

CHILDREN WELFARE CENTRE
Clara's College of Commerce

(Affiliated to University of Mumbai and NAAC Accredited)

Address - Yari Road, Versova, Mumbai - 400061

Contact No - 7738501168, Website - claracollegeofcommerce.edu.in

LIBRARY AUDIT REPORT

PERIOD:

2018-19 TO 2023-24

Date of Audit:

22-06-2024

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Library Audit Committee Report

Library Audit Committee

Convener:	1. Mr. Ramesh G. Paloti Librarian, Bhavan's College, Andheri (W), Mumbai-400058
Member:	2. Mr. Pramod Yadav Librarian, Children Welfare Centre's College of Law, Valnai Village, Marve Road, Orlem Bawdi Stop, Malad (West), Mumbai-400064

PART 1: INSTITUTE PROFILE

1.1 Introduction

Clara's College of Commerce was established in the year 1999 in the memory of Late Smt. Clara Kaul- an eminent educationist, who had a missionary zeal to take learning to every strata of society. Strategically located in the heart of the western suburbs, the college is fully equipped with state-of-art facilities and well qualified teachers. The college is affiliated to the University of Mumbai and has received Hindi Linguistic Minority status.

The aim of the college is to continuously enhance the teaching methods in order to provide students with an opportunity for their all-round development. It also strives for excellence in academics and makes an effort to induce passion for learning along with the inspiration for decisive thinking and assessment, thereby helping them to become the best professionals in their chosen careers.

The institution offers the following courses:

1. Bachelor of Commerce (B.Com)
2. Bachelor of Arts in Mass Media and Communication (BAMMC)
3. Bachelor of Management Studies (BMS)
4. Bachelor of Commerce – Accounting & Finance (B.Com. – A/F)
5. Master of Commerce M.Com (Advanced Accountancy).

The College aims at training young women and men to be competent, committed and compassionate, and lead in all walks of life.

The college is included in the 2F and 12B of the University Grants Commission (UGC).

VISION

Our vision is to provide value based education with new innovations and ideas, so that our pupils grow into aesthetically rich, intellectually aware and integrated young people, capable of fulfilling their dreams and aspirations.

MISSION

Our mission is to instil qualities of leadership, ethics, values of good citizenship and above all of a good human being through modern & traditional education.

ESTABLISHMENT INFORMATION

1	Name of the Trust	Children Welfare Centre
2	Registration No. and Year	1981
3	Name of the College	Clara's College of Commerce
4	Address of the College	Yari Road, Versova, Andheri (West) Mumbai-400061
5	Telephone No.	7738501168
6	E-mail ID	cwchs@hotmail.com
7	Website Address	Clarascollegeofcommerce.edu.in
8	Year of Establishment	1999
9	Status of the College	Co-Education
10	Name of the Principal	Dr. Madhukar Gitte
11	Affiliation Status	Permanently Affiliated
12	2(f) and 12 (B)	Received
13	NIRF	Yes
14	College Development Committee	Exist and Functional
15	Internal Quality Assurance Cell	21 st June 2016
16	Name of the IQAC Coordinator	Dr. Babita A. Kanojia
17	Type of College	Unaided and Self Financing

PART 2: LIBRARY PROFILE

ABOUT LIBRARY

The College has a well-equipped library which has a wide collection of books pertaining to various subjects. The Open Access system facilitates easy access of books to students and encourages reading habits. It is widely apportioned into two sections – one that provides textbooks and another that provides numerous reference books for each class. Each section is well-sourced with encyclopedias, dictionaries, dailies and the latest magazines, etc.

The library facility for users is available from 08.00 am to 4.00 pm from Monday to Saturday. During exam time the library is open till 5.00 pm.

Library is automated using KOHA Library Management Software. Online Public Access Catalogue (OPAC) facility is available to find out required books.

Library has subscribed to the N-LIST Database since 2016. Through this online database students can access e-books and e-journals.

LIBRARY RULES AND REGULATIONS

1. Complete Silence has to be maintained in the library.
2. Use of mobile phone is strictly prohibited in the library.
3. I-card is mandatory, whenever a user comes into the library.
4. Library user must put their check in/out details in the entry register whenever they come into the library.
5. Users are not allowed to bring personal belongings like bags, umbrellas, etc. inside the Stacking Section. It should be kept at property counter at their own risk.
6. Students are allowed to borrow a maximum 01 book for a period of one week. Renewal of the books will depend on availability and requirement of the same by others.
7. Full time faculty can borrow 06 books at a time, for a period of thirty days.
8. Visiting faculties can borrow 04 books, at a time, for a period of thirty days.
9. User should not write or mark on the book or tear the pages or damage books.
10. Library user should return the book on or before due date. Otherwise Rs. 2/- per day fine will be charged.

11. On loss of library book, user shall replace the same with a brand new copy or to pay the amount decided by librarian.

