



Kopargaon Taluka Education Society's

## K. J. Somaiya College of Arts, Commerce and Science, Kopargaon

### CRITERION- 4

### INFRASTRUCTURE AND LEARNING RESOURCES

#### Key Indicator- 4.2 Library as a Learning Resource

4.2.1 QIM: Library is automated with digital facilities using Integrated Library Management System (ILMS), adequate subscriptions to e-resources and journals are made. The library is optimally used by the faculty and students

## Library at a Glance



Kopargaon Taluka Education Society's  
**K.J. Somaiya College of Arts, Commerce and Science Kopargaon**  
**Knowledge Resource Centre**



### **Library (KRC) at a Glance**

#### **Preamble of Library (KRC)**

Library (KRC, Knowledge Resource Centre) is established in 1964, to maintain and preserve books, study materials (online, offline) and resources with historical, cultural, social, economic, archival value in an organized collection to provide members of the stakeholders which helps to enriched their personal and professional lives. In the last sixty years, it is well equipped with growing number of books, journals, magazines along with electronic resources like E- books, (31,35,000+ 300000) E –Journals, (6500+5000) made available with E - Database, i.e.(INFLIBNET- N-LIST, NDL), DELNET and Institutional Repository services. It also provides open access of newspapers, periodicals to all stakeholders. KRC is fully enabled with automated, CCTV surveillance, User online attendance, Reading rooms for the easy access of required materials to all the stakeholders. The library possesses 187 rare books in both, digital as well as physical form. Total number of books are 83731.

#### **Vision**

- To build and create the tools to support students and faculty for their teaching, learning and research activities.
- To provide a mechanism to the students and faculty for their lifelong pursuit of information, knowledge and wisdom.

#### **Mission**

“To give maximum, information maximum number of times by maximum possible ways in minimum time”

#### **Facilities & Services**

The library has a key role in supporting the academic activities of the institution by establishing, maintaining and promoting the following library facilities and information services.

#### **SERVICES**

- Computerized Book Circulation.
- Reference Service.
- Referral Service.



- Inter Library Loan Service.
- Bibliography Service.
- Current Awareness Service.
- OPAC Service in Library.
- News Papers Clipping Service.
- Reprography Service.
- Internet Service.
- Reading Consultancy Service.
- Information consultancy Service.

