



RCMAS
RAJAGIRI COLLEGE OF MANAGEMENT &
APPLIED SCIENCES

Criterion IV Infrastructure and Learning Resources

RAJAGIRI COLLEGE OF MANAGEMENT AND APPLIED SCIENCES

RAJAGIRI VALLEY P.O, KAKKANAD, KERALA 682039

An ISO 9001 : 2015 Certified Institution

Affiliated to Mahatma Gandhi University, Kottayam and Approved by AICTE

4.2

Library as a Learning Resource

4.2.1

Library Audit Report

Submitted to

NAAC
NATIONAL ASSESSMENT AND
ACCREDITATION COUNCIL



Library Audit Report

Submitted to,

The Principal,

Rajagiri College of Management and Applied Sciences,
Kakkanad.

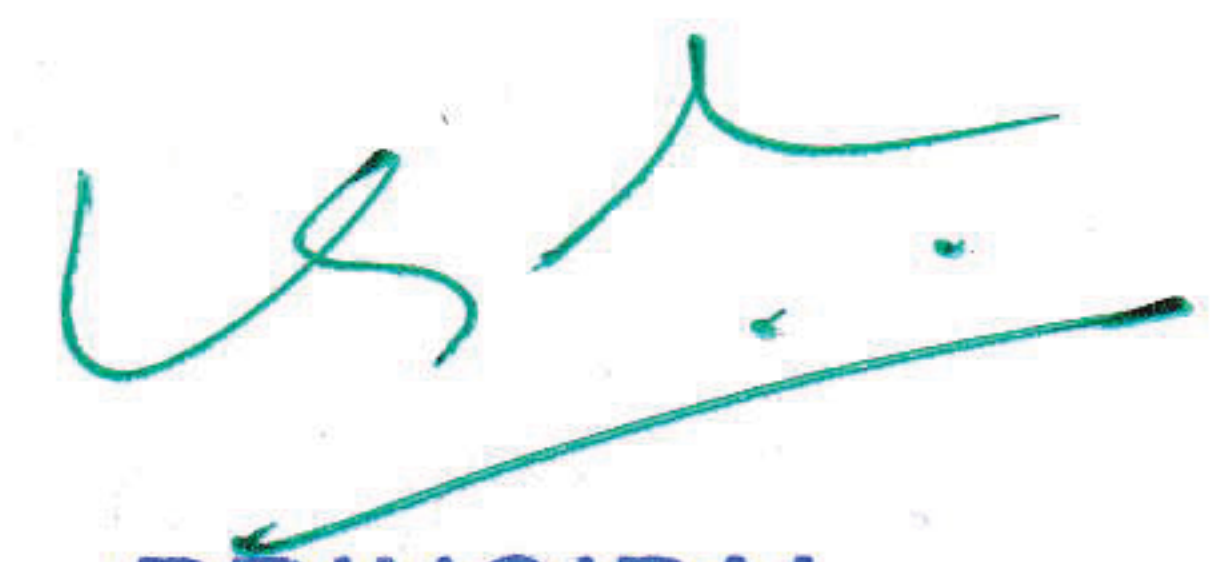
Submitted by,

Vijesh P V,

Librarian,

Rajagiri College of Social Sciences (Autonomous),
Kalamassery.

2022 – 2023



PRINCIPAL

Rajagiri College of Management & Applied Sciences
Rajagiri Valley. P. O., Kakkannad - 682 039

To,

16/06/2023

The Principal,

Rajagiri College of Management and Applied Sciences,

Kakkanad.

