

Library Annual Report
2018-19

Library



Librarian: Mr. Santosh Patil

The Podar College library no longer restricts itself from acquiring print materials but has extended its efforts to bring in cybernetic set up to provide access to its readers by subscribing to the major online databases and online peer reviewed journals. It has created metadata of its holdings, and have been offering online reference services. College library has already started digitization of in-house materials such as question papers, research articles of faculty members and newspaper clipping, etc. Readers can access the database through college website <http://rapodar.ac.in/library.php> under the heading 'Podar Digital Archive'.

Book Exhibition by book sellers and distributors was organised in the college auditorium on 18th and 19th January 2019. The faculty and students selected around 400 books to be procured by the library. Library staff will check for duplication and editions already present in the library and prepare a list of books which will be purchased for the library after the approval of Library committee.

New additions to library Collection: This year, college library added 874 books, subscribed to 69 (National and International) Journals and 03 online databases. Library also renewed subscription to INFLIBNET's NLIST to support research in the college.

Total Collection of the Library as on 31st January 2019:

➤ Books	74688	➤ CDs	1590
➤ Periodicals	69	➤ Audio Cassettes	61
➤ Online Journals	11514	➤ Video Tapes	45
➤ Online Database	04	➤ Maps	211
➤ E-books	2,20,000	➤ Thesis	10

Computerized Library: The library has been using the SLIM21 library software since 2003. The library is fully computerized with all major modules namely Acquisition, Cataloguing, Circulation, and Serial Control. OPAC (Online Public Access Catalogue). OPAC is available online. Internet speed was upgraded this year.

Book Bank Scheme of University of Mumbai: This year college library has given 94 sets of books to the students who hail from the economically weaker section of the society. The set of books are given under the University of Mumbai Book bank Scheme and College Book Bank scheme.

Library Services: Along with Book Bank facility, College library also renders other services like Home reading, Reference, Documentation, Photocopying, Bibliography, Inter-Library Loan, Current Awareness Service and Internet surfing. Library also conducted training for teachers and students for hands on Practice on online Databases, e-Journals, Online Public Access Catalogue etc.

Library Orientation for new comer: The library orientation program was FYJC students was conducted from 13/8/2018 to 16/8/2018. Each division was taken to the main library and it was oriented about the facilities and services.

Library Award: The 'Best reader of the Year' 2018-19 was given to the following two students who were selected by the library advisory committee in its meeting dated 28th January 2019.


1. Mr. Rahul. S. Handgar : T.Y.B.M.S. - 1st Prize
2. Mr. Karan B. Vetel : F.Y.B.M.S. - 2nd Prize

Library Advisory Committee: Following members constituted LAC for 2018-19.

1. Principal, Dr. (Mrs.) Shobana Vasudevan : President
2. Vice-Principal, Mr. S. Natarajan : Chairman
3. Librarian, Mr. Santosh Patil : Secretary
4. Vice Principal, Mrs. Jajoo Kavita : Member
5. Vice-Principal, Mrs. Lata Shetty : Member
6. Mr. Suryakant. Pagare : Member
7. Mr. Kapildeo Indurkar : Member
8. Mrs. Sudarshana Saikia : Member
9. BMS Coordinator, Mrs Divya Lalwani : Member
10. Mr. Sourav Ambavane : Student representative

