



Library Manual

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Librarian

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About Us

ASHOKA EDUCATION FOUNDATION'S **ASHOKA BUSINESS SCHOOL**

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An ISO 9001:2015 | Minority Institute (Linguistic), NAAC Accredited
Recognized by AICTE-New Delhi, DTE-Mumbai & Govt. of Maharashtra
Affiliated to Savitribai Phule Pune University,

OUR VISION

To be a premiere educational center of excellence fostering managerial competencies of global standards for holistic advancement of students and create professional leaders contributing to the socio-economic development of the nation.

OUR MISSION

To provide a platform for learners to hone their competencies through experiential learning by imparting professional leadership skills driven by committed educators

LIBRARY MANUAL

The Library Advisory Committee comprising of the following members hereby states that the ‘Library Manual’ of Ashoka Business School, Nashik is a whole document comprising of the necessary procedures, rules, and regulations that are to be followed in the functioning of the Library.

We hereby recommend that the ‘Library Manual’ is to be practiced in the actual functioning of the Library of Ashoka Business School, Nashik.

Library Committee Members

S.NO	POSITION	DESIGNATION
1	Chairman	Director
2	Convener	Librarian
3	Member	Academic Coordinator
4	Member	Prof. Marketing
5	Member	Prof. Finance

DECLARATION

I am pleased to announce that the staff of the Library at Ashoka Business School, Nashik, have successfully documented the functional procedures in the form of the "Library Manual ".

I extend my heartfelt congratulations to the entire library staff, led by our dedicated librarian, for their commendable effort in this regard.

With the approval of the Library Advisory Committee, I hereby declare that the Library Manual will serve as an invaluable resource for the effective and efficient functioning of our institution's library. This manual encapsulates all necessary information and procedures, ensuring that library operations are conducted seamlessly and in accordance with best practices.

The Library Manual will undoubtedly be beneficial in all aspects of our library's services, providing a comprehensive guide for both staff and users. I am confident that it will greatly enhance the library experience at Ashoka Business School.

In Charge Director

Dr. Sarita Dhawale

PREFACE

Library of Ashoka Business School, Nashik. is established as integral part of the education. The center intends to facilitate the aspiring MBA with relevant and reliable learning materials in the form of Print and E-resources. The center strives to update and upgrade with the core objective of meeting the rising expectations of its users.

The librarian professionally carries out the functions that are relevant within the scope towards upholding the vision of the institute and in doing so draws the interests of its users.

The library has a good number of print and E-resources in the field of management. However, there has been a long felt need to bring clarity and uniformity in procedures and practices of the library so as to further improve its efficiency, utility and services. Therefore, a Library Manual is warranted where all the rules, regulations and procedures are clearly spelt out.

The manual touches upon all important functional modules of the library as and delineates clear policy as to how the activities of the library like acquisition, technical processing, arrangement of resources, transactions, library services etc.

To be able to give direction in organizing and in managing the library, this manual will serve as a guide to the staff and students.

To make this manual relevant, it is recommended that this work be reviewed and be revised periodically as the need arises.

Dr. Anjana Bhandari
Librarian

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1. LIBRARY & INFORMATION CENTRE

Primary aim of the library is to support the curriculum needs of students, teaching staff & support staff of the institution through the development of collections. The provision of services designed to meet the user information and learning need such as Lending Service, Digital Library Service, Multimedia and Periodical service. The library follows the open access system, encouraging the user to browse resources freely in the library. It identifies, evaluates, procures, processes, and then makes these learning resources available to the faculty and students for their teaching, learning, and research assignments. That is why, DR.S.R. Rangnathan, father of library Science development in India has famously said that the Library is the trinity of Learning Resources, Faculty/Students, and the Library Staff.

1.1. Vision

To be a Learning Resource Centre committed to providing Library resources in the field of management.

1.2. Mission

- To be student-centric, user friendly and to essentially bring users by integrating traditional and digital information.
- To be an inspirational environment for collaborative and individual learning.
- To provide comprehensive resources and services in support of teaching and learning needs of the academic community.

