



**Mahatma Gandhi Vidyamandir's**

**Panchavati College of Management and Computer Science- Nashik-03**

**Affiliated to Savitribai Phule Pune University, Pune.**

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## **CRITERIA 4: INFRASTRUCTURE AND LEARNING FACILITIES**

<b>KEY INDICATOR</b>	<b>4.2 LIBRARY AS A LEARNING RESOURCE</b>
<b>MATRIC NO.: 4.2.3</b>	<b>EXPENDITURE ON PURCHASE OF BOOKS/ E-BOOKS AND SUBSCRIPTION TO JOURNALS/E-JOURNALS DURING THE YEAR (INR IN LAKHS)</b>

## LIBRARY AS A LEARNING CENTRE

### MGV'S PANACHAVATI COLLEGE OF MANAGEMENT AND COMPUTER SCIENCE LIBRARY AT GLANCE

<b><u>LIBRARY RESOURCES</u></b>		
1	Total Number of Volumes	4,304
2	Total Cost of above Volumes	13,11,110
3	Total Number of Titles	1,489
4	PDF Books	512
5	Total Number of DVD/CD	57
6	Total Number of News Papers	12
<b><u>LIBRARY INFRASTRUCTURE</u></b>		
1	Total Library Area	1000 Sq.ft.
2	Reading Room Capacity	50 Students
3	Internet Bandwidth	100mbps
4	Computers for Library Administration	3
5	Computer for Students and Staff	10
6	Printer	1
7	Barcode Reader	1
<b><u>LIBRARY AUTOMATION</u></b>		
1	Name of the ILMS Software	Campus 360 Library Software Made by Hiray Technology, Nashik
2	Nature of Automation	Partially
3	Year of Automation	2022
<b><u>E - RESOURCES</u></b>		
1	E - Database	DELNET - Developing Library Network
2	Open Access E - Resources	Provided Through Library Website
3	Library Website	<a href="https://sites.google.com/view/pcmcsmgvelibrary-com/home">https://sites.google.com/view/pcmcsmgvelibrary-com/home</a>
<b><u>LIBRARY SERVICES</u></b>		
1	Library Orientation Program to Newly admitted Student's	
2	Book Home Lending Facility	
3	Open Access Facility for College Student's & Faculty Member's	
4	Students and Staff I - Card Service	
5	Reading Room facility for Students and Staff	
6	Internet Facility to Students and Staff	
7	Book Exhibition Program	
8	Poor Boy's Fund Scheme	
9	New Arrival Display	
10	Question Bank Service	
11	Marksheet Distribution to the Student's	
12	Library Web Page	
13	Library User Guide Manual	



### List of Journal Subscribed for 2023-2024

Sr. No	Name of the Magazine	Publishers	Freq	Amount in Rs. - 1 yr
1	Down To Earth	Envn Sci Centre	26	1950.00
2	Indian Journal of Finance	AMC	12	3800.00
3	Indian Journal of Marketing	AMC	12	3800.00
4	Prabandhan : Indian Journal of Management	AMC	12	3800.00
5	University News (By Regd Post)	AIU	52	2050.00
6	International Journal of Computer Science & System Analysis	Serial Pub	2	3000.00
7	Electronics For You	EFY Entrp	12	1260.00
8	Business Manager	Business Manager	12	1600.00
9	IUP – Computer Sciences	IUP	4	1200.00
			<b>Total:</b>	<b>22460.00</b>
			<b>Less : Special Discount :</b>	<b>960.00</b>
			<b>Total :</b>	<b>21500.00</b>

### LIST OF NEWSPAPERS

SR.NO	NAME OF NEWSPAPER
01.	TIMES OF INDIA
02.	LOKMAT
03.	MAHARASHTRA TIMES
04.	DIVYA MARATHI
05.	SAKAL
06.	LOKNAMA
07.	LOKSATTA
08.	GAONKARI
09.	INDIAN EXPRESS
10.	THE ECONOMICS TIMES
11.	BUSINESS STANDARD
12.	THE HINDU



**MAHATMA GANDHI VIDYAMANDIR'S  
PANCHAVATI COLLEGE OF MANAGEMENT AND COMPUTER SCIENCE  
MUMBAI AGRA ROAD, PANCHAVATI – NASHIK – 03**

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## **LIBRARY RULES**

### **General Rules :**

- While entering in the library students should keep their bag's on the rack and enter their name in Library attendance register
- Every student must produce his/her Identity Card while entering in Library.
- Library will remain open from 09.45 a.m. to 5.00 p.m. on all working days.
- Readers are requested to handle all Library property carefully to avoid damage to it and also not to disturb other readers/users.
- Use of cell phones is not allowed. If readers wish to keep them while using the Library, it must be on silent mode.
- The Librarian, with the approval of the Principal, reserves the right to add, delete, or modify any of these rules as and when

### **Identity Card Rules**

- Every student must possess Identity Card while making use of library services and facilities and has to produce when demanded by the library staff.
- In case a student loses his/her ID Card, it should be reported to the library. He/ she should apply for the duplicate ID Card after paying the fee of Rs. 50/-..
- Every student should get his ID Card issued from the library at the time of admission. No ID Card will be issued after the prescribed date or period. In special cases or under genuine circumstances, the ID Card will be issued after obtaining the principal's permission and paying the requisite fine.