Library Committee Report Submitted To S.P. Mandali
2018-19

संस्थेचे नाव : रा. आ. पोदार वाणिज्य वरिष्ठ महाविद्यालय मुंबई ४०००१९

- 1) अहवाल वर्षाअखेरचा नोंदवहीतील क्रमांक : ९६७८३
- 2) अहवाल वर्षारंभीची प्रत्यक्ष ग्रंथसंख्या : ६२८३५
- 3) अहवाल वर्षी २०१८-१९ पर्यंतची ग्रंथसंख्या : ६४१५५
- 4) अहवाल वर्षी नोंद झालेल्या ग्रंथांची संख्या : १३२०
- 5) एकूण प्रत्यक्ष ग्रंथसंख्या : ६४१५५
- 6) अहवाल वर्षी रद्दवातल करावयाच्या ग्रंथांची संख्या व किंमत : ग्रंथ संख्या ५८९ कि.रु.९४५६१.९०/-
(यादी क्र. १ व २ सोबत जोडली आहे)
- 7) हरविलेले परंतु ज्यांची किंमत वसुल करता येत नाही अशा ग्रंथांची संख्या व किंमत (परत न केलेली पुस्तके) : --
- 8) अहवाल वर्षी गहाळ म्हणून कळविलेल्या ग्रंथांची संख्या व किंमत : ग्रंथ संख्या १६ कि.रु.१५९.९५/-
- 9) न सापडलेली म्हणून रद्दवातल करावयाच्या ग्रंथांची संख्या व किंमत : --
- 10) अहवाल वर्षी गहाळ झालेल्या पुस्तकांसंबंधी अहवाल : यादी क्र. ३ सोबत जोडली आहे
- 11) अहवाल वर्षी नवीन घेतलेल्या पुस्तकांचा तपशील : खालीलप्रमाणे
अ) ग्रंथवहीत नोंद झाली आहे काय? : होय
ब) अर्थसंकल्पात ग्रंथालयासाठी मान्य झालेला खच : वरिष्ठ + बी.एम.एस.+मु.वि.पु.पे. एकूण
४६५१०६ + ६७७९० + १६३६८२ = ६९९५७८/-
पुढीलप्रमाणे
क) प्रत्यक्ष पुस्तकांसाठी केलेले खर्च : ४५५२१७/-
 - 1) पुस्तके : (प्रिंट व इलेक्ट्रॉनिक) रु. २४१३६१/-
 - 2) नियतकालिके (न्यू आणि रिन्यूअल) : --
 - 3) स्टेशनरी व इतर : --
 - 4) पुस्तके बांधणी : --
 - 5) छपाई : --
- 12) ग्रंथालय सदस्याची सही : 
- 13) संस्थेतील विद्यार्थ्यांची संख्या व शिक्षकांची संख्या : विद्यार्थी २६१८ शिक्षक ४४
- 14) ग्रंथालय सेवक : लेखनिक व शिपाई : लेखनिक ०१ ग्र. परिचार ०६
- 15) ग्रंथालयाच्या अडचणी व शिफारशी : सहायक ग्रंथपाल १, लेखनिकाच्या ३ व ग्रंथालय परीचाराच्या ६ जागा रिक्त आहेत. त्यामुळे कामाचा प्रचंड ताण पडतो.
- 16) अहवाल वर्षाच्या अखेरीस असलेली ग्रंथसंख्या : ६३५६६



संस्थाप्रमुख

Library Committee Report : AY 2018-19

Name of the Institute :R. A. Podar College of Commerce and Economics (Autonomous) Mumbai-400019

- 1) The number in the register by the end of the reporting year : 96783
- 2) Actual number of books in the reporting period : 62835
- 3) Bibliography up to the reporting 2018-19 year : 64155
- 4) Number of Books recorded in the reporting year : 1320
- 5) Total number of books in the library : 64155
- 6) Number and cost of books to be cancelled in the reporting Year : No. of Book 589 Rs.94561.90/-
- 7) Number and cost of Volumes lost (unreturned books) : --
- 8) Number & cost of books reported as missing during the reporting year : No of Books 16 Rs.159.95/-
- 9) Number & cost of books to be canceled as not found : --
- 10) Reports regarding missing books : Attached with List no.3
- 11) Details of newly acquired books as per reporting year : As Below
 - a) Is it recorded in the register? : Yes
 - b) Sanctioned budget amount for library : Degree +BMS +Autonomous= Total(Rs)
465106/-+67790/-+163682/-=696578/-
 - c) Expenditure incurred on actual books : As follows
 - 1)Books : 455217
 - 2) Periodicals (New and Renewal)) : (Print & Electronic) Rs 241361/-
 - 3) Stationery and others : --
 - 4) Binding of books : --
 - 5) Printing : --
- 12) Signature of library member -
- 13) Number of students and Teachers in the Institution : Students' 2618 Teachers 44
- 14) Library assistance : Clerk 01 Peon 06
- 15) library Problems & recommendations : Library assistance 1, Library clerk 3, Library attended 6 post vacant which increases workload
- 16) total number of books at the end of reporting period : 63566