



## **Smt. Kapila Khandvala college of Education**

### **LIBRARY POLICY AND PROCEDURE**

#### **1. LIBRARY:**

**Librarian:** Mrs. Deepali R. Sarode

**Library Attendant:** Mr. Dnyaneshwar Langhi

**Library Timings:** 9.00 AM to 4.00 PM

**Area:** 165.11 Sq.Mt

**Library access:** Close & Open Access

**U.G.C. RESOURCE NETWORK CENTER:** NO

**LIBRARY SOFTWARE USED:** SLIM 21

**LIBRARY WEBSITE:** <http://kkcoe.org.in/about-us/gallery/library/>

**ONLINE RESOURCES:** N-LIST

**ONLINE SUBSCRIPTION:** N-LIST

**1.1 Library Assets:**

Sr. No.	Assets	Quantity
1	Close Cupboard	21
2	Open stacks	41
3	Wooden tables	21
4	Periodical showcase	6
5	New arrivals stand	1
6	Newspaper stand	1
7	Stock taking card cupboard	3
8	File & register cupboard	1
9	Instruction board	1
10	Library notice board	1
11	OPAC Guidelines board	1
12	Black boards	2
13	Catalogue card cupboard	5
14	Periodical storage cupboard	2
15	Librarian Desk	1
16	Circulation desk	1
17	Tables	19
18	Chairs	61
19	Tube lights	20
20	Fans	12
21	Computers	4
22	Printers cum scanner	1
23	Barcode Scanners	1
24	Xerox Machine	1
25	CCTV	2
26	Fire Extinguisher	1
27	Intercom	1
28	Vacuum cleaner	1

### Ph.D. Center: Library Assets

Sr. No.	Assets	Quantity
1	Open stacks	9
2	Table	6
3	Chairs	12
4	Computer (4-Ph.D; 1- IQAC)	5
5	Printer	1
6	Scanner	1
7	Intercom	1
8	Notice board	1

## 2. CONSTITUTION AND FUNCTIONS OF THE LIBRARY ADVISORY COMMITTEE

- A) **Tenure:** Three Year
- B) **Function of the Committee**

The committee meets at least Three times in an academic year.

### 2.1 KKCE Library Advisory Committee

- **Functions of the Committee**
  - a) The library committee decides policy matters for general functioning of the Library.
  - b) The library committee members finalize policy for procurement of books and journals.
  - c) Committee members suggest the allocation and utilization of funds different departments for purchase of book and journals for the Library.
  - d) Review the library budget and advise on the same
  - e) Help the librarian to sort out problems in the library
  - f) Suggest in Acquisition of resources

**Library Committee Members:-**

Dr. Vandana Maheshwari (Principal)

Mrs. Deepali Sarode (Librarian)

Dr. Jayshree Inbraj (Associate Professor)

Dr. Gauri Hardikar (Associate Professor)

Mrs. Sheetal Zalte (Assistant Professor)

**2.2 Library Budget/Finance**

Library budget refers to financial allocation to procure documents and provide access to the information resources. The annual library budget of the library has the following components:

Smt. Kapila Khandvala College of Education

Library Budget 2017-2018

Budget Head

1	Books	70,000
2	Journals/Periodicals (Renewal & New subscription	30000
3	Online archival and bibliographical series including e-books (Renewal and new resources)	6000
4	General consumables/non consumables	Centralised
5	Travelling Allowances (workshop/seminars/conference/training programs / refresher course etc. for library staff member)	1000
6	Computer Equipment	Centralised
7	Furniture and general equipment	Centralised
8	Binding and other maintenance expenses	10000

**3. PURCHASE OF BOOKS/ JOURNALS etc.****3.1 Purchase orders-**

- Three times in a year librarian conducts Library advisory committee meeting. In first meeting all committee members discuss about acquisition of resources as well as annual budget with all library committee members and accordingly take suggestion and decision for purchase of book and journals
- Librarian gives order books on approval/place order from different book vendors or publishers.