#### **FACILITIES**

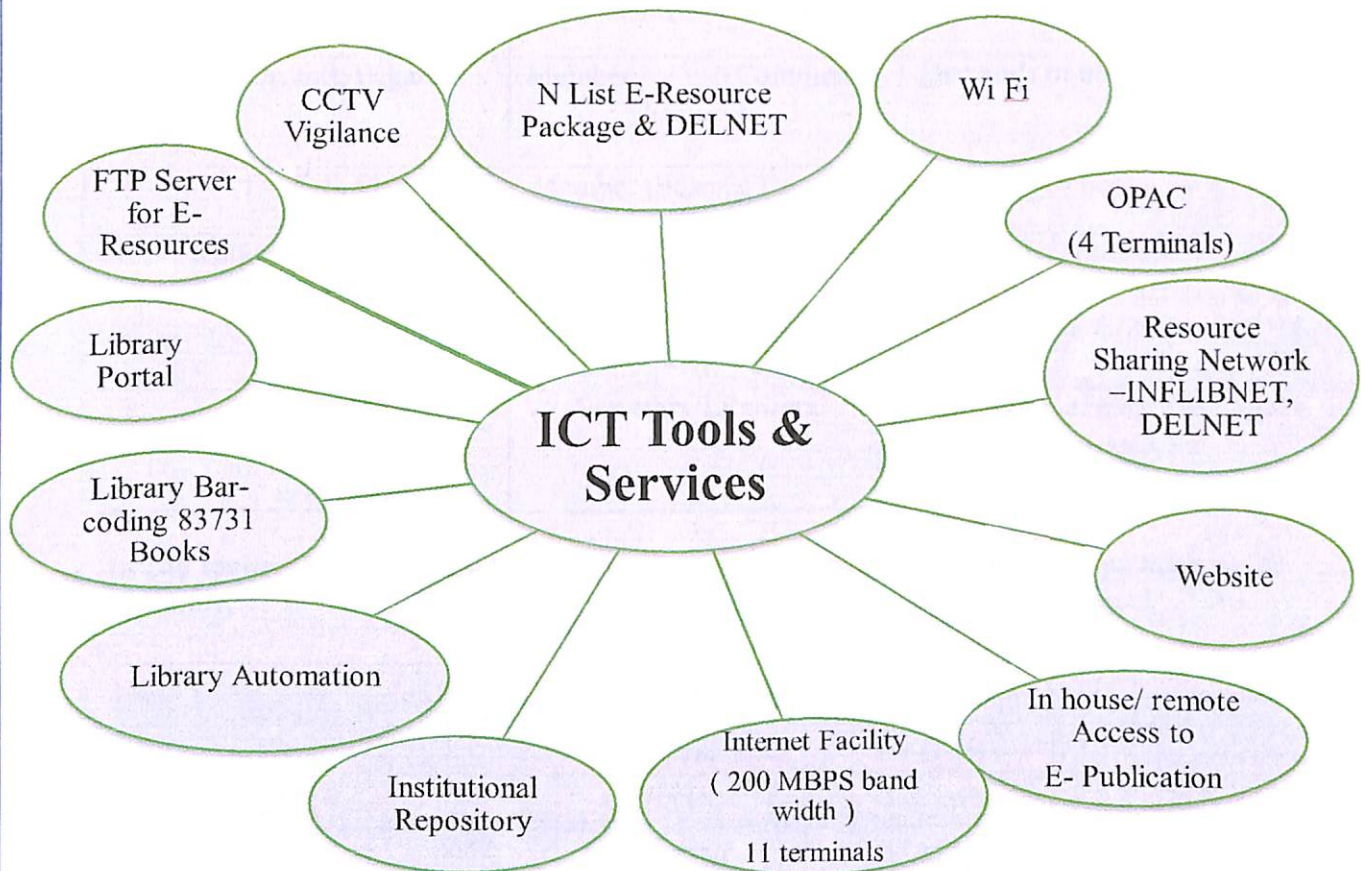
- Book Reservation Facility.
- Open Access Facility.
- Reading Room Facility.
- Reprographic Facility.
- Internet Facility.
- OPAC Facility.
- Power Backup.
- New Arrivals Display.
- Audio-Visual CD's/DVD Facility.
- Career Development Related Information Display and Notification.
- Literature Search.
- News Paper Clipping.
- Book Review.

#### **BEST PRACTICES**

- Automation of library with standard Library software.
- Bar code reader active online issue return.
- Prepared the Library Policy for the smooth functioning of the library.
- Library User's Orientation / Information Literacy to new enrolled Student & Faculty
- Suggestion box and Feedback timely response.
- Displaying new arrivals books. /List to Departmental Libraries
- Instituting Annual Best Library User award to students.

- Book Exhibition.
- User Involvement in books selection
- Book Review service
- Departmental Libraries

• ICT Tools and Services





The KRC is administrating by following committee.

Sr. No	Name	Designation	Duties and Responsibility
1	Dr. Yadav B.S.	Principal	Chairman and Monitoring KRC
2	Prof. Thange V.C.	IQAC Coordinator	Control the functions of KRC
3	Dr. G.D. Deshmukh	Member (Arts Faculty)	Demands of books for faculty
4	Dr. S.R. Pagare	Member (Commerce Faculty)	Demands of books for faculty
5	Dr. G.S. Shinde	Member (Science Faculty)	Demands of books for faculty
6.	Kotkar Snehal Ratnakar Gursal Aditya Digambar	Student Representative	To consider students demand as per their reading habits and to know fulfill it.
7	Prof. Shinde N.B.	Secretary/Librarian	Executive planning and smooth function of KRC

In the tenure 2018-19 to 2022-23 enhancement of **9469** study materials has been made available,

Sr. No.	Year	Books	Amount of Expenditure		Total Amount
			Books	Journals	
1	2018-19	764	255351	138436	393787
2	2019-20	2682	527220	150877	678097
3	2020-21	2332	304504	17489	321993
4	2021-22	2612	332443	152899	485342
5	2022-23	1079	111000	197208	308208
<b>Total</b>		<b>9469</b>	<b>1530518</b>	<b>656909</b>	<b>2187427</b>

  
Coordinator  
IQAC, K. J. Somaiya College  
Kopargaon, Dist. A.Nagar

  
Principal  
K. J. Somaiya College of Arts  
Commerce & Science, Kopargaon



## Library Committee Meetings



Kopargaon Taluka Education Society's  
K.J. Somaiya College of Arts, Commerce and Science Kopargaon

## Knowledge Resource Centre




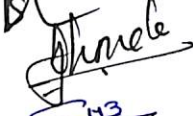



### INTERNAL CIRCULAR

KJS/LIB/ 2022-23

April 5th 2023.