### **Borrowing Rules**

- Every student can borrow two books at a time for the period of seven days. Thereafter fine of Rs. 2/- per day will be charged on every delay
- Books and other reading materials issued to a student may be renewed only once provided there is no reservation against it.
- Users must handle the books carefully. Books that are lost, torn, damaged or mutilated (i.e. tearing of pages, marking it with pen or pencil and the like) can be dealt with seriously. One and half times of the original price or more will be charged for such documents or may be asked to replace it with latest edition.
- No lost document shall be accepted once the recovery is made.
- No Library material can be taken out of the Library without permission of the Librarian.
- Reference books, journals/periodicals, magazines/newspapers, and other documents declared **"For Reference" will not be issued.**
- Documents, marked/ stamped as 'Reference' category, are not to be issued

### **Reading Room Rules**

- Students should strictly maintain silence while using the Reading room facility
- Users must silence mobile devices and leave the reading room to place or receive calls.
- Personal items are not allowed at the reading tables. Users must store coats, bags, and other personal belongings on rack
- No food, beverages are allowed in the reading room, except from water bottles.
- Books will be issued in the reading room in the library on producing the Identity Card.

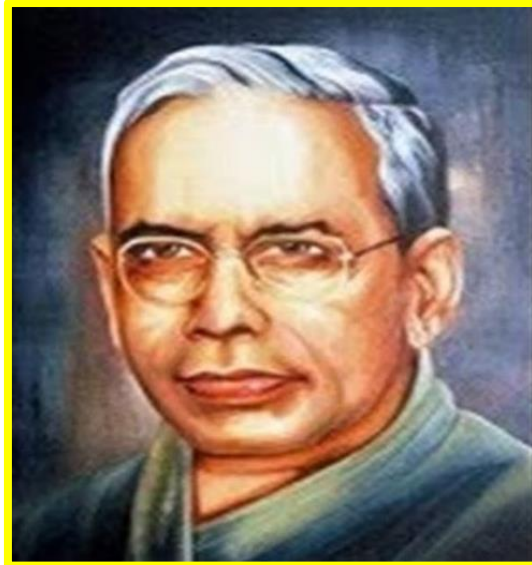
### **Cyber Library Rules**

- Cyber Library is to be used for academic purposes only.
  - Online Chatting in the Cyber Library is not allowed.
  - Browsing of dating or social networking sites are strictly prohibited. Strict disciplinary action will be taken against the members.
  - Students must carry their Library ID card while using the Cyber Library. They must show their ID card on demand.
  - Changing the settings and display of the Computers kept in the Cyber Library/Reading Hall is not permitted.
  - Playing games on computers is strictly prohibited in the entire Library premises.
  - Students must take care of their Pen drives, CD/DVD ROMs, Cell Phones, and Wallets etc.
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### **OBJECTIVES OF THE LIBRARY**

The Objective of Our Library are the Five fundamental Law's Stated By Dr. S. R. Ranganathan



**Dr. S. R. Ranganathan**

12/08/1892 – 27/09/1972

**FATHER OF LIBRARY SCIENCE**

<b><u>RANGANATHAN FIVE LAW'S</u></b>	<b><u>APPLICATION OF FIVE LAWS TO THE WEB</u></b>
1. Books are for use	1. Web resources are for use
2. Every reader his or her book	2. Every reader his or her web resource
3. Every book it's reader	3. Every web resource it's user
4. Save the time of reader	4. Save the time of user
5. The library is a growing organism	5. The web is a growing organization



**PROCESSES**

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# STANDRD OPERATING PROCEDURES OF LIBRARY:-

## 01. Library layout

<b>Process No</b> : MGV/PCMCS/LIB/PR/2023-24/01		<b>Page No</b> ; 02	
<b>Process Names</b> : Library Layout		<b>Version</b> : V1	
<b>Objectives</b> :- 1] Section wise distribution 2] Classification of reading materials			
<b>Input</b>	Library area section wise distribution		
<b>Sr.no.</b>	<b>Activity</b>	<b>Responsibility</b>	<b>Stage Out put</b>
1.	Book shelves for books	<i>Library Attendant</i>	Shelving
2.	Journals/Magazine section for Journals/Magazine	<i>Librarian /Library Attendant</i>	Journals usage & maintenance
3.	Newspaper section for newspaper	<i>Librarian/ Library Attendant</i>	Newspaper usage & maintenance
4	Audio Visual Section for CD/DVD	<i>Librarian/ Library Attendant</i>	Cd/Dvd usage/maintenance
5	New arrival section for newly arrived books/journals/CD/DVD display	<i>Librarian/ Library Attendant</i>	New arrival display
6	Reference Section for Reference Books/Encyclopedias/Dictionary/Project Reports etc.	<i>Librarian/ Library Attendant</i>	Use for Reference
7	Internet section for Library users	<i>Librarian/ Library Attendant</i>	Information search &use
8	Circulation section for Library Books Issuing/Returning	<i>Librarian/ Library Attendant</i>	Circulation of Books
9	Reading Section for Library users	<i>Library Users</i>	Reading , study
10	Librarian desk	<i>Librarian</i>	
11	Library notice board	<i>Librarian/ Library Attendant</i>	
<b>Output</b>	Library area, circulation section, books section, journal section, newspaper section, audio visual section, new arrival section, reference section, belonging section, internet section,reading section, librarian desk, library notice		
<b>MONITORING &amp; CONTROL MECHANISM</b> : Vice Principal, Academic Coordinator, Principal			