(Recommended books from staff and students, some books related to syllabus, through publishers catalogue, or from book exhibitions)

- Selection of books: subject experts and Principal select and approve Books on which are on approval.
- Rejected books return back to book vendor or publisher
- Then Librarian send selected and approved list of books or journals to book vendors or publishers and receive invoice from vendors or publishers.
- Accountant makes arrangement of payments.
- Enter invoice details in the Bill register
- Office copy send to the office with proper accession numbers, stamp and librarians signature
- Handover that invoice to the office head clerk and take signature on bill register
- Data entry in Accession register and in SLIM software.
- Generate sine labels and barcode of each book and stick it on the title page
- Then proper stamping; labeling; pasting of book pocket, due date slip on each book.

### 3.2. PROCUREMENT PROCESS

- i. **Initiation of Acquisition:** (Acquisition process explained in point no. 3)
- ii. **Accessioning:** Make data entry in Manual Accession Register as well as in SLIM 21 software
- iii. **Invoice Processing:**
  - Librarian sends selected and approved list of books or journals to book vendors or publishers and receive invoice from vendors or publishers.
  - Accountant makes arrangement of payments.
  - Enter invoice details in the Bill register
- iv. **Classifying:** KKCE library uses the Dewey Decimal Classification System. Librarian classifies books with DDC 21 series and gives right number to each book. Enter class no. along with author mark and accession no. in book as well as in software.

v. **Cataloguing:**

KKCE library follows the cataloguing procedure through SLIM 21 software.

Steps are as follows:

- Start with New entry option
- Item type is 'KKCE Book'
- Data Entry in SLIM 21 software about Accession No., date of accession, No. of copies, ISBN, Title, Author name, class number, Budget head, etc.
- Type additional bibliographic data like publisher, publication, page no., book seller, Price, discount rate, keywords, abstract, etc.
- Generate barcode labels

vi. **Processing Books:**

Library materials processing so that they located, used and returned to the library from which they originated. Each library resource goes through physical processing including the applicant of:

- Accession numbers (Manual system)
- Circulation cards
- Book pockets
- Due date slips
- Barcodes
- College stamp

### 3.3 Archiving and Weeding Out (Write off)

Year	NO. of Books WRITE OFF	VALUE in Rs.
2012-13	No	
2013-14	No	
2014-15	No	
2015-16	2879	
2016-17	Stock verification work in process	

### 3.4 Non-Book Materials

Year of Purchase	Number Non-Book Materials
2012-13	Jou-Mag subscription, newspaper, audio-visual,
2013-14	Jou-Mag subscription, newspaper, audio-visual,
2014-15	Jou-Mag subscription, newspaper, audio-visual,
2015-16	Jou-Mag subscription, newspaper, audio-visual,
2016-17	Jou-Mag subscription, newspaper, audio-visual,

### 3.5 E- resources

Year of Purchase	Number E-resources
2012-13	INFLIBNET N-LIST
2013-14	INFLIBNET N-LIST
2014-15	INFLIBNET N-LIST
2015-16	INFLIBNET N-LIST
2016-17	INFLIBNET N-LIST

## 4. CIRCULATION SECTION AND BORROWING PRIVILEGES

How the following major activities of the section are handled?

### 4.1 Issue and returns of reading materials (Primarily Books) :

Ans: Through SLIM 21 Library management software (see point no. 4 IV-a)

### 4.2 Attending the users query for effective interpretation of library rules and regulation:

Ans: Librarian Reference desk and through online e.g E-Mail, LMS MOODLE

### 4.3 Registration of new library members:

Ans: Every year new library user enrolment & registration done in our LMS system as well as in Membership register

#### 4.4 Operation of “Circulation Module” of Library management software.

- **Circulation Module:**
- **Maintenance and updating of all data related to users at Circulation desk**
- **Sending reminders to users for overdue documents**
- **Correspondence / No Dues issuing**

**Ans: a. Circulation Module-**

##### **Front desk operations**

- **Lending section: Issue and Return process**

For home issue students search KKCE book information through OPAC or WEB OPAC and fill up bibliographic details in the demand slip. Library staff find book on located shelve. Circulation desk operator issues that book through SLIM front desk operation, student give his/her library smart card to library staff for issue or return books.

