

**Oswal Shikshan and Rahat Sangh Sanchalit**  
**MANASI BHARAT GADA DEGREE COLLEGE OF COMMERCE**  
(Affiliated to University of Mumbai)  
(NAAC Accredited 'B' Grade & ISO 9001:2015 certified)

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Date 21/07/2020

**Library Report**  
**2019-20**

To,  
The Principal,  
Mansi Bharat Gada Degree College of Commerce,  
Anjurphata Bhiwandi,  
Thane

Sub.:- Submission of "Library Stock Report- July 2020

Respected Madam,

With reference to the above, I hereby submit the details of "Library Stock Verification Report July 21, 2020. The physical verification of library stock was done during the month of July 2020 by the Library Staff. The report is being submitted for information and for necessary action.

Please accept the same

Thank you,

Yours faithfully

Sanjay K. Salwe  
Mansi Bharat Gada Degree College of Commerce  
Bhiwandi, Thane

Sr. No.	Title	
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### **MISSION OF THE LIBRARY :-**

1. To understand the research, teaching, and learning needs of its users;
2. To Acquire and conserve all significant printed and non-print materials,
3. Rendering of bibliographical and documents services of current and retrospective material, both general and specialized,
4. To provide access to and promote the discovery and use of local and external information resources;
5. To create hospitable physical and virtual environments for study, teaching and research,
6. To act as a referral centre purveying full and accurate knowledge,
7. To advance local, national, and international library and information initiatives,
8. To develop, encourage and sustain expertise, skill, commitment and an innovative spirit in its staff,
9. To follow the mission of its parent organization.

### **LIBRARY VALUES :-**

In all of our interactions, we are guided by these values:

#### **1. Knowledge**

- 1.1 We encourage the process of learning and the life of the mind.
- 1.2 We celebrate truth seeking through discourse and investigation.
- 1.3 We anticipate and contribute to scholarly inquiry.
- 1.4 We promote the Library as both a real and virtual extended classroom.

#### **2. Service**

- 2.1 We offer an environment that supports creativity, flexibility, and collaboration.
- 2.2 We believe that each user of the Library is unique and important.
- 2.3 We evolve to meet the changing needs of the Library and its users.
- 2.4 We maintain a comfortable, welcoming and secure place for study, research, work, reflection and interaction.

### **3. Users / Customers**

3.1 We believe that meeting the needs of our diverse user base is first and foremost.

### **4. Quality**

4.1 We commit ourselves to excellence.

4.2 We support individual growth and organizational development.

### **5. Integrity**

5.1 We relate to each other with honesty and candor.

5.2 We promote the highest standards of our profession, including open and equitable access to information.

5.3 We demonstrate a strong work ethic, taking responsibility for our actions, keeping our word, and following through on our commitments.

### **6. Respect**

6.1 We treat everyone with equal consideration and courtesy.

6.2 We encourage differences in perspective, opinions and ideas.

6.3 We consider the needs of others.

### **7. Communication**

7.1 We engage in open and honest communication at all levels.

7.2 We recognize the importance of Library-wide participation.

7.3 We share information and solicit opinions about decisions that affect the success of the Library.

### **8. Technology**

8.1 We believe the College Library must be an active partner in the development and implementation of technology to ensure that access to knowledge and information will be equitably available to all.

### **OBJECTIVES OF THE LIBRARY :-**

The objectives of our Library are the five fundamental laws stated by Dr. S. R. Ranganathan, the Father of the Library Science in India.

1. Books are for use.
2. Every reader his/her book.
3. Every book its reader.
4. Save the time of the reader.
5. The library is a growing organism.

I will build collection not for vanity but for use

I will add useful items to the collection and make them accessible to all

I will be collection between the users of my Library and the materials they need.

I will add useful Items to the collection and make them accessible to all

I will remember that Libraries Grow and Develop and will plan accordingly

### **ANNUAL LIBRARY ACTIVITY PLAN**

ACADEMIC YEAR 2019-2020

Month	Activity
June, 09	Library Reopens For Students & Staff
June, 16 To June27	Issue of Library Cards To S.Y. and T.Y. Students.
July, 1 To July, 10	1. Issue of Library Cards To F.Y. Students (Separate schedule will be displayed In the beginning Of academic year) 2. July a meeting of Library Committee will be held to discuss last year's stock verification report, preparation of budget, purchasing of books, recommendations for current year, etc.
July, 1	Book for home lending to students
July	Library Orientation Program
July 15 To Oct 25	Preparation of recommendations, purchasing of books & periodicals, preparing budget statements, etc.
Aug.	Book Review Competition News Paper Clipping Competition Career Guidance Lecturer Workshop
Oct. 14	Vachan Prerna Din
Oct. 26 To Nov. 10	1.Preparation of list of books & periodicals for binding 2.Preparation of reminders for non receipt of periodicals
January	1.Essay Competition
January, 15	A Library Committee Meeting will be held to discuss about purchased recommended books; what to do about balance amount; showing of budget statement, etc.
February 27	Marathi Language Day
March, 31	1. Closing day Of financial account Of Library. 2. Home Issue section will close For T. Y. B.Com. 3.31 Last Day For The Recovery Of Books Issued For Home Reading

