REPORT ON THE LIBRARY AUDIT – INTERNAL / EXTERNAL

Academic Year: **Date……………**

Name of the Auditors		
Designation		
Address		

Sl. No.	Name of the File	Availability	Rating (5 – Very Good and 0 - Very Poor)						Remarks
			5	4	3	2	1	0	
	Brief history of the Library	Yes/No							
	Vision and Mission of the Library	Yes/No							
	Quality Policies	Yes/No							
1.	Library objectives	Yes/No							
2.	Organization Chart – Display	Yes/No							
3.	Policy Folder – Policy/GO/UGC Guidelines/Statutory guidelines work Instructions / Other Regulations related to work	Yes/No							
4.	Inward/Outward Communication Register	Yes/No							
5.	Circular Folders / Communication files	Yes/No							
6.	Pending Correspondence	Yes/No							
7.	Deadline for various activities	Yes/No							
8.	Action plans for the year	Yes/No							
9.	Visitor's Book	Yes/No							
10.	Duties, Responsibilities of each staff member	Yes/No							
11.	Procedures to carryout work	Yes/No							
12.	Files / DOC maintained – related to the procedures (with file opening / close dates. Book Issue Register, User entry register, Data Back up, Book Catelogue, Book arrangements, Usage chart,	Yes/No							
13.	File index	Yes/No							
14.	Display of user related procedures	Yes/No							
15.	Suggestions / Feedback Registers	Yes/No							
16.	Attendance / Biometric report	Yes/No							
17.	Name list of employees	Yes/No							
18.	Compliance / Progress monitoring mechanisms	Yes/No							

No.	Item	Yes/No							
19.	Inventory	Yes/No							
Availability as per UGC Norms – Books, Percentage of Recent books, Hard copy journals, E – Journals, Other E – Resources, OPAC, Digital Library, NPTEL, SWAYAM Facilities, CCTV, Reference Sections, Racks, furnitures, Bills/ Invoices/ Quotations, News Paper, etc									
20.	Seminar/ Conferences/ Workshops organised	Yes/ No							
21	University News Letter Publication Initiatives								
22	Research Activities by Staff Members								
23	Addition Library Services								
24	Remote access - Details								
25	Assessment / Appraisal procedure	Yes/No							
Total Score									

Note: The auditor can provide his constructive suggestions for the quality enhancement in an elaborate manner as appendix, mentioning the serial numbers.

Date: **Signatures**

MANONMANIAM SUNDARANAR UNIVERSITY, TIRUNELVELI - 12
REPORT ON THE LIBRARY AUDIT – INTERNAL / EXTERNAL

Academic Year: **Date……………**

Sl. No.	Name of the File
	Brief history of the Library
	Vision and Mission of the Library
	Quality Policies
1.	Library objectives
2.	Organization Chart – Display
3.	Policy Folder – Policy/GO/UGC Guidelines/Statutory guidelines work Instructions / Other Regulations related to work
4.	Inward/Outward Communication Register
5.	Circular Folders / Communication files
6.	Pending Correspondence
7.	Deadline for various activities
8.	Action plans for the year
9.	Visitor's Book
10.	Duties, Responsibilities of each staff member
11.	Procedures to carryout work
12.	Files / DOC maintained – related to the procedures (with file opening / close dates. Book Issue Register, User entry register, Data Back up, Book Catelogue, Book arrangements, Usage chart,
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