- **Reference Section: Open access**

Students make entry in the entry register for issuing the book. They make entry in issue register with proper book title, author, acc. No., in time, out time.

##### **b. Maintenance and updating of all data related to users at Circulation desk-**

Time to time every data maintain and update by the Librarian. Library has different resources like books, journals, Theses & dissertation, etc. Librarian keep update each function every week.

Book bank book facility also carried out by SLIM software. So it is easy to track every user through proper channel.

#### 4.5 Library Orientations / Information Literacy:

##### **Library orientation:**

Library orientation is carried out at the beginning in the Lecture hall with Power point presentation to the B.ed. Student, we introduce them about Library resources, library services, collection and online catalogue (OPAC) to make them aware of different search techniques as well as sections of the library.



Library visit was conducted by the librarian in the small groups to make them aware of different sections of the library.

### **MOODLE Training workshop:**

MOODLE (Learning Management System) training workshop organized for students as well as staff. First explain them about MOODLE functions and benefits of the LMS system. Then Librarian generates batch wise groups and enrolls them into each subject. She generates individual Username and Password of every student and staff. In their practical session orient them about different activities, upload subject assignment, Educational Quiz, subject database, & so on.

We have received very good feedback from our students as well as teachers. It is functioning within the institution, everyone access MOODLE data from any location with their ID & password.

### **Workshop on Google apps for Education:**

Librarian has taken initiatives to organize educational application based technology workshop. In this training workshop, she explained different educational applications for their studies.

Google apps for education: Google Docs, sheets, slides, sites, classroom, and many more.

Students get so much benefit from this workshop. They are using all Google apps for their studies like submission of assignments, powerful presentations, portfolio, their own web sites, and so many other educational activities.

### **Information Literacy Programme:**

Librarian has been organizing information literacy Programme for students and staff members. It is basically on N-list E-resource digital library consortium. Librarian as an admin generates their username and passwords to the respective students' & staff members. The basic aim and objective of this training Programme is to understand online search techniques. The N-LIST programme subscribes to full-text e-resources (E-Journals and E-Books) from academic societies, commercial publishers and aggregators like American Institute of Physics, American Physical Society, Oxford University Press, Royal Society of Chemistry, Cambridge University Press, H W Wilson, etc. All full text resources subscribed under the N-LIST programme contain electronic journals and each one provides so many titles under this project.

Basically session focused on online search techniques which are Simple search, Quick search, and advance search on power point presentation as well as showed them some screenshot templates. Explained them about how to download any articles? Or find book titles from different databases. She explained different types of e-mail alerts. Some users' problems & difficulties solved during that session.

#### 4.6 Only OPAC & KKCE lib also providing WEB OAPC

OPAC (On-line Public Access Catalogue)

It is powerful on-line search engine to search library catalogues:

