

Report of an audit conducted for the library of Usha Pravin Gandhi College of Management.

Date: 28th March 2019.

A Library audit of Usha Pravin Gandhi College of Management was conducted on 28th March 2019 for three academic years i.e. 2015-2016, 2016-2017 and 2017-2018.

Librarian, Mrs Suruchi Bandodkar, provided the reports and related documents for the audit in the prescribed format. Following are the observations during the visit for audit and recommendations for the up-gradation of the library in future.

Observations:

1. There is an increase in the amount spent on library book purchases during the years considered for audit.
2. Library switched over its library automation software from Libsys7 to Koha, which is globally used open source software.
3. Library usage of students and faculty in terms of daily walk-ins and book transactions shows significant increase during the years 2016-2017 and 2017-2018.
4. Library has a good collection of CDs/DVDs and films (total 342 CD/DVDs costing Rs.111014/-) to serve the needs of BMM students.
5. Library provides various services and facilities to its users, such as home lending, reference, internet access, OPAC, Student Portal, global access to e-resources under consortia, Institutional membership to American Library, Library Orientation, display of new arrivals, list of new arrivals, Inter library loan, bibliographic service, Institutional repository and Newspaper clippings.
6. An initiative taken to set up a Book Bank Scheme through generous donation of books from teachers for economically backward students is notable.

Recommendations:

1. The library needs to subscribe to the journals on the subjects related and offered by the institution. Currently, VIDURA, Seminar and Economics and Political weekly are the only journals subscribed by the library.
2. Records marinating of the Library usage of faculty in terms of daily walk-ins is needed to be taken care about. It was observed during the audit that faculty visit the library, but the scrupulous record about the visit in the register was not maintained by them.

Archana

Mrs. Archana Garate

