COLUMBIA COLLEGE

Recognized by NCTE & Under Section 2(f) of the UGC Act. 1956
NAAC Accredited | Affiliated to Pt. Ravishankar Shukla University, Raipur (C.G.)

Internal & External
Library Audit 2023-24

Marking System for Evaluation of Library Services and Infrastructural Facilities

Total Assessment Score:	200
Score Secured:	105 (52.5%)
Grade Secured:	"C"

Criteria	Minimum Score Required
a. Established with less than 5 years	50% points out of total points
b. Established between 5 to 10 years	55% points out of total points
c. Established more than 10 years	60% points out of total points

Grading System

Letter Grade	Score	Performance Descriptor
A	Above 76%	Excellent
B	From 61 to 75.99%	Good
C	From 51 to 60.99%	Satisfactory
D	Below 50 %	Need Improvement

Note:

1. The Librarian of the college is required to submit all details to justify the remarks mentioned under Sections A, B, C, D.
2. All information should be in prescribed format with all supporting documents should be submitted for last year.
3. A duly completed format should be made available both in hard copy and electronic copy to the committee.
4. It is mandatory to display the audit report on the college website/Library Website.

Profile of the Library

1	Name and Address of the Library/College	Columbia College, Village-Tekari, Post-Mandhar, Raipur(c.a.), PIN-493111		
2	Year of Establishment	2013		
3	Name of the Librarian Contact Detail:- a) Phone Number b) Email c) Library Website	Mr. Manish Kumar Jain 6266888948 manishjain1319@gmail.com		
4	Library Automation Software and Automation Status a) Fully Automated b) Partially Automated c) Initial Stage d) Manual	Partially Automated		
5	Total Library Staff	3		
6	Faculty wise library users	1	Education	
7	Course-wise Library fees received	1	D.El.Ed.	Nill
		2	B.Ed.	Nil
8	Grant received for the Library Development from other than college sources	1	Rs.	Nil
		2	Rs.	Nil
		3	Rs.	Nil
9	Total Library Collection	1	Print	3900/-
		2	E-Collection	
10	B.Ed. Volume	4261		
11	B.Ed. Title	1472		
12	D.El.Ed. Volume	3119		
13	D.El.Ed. Title	607		
14	B.Ed. Reference Book	101		
15	Journals	13		
16	College Code	100		

SECTION-A: ADMINISTRATIVE & ACADEMIC INFORMATION (60)

Sr. No.	Particulars	Status		Max Marks	Marks Obtained	Remarks
		Yes	No			
1	Whether Library Have ISO		No	2	00	
2	Librarian	Yes		2	02	
	a. Full Time	Yes		2		
	b. In-Charge	Yes		1		
3	Library Staff	Sanctioned	Working			
	100%	Yes		10	10	
	75%			07		
	50%			03		
	25%			02		
4	Library staff meetings (Min.2)	Yes		02	02	
5	Minutes of the meetings with ATR	Yes		02	02	
6	Whether Library has Vision, Mission Statement?	Yes		02	02	
7	Whether Library has Perspective Development plan?	Yes		02	02	
8	Whether SWOC analysis of Library is performed?	Yes		02	02	
9	Library timings is suitable for the users	Yes		02	02	
10	Library remains open on Sundays and Holidays during the examination period	No		02	00	
11	The library maintains entry register for the users?	Yes		02	02	
12	Special Entry Register is made for faulty members and	Yes		02	02	

	proper analysis is made periodically					
13	Library fees is charged/Collected from the Students?	Yes	✓	02	02	
14	Library Fines are collected from the students?	Yes		02	02	1122/- Collected
15	Library has constituted the "Library Advisory Committee"	Yes		02	02	
16	Whether library have separate Website/Blog etc.		No	02	00	
17	Library Advisory Committee meetings with ATR. (At least)	Yes		02	02	
18	Whether library have Developed Institutional Repository	No		02	00	
19	Whether Academic Calendar of Library is prepared and monitored?	No		02	00	
20	Library Timing Finalized and Displayed (Opening/Issue Return/Lunch)	Yes		02	02	
21	Whether Students' Feedback collected and analysed?	No		02	00	
22	Student Centric Activities like Essay Competition, Book	No		02	00	

	exhibition, competitions etc.					
23	Whether Library gives Best User Award?	Yes		02	02	
24	Library Staff Biometric Attendance		NO	02	00	
25	Annual Stock Verification	Yes		02	02	
26	The library maintains the Question Banks/Papers.	Yes		02	02	

Total = 44

SECTION-B: LIBRARY SERVICES (30)