## 02. Library budget

<b>Process No</b> : MGV/PCMCS/LIB/PR/2023-24/02		<b>Page No</b> ; 03	
<b>Process Names</b> : Library Budget		<b>Version</b> : V1	
<b>Objectives</b> :- 1] To have a effective control of library funds 2] To anticipate the library future financial condition			
<b>Input</b>	Current year amount spent, coming year requirement on the basis of the assumption of users increase		
<b>Sr.No.</b>	<b>Activity</b>	<b>Responsibility</b>	<b>Stage Out put</b>
1.	Get last year total spent from accounts department	<i>Librarian</i>	-
2.	After approval prepare the final budget and send to the account section	<i>Librarian</i>	Library Budget
<b>Output</b>	Library Budget for Current Academic Year for Books, Journals/Magazine, Audio Visual, Online Database, Newspaper, Library Infrastructure Development		
<b>MONITORING &amp; CONTROL MECHANISM</b> : Vice Principal, Academic Coordinator, Principal			

**03. Purchase of library books**

<b>Process No</b> : MGV/PCMCS/LIB/PR/2023-24/03		<b>Page No</b> ; 04	
<b>Process Names</b> : Purchase of Library Books		<b>Version</b> : V1	
<b>Objectives</b> :- 1] To make the provision of New Books 2] To provide the guidance that support & enhance the curriculum 3] Identifying and reviewing new resources			
<b>Input</b>	Syllabus, Last year books requirement list, Book Catalogue, Book suggestion list		
<b>Sr. No.</b>	<b>Activity</b>	<b>Responsibility</b>	<b>Stage Output</b>
01	Sending the Notice for the Book Requirement to the staff along with Book Requirement Form	<i>Librarian</i>	Book Requirement E mail
02	Receive the Book Requirement forms duly signed by the faculty members	<i>Librarian</i>	Book requirement Form
03	Consolidate the requirement from faculty members check the availability of books and also check the copies in the library	<i>Librarian</i>	Final List of Books
04	Prepare the List of Books as per the Syllabus, Catalogue and the requirements of users. Forward the requirement forms and the list of books to the Vice Principal	<i>Librarian</i>	Final List of Books
05	Prepare Purchase Order specifying all the details such as Title, Author, Edition, number of copies etc. Get the Purchase order reviewed and Approved from the Vice Principal and Principal	<i>Librarian</i>	Purchase Order
06	Forwarding the P.O. to the Purchase Dept. For the further Procedures	<i>Librarian</i>	Purchase Order
<b>Output</b>	Purchase Order placed on the identified suppliers for the purchase of Books.		
<b>MONITORING &amp; CONTROL MECHANISM</b> : Vice Principal, Academic Coordinator, Principal			

## 04. Receipt of books

<b>Process No</b> : MGV/PCMCS/LIB/PR/2023-24/04		<b>Page No</b> ; 05	
<b>Process Names</b> : Receipt of Books		<b>Version</b> : V1	
<b>Objectives</b> :- 1] Books as per the purchase order 2] Quality of books 3] Complete the process of books			
<b>Input</b>	Receipt of Books from Bookseller		
<b>Sr. No.</b>	<b>Activity</b>	<b>Responsibility</b>	<b>Stage Output</b>
01	Receive the books along with Bill.	<i>Librarian</i>	Receipt of books
02	Verify the quantity of books against the order list & bill. Also verify the title, author, edition, publisher etc.	<i>Librarian</i>	Books Verification
03	Also ensure condition of books – Damages, Lose binding, pages missing etc.	<i>Librarian</i>	Books Verification
04	Returning the damaged books, wrong supply (Title / author / edition / excess quantity).	<i>Librarian</i>	Return
05	Verifying the Bill Amount	<i>Librarian</i>	Bill Amount Verification
06	Filing the copy of the bill in the bill file	<i>Librarian</i>	Bill File
07	Classifying the Books as per Dewey Decimal Classification Scheme.	<i>Librarian</i>	Classification
08	Enter the details in Accession register & allot accession number to entered book.	<i>Librarian</i>	Accession Register
09	Enter the Book Details in Campus 360 Software for OPAC	<i>Librarian</i>	OPAC
10	Put library stamps and accession numbers on the Title Page and on the secret pages of the Book	<i>Library Attendant</i>	Library Stamps
11	Pasting the book pockets on the bottom of the inner side of the back cover	<i>Library Attendant</i>	Book Pockets
12	Enter the necessary details on Book card.	<i>Library Attendant</i>	Book card
13	Place Book card in the Book Pocket.	<i>Library Attendant</i>	Book Card
14	Creating and Pasting the Spine Labels and Barcode Stickers over the Book.	<i>Library Attendant</i>	Spine Labels and Barcode Stickers
15	Place the book at designed location based on branch & Subject.	<i>Library Attendant</i>	Placement of Books
<b>Output</b>	Received Books processed and stored at identified location		
<b>MONITORING &amp; CONTROL MECHANISM</b> : Vice Pricipal, Academic Coordinator, Principal			