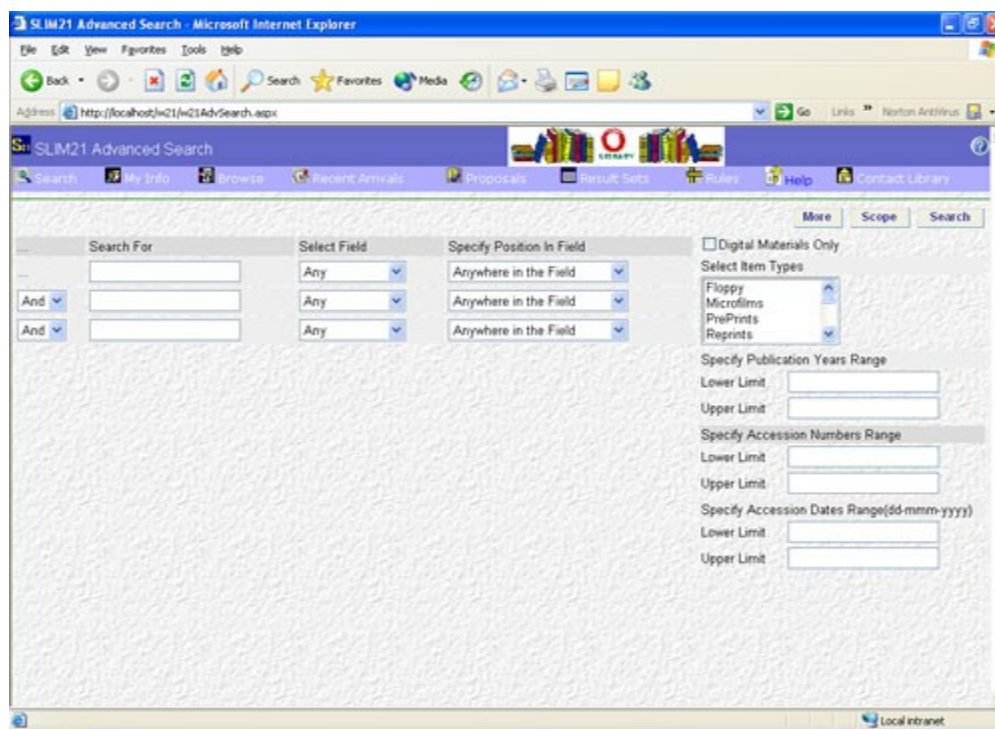
Students search library resources through OPAC with different ways are as follows:-

- Author
- Title
- Subject name
- Journal series
- Keyword
- Subject class
- Publisher
- Place of publication

The repository of words, names, titles, keywords, etc. is available for on-line browsing while the search phrase is being entered. In addition to these conventional searching methods, OPAC indexes every word in the description of the item.

#### WEB OPAC:

KKCE library has WEB OPAC facility for every student. WEB OPAC facility gives complete bibliographic data to the user from anywhere and anytime. It is linked with KKCE college website ([www.kkcoe.org.in](http://www.kkcoe.org.in)). Librarian has connected OPAC link with KKCE college website, so students access any book information from anywhere. This module allows the user to login as a library member and view his/her loans and reservations. He or She can even reserve an item available in the library. Along with all these features, catalogue browsing, circulation details, word / phrase search, view card etc. are also available.



### Library User Account:

KKCE library has made provision of online library account. Students access their library account through Web OPAC. Library catalogue also browse through WEB OPAC. Students are able to see their issue items and also they have facility to add their wish list in the reading basket.

### 5. ISSUE/ RETURN PROEDURE:

- i. **While Issuing books:** Student find book through OPAC or located shelves. Issue particular book with SLIM software. Library staff scans their smart card and book barcode card with barcode scanner. Give them book due date according to LMS software.
- ii. **While receiving the books:** Library staff first check physical condition of particular book, then open their library account with smart card. Check their book due date status, in case book submitted after due date then LMS system automatically generate library fine as per number of days. They get payment receipt from circulation counter.

## 6. LOAN CRITERIA / BORROWING ENTITLEMENTS FOR FACULTY, STUDENTS AND MANAGEMENT:

Clearly define the number of items that and user is eligible to borrow:

Borrowers	No. of Documents entitled	Loan Period
Academic staff	5 books + 2 Journals	15 days
Non- Academic staff	3 books	10 days
Students	2 books + 1 Journal	7 days
Ph.D. Scholars	2 books + 1 Journal	7 days
Visiting faculty	Any reference books	1 full day
Adjunct faculty	Any reference books	1 full day

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

- New arrival section books cannot be borrowed
- Current journal issues can borrow only for reference
- Reference collection can borrow only for reference
- Question papers file cannot be borrowed

## 8. RENEWALS / RESERVATIONS AND OVER DUE CHARGES:

- Each student have access to renew or reserve books
- Due charges – Rs. 5/- per day

### 8.1 Books Reservation Policy and practice

- Reader can claim books (reserve) which are already issued on other library borrower.
- One reader can put maximum 2 claims
- Claimed books are kept reserved for the claimant for 3 days from the date of return by previous borrower
- Books are reissued / renewed only if there are no claims

## 9. LOSS / MUTILATION / DAMAGE TO DOCUMENTS BY STUDENTS:

### a. What procedures followed in case of

#### i. Damaged/ mutilated/Lost:

The borrower is responsible for the loss or damage to the books issued to him /her. In case of a book lost or damaged, the borrower shall either replace it with latest edition along with library penalty. If the payment of the book is not made as demanded, the library reserves the right to recover the amount from the library deposit of the concerned member.