	To All Staff Members.
April, 01 To 10	Action should be taken on not returning the books and periodicals.
April 01 To April 30	Stock verification of entire library, which includes
April, 30 May, 1 May 1 To May 31 May, 31	Last working day of academic year. Vernacular news papers will be discontinued. A copy of stock verification report will be submitted to the principal, amt. collected as fine will be deposited in the accounts office and a receipt will be obtained.

### **Library Advisory Committee :-**

The advisory committee for the library consists of ...

- 1) Principal of the college as Chairperson of the committee
- 2) Librarian of the college as Secretary of the committee
- 3) One teaching staff from each faculty as members of the committee nominated by the Principal
- 4) Students' Council General Secretary as students representative-Co-opted member
- 5) Registrar of the college as Non-teaching staff representative-Co-opted member
- 6) Accountant / Superintendent of the college as Co-opted member

The following are the present committee members of the advisory committee for library

Sr. No.	Member		Signature
1	Dr.Mrs. Snehal Donde (Principal )	Chairperson	
2	Sanjay Salwe ( Librarian )	Secretary	
3	Mrs. Ranjeeta Singh	Member	
4	Mr. Surendra Warik (Clark )	Member	
5	Tushar Konda (Student Representative)	Member	

### **FACTS AND FIGURES :-**

#### **Location and Area of the Library (Including Seating arrangement)**

Location and Area of the Library:-

- a) The main library is situated at the northeast side and having an area of 1300 sq.ft.

Seating arrangement in the library:-

- a) Library is having a precious reading room and a capacity to accommodate 80 students at a time in reading room of library.
- b) Separate cubicle is set up for faculties having computer system.

#### **Library Time :-**

Library remains open at different timings as per the academic requirements.

The general timings are as follows:

June to May 08.00 am 05.00 pm (09 hours) (Except holidays)

### **Facilities and Services:-**

#### **Services and activities: -**

##### **1) Study /reading room**

- i) Counter for Issuing and return of books / periodicals (Average issue 25 – 30 books per day)
- ii) Comfortable seating arrangement for reading and group study
- iii) Bag Hangers
- iv) Home lending facility for 7 days

**2) Current awareness service:** - under this new arrivals list is given to concerned heads of the departments and a copy also is kept in the staff common room also it is put up on the library notice board.

**3) News paper article clippings:** - articles on education appeared in the various newspaper are cut and filed in the file called 'News Paper Clippings file'- to facilitate the current situations on the field of education.

**4.) Reprographic service:** - this is another area where the photo copying service is provided to students and staff members to facilitate the prompt information and service.

### **Library Activity:-**

**1) Book Bank:** - We have Book Bank Scheme for Backward class students funded by the University of Mumbai. Also under Students Welfare Scheme set of textbooks are issued to general category students.

- a. A set of text books are given to the needy students for a year.
- b. Applications are invited for the same and priority is given on first come first serve basis.

**2) Smart Card:** - This is another activity where additional two books are issued to meritorious students; top three students from each class are given the facility.

### **3) Book Review Competition :-**

Book Review Competition on Dated 22/11/2019, Total Participants:- 9Develop by Reading skill , Speaking Skill, Communication skill

#### **Library Services:-**

- Circulation Services
- Reference Service
- Referral Services
- Inter Library Loan Facility
- Newspaper Reading Service
- Periodicals Reading Service
- Reprography Service
- Webopac Service
- Wi-Fi Internet Service

#### **LIBRARY AT A GLANCE**

**2019-20**

Sr.No.	Books	Total
1	Total No. of Books	2388
2	Total No. of Reference Books	323
3	Total No. of General Books	177
4	Total No. of Text Books	1888
5	Total No. of Magazine & periodicals	03
6	Total No. of Journals & e-Journals	7
7	News Papers	08
8	Webopac Facility – (SOUL software)	
9	For Book Reference links given on College website (www.shvocc.org.in)	
10	Wifi facility	
11	Net surfing & Printing facility	

**Books Bill**

DATE	B.NO	PARTICULARS	QTY	AMT	Acc.No.
10/02/2019	2401	Anupam Book Centre	3	463	1965-1994
08/07/2019	SB/342/2019-2020	Manan Prakashan	35	5695	2218-2252
08/07/2019	SB/343/2019-2020	Manan Prakashan	5	1,360	2253-2257
16/07/2019	662	Gyan Publishing House	46	45705	2268-2313
22/11/2019	SB/1143/2019-20	Manan Prakashan	50	7565	2314-2363
23/11/2019	HO/1880	Sheth Prakashan	5	893	2384-2388
05/12/2019	663	Vipul Prakashan	20	2974	2364-2383
			164	64655	