1.3 Working Hours

Library will function as per the institute timing.

Circulation Time : 9:30 AM to 5:30 PM

Reading Time : 9:00 AM to 5:30 PM

2 LIBRARY ADVISORY COMMITTEE (LAC)

Library Advisory Committee is appointed for improving the library services and framing / amendment of policies and contributes to provide the best library services.

Library Advisory Committee refers to a group of people, who are entitled to perform certain duties such as suggesting improvements in resources and services of the library.

2.1 Formation of LAC

The committee represents the entire stake holders of the library. Director has the discretionary powers in nominating the members for the committee and following members will be nominated by Director as members of the Library Advisory Committee separately and independently for a period of two years with the size of eleven members.

The Director is empowered to nominate the members to the committee. In case of any member is discontinued from his/her service, due to various reasons, the Director can nominate other suitable members to the committee

2.2 Library Advisory Committee Members

S.NO	POSITION	NAME & DESIGNATION
1	Chairman	Dr. Sarita Dhawale – I/c Director & IQAC Coordinator
2	Convener	Dr. Anjana Bhandari - Librarian
3	Member	Dr. Mahesh Wagh – Academic coordinator
4	Member	Dr. Vaibhav Bhalerao – Asst. Prof. Marketing dept.
5	Member	Dr. Pooja Gholap – Prof. Finance dept.

2.3 Functions of Library Advisory Committee (LAC)

- To formulate the policies and procedures for the library operations and development such as the Collection Development process.
- To validate general rules and regulations which govern the functioning of the library
- To devise ways of improvising the library services via modern tools and techniques.
- To assess the requirements in the library from time to time and recommend procurement.
- To make an executive plan based on feedback and suggestions offered by the library users.
- Any other function as assigned by the chairperson of LAC for overall development.
- To regulate the purchase, stock verification, and decisions regarding the removal of old and unusable books, lost books, etc.

3 LIBRARY RESOURCES**3.1 Statistics**

S. No	Particulars	Stack
1	Number of Volumes	6363
2	Number of Titles	1701
3	Online Databases ; E- Journals	DELNET, NDL. ProQuest
4	Rare Books	42
5	Multimedia (CD & DVD)	438
6	Question Bank	University Question Papers
7	Journals / Magazines	Printed 18 Journals
8	Newspapers	07
9	Academic Project Report of Students	521 (Previous 5Years)
10	Computers - Digital Library	11 Computers
11	Seating capacity	60
12	Dimension of The Library	150 Sq. Mt

Facilities		
13	Library Management Software	Yes Koha
14	Library Networking	Yes
15	Document Scanning & Reprographic facility	Yes
16	Library classification system implementation	Yes (DDC - Dewey Decimal Classification)
17	Library cataloguing system implementation	Yes (AACR-2 Anglo American Cataloguing Rules)

4. LIBRARY SERVICES

4.1 Lending

Books will be issued to the students for a period of 07 days. Books so lent shall be returned on due date. The same book can be reissued for another 07 days if it is not in demand. ERP account numbers are issued to students for borrowing books from the library. Students are instructed to check the books while borrowing and they will be responsible for any type of damage or mutilation noticed at the time of return. Teachers can take 10 books at a time, it should be returned within three months. They can renew the book on or before due date, if they wish.

4.2 Reference

Reference books like Encyclopedias, Dictionaries, Handbooks, Yearbooks, Rare collections, Thesis etc. and one copy of all the books in the general stack are kept for the students, staff and other users to refer within the library, i.e. it can be use in library as a reference purpose.

4.3 Digital Library

An e-library Wing is being dunned in our library containing the facilities such as Delnet, ProQuest, NDL, & ABS Digital library or an Electronic Library is a focused collection of digital objects that can include e- books of various subjects and other reading books, visual materials, audio material, video material, PPTs etc. This e -resources are stored as electronic media formats along with the means for organizing, storing, and retrieving the files and media contained in the library collection.