### b. Outside Visitors:

KKCE Library gives membership to outside visitors. Generally, most of our college alumni members and other institution staff-students take annual membership. Library has been giving one day membership for outside visitors, so they can access any resources of the library within one day.

### c. Theft/ Misuse of Library resources:

- i. Are there cases of theft?
  - No
- ii. What steps/ precautions have been taken to prevent theft/ misuse?
  - Library is under CCTV surveillance

### d. Loss of books / journals / periodicals

Year	No. of books / journals / periodicals Lost	Value in
2012-13	No	
2013-14	No	
2014-15	No	
2015-16	No	
2016-17	1	2000

(As per the ministry of finance O.M.No.23(7) EII(A)/83 Dated 7.2.1984 and CAG's UG No. 1964-TA . II/21-83 DATED 23.12.83)

*(Data is given based on untraced books in three consecutive annual stock verifications)*

**e. What procedure for write-off is followed?**

Library advisory committee members formulated weeding out policy for withdrawn books. Assign subject experts for withdrawn books to verify old and outdated books. Librarian review discarded books and enter in system subject wise list. Weeded out books donate to past students, faculty members, or financial backward school libraries. Librarian keeps each record of weeded out material.

## 10. USER SERVICES

- Circulation
- Book Bank
- Reference Service
- Home Lending services
- Inter library loan
- SLIM – OPAC
- Newspaper clippings
- Library Orientation
- Book Bank Facility
- New arrival
- Online access to e-resources
- Book reservation facility
- In-house Book Exhibition
- N-List Digital Consortium : E-Resources
- SLIM - Web Opac
- Library Blog
- Institutional Repository
- Digitization of Theses & Dissertation
- Information Literacy Program
- Annual Book Exhibition

### 10.1 Library Services through MOODLE

- Institutional Repository
- Journal Content Service with Google excel shit
- Online Book Club
- Important Links
- College Website
- Library Website
- Library Blog
- Open Access Journals
- News Forum
- Employment cell
- Academic Year plan with Google Calendar
- Career Guidance
- Bulletin Board Service
- N-List E-Resources
- Library Manual
- Information Literacy Presentation
- Upcoming Library Events
- New Arrivals

## 10.2 Library Facilities

- Reading Area : B.Ed, Ph. D., Staff
- Stacking area
- Reference section
- Circulation Counter
- Periodical Section
- Audio/Visual Section
- New Arrivals
- Newspaper section
- Photocopy section
- Librarian Desk
- Library Notice Board
- Ph.D. Center
- OPAC Section (Browsing section)
- Internet facility

## 10.3 Best practices of the KKCE Library

- ▶ N-List Digital Consortium : E-Resources
- ▶ Web OPAC
- ▶ Library Blog
- ▶ Institutional Repository
- ▶ Digitization of Theses & Dissertation
- ▶ Information Literacy Program
- ▶ Annual Book Exhibition

**“KKCE library has got First position in top ten users on N-list Website”**

The screenshot displays the N-LIST website interface. At the top, there is a navigation bar with links for Home, About, Members, E-Resources, How to Join?, Operation, UserGuide/help, Register, College Status, Search, and Downloads. The main content area features a 'Welcome to N-LIST Website' message, a 'Member's login' section, and an announcement regarding the registration of new colleges. A prominent red banner highlights the library's achievement: 'N-LIST Winner of The eSantosh Award under e-LEARNING Category South Asia 2010'. Below this, a list of 'Top 10 College Users' is shown, with KKCE library (Smt. Kapila Khandvala College Education, Mumbai, Maharashtra) listed as the first user. The website also mentions 'What's New? @NLIST Programme' and 'N-LIST winner of SKOCH Digital Inclusion'.