### **05. Hard copy of Journal subscription**

<b>Process No</b> : MGV/PCMCS/LIB/PR/2023-24/05		<b>Page No</b> ; 06	
<b>Process Names</b> : Hard copy of Journal Subscription		<b>Version</b> : V1	
<b>Objectives</b> :- 1] Subscription of New Journals 2]Provision of Renewals of Journals			
<b>Input</b>	Subscription of hardcopy journals		
<b>Sr. No.</b>	<b>Activity</b>	<b>Responsibility</b>	<b>Stage out put</b>
01	Sending the email and journal requirement form for hardcopy journals and get requirement from distributors	<i>Librarian</i>	Proposal for hardcopy journal subscription
03	Invite quotation from the suppliers	<i>Librarian</i>	Quotation
05	Get the final quote for purchase order from purchase	<i>Librarian</i>	Purchase Dept.
06	Prepare purchase order and get all higher authority signature HOD, Academic Coordinator & Principa	<i>Librarian</i>	Hardcopy journal purchase order
07	Generate subscription order & demand draft and get it signed by the Principal	<i>Librarian</i>	Hardcopy journals subscription order
08	Send the signed subscription order to suppliers	<i>Librarian</i>	Subscription order
09	Receive hardcopy journal, maintain record, display in the library, table of content softcopy send to faculty	<i>Librarian</i>	Journals receipt
<b>Output</b>	Hardcopy journals subscribed		
<b>MONITORING &amp; CONTROL MECHANISM</b> : Vice Principal, Academic Coordinator, Principal			

## 06. E- Database

<b>Process No</b> : MGV/PCMCS/LIB/PR/2023-24/06		<b>Page No</b> ; 07	
<b>Process Names</b> : E- Journal Database		<b>Version</b> : V1	
<b>Objectives</b> :- 1] Find out the subscription of Database 2] Provision of subscription of database 3] Fulfill the library obligation to the user's community			
<b>Input</b>	Subscription of E-Journals		
<b>Sr. No.</b>	<b>Activity</b>	<b>Responsibility</b>	<b>Stage Out put</b>
01	Sending the email and journal requirement form for the e-journals and get requirement	<i>Librarian</i>	Proposal for E-journal Subscription
02	Invite quotation from the Database suppliers	<i>Librarian</i>	Quotation
03	Get the final quote for purchase order from purchase	<i>Librarian</i>	Purchase department
06	Prepare purchase order and get all higher authority signature Vice principal.	<i>Librarian</i>	E – journal purchase order
07	Generate subscription order & demand draft and get it signed by the Principal	<i>Librarian</i>	E- journals subscription order
08	Send the signed subscription order to suppliers	<i>Librarian</i>	Subscription order
09	Receive user name and password and distribute to students and staff	<i>Librarian</i>	
<b>Output</b>	Database subscribed		
<b>MONITORING &amp; CONTROL MECHANISM</b> : Vice Principal, Academic Coordinator, Principal			

### 07. Newspaper subscription

<b>Process No :</b> MGV/PCMCS/LIB/PR/2023-24/07		<b>Page No ;</b> 08	
<b>Process Names :</b> Newspaper Subscription		<b>Version :</b> V1	
<b>Objectives :-</b> 1] Make provision of Subscription of Newspapers 2] Maintain the newspaper records 3] Fulfill the library obligation to the user's community			
<b>Input</b>	List of Newspapers		
<b>Sr. No.</b>	<b>Activity</b>	<b>Responsibility</b>	<b>Stage Out put</b>
01	Getting list of newspapers to be subscribed for academic year	<i>Librarian</i>	Shortlisted Newspaper
02	Informing the same to the fixed/authorized vendor	<i>Librarian</i>	Communication/E-mail
03	Receipt of newspaper and stamping	<i>Librarian, Library Attendant</i>	Stamped newspaper on shelves
04	Maintaining old stock for 1 months and discarding through centralized process	<i>Librarian, Library Attendant</i>	1 months newspaper set kept at store room for the reference purpose
06	Processing of newspaper bills on monthly basis	<i>Librarian, Library Attendant</i>	Bill submission to Accounts Department
07	Keeping record of newspaper mgv's pcmcs advertisement of admission, recruitment and news on various program conducting through MGV's PCMCS	<i>Librarian, Library Attendant</i>	MGV's PCMCS Advertisement File
08	Keeping important newspaper article clipping	<i>Librarian, Library Attendant</i>	MGV's PCMCS Newspaper Clipping File
09	Keeping the records of newspaper clipping under the activity of knowledge share on regular basis.	<i>Librarian, All faculty Members Library Attendant</i>	
<b>Output</b>	Newspaper subscribed		
<b>MONITORING &amp; CONTROL MECHANISM :</b> Vice Principal, Academic Coordinator, Principal			

## 08. Question paper archiving

<b>Process No</b> : MGV/PCMCS/LIB/PR/2023-24/08		<b>Page No</b> ; 09	
<b>Process Names</b> : Question paper archiving		<b>Version</b> : V1	
<b>Objectives</b> :- 1] To prepare the year wise, subject wise, pattern wise data and records of question papers			
<b>Input</b>	Course wise Question paper Set		
<b>Sr. No.</b>	<b>Activity</b>	<b>Responsibility</b>	<b>Stage Out put</b>
01	Archiving old question papers of all courses	<i>Librarian</i>	Question paper File
02	Circulating the same among users	<i>Librarian</i>	
<b>Output</b>	Question paper Archiving		
<b>MONITORING &amp; CONTROL MECHANISM</b> : Vice Principal, Academic Coordinator, Principal			