Sr. No.	Type of the Service	Name of Service	Status Yes	Status No	Max Marks	Marks Obtained	Remarks
1	Manual Services	Circulation of book	Yes		02	02	
		Reference & information Service	Yes		01	01	
		Referral Service	Yes		01	01	
		Book Bank	Yes		01	01	
		Catalogue Service		No	01	00	
		Photocopying	Yes		01	01	
		Inter Library Lone Service		No	01	00	
		User Education/ Orientation/Library Literacy		No	01	00	
		Newspaper Clipping Translation Services	Yes		01	01	
		Open access	Yes		01	01	
2	Computerized Service	Circulation of book	Yes		02	02	
		Referral Service		No	01	00	
		OPAC		No	01	00	
		Alerting Service		No	01	00	
		Bulletin Board Service		No	01	00	
3	ICT/Web Based Service	Digital Library Service		No	01	00	
		Institutional Repository		No	01	00	
		Retrieval of CD ROM database		No	01	00	
		Internet Browsing		Yes	01	01	
		Online Database Service		Yes	01	01	
		Web OPAC		No	01	00	
		News Paper Clipping	Yes		01	01	
		Blog/Web2.0/E-Mail/ forum		No	01	00	
		Librarian	Yes		02	02	
4	Add on Service	Library Portal		No	01	00	
		Mobile Based Service	Yes		01	01	
		Wi-Fi Service	Yes		01	01	

Total-17

SECTION-C: LIBRARY INFRASTRUCURE (60)

Sr. No.	Particulars	Status		Max Marks	Marks Obtained	Remarks
		YES	NO			
1	Separate Library Building With Internet. CCTV, computer facility. (If Separate- 02 Marks, Shared:-01 Mark)		No	02	00	
2	The Location of the Library is convenient for the Users	Yes		02	02	
3	Librarians' Cabin with washroom		No	02	00	
4	Library Office	Yes		02	02	
5	Visiting Room/ Waiting room		No	02	00	
6	Library Staff room		No	02	00	
7	Separate reading room for students with sufficient space and infrastructure	Yes		02	02	
8	Separate washrooms for Gents and Ladies (With Daily Cleaning)	Yes		02	02	
9	Separate Staff Reading Room		No	02	00	
10	Separate library Conference/Seminar hall with adequate facilities		No	02	00	
11	ICT Resources (LCD, Audio-Video, Smart Board etc. in Library.		No	02	00	
12	Computers with internet in Staff Reading Room		No	02	00	
13	Computers with internet in Students Reading Room	Yes		02	02	
14	Well Equipped Computer LAB/Internet LAB	Yes		02	02	
15	Two wheeler/ four wheeler Parking for Students and Library Staff	Yes		02	02	
16	Purified Drinking Water facility (with RO System) in Library		No	02	00	
17	Open Reading Room/ Discussion Room	Yes		02	02	
18	Store room	Yes		02	02	
19	The Library has suggestion Box	Yes		02	02	
20	Ramp and other facilities for Physically challenged persons		No	02	00	
21	Safety equipment's (Fire extinguisher) in Library	Yes		02	02	
22	Generator, inverter, UPS Systems for library	Yes		02	02	
23	Security system in Library	Yes		02	02	

24	Use of Surveillance System in Library	Yes		02	02	
25	Necessary arrangement is made to clean the library. furniture, books etc. regularly	Yes		02	02	
26	The Library has a special display of 'New Arrivals'		No	02	00	
27	The Library has displayed a boards showing the Library Staff, Library Committee Members etc.	Yes		02	02	
28	The Library has displayed various boards in library i.e. Inspirational Quotes, Instructions, Guidelines. Rules and Regulations etc.	Yes		02	02	
29	The Library has a newspaper stand with daily newspapers for the users at least three languages.	Yes		02	02	
30	Lift facility is available for the library users (If Need)		No	01	00	
31	The photograph of Dr. S. R. Rangnathan and eminent personalities displayed in Library.	Yes		01	01	

Total- 37

SECTION-D: RESEARCH ACTIVITIES (40)

Sr. No.	Particulars	STATUS		Max Marks	Marks Obtained	Remarks
		YES	NO			
1	Librarian is a Research Guide for Ph.D./ M.Phil		NO	02	00	
2	NO of Library Staff with Ph.D. Degree/ NET/SET in Academic Year)		No	02	00	
3	Research Project in Academic Year		No	02	00	
4	Total grant receive/ revenue resource other than College funds		No	02	00	
5	Memorandum of Understanding (MOU)/collaboration with University/research institute other college Libraries		No	02	00	
6	Conferences/Symposium/ Workshops etc. organised a. International		No	02	00	
	b. National		No	05	00	
	c. State/Regional		No	03	00	
7	Whether Library Staff attended the conference, workshops		No	02	00	
8	Whether Library Staff invited as resource person at university/state/ national level		No	02	00	
9	Research paper/ chapter in Book (National/International) (At least 2 in a Year)		No	02	00	
10	Total Number of Books (At least 1 in a year)		No	04	00	
11	Reference Books/Conference proceeding edited/published by the Librarian		No	02	00	
12	Total Research Papers in UGC Listed National/ International Journals (At least two in a year)		No	04	00	
13	Whether any state/National/ International level award received to Library Staff.		No	04	00	