#### 10.4 Reference Service

(Write about number of reference book/ encyclopedia etc. available and where stacked)

Resources	Total Collection
Reference Section	1859
Encyclopedia	274

#### 10.5 Information Literacy/ Library Orientation

Librarian conducts Orientation program and Information literacy program for student teachers, Research scholars as well as staff (See point no. 4- c)

### 11 PHYSICAL AMBIENCES

#### 11.1 Cleanliness:

Dusting everyday and every month clean library books and other material with vacuum cleaner.

#### 11.2 Electricity and Water and Ventilation

- Library has good and airy atmosphere
- Proper ventilation through open windows

#### 11.3 Furniture and Fixtures

- Library infrastructure
- Library has all good wooden and metal furniture

### 12. IT INFRASTRUCTURE

Library has IT section combined with Ph. D. centre. In this section, there are total five terminals with printer and scanner as well as LAN connection.



### **12.1 Work plan if any.**

- ▶ Increase of Library Network with other libraries
- ▶ Digitization of old question papers

### **12.2 User feedback surveys and its use**

IQAC department designs questionnaire of each course feedback, faculty feedback including Principal and Librarian. According to that user fill up online feedback and submit to the IQAC department. Librarian

### **12.3 Frequency of report of Library Functioning**

Librarian Submit annual library report to the IQAC department. In KKCE library report, librarian has mentioned library activities which are conducted every academic year by the librarian, different services provided to the user, collection development of the library, etc.

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

Library is provided with one librarian and one library attendant.

### **13.1 DUTIES OF LIBRARIAN**

1. Organizing library user orientation at the beginning of each year
2. Library users' data creation and bar-coded library card data generation
3. Manage online evaluation process of IQAC department.
4. Administrate college as well as library website.
5. Manage and administrate LMS – MOODLE system for proper functioning of college activities and Library activities.
6. Handling library functions through SLIM 21 LMS software.
7. Generation of smart card for library.
8. Information literacy programme on Online and open access E-Resource: search techniques.
9. Stock verification and Weeding out
10. Library budget preparation
11. Organizing library committee meeting

12. Maintenance and updating of library database
13. Time to time provision of Book bank facility
14. Assisting students in searching information through Internet
15. Arranging for organizing library activities such as
  - Books' display,
  - Book review competitions
  - Annual book fairs
16. Maintenance of library records
17. Working for other committees such as NAAC, IQAC, Research cell, College website committee, LMS system.
18. Sending time to time notices to classes regarding library activities
19. Book ordering and process management
20. Renewal & new subscription of periodicals
21. Reminders to non-receipt of periodicals
22. Assigning classification numbers to the books
23. Accession register maintenance
24. Preparation of subject-wise expenditure details
25. Subscription renewal of N-LIST programme
26. Assisting students in preparation of various competitions at collegiate and inter collegiate level who approach library
27. Conduct of stock verification every year during summer vacation and Preparation of stock verification report
28. Keeping observation on students and maintain LMS software record for maintaining discipline in library to making selection for best library user every year class-wise
29. Duplicate checking before book ordering
30. Informing the faculty member about vendors supplied books on approval and asking them to select the books for library.
31. Supplying the information to faculty member about collection and information available in the library through Web OPAC.

**13.2 DUTIES ASSIGNED TO LIBRARY ATTENDANT:**

1. Cleaning & dusting of the Library
2. Observation of 'library visitors' registers' record student and teaching/Non-teaching staff
3. Circulation of books/periodicals to Student and teachers with SLIM 21 software
4. Manual entry in issue register
5. Circulation of question papers
6. Filing of document in respective files
7. Issue/return of book bank books
8. Entry register of photocopy
9. Entry in library fine register
10. Journal magazine entry register and reporting of missing issues to the librarian
11. Newspaper clippings display on notice board
12. Library card distribution
13. Book labeling, stamping, pasting
14. Helps in stock verification process
15. Re-shelving of everyday library material
16. Daily issue/return register maintenance
17. Maintenance of Library Books, Demand Register and Library Books Suggestion Register at circulation counter
18. Circulation of Ph.D. center