All the library committee members are hereby informed that, the meeting of library committee is scheduled on 5th April 2023 at 11.30 pm in Principal's office.

#### Members:

- Prof. V.C. Thange (IQAC Coordinator) 
- Dr. G.D. Deshmukh (Member) 
- Dr. S.R. Pagare (Member) 
- Dr. G.S. Shinde (Member) 
- Prof. N. B. Shinde (Secretary) 
- Student Representative
  - 1. Kotkar Snehal Ratnakar 
  - 2. Gursal Aditya Digambar 

#### AGENDA FOR THE MEETING

1. To read and confirm the minutes of previous meeting.
2. To review the preparation of the library for upcoming NAAC.
3. To inform the subscription renewal of online resource N- List INFLIBNET.
4. To review the usage of e resources.
5. To create Vidwan ID for faculty members.
6. Write-off text books of book bank received from Shri Siddivinayak Trust Mumbai.
7. Any other matter with the permission of the chairperson.

**Note: All committee members are requested to attend the meeting.**

  
(Shinde N.B.)


**Librarian**

K. J. Somaiya College of Arts  
Commerce & Science, Kopargaon  
Pin - 423601, Dist. Ahmednagar

  
(Prof. Thange V.C.)

**Coordinator**

**IQAC, K. J. Somaiya College  
Kopargaon, Dist. A.Nagar**

  
(Dr. Yadav B. S.)

**Principal**

**K. J. Somaiya College of Arts  
Commerce & Science, Kopargaon**



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K.J. Somaiya College of Arts, Commerce and Science Kopargaoon


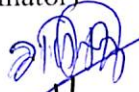


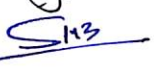




## Knowledge Resource Centre

### MINUTES OF THE LIBRARY COMMITTEE MEETING

Library committee meeting was held on 4th January 2023 at 12.30 p.m. in Principal's office.  
Following members were present for the meeting.

#### Members:

- Prof. V.C. Thange (IQAC Coordinator) 
- Dr. G.D. Deshmukh (Member) 
- Dr. S.R. Pagare (Member) 
- Dr. G.S. Shinde (Member) 
- Prof. N. B. Shinde (Secretary) 
- Student Representative 1. Kotkar Snehal Ratnakar   
2. Gursal Aditya Digambar 

#### The following points were discussed in the meeting.

**Subject 1:** To read and confirm the minutes of previous meeting

The minutes of the previous meetings were read by the secretary and confirmed by all members. As per the minutes of the meeting the action taken report was briefly discussed in the meeting.

**Subject 2:** To review the preparation of the library for upcoming NAAC

Librarian reviewed the preparation of the library for upcoming NAAC and she informed committee members about ongoing activities of library automation, preparation of library boards, organizing document and files. She assured that remaining work will be completed in stipulated time.

**Subject 3:** To inform the subscription renewal of online resource N- List INFLIBNET

The librarian informed all the members about the subscription of E-Resources has been for renewal for the period 1st April to 31st March, she said that annual subscription amount of Rs 5900/- has been transferred to the INFLIBNET N-LIST. Apart from this librarian appealed to the faculty members to get assistance from the library if they are facing any difficulty while using the N-List Access to the E- Resources regularly as it is very useful in their academic/research work as well as for the upcoming accreditation by the NAAC, The Hon'ble

Principal recommended that teachers should take necessary steps in this regard and access the E-Resources.

**Subject 4:** To review the usage of D space software for institutional repository

Library has developed institutional repository with the help of D space software. 16 coordinators are working for updating the E-content committee members has taken review of uploading the E- content.

**Subject 5:** To create Vidwan ID for faculty members

Librarian had given the information regarding the Vidwan Id and also appealed to the all faculty members to create ID and for the same demonstration was given.