Link for the Digital Library:

https://drive.google.com/drive/u/0/folders/18DDG0OH8-SCViK_oqmhmuvuxzpZDyPO01

4.4 Multimedia

Library has the facility to search CD-ROMs. There is a good collection of CD-ROMs

4.5 Periodicals

The library subscribes to more than 18 periodicals in a year. Back volumes of all the journals are also available for use. They can be consulted within the library. Overnight reference is also allowed to students on request. A number of news magazines, career magazines are also available for casual reading.

4.6 OPAC (Online Public Access Catalogue)

Institute have a special facility called web OPAC which allows the user to search the library's holdings. A user can access the bibliographic details of books from the OPAC

4.7 Referral Services

Referral Service is some sort of an 'information desk' for the user community which does not provide users directly with the information they need, but suggests sources (other libraries or

individuals) likely to them. This is also offered users to the extent possible. Institute having the subscription of Delnet, librarian can use consortia through it to give referral service.

4.8 Question Paper

Question papers of all subjects are collected during the examination and kept spiral binding hard copy for the benefit of users. (Links to scanned copies (P.D.F versions) of question papers are also available in the Digital Library (Own Concept of ABS library)

4.9 Internet Facility

With the introduction of Internet facilities there is no limit to the resource-sharing possibilities and online e-resources access. INTERNET and E-mail services and web browsing can be use by students and staff.

4.10 Access

Open access system is practiced. The users can go directly to the shelves and browse which helps in their search to a great extent and also to come across related books useful for them

4.11 Current Awareness Services (CAS)

Under CAS System following Services can be used: Displaying new arrivals – books – on the New Arrivals rack. Displaying list of new arrivals and content pages of Journals and Periodicals on the notice-board.

4.12 Information Literacy Program

Information literacy is knowing when, and why you need information, where to find it and how to evaluate, use and communicate it in an ethical manner. As part of information literacy program we are conducting Library orientation and User education program for our students as a part of induction program. Library orientation is to introduce users to facilities and resources in the library, to develop library skills, to develop students into independent users and learners in the library. User education is one of the important services of the library each year for new entrants into the college library, which includes:

- How to use the library?
- How to use OPAC and WEB OPAC?
- How to locate a particular book?
- Preparation of library notes,
- Shelf arrangements
- Classification, Cataloguing etc.

4.13 Feedback Form and Suggestion Box

Printed feedback forms are available among students for collecting their responses on the facilities and services of the library. Necessary action is then initiated and users are kept informed. Also a Suggestion Box is available in the library. A suggestion box is a device where library users anonymously deposit slips of paper containing advice or different opinions. The box may also contain additional comments, questions and requests. One of the benefits of a suggestion box is that it creates a line of communication between the library and its users. We have responded timely to the suggestions. All suggestions and opinions will be discussed in the library advisory Committee and will take suitable actions accordingly.

4.14 Reprographic Service

The library has one reprographic unit. We provide this facility to all users at nominal cost.

4.15 Reservation Facility

Books which are in circulation can be reserved. The students who desire to make use of this facility should enter the details in the library register kept for this purpose. Books which are to be reserved will not be renewed and reissued. The person who makes the reservation should note the expected date of return and claim the reserved book within two days after the return. Otherwise the reservation will remain cancelled.

4.16 Website

All the use full details about library has share on website and the address of the site is <https://ashokabschool.org/advancedlibrary.html>. It provides information about the library such as library resources, previous University question papers, ProQuest, DELNET, e-journals, e-books, WEB OPAC, useful links, about us, library staff etc.

4.17 DELNET

The e-library section in the college library is a beneficiary of DELNET New Delhi (**Developing Library Network**). Through DELNET staff and students can access more than 2000 e-journals, the database of other member libraries and procure books from those libraries through inter library loan facility. DELNET has been established with the prime objective of promoting resource sharing among the libraries through the development of a network library. It aims to collect, store and disseminate information besides offering computerized services to users, to coordinate efforts for suitable collection development and also to reduce unnecessary duplication wherever possible. ID and Password is shared with staff and students.