**14. CO CURRICULAR ACTIVITIES ORGANISED BY THE LIBRARY**

- i. Library Books Display
- ii. Interclass Book Review Competition
- iii. Annual Book Fair

## **15. GENERAL RULES AND REGULATIONS FOR STAFF AND STUDENTS:**

### **Library Rules & Regulations**

- ▶ Absolute silence is required in the Library. No conversation & group discussion is allowed.
- ▶ Use of mobile is strictly prohibited in the Library.
- ▶ Library Card is Compulsory for getting access to the library
- ▶ Consumption of food and drinks is not permitted in the Library.
- ▶ Utmost care must be taken by all to keep the library clean.
- ▶ Library materials borrowed must be returned on or before the due date.
- ▶ Bags are to be kept in the baggage counter.
- ▶ Exchange of I-Card or Library card is not allowed.
- ▶ A Register for all students is available at entrance of the library; Students are requested to make their entry in the attendance Register daily while entering and departing from library.
- ▶ Identity card is must while visiting and using the library
- ▶ The Library will not accept responsibility for the loss or misplacement of personal belongings.
- ▶ Borrowers will be held responsible for books borrowed. If the book is lost, a borrower is allowed to either replace the book lost or damaged by purchasing it himself /herself.
- ▶ Photography, filming, videotaping and audio taping are not allowed without permission of the Library Authority
- ▶ A borrower should not borrow documents in other's name
- ▶ Reference books are not issued for home lending
- ▶ Readers shall not write upon, damage, or make any mark upon any book, journal or magazine or other Material belonging to the library.

## **16. RECOMMENDATION/S OF LAST AUDIT COMMITTEE**

Internal library audit committee member recommended following suggestion were the areas in which the college could work in lines of the requirement for NAAC

- A. Library
  - a. Weeding out policy to be formulated and approved by the Library Committee
  - b. Collaborative projects with other B.ed. colleges and University Library for sharing the resources
  - c. Open access for students can be provided on rotational basis
  - d. Research studies can be conducted in terms of usage of resources (both online & offline); collection development, etc.
  - e. Advanced learners can be provided with additional card for conducting innovative projects
  - f. Building up of e-repository of student thesis/projects/ teachers presentations at seminars/ conferences, etc.

## **17. COMPLIANCE OF RECOMMENDATION/S BY THE COLLEGE**

Librarian has been working to solve critical problems regarding library issues and resolving issues on audit recommendations. Librarian has taken action on each recommendations are-

- Discussed issue regarding withdrawal of old & outdated books with Library advisory committee members and formulated weeding out policy with committee members.
- Library has collaboration and network with other B.ed colleges as well as universities.
- Open access available in the library
- Last year purchased research books under research cell budget.
- Developed institutional repositories with LMS-MOODLE software.

## **18. JUSTIFICATION/S IF RECOMMENDATION/S WERE NOT COMPLIED WITH**

- KKCE library has huge collection of resources but space for storage and stacking is not satisfactory. Library infrastructure should restructure with library optimizer instead of open stacking.
- Periodical section also restructure with proper display cum storage and stylish furniture, so students should utilize authentic collection of periodical section

### **19. IN YOUR OPINION WHAT ARE THE IMPROVEMENTS IN THE LIBRARY AND ITS FUNCTIONING AND ACTIVITIES BETTER / IMPROVED OVER THE LAST AUDIT**

As per my opinion, with the use of new technology students can learn more effectively, so I had done some journal and e-journal article review activity for students. In this activity students were got to know about journal articles and E-resources. Librarian had given assignment on journal & E-journal. Then students submitted their complete assignment through MOODLE. Assessment and Evaluation has done by LMS system. It was great improvement for functioning of periodical section.

### **20. WHAT ARE YOUR PROPOSALS FOR THE LIBRARY BEFORE THE NEXT AUDIT**

2018-2019:

- Library optimizer for maximum storage of library resources and use of proper space in the library.
- New furniture as well as air condition.

2019-2020:

- Flooring
- Separate section for Ph.D. center

Report prepared by the Librarian-

**Mrs. Deepali R. Sarode**

Smt. Kapila Khandvala College of Education