



**RAJAGIRI VISWAJYOTHI**  
COLLEGE OF ARTS AND APPLIED SCIENCES  
VENGOOR , PERUMBAVOOR KERALA- 683546

An ISO 9001 : 2015 Certified Institution

Affiliated to Mahatma Gandhi University, Kottayam | Approved by AICTE



## **CRITERION 6 - GOVERNANCE, LEADERSHIP AND MANAGEMENT**

### **6.5 Internal Quality Assurance System**

**2019-2024**

Submitted to





**RCSS**

RAJAGIRI COLLEGE OF  
SOCIAL SCIENCES  
(AUTONOMOUS)

**Rajagiri College of Social Sciences (Autonomous)**

"College With Potential For Excellence"

(Affiliated to Mahatma Gandhi University)

NAAC Accreditation

Year 2000 at Five Star Level

Year 2007 at A\* Level

Year 2013 - at A Grade with CGPA of 3.70 on 4 point scale

Year 2021-at A++ Grade with CGPA of 3.83 on 4 point scale

**Library Audit Report**

Submitted to

**Internal Quality Assurance Cell (IQAC)**

**Rajagiri Viswajyothi College of Arts & Applied Sciences**

**Vengoor, Perumbavoor, Ernakulam, Kerala-683546**

Submitted By

**Vijesh P.V**

**Librarian**

**Rajagiri College of Social Sciences (Autonomous)**

**Kalamassery**

**2023-2024**



## Preface

I am pleased to present the library audit report for Rajagiri Viswajyothi College of Arts & Applied Sciences Library. This comprehensive report results from an in-depth assessment to evaluate the library's infrastructure, resources, and services. The audit aimed to identify areas that require attention and improvement to enhance the library's functionality and user experience.

Throughout this audit process, I examined various aspects of the library, engaged with library staff and users, and benchmarked against best practices and industry standards. I intend to provide valuable insights and recommendations for the library's continuous improvement.

This report is not meant to be a judgment but rather a constructive guide for enhancement. Embracing the recommendations outlined in this report will contribute to the library's progress and its ability to serve the needs of its users effectively.

I appreciate the Librarian, library staffs, IQAC team and college management for their cooperation and support during the audit process.



## I. Infrastructure and Facilities:

### 1. Structural Changes:

- Recommend making small structural adjustments to optimize space utilization.
- A separate Cabin for Librarian
- Property Counter in front of the library for keeping personal belongings
- More lighting inside the library
- The existing furniture is outdated and needs replacement or refurbishment.
- New and modern type furniture (tables and chairs) should be considered to create a comfortable and inviting atmosphere for library users.

The current bookshelves and racks are old ones and require refurbishment

- Installing/renovate durable bookshelves will improve the aesthetic appearance

### 3. Digital Library Facility:

Set up either a Dspace digital library facility for digital archiving (Old

- question papers, Project/Dissertation reports/UGC-MRP, ICSSR project

Or

- Calibre -E resource management (Free access)

### 4. Proficiency Area/Centre

- Propose the creation of dedicated proficiency areas within the library for focused study sessions (e.g., Proficiency area, Career Excellence/Guidance, Research) we can add/project these as libraries services.

## II. Signage and Captions:

- **Catchy Captions:** Install catchy and informative captions inside the library, highlighting the library advisory committee, library rules, and other relevant information to engage and inform visitors effectively.
- **Library Holdings List:** Create a visible library holdings list for easy reference and navigation within the library.

## III. E-Resources and Memberships:

- **DELNET, British Council, American Center Library, and National Digital Library:** Consider obtaining memberships with these institutions to expand e-resource access and article request services for library users.
- Resource sharing consortium between Rajagiri group of Institutions (Through Internal MOU).

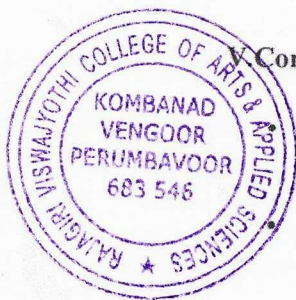
## IV. Library Website (separate /add link like rcss)

- Develop and maintain an informative Library Website, facilitating catalogue searches, access to online resources, and information on library services.
- Develop Open Access Library resources (Blog/subject gateway etc) and link to college website, so that subscribed and open access resources also can be accessible to all.

## Community Outreach/Library Extension Programs

**Book Donation Programs:** Organize book donation drives and library setup programs for communities such as old age homes, children's homes, and nearby public libraries to promote library extension activities.

**Media Coverage:** Showcase these community events through news articles and media coverage to highlight the library's commitment to community development.



## VI. Accessibility for Specially Abled Users (Divyanjgan Community)

- **Special Softwares/Tools:** Provide special software such as DAISY and JAWS Talking Software (Indian Sign Language) Dictionary to assist specially-abled users in accessing library resources.

## VII. Documentation and Record-Keeping:

- Maintain documentation for all major purchases and additions in library

## VIII. Journal & Periodical enhancements


Add some government publications such as Sahitya Academy, Ministry of Publication, and Broadcasting Division for periodical purchases.

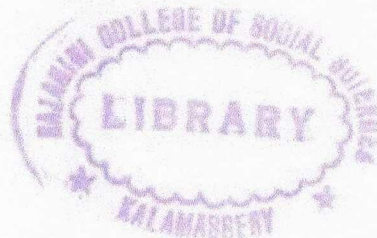
## IX. Staff Training

- Provide comprehensive training to library staff, covering both technical and operational aspects through conferences and workshops.

Thank you for your attention to this matter, and I remain at your disposal for any further clarification or assistance required.

Thanking You,

  
Vijesh P.V  
Librarian  
Rajagiri College of Social Sciences, Kalamassery





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### **Action Taken Report 2024**

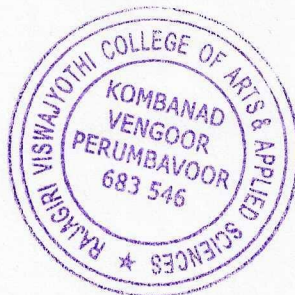
Following the library audit conducted by Mr Vijesh P V, Librarian, Rajagiri College of Social Sciences (Autonomous), Kalamassery, the details of action taken are as follows.

- Obtained DELNET membership, giving access to a wide range of library resources and interlibrary loan services.
- Took institutional membership in British Council Library and American Centre Library.
- Subscribed journals of Sahithya Akademy, Ministry of Publication and Broadcasting Division.
- structural changes have been implemented, including the reorganization of shelving units and the redesign of study areas to enhance accessibility and optimize space utilization."

Ms Sona Saju

Librarian

RVCAS



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