**Subject 6:** Write-off text books of book bank received from Shri Siddivinayak Trust Mumbai Librarian had given information about the book bank books received from Shri Siddivinayak Trust, Mumbai for the classes F.Y. B.A., B.sc & B.com/ S. Y. B.A., B.sc & B.com but now those books are out of syllabus .The librarian asked permission to write-off these books, committee members discussed and permitted to write-off those books along with the chair.

**Subject 7:** Any other matter with the permission of the chairperson


No matter was raised by any of the members.


The meeting ended with a vote of thanks to and from the chair.



  
(Shinde N.B.)

**Librarian**  
K. J. Somaiya College of Arts  
Commerce & Science, Kopargaon  
Pin - 423601, Dist. Ahmednagar

  
(Prof. Thange V.C.)  
**Coordinator**  
IQAC, K. J. Somaiya College  
Kopargaon, Dist. A.Nagar

  
(Dr. Yadav B. S.)  
**Principal**  
K. J. Somaiya College of Arts  
Commerce & Science, Kopargaon





Kopargaon Taluka Education Society's  
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## Knowledge Resource Centre


### Action Taken Report

- All necessary documentation of Library was submitted to the Internal Quality Assurance Cell.
- Library renewal of INFLIBNET N- LIST for the year 1st April 2023 to 31st March 2024 was Completed.
- Uploaded necessary E-content on the D space software for students' usage.
- All the faculty members created their Vidwan ID.
- A total of 3490 textbooks from the book bank collection have been written off.


  
(Shinde N.B.)

**Librarian**

K. J. Somaiya College of Arts  
Commerce & Science, Kopargaon  
Pin - 423601, Dist. Ahmednagar

  
(Prof. Thange V.C.)

Co ordinator  
IQAC, K. J. Somaiya College  
Kopargaon, Dist. A.Nagar

  
(Dr. Yadav B.S.)

**Principal**

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**Knowledge Resource Centre**

**Circulation (Issue & Return)**

**Procedure for Issues & Return:**

Library services are governed by the principal. Library is open for all readers since morning 9.00 am to 5.00 pm for book issuing and e-library resources. Common Reading Hall is open to readers from 8.30 am to 11.30 pm. Identity cards are issued to the students at the time of admissions. Students use the Identity cards while entering the library. It is automatically scanned by user tracker system. The students can borrow a book for 7 days and can be extended to 7 more days as per the demand and availability of books. Also students can reserve the book.

The students are also entitled to get scholars card as per the policy and procedure and also they can get competitive cards as per their requirement. The complete book issuing/circulation is carried out using Vriddhi ILMS that can be updated and upgraded as per the requirement. Also generates the report of circulation.

**Per day usage of Library** is tracked based on, online attendance system generated by Vriddhi (ILMS)

**Book issuing timetable is as follows:**



S.N	Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	9.00am To 1.00pm	T.Y.B.Sc. F.Y.BCS	T.Y.BCS T.Y.BCA (Com)	S.Y.B.Com	F.Y.B.A T.Y.B.Sc	T.Y.BCS T.Y.BCA (Com)	S.Y.B.Com
2	9.00am To 1.00pm	F.Y. B.A. S.Y. BCA (Com)	S.Y.B.Sc S.Y.BCA (Com)	S.Y.BCS	S.Y.BCA (Sci)	S.Y.B.Sc S.Y.BCA (Com)	S.Y.BCS
3	9.00am To 1.00pm	F.Y.B.Com T.Y.BCA (Sci)	F.Y.B.Sc. S.Y.BCA (Sci)	T.Y.B.A S.Y.B.A.	T,Y,BCA (Sci) F.Y.B.Com	F.Y.B.Sc.	T.Y.B.A S.Y.B.A.
4	9.00am To 1.00pm	F.Y. BCA (Com.& Sci)	T.Y.B.Com	F.Y.BCS	F.Y. BCA (Com.& Sci)	T.Y.B.Com	F.Y.BCS
5	1.00pm To 4.00pm	M.A.(His, Geo) M.Com	M.A (Hindi & Eng.) MCS	M.A (Eco & Pol)	M.Com. MCS	M.A (His, Geo & Hindi)	M.A (Eng.  Pol. & Eco)
6	1.00pm To 4.00pm	M.Sc. (Phy, Maths)	M.Sc. (Chem, Zoo)	M.Sc. (Bot & Micro)	M.Sc. (Phy. & Chem.)	M.Sc. (Zoo & Maths)	M.Sc. Micro & Bot)

(Note: Research scholars can avail the library facilities as per their convenience.)