4.18 ProQUEST

The e-library section in the college library is a beneficiary of ProQuest.

4.19 Inter Library Loan

Ashoka Business School Library maintains an inter library loan facility in collaboration with DELNET. Library also having a MOU with Yashwant Rao Chavan open university.

4.20 National Digital Library of India (NDL) is an all-digital library that stores information (meta data) about different types of digital contents including books, articles, videos, audios, thesis and other educational materials relevant for users from varying educational levels and capabilities. It provides a single window search facility to access digital contents currently existing in India as well as other digital sources under single umbrella. More than 7 lakhs items hosted in NDL India.

5. USERS AND BORROWING PRIVILEGES /LOSS OF BOOK

- Borrowers should produce their ID card when borrowing resource materials.
- ID cards are not transferable.
- Members must satisfy themselves about physical conditions of the library material being issued. They shall be held responsible for any damage/mutilation noticed at the time of return.

5.1 Library Fine, Renewals and Reservation

The fine will be charged @ Rs.2.00 per day per book after the due date including holiday. The students can renew the books twice on or before the due date, if they wish. However, return of books on the date of issue itself is not possible

When book is lost or damaged, the borrower will be charged for the book as follows.

- The member has to procure a new edition copy of the same
- A sum of one and half times the estimated cost of a book will be charged for a **book**

5.2 Documents that cannot be borrowed

Reference book, print version of journals, CDs, thesis, magazines and newspapers are not to be issued out.

6. LIBRARY ACTIVITIES

6.1 Book Review

Book review make listeners familiar with the content of the book they want to read. The book reviewer gives the audience a glimpse of the setting, the characters and/or the major conflict without providing the resolution or denouncement. The purpose of a book review is to motivate listeners in order to foster good reading, writing and speaking skills by encouraging self-directed learning through reading. It is an excellent tool for reading motivation.

6.2 Best User Award

The best user award is given to each class for the student who has made maximum use of the library. The Best Library User Award is an initiative towards motivating the students to efficiently use the library and its resources. Two students will be selected each academic year based on statistical data, books borrowed, reading aptitude, utilization of library resources, and discipline.

7. ISSUE OF NO-DUE CERTIFICATE

Library No-Due certificate will be issued to the users after the return of borrowed library materials.

8. ACQUISITION OF LEARNING RESOURCES

Procurement of learning resources constitutes the primary responsibility of the library. The library follows a systematic procedure in building up the collection - development such as books, journals, or any learning resource by identifying, evaluating, selecting, processing, and making it available to the users.

8.1 Procurement Process of Books, Journals etc.

- Faculty can recommend the books to be procured for their subject and research.
- Students/Research Scholars can also recommend the books for procurement provided their recommendation is endorsed by a faculty member.
- All faculty indents will be routed through Head of Department for the approval of director.
- The order can be placed to central purchasing office as per budget provision as yearly budget get sanctioned by account dept. and heads of institutional administration staff at the starting of year
- The central purchasing office invites quotations from vendors and places orders to those who offer maximum discount
- Purchase Orders will be issued by the central purchasing office

8.2 Terms and conditions for vendors

- Supply of publications at current catalogue prices with mutually agreeable terms and conditions.
- Foreign Exchange rates to be charged according to Good Offices Committee Report Rates (GOC)

9 Stock verification procedure to write off books

9.1 Stock Verification

Systematic check of library holdings for finding out missing items therefore is regarded as physical stock verification. Physical verification of the library stocks has to be carried out to identify the losses, identifying misplaced and/or mutilated documents that needs repair, or to weed out from the library collection with best interest of effectiveness of the library. It is being done every year.

