendly

##### **SUGGESTIONS:**

No suggestions

#### **6. Loan Criteria / Borrowing Entitlements for Faculty, Students and MANAGEMENT**

##### **OBSERVATIONS:**

Its as per the need of the user.

##### **SUGGESTIONS:**

If required library can provide more books as per demand.

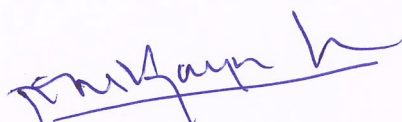
#### **7. DOCUMENTS THAT CAN AND CAN NOT BE BORROWED**

##### **OBSERVATIONS:**

Existing process is appropriate

##### **SUGGESTIONS:**

No suggestions at present





## **8. LOSS / MUTILATION / DAMAGE TO DOCUMENTS BY STUDENTS**

### **OBSERVATIONS:**

Appropriate process is followed

### **SUGGESTIONS:**

No suggestions at present

## **9. USER SERVICES**

### **OBSERVATIONS:**

One of the best service provided by library is KIBO facility for visually impaired students and also useful for translation facility

### **SUGGESTIONS:**

All services are as per the need of the user. Librarian and her staff is proactive in providing services to users

## **10. PHYSICAL AMBIENCES**

### **OBSERVATIONS:**

Excellent Infrastructure

### **SUGGESTIONS:**

No suggestions at present

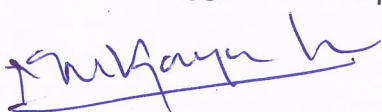
## **11. IT INFRASTRUCTURE**

### **OBSERVATIONS:**

Latest IT infrastructure is in place

### **SUGGESTIONS:**

No suggestions at present



## **12. DEFINED JOB RESPONSIBILITIES AT ALL LEVELS**

### **OBSERVATIONS:**

Well trained and dedicated staff with appropriate work distribution

### **SUGGESTIONS:**

No suggestions at present

## **13. CO - CURRICULAR ACTIVITIES ORGANISED BY THE LIBRARY**

### **OBSERVATION:**

Lot of training, workshops, exhibitions and many more co-curricular activities are organized to make users aware and competent enough to use it

### **SUGGESTIONS:**

No suggestions at present

## **14. GENERAL RULES AND REGULATIONS FOR STAFF AND STUDENTS**

### **OBSERVATIONS:**

Necessary rules and regulations are in place.

### **SUGGESTIONS:**

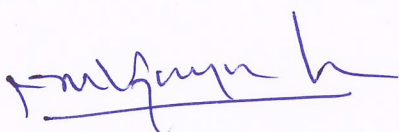
No Suggestions at present

## **15. Any Discrepancy Found**

No discrepancy found

## **16. Overall Observations**

Library is very well managed and optimally utilized



## 17. Overall Suggestions

- Library can purchase KINDLE
- Library can start Reading Club and subscribe to EBSCO E-BOOKS / PROQUEST

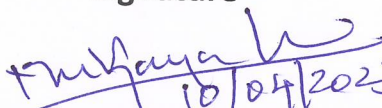
1. Dr. Ms. Vijaya Krishna

Principal

Tolani College of Commerce

Member

Signature

  
10/04/2023

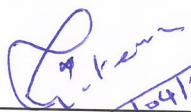
2. Dr. Nandkishor R. Motewar

Director, Knowledge Resource Centre

Jawaharlal Nehru Library

University of Mumbai

Member

  
10/04/2023


3. Dr. Subhash P. Chavan

Director

Knowledge Resource Centre

SNDT Women's University,

Member

  
10.4.23

Mumbai.

Dated:



**Sadhana Education Society's**  
**L. S. Raheja College of Arts and Commerce**

**Relief Road, Santacruz (West) Mumbai 400 054**

**Contact Us : +91-22-2660 9320 , [contactus@lsraheja.org](mailto:contactus@lsraheja.org)**

**Website: <https://www.lsraheja.org/>**