Sub- Library visit on 14th June & Recommendations for Library Enhancement

Sir,

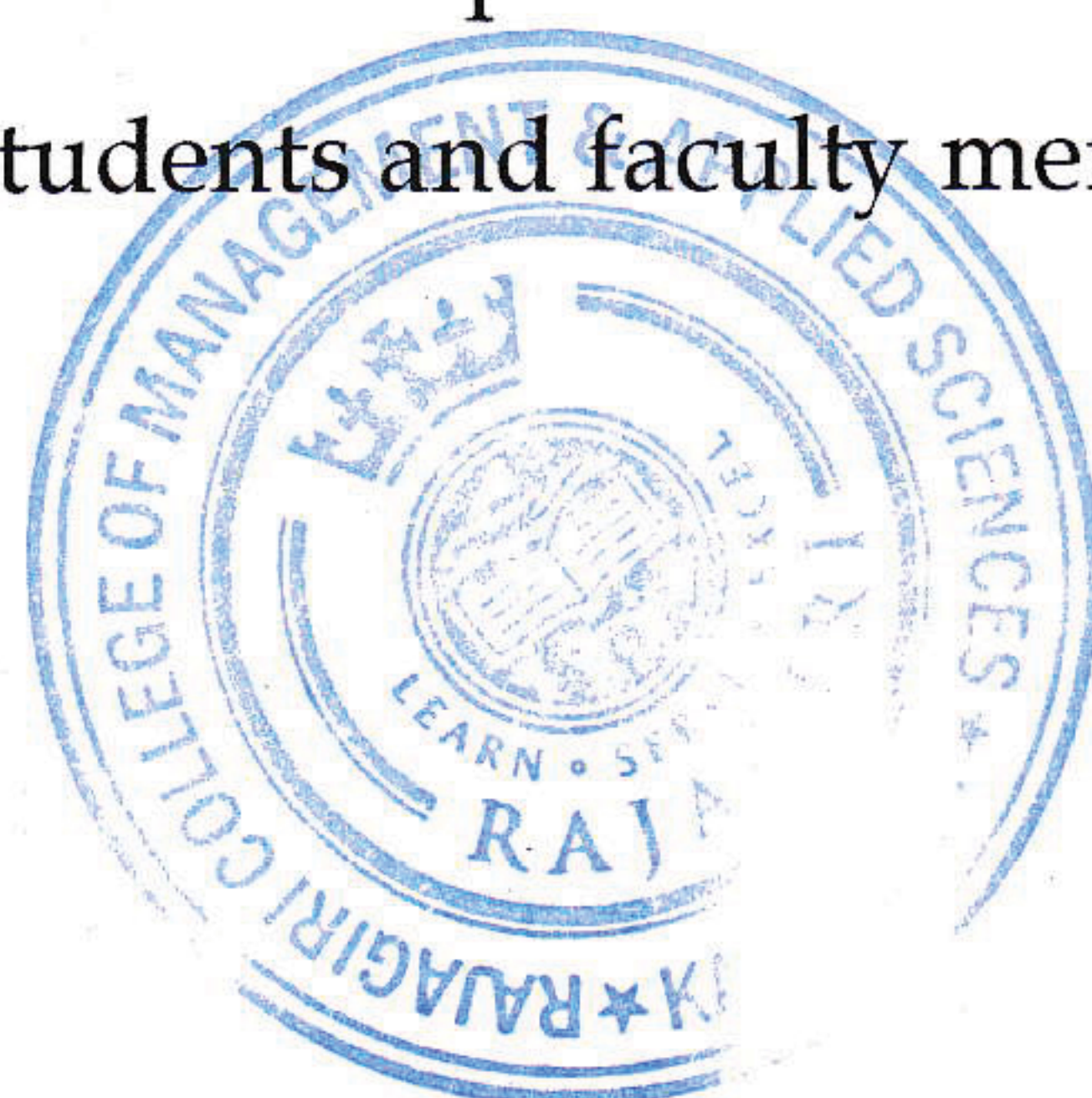
Following my recent visit to the Rajgiri College of Management and Applied Sciences (RCMAS) library, I would like to bring to your attention certain observations.

There is a need to install a minimum of 10 computers to establish a fully functional Digital Library, thereby enhancing accessibility for students and faculty members.

It is recommended to implement Koha for streamlined library

- Developing and maintaining an informative Library Website, similar to rcss, would facilitate catalogue searches, access to online resources, and provide information on library services.
- Subscribing to diverse English journals and Malayalam magazines, such as Yojana, Kurukshetra, University News, and Sahithya Chakravakam, would enrich the library's collection.
- Establishing a Library Advisory Committee comprising key stakeholders to periodically review and guide library-related matters is recommended. Meetings should be held bi-annually or quarterly, with proper documentation of minutes and action taken reports.
- Maintaining active memberships with relevant digital libraries, including NDLI & NDLI Club, American Centre Library, British Council Library, and MG University, would provide access to a wider range of resources at low cost.
- I strongly recommend acquiring the ProQuest/Jstor database collection to satisfy the information needs of RCMAS stakeholders.

These recommendations aim to improve access to resources and enhance the overall learning experience for students and faculty members at RCMAS.




3
PRINCIPAL

Rajagiri College of Management & Applied Sciences
Rajagiri Valley. P. O., Kakkannad - 682 039