9.2 Purpose and advantages of Stock verification.

- To evaluate total number of books, present in the library
- To identify loss of books and possible rate of loss
- To Restore misplaced items in the stock
- To Determine mutilated and worm-out items in the stock
- To Evaluate the adequacy of current arrangements for stock protection
- To Extend new opportunities for cleaning and sprucing up stack area
- To maintain the library, catalogue up to date
- To revise the preventive measures
- To identify and avoid mistakes in the stock records
- To identify the used, less used and unused books
- To deliver the opportunities to weed-out documents

9.3 Norms of Stock Verification

Stock verification schedule should be established and implemented as per the norms mentioned in the General Financial Rules (GFR). Libraries of Govt. of India and its other organizations have to do mandatory physical verification of all their holdings as per the following guidelines of **Rule 215** of the **General Financial Rules 2017**

9.4 Loss of Publications

- Some loss of publications is inevitable especially in the context of open access practice in libraries. The librarian has a role as information manager and not just a custodian. Therefore, he/she should not be held responsible for the losses.
- Loss of 5 volumes per 1000 volumes issued and/or consulted in a year may be taken as reasonable.
- A publication may be considered as lost only when it is found missing in two successive stock verifications and thereafter action will be taken to write off the publications by the competent authority.
- If the loss of book is more than the permissible extent, the causes of such loss may be investigated by the competent authority and the remedial measures are to be strengthened.

9.5 Procedure for write-off

- List the documents not found during stock verification
- Library staff to make all possible efforts to locate the document not found during stock verification
- Prepare pre-final list of the documents not found and publicize
- Compile a final list of documents not found
- Compare with the list of earlier stock verification to identify common entries
- Compare losses with borrowing/ consulting / photocopying statistics
- Put up the list of common entries to the Director along with justification for the losses (open access, limited staff, inadequate security system, large number of students visiting library, losses

within permissible limits, etc.)

- Get approval from the Director
- Issue Official Inter note.
- Make necessary entries in the accession register.
- Remove records from databases and close the file.
- Improve the system with additional precautionary measures

9.6 Preventive measures

The theft or abuse of Library resources will be examined to ascertain its genuineness and the matter will be reported to the Library Advisory Committee/ Director for further action.

Some preventive measures which will lower the theft or abuse of library resources are listed below

- Follow closed access to the rare books and specialized collections.
- The exit/entry to the library to be monitored
- Sealing of windows with wire mesh, installation of wicket gate, adequate vigilance in the stack room(s), provision of adequate lighting, use of electronic or magnetic gadgets for detection of the theft, camera based monitoring system in the library & reading room, introduction of identity/ membership cards for identification of users, etc., can be adopted.

10 Collection development

10.1 Stack room/Display area Management

Collection development plays a very important role in ensuring the optimum utilization of the books, journals kept in the library. Presently, the learning resources are stacked / displayed in the following categories

- General Stack Area (Spread across two wings i.e. lending section and reference section for books).
- Reference Section (Consisting of Encyclopedias, Dictionaries, etc.).

➤ Newspaper/Magazine Display Area.

➤ Journal Display Racks.

10.2 Procedures

It is essential that all efforts are carried out by the library for pleasant display and quick retrieval of books/journals by the users. The stacks should be properly labeled with subject guides and Class Number Guides.

11 Physical ambiances

Library is a central resource department that is the backbone of all academic programmers of the institute. Library is spread in 2 floors with 150 Sq. Mt Students and faculty would be spending their considerable time in library premises pursuing their research and studies. Hence it is very much essential that library has a checking system in place to monitor the cleanliness and hygiene of the library premises like regular sweeping, cleaning and mopping of all floors. Electricity and Ventilation Library will ensure that these essential things are working at all times and users would not be put to any inconvenience.

Floor Plan and Direction/Guideposts--- Library shall have floor plans designed and proper directions/guideposts for people to move around the library looking for resources/services.

12. Rules & regulations

12.1 Code of Conduct for library users

The Ashoka Business School Library endeavors to provide a friendly space and environment for information and knowledge exchange. The Library Code of Conduct is established to ensure that this environment is maintained.

