

Tilak Education Society's

J. K. COLLEGE OF SCIENCE & COMMERCE

(Recognised by Govt. of Maharashtra & Affiliated to University of Mumbai)

Plot No. 22, Sector 5, Ghansoli, Navi Mumbai – 400 701.

EMAIL: jkcollege@jkc.ac.in

WEBSITE: <https://jkcghansoli.in/>

LIBRARY AUDIT REPORT

ACADEMIC YEAR

2018-2019 TO 2022-23

Library Audit Committee Team

Chairperson

Dr. Satinder Kaur Gujral

Reena Mehta College of Arts, Commerce, Science & Management Studies, Bhayandar

Members

1. Prof. Deepti Sapate

Librarian

BL Amlani College of Commerce and Economics, Vileparle

2. Mrs. Sangeeta Devidas Kalwale

Librarian

Reena Mehta College of Arts, Commerce, Science & Management Studies,
Bhayandar

JKC Library is most lively place in the college that enables learning and advancement of knowledge. It has been methodically developed right from inception. The library was established in 2008 with the very inception of the college.

Objective

- To achieve the five laws of library science given by Dr. S. R. Ranganathan
- Providing for the educational needs of students, both those arising directly from the curriculum and those of a more general nature.
- Supporting the teaching staff in their need for up-to-date material required for their teaching role.

ABOUT

The library is situated on the Fifth floor of the building and is made easily accessible from all sides of the college premises. It has a carpet area of about 1750 Sq.Ft.

Complete catalogue of the library holdings has been created by using LIBMAN (cloud Based Library management system of Mastersoft) using which acquisition, cataloguing, circulation, administration has become automated. The software also provides facilities of text search for author, title and subjects. Students can also access Mobile App MOPAC for the facilities of text search for author, title and subjects. The Online Public Access Catalogue (OPAC) enables library users to search the book database by Title, Author and Publication etc. Library Processes based on Dewey Decimal Classification System.

It is rich in collection which consist of Text books, Reference books, Journals, Educational Magazines, General books, Books for competitive exam etc. previous years question papers of college and university examination on an average 40-50 books per day are circulated to the readers from Home lending section, Reading Hall, and reference section of the library. The students extensively use Library Reading Hall and around 150 students are availing this facility.

To make faculties and students up to date with what's happening in research and development in their respective fields, the library is having active membership of INFLIBNET N-LIST consortium. N-LIST provides online access to 6000+ e-journals and 1,64,309+ e-books on various subjects.

LIBRARY SECTIONS

- Circulation Section
- Newspaper Reading Section
- New Arrivals
- Reference and Research Section
- Periodicals Section
- Reading Hall

Working Hours ON

Working days : All working days,
Except Govt. Holidays

Holiday: Sunday

Library Timing : 8:30 to 4:30 (8 Hours)

LIBRARY STAFF

Mrs. Smruti J. Koyande	Librarian
Mrs. Bharati M. Manchekar	Assistant Librarian

LIBRARY ADVISORY COMMITTEE :

Dr. Shraddha M. Bhome	Principal (Chairperson)
Mrs. Smruti J. Koyande	Librarian
Mrs. Kimi Garg	Member
Mrs. Saba Ansari	Member
Mrs. Shilpa Poojary	Member
Mrs. Sneha Asawale	Member
Dr. Mahesh Dalvi	Member
Mr. Akshay Dhamal	Member

SEATING CAPACITY

Home lending section & Reading Hall	50
Research & Reference section	50
Digital Section	10

LIBRARY COLLECTION

Total No. of Titles	900
Total No. of Volumes	3969
Reference Books	675
Text Books	3211
Fiction & Non-fiction	83
Book Bank	330
Total No. of Journal	105
E-resources	1(N-LIST)
CD/DVD	60

LIBRARY SERVICES

- **Library Orientation:** Library orientation is given to the new students and newly recruited staff of the college to enable them to use the library collection extensively and avail the facility of the library.
- **Circulation:**
Issue and return of reading material such as books, journal and periodicals, project reports, multimedia, etc.
- **BookBank :** BookBank available
- **Internet Facility for e-Resources:**
computers with internet connection are provided to the students and faculty members for using the e-resources such as e-journals, e-books
- **Information Display and notification:**
Library information such as new arrivals, library rules, list of journals, notices etc. are regularly displayed on the Library Notice Board.

SPECIALIXED SERVICES

- Project Guidance and Documentation Services
- Internet Surfing and Downloading Facility
- Photo Copying Facility
- Access e-journals
- User education

BEST PRACTICES FOLLOWED BY THE LIBRARY

- Complete library automation using LIBMAN (cloud Based Library management system of Mastersoft) library software.
- For last 1 years library functions are automated. This forth up gradation and migration of library database to make the services better.
- A record of the readers coming to the library is kept daily. The readers are given access by scanning the library QR Code.
- M-OPAC is made available for last to readers for last 1years
- Competitive Examination Section is created for students
- Library Orientation Program
- computers are made available for database access and internet surfing for academic purpose
- Open Access Facility in all the sections of the library.
- Suggestion box is available for students to make suggestions
- New Arrival Display is available
- Library is under CCTV surveillance
- Book Bank Scheme is available

Books Added Per Year

SR. NO.	YEAR	BOOK QUANTITY	GROSS AMOUNT	PAY AMOUNT
1	2018-2019	473	81026.00	72931.00
2	2019-2020	181	16680.00	15013.00
3	2020-2021	2	500.00	500.00
4	2021-2022	232	54995.00	47948.90
5	2022-2023	323	112796.00	94231.00
	Donated Books	45		
TOTAL		1256	265997.00	230623.90

Journals Added per Year

SR. NO.	YEAR	JOURNAL & MAGAZINE	PAY AMOUNT
1	2018-2019	9	11181.00
2	2019-2020	5	12800.00
3	2020-2021	0	0.00
4	2021-2022	7	15985.00
5	2022-2023	17	31294.00
		Total Amount	71260.00

Books Issued Per Year

2022-2023	2021-2022	2020-2021	2019-2020	2018-2019
2405	117	-	545	480

BookBank Books Issued Per Year

Title	22-23	21-22	20-21	19-20	18-19
No. of Books issued	120			125	90
No. of Students benefited	20			21	18

Name & Signature of Library Audit Members with Date:

Asst. Prof Kimi Garg Kimi Garg

Asst. Prof Saba Ansari Saba

Asst. Prof Shilpa Poojary Poojary

Mrs. Sneha Asawale Sneha

Mrs. Smruti Koyande Smruti Koyande

Signature of IQAC coordinator :

Asst. Prof Remya Anil kumar Remya A.

Signature of I/c Principal :

SMBhome

Signature of Library Audit Committee Members :

Proff. Deepti Sapate Deepti Sapate

Mrs. Sangeeta Devidas Kalwale Kalwale

Signature of the Library Audit Committee Chairperson

Dr. Satinder Kaur Gujral Satinder Kaur Gujral