**Journals and Magazine Bills**

Sr.No.	Journals & Magazines	Price
1	Accounting Research & Audit practice	1,000.00
2	Management Research	1,000.00
3	Banking & Finance	990.00
4	India Today	2340.00
5	Indian Journal of Marketing	2600.00
6	Prabhandhan: Indian Journal of Management	2600.00
7	University News	950.00
8	Competition Success review	1000.00
9	Yojna (English )	180.00
	<b>Total</b>	<b>12660.00</b>

**Books  
2012-2020**

Sr.No.	Year	Books	Expenditure
1	2012-2013	290	23906
2	2013-2014	140	11985
3	2014-2015	330	44825
4	2015-2016	210	23603
5	2016-2017	678	121083
6	2017-2018	316	113092
7	2018-2019	250	46,718
8	2019-20	164	64655

**Total Expenditure**

**2019-20**

<b>Sr.No</b>	<b>Particular</b>	<b>Income</b>	<b>Expenses</b>
<b>1</b>	<b>Books</b>		<b>64655.00</b>
<b>2</b>	<b>Journals</b>		<b>12660.00</b>
<b>3</b>	<b>News Paper</b>		<b>10200.00</b>
<b>4</b>	<b>Register</b>		<b>790.00</b>
<b>5</b>	<b>other</b>		<b>150.00</b>
		<b>Total</b>	<b>88455.00</b>

**Library Budget Year - 2019-20**

**Total Income**

<b>Sr.No.</b>	<b>Class</b>	<b>Student</b>	<b>Amount</b>	<b>Total Amount</b>
<b>1</b>	<b>F.Y B.Com</b>	<b>127</b>	<b>200</b>	<b>25400.00</b>
<b>2</b>	<b>S.Y.B.Com</b>	<b>107</b>	<b>200</b>	<b>21400.00</b>
<b>3</b>	<b>T.Y.B.Com</b>	<b>75</b>	<b>200</b>	<b>15000.00</b>
<b>4</b>	<b>F.Y.( BAF)</b>	<b>32</b>	<b>600</b>	<b>19200.00</b>
		<b>341</b>		<b>87400.00</b>

### Stock Verification July 2020

Sr.No	Acc. No.	Author	Book Title	Type of Books	Amount
1	471	Chopade L.N.	Accounting and Financial Management	Text Book	240
2	624	Vaz Micheal	Foundation Course - II, S.Y.B.Com	Text Book	120
3	654	Vaz Micheal	Management Production and Finance S.Y.B.com	Text Book	100
4	690	Singavi, Vijay	Indirect Taxes , T.Y.B.Com	Text Book	175
5	749	Chopade L.N.	Accountancy & Financial Management S.Y. Com	Text Book	140
6	831	Vaz Micheal	Human Resource Management T.Y.B.com	Text Book	90
7	1021	Vaz Micheal	Commerce - I	Text Book	100
8	1057	Amrite V.G.	Environmental Studies - I	Text Book	140
9	1125	Kalkotti G.K.	Business Economics -I	Text Book	140
10	1559	Rhoda A.	Business Communication - II	Text Book	125
11	1783	Chopade L.N.	Cost Accounting T.Y.B.com	Text Book	250
12	1912	Chopade L.N.	Accountancy and Financial Management	Text Book	225
13	2072	Mehta N.V.	V.G. Mehtas Income Tax Ready Reckoner	Reference Book	1000
14	2117	Chopade L.N.	Auditing S.Y. B.Com	Text Book	185
15	2147	Johnson P.A.	Business Economics - Vi	Text Book	120
16	2163	Ainapure Varsha	Financial Accounting T.Y. B.com	Text Book	300
17	2176	Johnson P.A.	Business Economics - IV	Text Book	120
18	2184	Welling M.N.	Mathematical & Statical Techniques	Text Book	140
			<b>Total Amount</b>		<b>3710</b>

#### NEWS PAPER LIST:-

1. The Economics Times ( English )
2. The Indian Express ( English )
3. The Times of India ( English )
4. Loksatta (Marathi )
5. Navbharat Times ( Hindi )
6. Maharashtra Times ( Marathi )
7. Mumbai Mirror ( English )
8. Hindustan Times (English )
9. Employment News (English )

Marathi -2

Hindi -1

English -6

## FUTURE PLANS

The Library intends to perform the following activities in near future.

1. Creation of institutional repository with open source software.
2. Setup of audio/visual-digital Library.
3. Implementation of radio frequency identification technology.
4. Book exhibitions and book fair.
5. Training courses, seminars to library support staff.
6. Organizing workshop/seminar/conferences for LIS professionals.
7. **Smart Card**: - This is another activity where additional two books are issued to meritorious students; top two students from each class are given the facility.