1) Users: Code of Conduct applies to all areas of the ABS Library, including Stack Area, Reference & Periodical Section, Study Spaces, General Reading Room and Digital Library. Library users must nurture the following guidelines below.

➤ Personal belongings including bag and personal text books will not be allowed inside the stack and reference area except loose sheets and notebook.

- Reading materials including notebooks, personal textbooks will be allowed inside the reading room only. Bags, cases, folders etc. must be left in the property counter.
- Users are advised not to leave their valuable items such as wallet, laptops debit/credit card etc., at the property counter. Library is not responsible for any loss of individual's aforesaid properties.
- Students' Institute Identity Card is necessary for access to the library and information Centre.
- Enter your name and sign in the register kept at the entrance counter while entering in the library.
- The users shall maintain silence within the library premises. Conversations, gossip are strictly forbidden.
- Using Mobile phones and audio instruments with headphone is strictly prohibited in the library premises.
- Library authority upholds the right to recall any issued book even before the due date.
- Anyone caught marking, defacing or mutilating books or any other library material is accountable to replace the same.
- The membership of the library is not transferable.
- Users are not allowed to resshelf books or journals after removing them from the shelf. Leave them on the table.
- Eatables are not allowed inside the Library.
- If the mentioned codes of conduct/rules are not honored the students, then the Library has the right to expel a student from the premise.

Abiding by the standards of the library code of conduct will help us maintain our mission to provide the best in information service

Library Book Circulation and Preservation

INPUT

<u>Sr. No.</u>	<u>Input</u>	<u>Input process</u>
<u>1</u>	<u>Library Membership Form, Library Accession register, Books, Students List</u>	<u>Purchase & Receipt of Library Books, e-Books, Journals & e-Journals</u>
<u>2</u>	<u>Books, Location Chart</u>	<u>Purchase & Receipt of Library Books, e-Books, Journals & e-Journals</u>
<u>3</u>	<u>Project reports</u>	

PROCESS

<u>Sr.</u>	<u>Activity</u>	<u>Responsibility</u>	<u>Stage output</u>
<u>1</u>	<p>Book Issue</p> <ul style="list-style-type: none"> In the Open Access Environment, users go through the library cupboards and select the book as per requirement. Collect the book from stack & give it to issue counter. Make necessary entries on the book card, circulation register & as well as Library Software. Arranging the Book Cards by ascending order as per Accession Number. <p>Book Return</p> <ul style="list-style-type: none"> Receive the Books from the Library Users. Make necessary entries on the Book Card, Library Circulation Register & Library software. Books will be renewal if user demands & Make necessary entries on the Circulation Register. 	<u>Librarian</u>	<u>Circulations Register</u>
<u>2</u>	<ul style="list-style-type: none"> Identify the location of Books – Subject wise and re-arrange the collection accordingly. Books stock verification is carried out annually after final examination. Verify for the Number of books against accession register. Identify and Prepare List of Books Lost, Damaged, and Weeded Out. Forward the report to higher authority for further actions. Book which is not available after further verification will be treated as missing Initiate further action as per higher authorities. 	<u>Librarian</u>	Stock verification Report
<u>3.</u>	<p>Students Projects reports</p> <ul style="list-style-type: none"> Receive Students Projects reports from exam department after external viva. Store the project report in the Library. Retain the project till students pass out/ till required for reference. Weeded Out after discussion with Unit head. 	<u>Faculty Members / Librarian</u>	<u>List of Students Projects</u>

OUTPUT

<u>Sr. No.</u>	<u>Output</u>	<u>Output goes to</u>
<u>1.</u>	<u>List of registered students and staffs,</u> <u>Circulations Register and Software</u>	<u>Lib, Management</u>
<u>2.</u>	<u>Books as per location of Subject.</u> <u>Annual Stock verification report.</u>	<u>Lib, Management</u>
<u>3</u>	<u>Students Projects reports.</u>	<u>SIP, TPO, Lib</u>