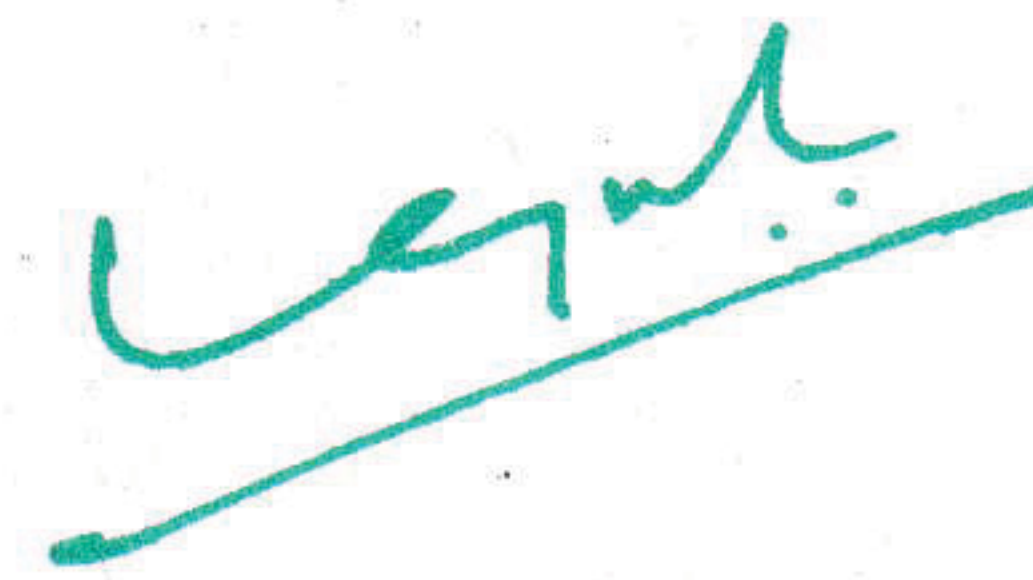
Thank you for considering these suggestions. I remain available for any further discussion or assistance in implementing these recommendations.



Vijesh P.V

Librarian

Rajagiri College of Social Sciences



PRINCIPAL
Rajagiri College of Management & Applied Sciences
Rajagiri Valley. P. O., Kakkanad - 682 039





RCMAS

RAJAGIRI COLLEGE OF MANAGEMENT &
APPLIED SCIENCES


(Affiliated to Mahatma Gandhi University, Kottayam)

Rajagiri Valley P.O., Kakkanad
Cochin - 682 039, Kerala
E office@rajagiricollege.edu.in
www.rajagiricollege.edu.in

Action Taken Report - 2023

Following the library audit conducted by Mr. Vijesh P V, Librarian, Rajagiri College of Social Sciences (Autonomous), Kalamasserry. The details of the actions taken are as follows:

- With the coordination of Library Advisory Committee strategic guidance and oversight are ensured for the continuous improvement of library services.
- Membership with the National Digital Library of India (NDLI) has obtained, granting our students and faculty access to a vast repository of digital resources.


Ms. Renu V Namboothiri
Librarian,
RCMAS.

Place: Kakkanad.

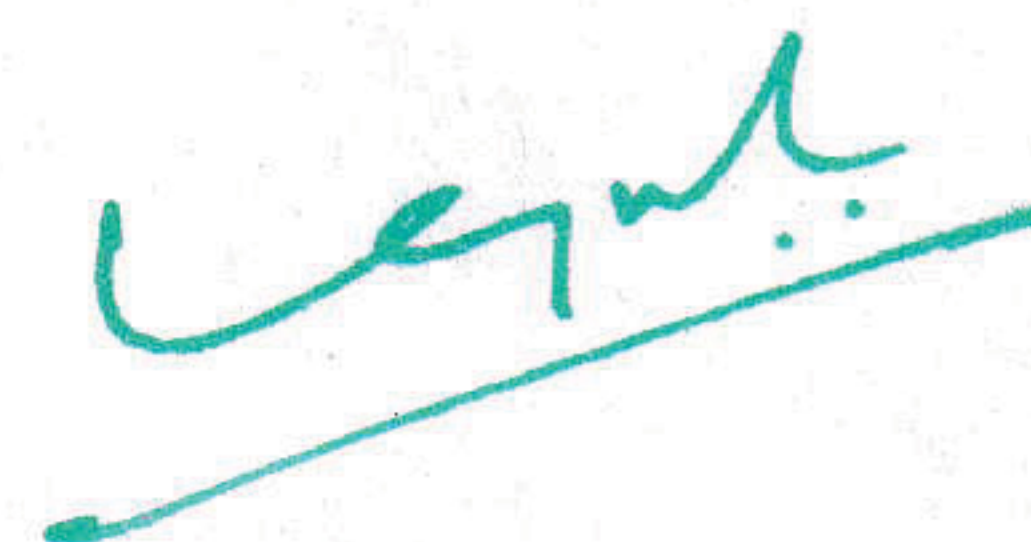
Date: 10 - 07 - 2023




PRINCIPAL

Rajagiri College of Management & Applied Sciences
Rajagiri Valley, P. O., Kakkanad - 682 039





PRINCIPAL
Rajagiri College of Management & Applied Sciences
Rajagiri Valley, P. O., Kakkanad - 682 039



Library Audit Report

Submitted to,

The Principal,

Rajagiri College of Management and Applied Sciences,
Kakkanad.

Submitted by,

Tinju Tom,

Librarian,

Assumption College (Autonomous),
Changanasserry.

