

MANONMANIAM SUNDARANAR UNIVERSITY, TIRUNELVELI - 12

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 | | | | | | | |

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|---|--|---------|--|--|--|--|--|--|--|--|
| 12. | Files / DOC maintained – related to the procedures (with file opening / close dates. Book Issue Register, User entry register, Data Back up, Book Catalogue, 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 | | | | | | | | |
| 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

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