## 09. Library membership

<b>Process No :</b> MGV/PCMCS/LIB/PR/2023-24/09		<b>Page No ;</b> 10		
<b>Process Names :</b> Library Membership		<b>Version :</b> V1		
<b>Objectives :-</b> 1] To maintained the year wise Library User's Database 2] Classified the users database				
<b>Input</b>	List of Students, Visiting faculty Form, Alumni Membership Form			
<b>Sr.No.</b>	<b>Activity</b>	<b>Responsibility</b>	<b>Stage Out put</b>	<b>Applicability</b>
01	Prepare library notice and put it on notice board for library membership	<i>Librarian</i>	Library Membership Notice	Students
02	Giving library membership to the faculty and get back the filled form from them	<i>Librarian</i>	Library Membership form	Faculty
03	Distribution and collection of visiting faculty form to the visiting faculty and get the library membership number to visiting faculty	<i>Librarian</i>	Library membership	Visiting Faculty
04	Create student profile in campus 360 v2 software	<i>Librarian</i>	Library Membership Card	Students, Faculty, Visiting Faculty, Staff (If Any)
05	Get the list of students from Campus 360 V2	<i>Librarian</i>	List of Students	Library
<b>Output</b>	Library Account created			
<b>MONITORING &amp; CONTROL MECHANISM :</b> Vice Principal, Academic Coordinator, Principal.				



## 10. Book circulation

<b>Process No</b> : MGV/PCMCS/LIB/PR//2023-24/10		<b>Page No</b> ; 11	
<b>Process Names</b> : Book Circulation		<b>Version</b> : V1	
<b>Objectives</b> :-1] To provide timely and equitable access of library materials 2] To maintained the circulation data			
<b>Input</b>	Books available in the library		
<b>Sr.No.</b>	<b>Activity</b>	<b>Responsibility</b>	<b>Stage Output</b>
<b>A.</b>	<b>BOOK ISSUE</b>		
01	In the open access environment, go through the library shelves and select the book as per requirement.	<i>Student/Faculty/ Staff</i>	Book Search
02	Collect the book from stack & give to issue counter	<i>Student/Faculty</i>	Book Search
03	Make necessary entries on the book card and issue card	<i>Librarian/ Library Attendant</i>	Book Issue
<b>B.</b>	<b>BOOK RETURN</b>		
05	Receive the Books from the students/faculty within Stipulated time.	<i>Librarian/ Library Attendant</i>	Book Returned
06	Verify the condition of books returned by the student/faculty	<i>Librarian/ Library Attendant</i>	Identification of Books Condition
07	Make necessary entries on the Book Card & Issue Card, Campus 360 V2 Software	<i>Asst. Librarian</i>	Library Membership No
08	In case book returned is not in condition, take necessary actions.	<i>Librarian/ Library Attendant</i>	--
<b>C.</b>	<b>BOOK REVIEW</b>		
09	Receive the book and request for renew.	<i>Librarian Library Attendant</i>	Book Renewal
10	Make necessary entries of Renewal on the Issue Card book card / Campus 360 V2 Software	<i>Librarian Library Attendant</i>	Library Membership No
<b>Output</b>	Books circulated among faculty, staff and student		
<b>MONITORING &amp; CONTROL MECHANISM</b> : Vice Principal, Academic Coordinator, Principal			

## 11. Books, journals, audio –visual materials

<b>Process No</b> : MGV/PCMCS/LIB/PR/2023-24/11		<b>Page No</b> ; 12	
<b>Process Names</b> : Books Journals, audio, visual materials		<b>Version</b> : V1	
<b>Objectives</b> :- 1] Section wise Distribution Reading Materials 2] Classification of Reading Materials 3] Maintained Cleanliness			
<b>Input</b>	Books, Journals/Magazine, Audio Visual		
<b>Sr.No.</b>	<b>Activity</b>	<b>Responsibility</b>	<b>Stage Out put</b>
1.	Identify the location of Books, Journals, Audio Visual Material – Subject/branch wise and re-arrange the collection accordingly.	<i>Library Attendant</i>	Subject wise arrangement of books
2.	Ensure that library book, Journal and Audio Visual shelf is kept clean every time so as to avoid the dust accumulation.	<i>Library Assistant</i>	Cupboard cleaning
3.	Carry out the dusting every day.	<i>Housekeeping</i>	Dusting
<b>Output</b>	Well preserved books at identified location and cleaning of library cupboards.		
<b>MONITORING &amp; CONTROL MECHANISM</b> : Vice Principal, Academic Coordinator, Principal			

## **12. Library users footfall**

<b>Process No</b> : MGV/PCMCS/LIB/PR/2023-24/12		<b>Page No</b> ; 13	
<b>Process Names</b> : Library users footfall		<b>Version</b> : V1	
<b>Objectives</b> :- 1] Maintained Users Database 2] Maintained records of user services			
<b>Sr.No</b>	<b>Activity</b>	<b>Responsibility</b>	<b>Stage Out put</b>
.			
1.	Visitors register making for daily entry of students	<i>Library</i>	Maintained data
2.	Maintaining column in daily report for faculty visitors	<i>Librarian</i>	Faculty data
3.	Facilitate library users with various library services	<i>Librarian/</i>	Maintained record
4	Maintaining footfall daily & monthly record	<i>Librarian</i>	
5	Updating daily, monthly footfall record	<i>Librarian</i>	Daily, Monthly Report
<b>Output</b>	Library Footfall Record Maintenance and Increase		
<b>MONITORING &amp; CONTROL MECHANISM</b> : Vice Principal, Academic Coordinator, Principal			