12. Consumption of food, snacks etc. is not permitted in the library.

13. Reference material should not be taken outside the library.

14. Newspapers, Journals and Periodicals are issued against library cards for reading in the library.

15. After completion of the respective course, students will have to obtain a "No Dues Certificate" from the Librarian and surrender their library card in the library.

LIBRARY POLICIES

LIBRARY BOOK ACQUISITION POLICY

Introduction:-

Library as a knowledge resource plays a crucial role in the development of college. To support teaching learning process, it is essential to create a new framework to make acquisition / collection process more competent and transparent. This framework will help to library, teachers and students.

Objectives:-

- To provide timely and effective services to library users.

Standard Operating Procedure:-

- Head of the department and faculty members can select and recommend books via publisher or vendor, list of titles available for purchase, printed catalogues and book exhibition held in the college.
- Faculty members need to fill book recommendation form which is available in library and need to be approved by HOD's/ Coordinators/Principal.
- Library staff checks the library management software to eliminate duplicate titles, if any.
- Librarian can also recommend general books or textbooks which are in great demand. The copies should be minimum 5 of each subject depending upon number of students.

- **Annual Budget :-** Library annual budget is prepared in the meeting of Library Advisory Committee. Annual budget is prepared for each course.
- **Purchasing of Books and Journals:-** List of books with all details such as author, publisher, price and number of copies to be purchased is submitted to the management for final approval. The librarian will place order to reputed vendor or publisher with discount rates. In case of multi volume books, hard bound, encyclopedia, etc, efforts will be made to obtain higher discounts from the supplier of books.

Normal discount rates are as under:

Maximum discount for Textbook : 15%

Reference Book : 20 to 25%

The payment towards journal subscription could be made directly to the publisher or through subscription agent/vendor.

- **Direct Purchasing:-** In case book is required on urgent basis or in special circumstances, the faculty may purchase book directly by obtaining prior permission from the principal or management. The bill receipt and book is to be submitted to librarian for reimbursement of the amount by college office. In such procurement, discount may or may not be available.
- **Gifted /Donated Books:-** Books gifted from institution or individuals can be accepted by checking their physical condition and relevance to courses offered. Donated books are entered with remarks in library software and physical books are stamped as donated book.

Processing of Received Books:-

- Books received in the library along with the bills, price of each book and discount rates, exchange rates, etc. will be verified by concerned staff of library.
- Books are physically checked for if any printing mistake, missing pages and binding defect, etc. The faulty books will be sent to publisher or vendor for replacement.
- Entry of each book is made in course wise accession register and reference book register.
- The accessioning, classification and cataloguing of books need to be done in Library Management Software.

- Physical Processing like stamping, writing of book card, pasting due date slip and book card pocket and pasting book barcode is done immediately.
- Then bills are processed for payment with the accession numbers to account department, after the approval of the management.

Weeding Out Policy

Introduction:-

Weeding is a necessary, ongoing component of collection and maintenance of libraries. It is essential to keep library up to date, for space saving, and to create space for the latest collection in the library.

Objective:-

- To weed out the old and outdated books, journals, magazines and newspapers.

Weeding out Books and Journals etc.

- **Following reading materials are considered for weeded out:-**
 1. Books which are turn off, whose pages are teared off or which are multiple old syllabus textbooks.
 2. Books that are superseded by newer, revised, or updated edition, may be weeded.
 3. Books with low or no usage may be weeded.
 4. For subjects where new policies or rules changes every year e.g. taxation, and old edition more than 3 years.
 5. The issues of journals and magazines which are not selected for binding.
 6. Ephemeral material e.g. newspapers should be recommended for weeded after an interval of 6 months.
 7. The outstanding books against the person who is no more associated with institute/library and hardly a chance of getting back and no alternate source of

recovery from him/her i.e. security deposit, etc. For last five years may be recommended for writing off from library record.

● **Steps Involved in Weeding:-**

1. Librarian or library staff will identify the books and other material to be weeded out based criteria of policy of books weeded out.
2. A list of books to be weeded out is prepared subject wise.
3. Weeded out books will kept for display and subject teachers will go through it and select the books to be weeded out.
4. Teachers and students are informed to take any book free of cost if they want.
5. The final list of books to be weeded out is prepared and put this list in library committee. If Library Committee approves the list then it is forwarded to the principal and management for final approval.
6. After the approval of management, the selected books are weeded out as scrap.

