



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

Dr. Joshi George P.

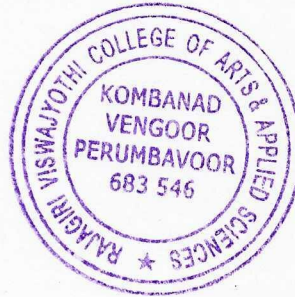
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Kalamassery

2022-2023



Preface

Following my recent visit to the Rajagiri Viswajyothi College Libraray, I identified several key areas for improvement to enhance its infrastructure and resources. The audit highlighted needs such as outdated shelving systems, suboptimal space utilization etc. To address these issues, the recommendations in this report focus on making minor structural adjustments, upgrading and modernizing book shelves, subscribing journals and E-resources expanding the book collection, implementing a library internship program, developing comprehensive library policies, and increasing community engagement through various activities. Implementing these suggestions will help transform the library into a more functional, efficient, and engaging environment that effectively meets the needs of its users and supports the library's mission of fostering academic and community development.

I would like to extend my gratitude for the cooperation and support received during the audit from the library staff, IQAC team and other faculties which was crucial in conducting a comprehensive and effective evaluation of the library.



Observations and Recommendations

Structural Changes:

- It is recommended to make minor structural adjustments to improve space utilization, including creating a dedicated cabin for the librarian and placing a property counter at the library entrance for personal belongings.
- Additional lighting should be installed to enhance visibility throughout the library.

Upgrade Book Shelves and Racks:

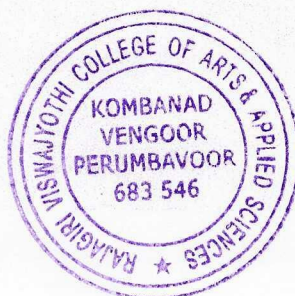
- The library's current bookshelves and racks are outdated and require renovation.
- Installing modern, durable shelving will enhance both functionality and aesthetic appeal, improving overall user experience and space utilization.

Expand Book Collection:

- Increase the library's collection by allocating a dedicated budget for the acquisition of new books, ensuring a balance of current bestsellers and updated reference materials.
- Regularly review and refresh the collection to meet evolving user needs and interests.

Subscription of Journals and E-resources

- To support academic research and ensure comprehensive resource access, it is recommended that to consider increasing subscriptions to a diverse range of journals and e-resources.



Library Internship:

- Implement a library internship program to provide practical experience for students, enhance operational efficiency, and foster future library professionals.

Establish a Garden Library

- To enhance the library's appeal and functionality, it is recommended to create a "Garden Library," which will offer a serene outdoor space for reading.

Library Activities:

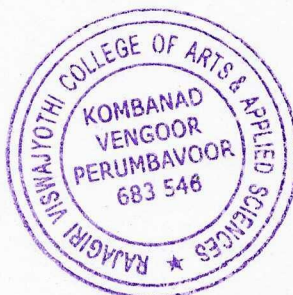
- Partner with local schools and organizations to host collaborative events, further integrating the library into the community.
- Introduce a variety of extension activities, such as workshops, book clubs, and reading programs, and actively promote them to boost community engagement.

Thanking You

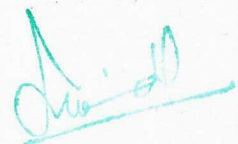


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Action Taken Report 2023

Following the library audit carried out by Mr. Joshy George Associate Professor and Head, of the Department of Library and Information Science, Rajagiri College of Social Sciences (Autonomous), Kalamassery, the subsequent actions taken are outlined as follows:

- Established a library policy for improving resource management, optimizing operational procedures, and enhancing user experience. This policy aims to address identified issues and ensure adherence to best practices and institutional standards.
- Decided to start a library internship program designed to provide hands-on experience and professional development opportunities for library science students while enhancing library operations.

Ms Annu Mariya Mathew

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