### 13. Innovative practices in library

<b>Process No</b> : MGV/PCMCS/LIB/PR/2023-24/14		<b>Page No</b> ; 14	
<b>Process Names</b> : Innovative practices in Library		<b>Version</b> : V1	
<b>Objectives</b> :- 1] Providing innovative services for the users within short and stipulated time frame. 2] Implementing the best practices as on when required.			
<b>Input</b>	Increase in Reading Habit		
<b>Sr.No.</b>	<b>Activity</b>	<b>Responsibility</b>	<b>Stage Out put</b>
1.	Library orientation for all students.	<i>Librarian, Library Assistant</i>	Schedule & Attendance
2.	Online database training conducting for faculty and students	<i>Librarian, Library Assistant</i>	Schedule & Attendance
3.	New arrival display	<i>Librarian</i>	Display Rack
4.	Updating table of contents of journals/magazine	<i>Librarian</i>	E - mailer
5	Regular collection development	<i>Librarian</i>	Updated Lists of Books, Journals, CD/DVD
6	Conducting words of the day and knowledge share activity	<i>Librarian, All Faculty Members , Library Attendant</i>	Improve Vocabulary and General, Subject Knowledge
7	Organization of poetry competition	<i>Librarian</i>	Activity Report
<b>Output</b>	Innovative Practices Keeps Library Footfall Increase		
<b>MONITORING &amp; CONTROL MECHANISM</b> : Vice Principal, Academic Coordinator, Principal			

#### 14. Library activity

<b>Process No</b> : MG/PCMCS/LIB/PR/PR/2023-24/14		<b>Page No</b> ; 15	
<b>Process Names</b> : Library Activity		<b>Version</b> : V1	
<b>Objectives</b> :- 1] Disseminating the Information needed by the stakeholders 2] Enhancing the library services by adopting the latest Information Technology tools.			
<b>Input</b>	Frequently Organization of Library Activity		
<b>Sr.No.</b>	<b>Activity</b>	<b>Responsibility</b>	<b>Stage Out put</b>
1.	Book Exhibition Organization Twice in a Year	<i>Librarian</i>	Activity Report
3.	Vachan Prerna Din Celebration on 15 October	<i>Librarian</i>	Activity Report
4	International/World Book Day Celebration 23 April	<i>Librarian</i>	Activity Report
<b>Output</b>	Preparation and Submission of Activity Report		
<b>MONITORING &amp; CONTROL MECHANISM</b> : Vice Principal, Academic Coordinator, Principal			

#### 15. Student Result Distribution

<b>Process No</b> : MG/PCMCS/LIB/PR/2023-24/16		<b>Page No</b> ; 15	
<b>Process Names</b> : Student Result Distribution		<b>Version</b> : V1	
<b>Objectives</b> :- 1] To collect the Results from Admin Department 2] To distribute the result to the students			
<b>Sr.No.</b>	<b>Activity</b>	<b>Responsibility</b>	<b>Stage Out put</b>
1	Collect Hard copy of result's from admin department	Librarian / Library Attendant	
2	Distribute the result to the students after checking the dues of students - Books - Fees (Data revived from Admin Dept)	Library Attendant	Check Dues
3	Provide the result to the student and maintained the records of result distribution	Library Attendant	Issue of Result
<b>Output</b>	Maintained the records of result distribution		
<b>MONITORING &amp; CONTROL MECHANISM</b> : Vice Principal, Academic Coordinator, Principal			

## 16. Stock verification process

<b>Process No</b> : MGV/PCMCS/LIB/PR/2023-24/16		<b>Page No</b> ; 16	
<b>Process Names</b> : Stock verification process		<b>Version</b> : V1	
<b>Objectives</b> :- 1] To verifying the accession of books as per the records 2] Facilitates identification of worn-out books for mending, repair and binding 3] To keep the library catalogue and other stock control records up-to-date.			
<b>Sr.No.</b>	<b>Activity</b>	<b>Responsibility</b>	<b>Stage Out put</b>
1	Books stock verification is carry out annually after final examination.	Librarian & library attendant & stock verification team	
2	Verify for a. Number of books against accession register. b. Prepare Separate Excel Sheet for Accession Number c. Condition of Books.	Librarian & library attendant & stock verification team	Stock verification
3	Identify and Prepare List of Books Lost, Damaged, and Weeded Out. Forward the report to higher authority for further actions.	Librarian	Stock verification report
4	Book which is not available after further verification will be treated as missing Initiate further action as per higher authorities.	Librarian	
5	Journals/Magazine Back Issues and Current Year Issues Stock Checking Carry out after Final Examination Each Year.	Librarian & library attendant & stock verification team	
8	Audio Visual Material Stock Checking Carry out after Final Examination Each Year.	Librarian & library attendant & stock verification team	
<b>Output</b>	Well preserved books, Journals/Magazine and Audio Visual Material at identified location		
<b>MONITORING &amp; CONTROL MECHANISM</b> : Vice Principal, Academic Coordinator, Principal			