Process Monitoring & Measurement

<u>Parameter</u>	<u>Indicator</u>	<u>Measurement Methodology</u>	<u>Frequency of Monitoring</u>	<u>Responsibility</u>	<u>Document Retention</u>
<u>Books Circulation</u>	<u>Number</u>	<u>Books Issue</u>	<u>Monthly</u>	<u>Librarian</u>	<u>Circulation Register</u>

Library Membership Process

<u>Sr. No.</u>	<u>Input</u>	<u>Input process</u>
<u>1</u>	<u>Library Membership Form</u>	

OUTPUT

<u>Sr. No.</u>	<u>Activity</u>	<u>Responsibility</u>	<u>Stage output</u>
<u>1</u>	<u>Distribution of Library membership form / Google form among First year Students & New Joined staff.</u>	<u>Librarian</u>	<u>Book Circulation</u>
<u>2</u>	<u>Collect Library membership form / Google form responses from students & staff</u>	<u>Librarian</u>	<u>Book Circulation</u>
<u>3</u>	<u>Enter students / Staff name in Circulation Registers</u>	<u>Librarian</u>	<u>Book Circulation</u>

<u>Sr. No.</u>	<u>Output</u>	<u>Output goes to</u>
<u>1.</u>	<u>List of registered Students and staffs.</u>	<u>Library Book Circulation and preservation</u>

Process Monitoring & Measurement

<u>Parameter</u>	<u>Indicator</u>	<u>Measurement Methodology</u>	<u>Frequency of Monitoring</u>	<u>Responsibility</u>	<u>Document Retention</u>
<u>Students / Staff Membership</u>	<u>Number</u>	<u>No. of Students filled Form</u>	<u>Once in a Year</u>	<u>Librarian</u>	<u>Membership Form</u>

Purchase & Receipt of Library Books, e-Books, Journals & e-Journals

INPUT

<u>Sr. No.</u>	<u>Input</u>	<u>Input process</u>
1	Book requirement notice, book recommendation form, Syllabus copy	
2	Publisher/Vendor Catalogue, Faculty Recommendation	

PROCESS

<u>Sr. No.</u>	<u>Activity</u>	<u>Responsibility</u>	<u>Stage output</u>
1	Book Purchase / Magazine Subscription 1. Sending the E. mail/Notice for the Book / Magazine Requirement to the staff / Students. 2. Receive the Book / Magazine Recommendation from faculty/ Students. 3. Fill MR / IOC & Approved from the Director. 4. Forwarding the MR /IOC to the Purchase Dept./ Account Dept. for the further Procedures.	Librarian	MR of Book, IOC of Magazine
2	Book Receipt: 1. Verify the Quantity of Books against the M.R. 2. Original First Bill copy forward to A/C department for payment & Photocopy to be filed in Bill File. 5. Enter the book details in Accession Register & also enter the details of Books in Library Software. 6. Book Processing like Classification, Stamping, Pasting of Book Pocket & Barcode. 7. Enter the necessary details on Book card. & Place Book card in the Book. 11. Place the book at designated location as per subject.	Librarian	Book Bill Accession Register
3	Magazine Subscription Receipt: 1. Enter the periodical issue details in Periodical Subscription register after receiving Periodical issue. 2. Put Library stamp. Keep it on the for display rack.	Librarian	Periodical Register

OUTPUT

<u>Sr. No.</u>	<u>Output</u>	<u>Output goes to</u>
1.	Duly filled M.R. Physical copy of Book.	Purchase: Material Requisite Process (Mat/Pr/01)
2.	Journals / e-Journals Subscription.	Purchase: Material Requisite Process (Mat/Pr/01) or online subscription

Process Monitoring & Measurement

<u>Parameter</u>	<u>Indicator</u>	<u>Measurement Methodology</u>	<u>Frequency of Monitoring</u>	<u>Responsibility</u>	<u>Document Retention</u>
No. of volumes	Number	No. of volumes added	Twice in semester	Librarian	Accession Register



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