Annexure

1. Details of Library staff with Qualification, Experience etc.
2. SWOC analysis of the Library (In bullet form)
   - **STRENGTHS**
     1. Full time Librarian and Asst. Librarian
     2. Sufficient number of Books and Journals
     3. Good Infrastructure with a Space
     4. Internet Facility
     5. Record maintain in Software

   - **WEAKNESSES**
     1. N-List Subscription
     2. Digitalization
     3. Open Access
     4. International Journals

   - **OPPORTUNITIES**
     1. Increase the access od Library
     2. Subscription of N-List
     3. Develop Research Activities
     4. Develop MoU's with other Libraries

   - **CHALLENGES**
     1. Aspirations of Library users
     2. Availability of Library resources
     3. Innovations & Technology
     4. Professional Development

3. Research paper (Last year)
4. Seminars/Conferences/Workshop organized and the source of funding (national/international) with detail: (Last year)
5. Awards / recognitions received at the national and international level by Librarian/ Library Staff

Declaration by the Librarian:

I certify that the data included in this Library Audit Report (LAR) are true to the best of my knowledge.

This LAR is prepared by the Library after internal discussions, and no part thereof has been outsourced.

I am aware that the LA Peer. Team will validate the information provided in this LAR during the peer team visit.

Librarian of the College

LIBRARIAN
Columbia College
Churboni, Tekari, Raipur (C.G.)

Place: Raipur (C.G.)
Date: 31/08/2024

Committee Report

Detail Remarks from committee:

In the year 2023-24, the Library Committee members Conducted an internal and external library audit Scheduled time.

A Physical inspection of the library was Conducted to gather facts regarding the available Space, resources, facilities, record maintenance, book issue process, use of ICT, interaction with Staff, and other related activities.

The Library Committee members recommend the following Points —

1. The books on the Shelves should be arranged in an orderly and effective manner.

2. The library staff should participate in research-related activities and Such as Conferences, Seminars, webinars, and Workshop.

3. The library should make efforts to Subscribe to the N-list.

4. Under digitization, the library module of the College's, ERP, Opencompus, should be utilized to the maximum extent Possible.

5. The library Computers should Provide access to links for Open Access journals and books, etc.

6. To encourage more utilization of library resources by Students, Various Programs and activities related to the library Should be Organized.

7. The total number of books and Periodicals Should be displayed on the notice board.

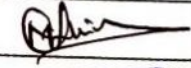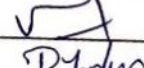8. It is Suggested that the librarian should establish MOU'S with other libraries.
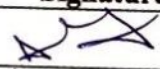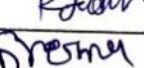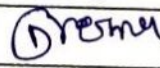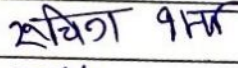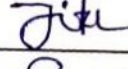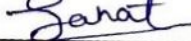
Overall Gradation of the Library

Sections	Max Marks	Marks Obtained	Score (% of Marks)
Section-A :- Administrative & Academic Information	60	44	73.33%
Section-B:- Library Services (30)	30	17	57%
Section-C:- Library Infrastructure	60	37	62%
Section-D:- Research Activities	40	00	–
Grand Secured	190	98	

Qualitative analysis of the Library. Assigned the by the expert committee.	10	07
Grand Total of A+B+C+D+E	190	98
Total	200	105

Audit Committee Members

Name of the Committee Member	Designation	Signature
Dr. Arun Kumar Dubey	Principal	
Mr. Manish Jain	Librarian	
Mr. Devendra Verma	Asst. Librarian	
Ms. Shahina Mishra	Assistant Professor	
Ms. Rekha Yadav	Assistant Professor	RYadav
Ms. Dolly Verma	Student B.Ed. 2nd Year	Dremy
Ms. Ruchika Verma	Student B.Ed. 2nd Year	रुचिका वर्मा
Mr. Jitu Nayak	Student B.Ed. 1st Year	Jitu
Mr. Sanat	Student B.Ed. 1st Year	Sanat

Date: 31.08.2024

Place: Raipur (C.G)