## 17. WEED OUT POLICY :

### A. Books

<b>Process No :</b> MGV/PCMCS/LIB/PR/2023-24/17 - A	<b>Page No ;</b> 17		
<b>Process Names :</b> Weed out policy for Books	<b>Version :</b> V1		
<b>Objectives :-</b> 1] To find out reading material that is old, unused, mutilated and need to be removed from collection. 2] To provide greater accessibility solution to the users 3] Create space for acquiring the new collection			
<b>Input</b>	List of Books, Bibliographical details		
<b>Sr.No.</b>	<b>Activity</b>	<b>Responsibility</b>	<b>Stage Out put</b>
1.	Identifying the books to be weeded	<i>Librarian</i>	Weeding report
2.	Maximum two copies of same edition kept in the library collection	<i>Librarian</i>	Weeding report
3.	Two latest editions of directories, handbooks, almanacs, travel guides, and publishers' catalogs, will be kept in the collection. Annual reports will be retained for five years.	<i>Librarian, HOD</i>	Weeding report
4.	Reference books weed out if their contents becomes outdated after the confirmation received from head of the academic department or faculty	<i>Librarian, HOD</i>	Weeding report
5.	Prepare the list of weeded out materials	<i>Librarian</i>	Weeding report
6.	Respective data of weeding materials must be deleted from the Library Software.	<i>Librarian</i>	Weeding report
<b>Output</b>	Preparation and Submission of Weed out Material Report		
<b>MONITORING &amp; CONTROL MECHANISM :</b> Vice Principal, Academic Coordinator, Principal			

### B. Journals / Magazines

<b>Process No :</b> MGV/PCMCS/LIB/PR/2019-20/17 - B	<b>Page No ;</b> 17		
<b>Process Names :</b> Weed out policy for Journals	<b>Version :</b> V1		
<b>Objectives :-</b> 1] To find out the journals that is old, unused and need to be removed from journals collections. 2]Create space for acquiring the new collection			
<b>Input</b>	Closed, ceased Journals List		
<b>Sr.No.</b>	<b>Activity</b>	<b>Responsibility</b>	<b>Stage Out put</b>
1.	Identifying the journals to be weeded	<i>Librarian</i>	Weeding report
2.	Ceased, outdated and obsolete journals should be weeded out from library collection.	<i>Librarian</i>	Weeding report
3.	Prepare the list of weeded out materials	<i>Librarian</i>	Weeding report
4.	Respective data of weeding materials must be deleted from the Library Software.	<i>Librarian</i>	Weeding report
<b>Output</b>	Preparation and Submission of Weed out Material Report		
<b>MONITORING &amp; CONTROL MECHANISM :</b> Vice Principal, Academic Coordinator, Principal			







**Mahatma Gandhi Vidyamandir's**  
**Panchavati College of Management And Computer Science**  
**Panchavati Mumbai Agra Road, Nashik - 03**

MGV's/PCMCS/2023-2024/Library

Date : 09/02/2024

**LIBRARY ADVISORY COMMITTEE MEMBERS 2023 -24**

Sr. No	Name of the Member	Designation
01.	Prin. Hon. Dr. Apoorva Hiray	Principal
02.	Prof. Deepak Dandawate	Vice Principal
03.	Prof.Dr. Nandkumar Mali	Vice Principal
04.	Prof. Dr. Laxmi Karanjikar	Member
05.	Prof. Chetna Desale	Member
06.	Prof. Manisha Borse	Member
07.	Prof. Nikhil Deshmukh	Member
08	Mr. Pandit Borse	Member
09.	Ms. Jagruti Shirsath	Student Representative
10.	Mrs. Rupali Shardul	Secretary

**LIBRARY STAFF**

Sr. No	Name Staff	Designation
<b>01.</b>	<b>Smt. Rupali M. Shardul</b>	<b>Librarian</b>
<b>02.</b>	<b>Mr. Gokul Ahire</b>	<b>Library Attendant</b>
<b>03.</b>	<b>Mr. Vaibhav Sonwane</b>	<b>Library Attendant</b>

## **MEMORANDUM OF UNDERSTANDING (MOU)**

Memorandum of Understanding (MOU) for Inter Library Loan between Library Department of Mahatma Gandhi Vidyamandir's, Panchavati College of Management and Computer Science 422003 and Library Department of Mahatma Gandhi Vidyamandir's, Loknete Vyanktrao Hiray Arts, Science & Commerce College, Panchavati, Nashik 422003.

### **I) Introduction :**

This Memorandum of Understanding (here in after referred to as the "Memorandum") is not intended to be legally binding and no legal rights or obligations shall arise as a result of its terms except that the sections below relating Information Sharing & Confidentiality; and Intellectual Property shall be legally binding.

### **II) Vision:**

This MOU sets out initial ideas for collaboration between the, Library Department of, MGVS Panchavati College of Management and Computer Science, Panchavati Nashik – 03 and Library Department of MGVS Loknete Vyanktrao Hiray Arts, Science & Commerce College, Panchavati, Nashik -03 built on mutual partnership, trust and respect.

There are certain parallels (e.g., some subjects and research intensity) as well as variances amongst our libraries (e.g. streams hierarchy and history). We want to collaborate to share our expertise and professional experience in order to promote best practices for both libraries. We hope to strengthen our library collaborations by formally connecting our libraries.

### **III) Mission :**

The goal of this MOU is to establish standards for all faculty members and students at MGVS, Panchavati College of Management and Computer Science, Panchavati, Nashik – 03 and MGVS, Loknete Vyanktrao Hiray Arts, Science and Commerce College, Panchavati, Nashik – 03 in order to provide wide access to users and optimize the use of information resources. Raise awareness of strategic relationships and services among the educational college's employees, faculty, researchers, students, and users.

### **IV) Ideas for Collaboration**

Staff may connect and exchange practical experience and future ideas on new library services, in a series of online events. The display and discoverability of collections in the digital domain, as well as the support of academic research and teaching with these resources, are all areas of interest.

Using excellent online collaboration mechanisms, the events may be kept short and light. They can be held with a regular or core group of individuals, or with a rotating number of people depending on the topic.