LIBRARY COMMITTEE

Sr. No.	Name	Designation
1	Dr. Madhukar Gitte	Chairperson
2	Dr. Babita Kanojia	Member
3	12Mr. Vijaykumar Makwana	Member
4	Mr. Amit Bansod	Member
5	Mr. Reetesh Singh	Convener
6	Mrs. Jisha Varghese	Member
7	Mr. Pravin S. Deshmukh	Member Secretary

TOTAL LIBRARY COLLECTION

Type of Resources	Total
Textbooks	9487
Reference Books	1442
Journals	08
Magazines	08
Newspapers	03
E-Resources (N-LIST)	6000+ e-journals and 199500+ e-books
Conference Proceedings	15

NUMBER OF BOOKS, JOURNALS AND MAGAZINES ADDED LAST SIX YEARS

Particulars	2023-2024	2022-2023	2021-2022	2020-2021	2019-2020	2018-2019
	Total	Total	Total	Total	Total	Total
Books	318	717	174	-	680	1080
Journals (Hard copy)	8	7	7	-	-	-
Magazines (Hard Copy)	11	10	9	-	14	14

LIBRARY EXPENDITURE

Sr. No.	Particulars	Amount Spent in Rupees in the Financial Year						
		18-19	19-20	20-21	21-22	22-23	23-24	
1	Maintenance	Journals/Magazines	23230	27550	-	29990	35690	18450
		E-resources (E-Journals/Databases)	5900	5900	5900	5900	5900	5900
		Newspaper	-	-	-	-	-	-
		Digitization/Automation	-	1500	5000	5000	35000	-
		Any kind of Membership/Institutional Membership	-	-	-	-	-	-
		Binding	-	-	-	-	-	-
		Pest Controlling	-	-	-	-	-	-
		Printing	-	-	-	-	-	-
		Maintenance of Equipment/Furniture	-	-	-	-	-	-
		Book Insurance	-	-	-	-	-	-
		Library Networking	-	-	-	-	-	-
		Other (Please mention details)	-	-	-	-	-	-
		Miscellaneous	-	-	-	-	-	-
		Total	29130	34950	10900	40890	76590	24350
2	Development	Book/e-book	152240	104872	-	27420	123544	73478
		Equipment	-	-	-	-	-	-
		Furniture	-	-	-	-	-	-
		Total	181370	139822	10900	68310	200044	97828

LIBRARY SERVICES

- **Book Circulation**
- **Reading Room Facility**
- **Library Orientation**
- **Book Bank Scheme**
- **Reference Service**
- **Inter Library Loan (ILL)**
- **Access to E-Books and E-Journals (N-List Database)**
- **OPAC Facility**

SWOC ANALYSIS OF THE LIBRARY

STRENGTHS

- NAAC peer team visit
- Open Access System
- Library Orientation
- Access to e-books and e-journals
- Conducting various activities to impart reading habits and skills
- Book Bank Facility.
- OPAC Facility.

WEAKNESSES

- Inadequate staff
- Less usage statistics
- Partial automation

OPPORTUNITIES

- Organizing seminars or workshops on Research skills development.
- Fully Library Automation
- Digitization Library resources.

CHALLENGES

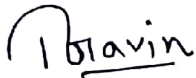
- Due to frequent change in ICT Technology Library will face technological challenges.
- Inadequate use of available resources by users.

FUTURE PLANS OF THE LIBRARY

- Creation of Library website/portal
- Organize Book Exhibition
- Fully Automation
- Information & Outreach activities like Monthly Bulletin, Thematic Display of Books, etc.

SUGGESTIONS/RECOMMENDATION OF LIBRARY AUDIT COMMITTEE

1. Subscribe Employment News weekly.
2. Subscribe at least one journal of BAMMC course.
3. Organize Thematic Book Exhibitions like “Must Read Books”, “Indian Freedom Fighters” “Business Legends etc.
4. Book Bank for differently abled students.
5. Scholar card for meritorious students.
6. Increase number of computers (at least 3)



Librarian

(Mr. Pravin S. Deshmukh)



Principal

(Dr. Madhukar Gitte)

Principal

Claras College of Commerce

Yari Road, Versova,

Andheri (W), Mumbai-400 061



To,
The Principal,
Dr. Madhukar R. Gitte,
Clara's College of Commerce, Yari Road,
Andheri(West), Mumbai-400061.

Subject: Report of Library Audit

We appreciate the initiative taken by the Clara's College of Commerce for conducting Library Audit (LA) for the Academic Years 2018-19 to 2023-2024. We are thankful to the Management and Internal Quality Assurance Cell (IQAC) as well as the Principal of the college for inviting us for conducting Library Audit.

The report is based on observations of the committee members on six aspects.

1. Library Administration
2. Collection and Organization
3. Computerization
4. Services and Activities
5. Library Facilities
6. Library Usage and Record Keeping

We are thankful to the Management, Principal, Coordinator (IQAC), Librarian, Supporting Staff and Students for their valuable inputs and co-operation during the assessment of Library Audit.


We are hopeful that the observations/suggestions of the Library Audit Committee will be helpful in further planning and growth of the college.

Library Audit Committee:

Signature with Date


1. Mr. Ramesh G. Paloti (Convener)

:

 22/06/2024

2. Mr. Pramod Yadav (Member)

:

 22/06/2024