2023 - 2024



PRINCIPAL

Rajagiri College of Management & Applied Sciences
Rajagiri Valley. P. O., Kakkannad - 682 039

To

The Principal

Rajagiri College of Management and Applied Sciences

Kakkanad.

SUB: LIBRARY AUDIT 2024

Sir,

Following my recent Visit on 1st January, 2024 to the Rajagiri College of Management and Applied Sciences (RCMAS) library, I would like to bring to your attention to below mentioned observations of mine.

1. Include More E-resources to the library and for that purpose
 - 1.1 Subscribe Magzter database – It is a database of magazines, newspapers and journals. Magzter database can be made available in 5 Systems at a time which could be either computers or tabs for which it is good to have 5 tabs.
 - 1.2 Have an institutional membership of British Council Digital Library through which we get access to all the digital content and databases they provide.
2. It would be better to automate the gate entry system with or without RFID technology, also the books can be installed with RFID tags so that circulation can be automated and this is also effective for theft control
3. Have facilities for the differently abled. Include some infrastructural facilities as well as make available some resources exclusively for them especially for the blind
4. Have a system to get feedback from students every year exclusively on the services of the library and librarians

These recommendations aim to improve access to resources and enhance the overall learning experience for students and faculty members at Rajagiri College of Management and Applied Sciences.


I remain available for any further discussion or assistance in implementing these recommendations

With regards,


TINJU TOM

UGC LIBRARIAN
ASSUMPTION COLLEGE (AUTONOMOUS)
CHANGANASSERY




PRINCIPAL
Rajagiri College of Management & Applied Sciences
Rajagiri Valley. P. O., Kakkannad - 682 039



RCMAS

RAJAGIRI COLLEGE OF MANAGEMENT & APPLIED SCIENCES

(Affiliated to Mahatma Gandhi University, Kottayam)

Rajagiri Valley P.O., Kakkanad
Cochin - 682 039 Kerala
E office@rajagiricollege.edu.in
www.rajagiricollege.edu.in

Action Taken Report - 2024

Following the library audit conducted by Mr. Tinju Tom, Librarian, Assumption College (Autonomous), Changanasserry. The details of the actions taken are as follows:

- Implementation of Digital Library: A digital library, equipped with 12 systems, has been implemented to enhance access to digital resources for students and faculty.
- EPUB software has been installed to enhance accessibility for differently-abled students, with comprehensive training provided to librarian and selected staff members to ensure effective use of the software.
- Additionally, infrastructural upgrades are being made to support visual impaired students as part of the ongoing library renovation.



Ms. Renu V Namboothiri

Librarian,

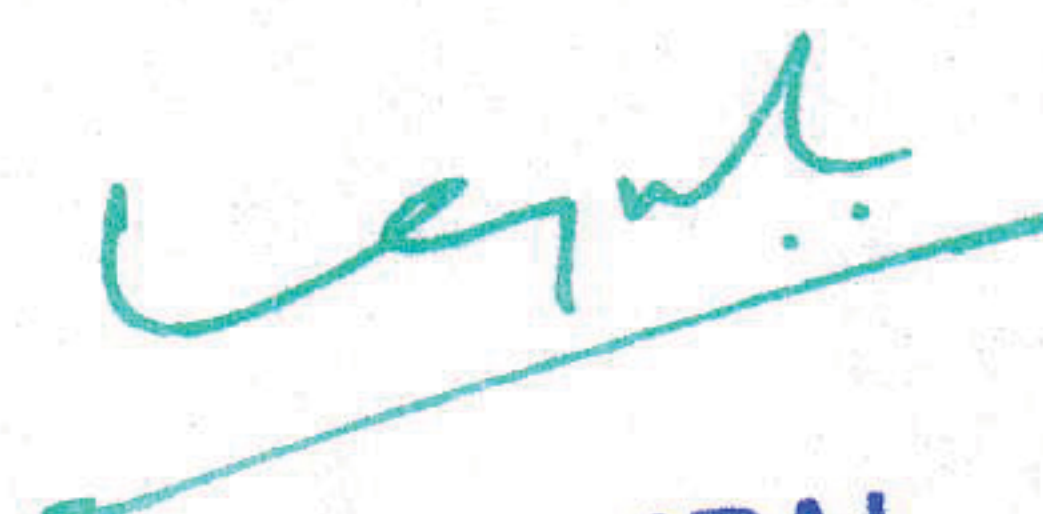
RCMAS.

Place: Kakkanad.

Date: 20 - 01 - 2024



PRINCIPAL
Rajagiri College of Management & Applied Sciences
Rajagiri Valley. P. O., Kakkanad - 682 039



PRINCIPAL
Rajagiri College of Management & Applied Sciences
Rajagiri Valley. P. O., Kakkanad - 682 039