NOW THEREFORE, IN CONSIDERATION OF THE MUTUAL PROMISES SET FORTH IN THIS MOU, BOTH THE LIBRARIES HERETO AGREE AS FOLLOWS:

**A. Responsibilities of Requesting Library**

**1. Use of Local Campus Resources**

Study materials, such as study, research, and current and retrospective information resources, should be available in every library to suit the requirements of the clients. Any further material necessary can be obtained through an MOU from another library once all local campus resources have been exhausted.

**2. Confidentiality and information sharing**

All confidential information belonging to the other library that is communicated between them will be kept secret by each library, and all shared information shall only be utilized to carry out the terms of this Memorandum. Without the prior written approval of the other library, each library will ensure that any publicity is factual and not misleading.

**3. Patron Education**

Both the library and its users should be informed about the MOU's goal as well as the library's borrowing policy.

**4. Copyright Act**

Both the libraries are responsible to follow the intellectual property law and should inform it's users about Non-violence of this law.

**5. Liability for Damage or Loss:**

The requesting library is responsible for the safety of borrowed materials from the time they leave the providing library until they are returned to the supplying library. The requesting library is responsible for ensuring its safe return. If damage or loss occurs, the requesting library is responsible for any repair or replacement expenses, as determined by the providing library's preference.

**6. Compliance with conditions of loan**

The requesting library and its users must respect to the supplying library's borrowing conditions, which include responding to recalls in a timely manner. Unless the supplying library expressly prohibits it, copying by the requesting library is permissible as long as it is done in line with the copying law and no harm to the original volume occurs.

## **B. Responsibilities of Supplying Authority**

### **1. Availability of Intercampus Lending Policy**

Each lending or providing library should have up-to-date MOU policies and guidelines, as well as a resource sharing clause.

### **2. Prioritization Equality**

The lending library should be as flexible as possible in extending borrowing terms in order to meet the users' educational, curricular, and research needs.

### **3. Choosing to Borrow**

The providing library has loan or furnish content in its original format. Each library should be as generous as possible in making materials available to other users while keeping the primary user's interests in mind. The loan's terms should be explicitly disclosed, and the material should be returned with care.

### **4. Renewals**

Renewal requests should be submitted on time. The supplying library should be as accommodating as feasible when it comes to renewals.

### **5. Recalls rights**

Material on loan may be recalled at any time. Recall notices should be sent to libraries electronically in a form makes reference to them. Borrowing units should respond quickly to recall notifications and take local measures against non-compliant users.

### **6. Lost and Non-Returned Material**

Supplying libraries shall issue a charge to the requesting library for the replacement of unreturned material and or any processing costs.

### **7. Obtaining copies**

Under the MOU arrangement, the providing library should give copies of periodical articles and book chapters on demand. Electronic copies should be provided whenever available and at the discretion of the contributing library. Copies can also be sent by courier.

### **8. Duration of Loan**

This MOU is at the discretion of the parties and may be valid with the mutual consent of both the Library's authorized personnel. This MOU will go into effect on June, 2021, and will last until May 31, 2026, if both parties sign it.

**9. Material for Mode of Transportation**

Any material on loan is subject to personal borrowing by the patron of the MOU plan by providing a letter from the asking library's authority. Borrowed materials should be returned to the lending library in person. There is no other form of material transmission available, save for e-material, which can be sent to the patron's e-mail address if it is available.



**LIBRARIAN**  
Mahatma Gandhi Vidyamandir's  
Panchavati College of Management  
and Computer Science  
**Panchavati - Nashik - 03**  
**Librarian**  
Panchavati College of Mgt. and  
Compt. Science, Panchavati, Nashik-3.



**LIBRARIAN**  
Mahatma Gandhi Vidyamandir's  
**Loknete Vyanktrao Hiray Arts, Science &  
Commerce College**  
**Panchavati - Nashik - 03**  
**Librarian**  
Loknete Vyanktrao Hiray  
Arts, Science & Commerce College,  
Panchavati, Nashik - 3.



**PRINCIPAL**  
Mahatma Gandhi Vidyamandir's  
Panchavati College of Management  
and Computer Science  
**Panchavati - Nashik - 03**  
**Principal**  
Panchavati College of Mgt  
and Compt. Science, Nashik-3



**PRINCIPAL**  
Mahatma Gandhi Vidyamandir's  
**Loknete Vyanktrao Hiray Arts, Science &  
Commerce College**  
**Panchavati - Nashik - 03**  
**Principal**  
Loknete Vyanktrao Hiray  
Arts, Science and Commerce College  
Panchavati, Nashik - 3



MGV'S Panchavati College of Management and Computer Science, Nashik  
Library



Latitude: 20.004750  
Longitude: 73.803892  
Elevation: 574.65±2.81 m  
Accuracy: 5.87 m

NoteCam@ iOS

MGV'S Panchavati College of Management and Computer Science celebrated "Marathi Bhasha Gaurav Din" and on this occasion students of college visited "Kusumagraj Pratishthan" in Nashik





Latitude: 19.996703  
Longitude: 73.775975  
Elevation: 613.58±2 m  
Accuracy: 3.0 m

Powered by NoteCam

*Panchavati*  
**IQAC Co-Ordinator**  
MGV Panchavati College of Management  
and Computer Science, Panchavati, Nashik-3



*Panchavati*  
**Acting Principal**  
Panchavati College of Mgt.  
& Computer Science,  
Panchavati, Nashik-3.