## Institutional Membership:



[www.britishcouncil.in](http://www.britishcouncil.in)

British Council Pune  
Ramsukh House, 301, 3rd Floor,  
Ganeshkhind Road, Near Sancheti Hospital,  
Shivaji Nagar, Pune 411005  
T 0120-4569000 / 0120-6684353  
E [IndiaCustomerCare@britishcouncil.org](mailto:IndiaCustomerCare@britishcouncil.org)  
W [www.britishcouncil.in/library](http://www.britishcouncil.in/library)

06 September 2018

Dr. B S Yadav (Principal)  
K J Somaiya College of Arts, Commerce & Science  
Mohanirajnagar, Kopergaon,  
Ahmednagar - 423601  
2423222254

### RENEWAL OF INSTITUTIONAL MEMBERSHIP:IPN001453

Greetings from British Council, Pune!!!

Thank you so much for availing of our services during the past year. We have increased them in the new premises and now offer you free Wi-Fi, a subsidized Café, RFID technology & multi-touch tables along with parking in 2 basements.

The membership that you hold was due for renewal on 2018-03-08. To continue our association further, you are requested to send us the annual membership fee of **Rs.8500.00**. Our Institutional membership (priced at Rs 10,000.00) is now being offered at Rs 8500.00 with a renewal discount of 15% exclusively for you. (Discount on renewal of membership is valid till 60 days from the date of expiry)

Please refer to the Invoice for payment options. Also kindly update us on any changes in your contact details to help us keep in touch with you.

Present membership entitlements:

Membership	No. of cards issued	Entitlements on each card
		Any 3 items from the following collection
Institutional	10	Senior books, Children's books ,Periodicals, Training and Entertainment (One) CDs/DVDs

We look forward to seeing you as our member again!

Regards,

*Kajari Mitra*

Kajari Mitra |Senior Manager |British Council|  
Ramsukh House, 3<sup>rd</sup> Floor, Ganeshkhind Road, Next to Sancheti Hospital| Pune - 411005|  
T: +91 20 6749-5301|E: [kajari.mitra@in.britishcouncil.org](mailto:kajari.mitra@in.britishcouncil.org) | [www.britishcouncil.in/library](http://www.britishcouncil.in/library)



www.britishcouncil.in

British Council Pune  
Ramsukh House, 301, 3rd Floor,  
Ganeshkhind Road, Near Sancheti Hospital,  
Shivaji Nagar, Pune 411005  
T 0120-4569000 / 0120-6684353  
E IndiaCustomerCare@britishcouncil.org  
W www.britishcouncil.in/library

Date: 18/09/2018.

**RECEIPT**

Received from K J Somaiya College of Arts, Commerce & Science a sum of  
Rs. 8500/- on account of renewal of Access 10 Membership  
paid by  CASH /  CHEQUE /  CARD /  ONLINE /  NEFT.  
Cheque No.: 002111/10.09.2018

for Manager

Note: This receipt is issued for accounts purpose of the payee and is in addition to the receipt already passed on by us.

Jaykar Knowledge Resource Centre, SPPU, Pune Membership



Savitribai Phule Pune University

Jayakar KRC

JKRC Card 2023-24

Name: K.J.Somaiya Coll.of Arts,  
ID: IM-16023  
Course Institutional Member  
Dept. Yadav B.S.  
Book Limit Two Books  
Validity: 30/06/2024



*Rajani*  
Asst Librarian

*Ajendra, A R*  
I/C Director

Mobile:  
9422113369

Recpt:

4873/3-2-17/5000/-

Instructions

1. I-Card is compulsory in the premises for entry and transaction.
2. I-Card is non transferable.
3. Return your books on due date unless fine will be charged.
4. Cardholder shall be responsible for all transaction.
5. In case the card is lost please report immediately to avoid misuse.
6. The duplicate card will be issued on fee of Rs. 150/-
7. After expiry of this card you need to renew or return it.
8. No Dues Certificate is essential for results/refund/T.C.

Coordinator

IQAC, K. J. Somaiya College  
Kopergaon, Dist. A.Nagar

Principal

K. J. Somaiya College of Arts  
Commerce & Science, Kopergaon