

LIBRARY STOCK VERIFICATION COMMITTEE REPORT FOR THE
YEAR 2015-16

DATE: 3 June 2016

The committee consisting of the following members undertook the annual stock verification of College Library for the year 2015-16

Chair Person: Principal, Vijaya College, Basavanagudi.

Convener: Dr. Sathyanarayana S.B

Other members: (List enclosed)

The College Library Accession register records 62,644 books as on 31-Mar-2016. On verification of the entire library, a total no of 127 books could not be traced, the total cost of such books being Rs 4261.05. Efforts are being made to trace out the enlisted books and hence may not be treated as missing.

During the stock verification process the committee observed the following points:-

Some of the books needed professional binding; hence arrangements could be made to bind such books.


A high resolution CCTV is need of the hour to monitor the movements of the students to avoid theft.

Efforts are to be made to trace the enlisted books, on consolidation the same may be written off from the stock of the library since the library caters to the needs of large no of students and staff members (Both PG and UG) and the loss is inevitable.

Library lacks storing facility hence arrangements to be made to purchase Almirahs to the library.

Additional Attenders shall be allotted to the library for better vigilance and quick service to the students as the present staff structure seems to be insufficient in view of the shift system followed in the library.


Convener


Librarian


Principal

VIJAYA COLLEGE: DEPARTMENT OF LIBRARY: BASAVANAGUDI: BANGALORE -4.

Dated: 14 June 2017

Observations made by the stock verification committee of department of library, Vijaya College for the year 2016-17.

The following committee members undertook the stock verification of the entire library and observed the following.

Committee chair person: Principal, Vijaya College.
Convener of the committee: Nagabhusan .S (Dept of Hindi)

Other committee members:- List enclosed.

1. The College Accession register reads 63781 books acquired as on 31.3.2017, on verification of the entire library a total of 120 books belonging to the various subjects amounting to Rs- 4,314.66 could not be traced. Efforts should be made to trace the said books at the earliest; however they may not be treated as missing until final consolidation.
2. Members are found that many books need professional binding as they are much useful to the students.
3. Library also lacks storing facility to accommodate the influx of books, steel almirahs' to be provided as per the requirement of the librarian.
4. The other observation made was to weed out of syllabi books in almost all subjects is necessitated to make way for new books. A separate committee

... comprising of Heads of the departments may be constituted to identify the same

1. Since the library caters to the needs of both UG and PG students along with the staff members, additional staff members may be provided to provide better services like Photostat, manning property counter and other routine work.



Chairman



Librarian



Principal



VIJAYA COLLEGE: DEPARTMENT OF LIBRARY: BASAVANAGUDI: BANGALORE -4.

Dated: 28 -05-2018

Observations made by the stock verification committee during the stock verification of the library for the year 2017-18.

The following committee members undertook the stock verification of the entire library and observed the following.

Committee chair person: Principal, Vijaya College.

Convener of the committee: Dr.K.R.Kumadavalli (Dept of Sanskrit)


Other committee members:- List enclosed.

1. The College Accession register reads 64581 books acquired as on 31.3.2018, on verification of the entire library a total of 97 books belonging to the various subjects amounting to Rs- 4,905.02 could not be traced. Efforts should be made to trace the said books at the earliest; however they may not be treated as missing until final consolidation.
2. Members have found that many books need professional binding as they are much useful to the students.
3. Library also lacks storing facility to accommodate the influx of books, steel almirahs' to be provided as per the requirement of the librarian.
4. The other observation made was to weed out the outdated syllabi books in almost all subjects is necessitated to make way for new books. A separate

committee comprising of Heads of the departments may be constituted to identify the same.

5. Since the library caters to the needs of both students and Staff, additional staff members may be provided for better services like Photostat, manning property counter and other routine work.
6. Additional Scanners must be acquired for faster verification.
7. On Consolidation books which are found to be missing may be written off as the figures shown in contrast with the transaction are found to be healthy.

Kannuravathin
Convener
28/5/18


28/5/18
Librarian
Vijaya College, Bangalore

Mangh. N
Principal. 28/5/18
Principal
Vijaya College, Bangalore

VIJAYA COLLEGE: DEPARTMENT OF LIBRARY: BASAVANAGUDI: BANGALORE -4.

Dated: 05.08.2019

Observations made by the stock verification committee drafted for stock verification of Department of library, Vijaya College for the year 2018-19

The following committee members undertook the stock verification of the entire library and observed the following.

Committee chair person: Principal, Vijaya College.

Convener of the committee: Nagashree M S (Dept of Mathamatics)


Other committee members:- List enclosed.

1. The College Accession register records 65768 books accessioned as on 31.3.2019, on verification of the entire library a total of 130 books belonging to the various subjects amounting to Rs- 4643.64 could not be traced. Efforts shall be made to trace the said books at the earliest; however they should not be treated as missing until final consolidation.
2. As observed by the members, many books need professional binding as they are useful to the students.
3. The other observation made was to weed out obsolete editions in almost all subjects is necessitated to make way for new books. A separate committee comprising of Heads of the departments may be constituted to identify the same.

4. Since the library caters to the needs of both UG and PG students along with the staff members, additional staff members should be provided for better services such as Photostat, manning property counter and other routine work.
5. There is a need for installing at least three CCTV cameras along with the present six for complete surveillance of the library.


Convener


Librarian


Principal.
Prinicipal
Vijaya College, Bangalore

VIJAYA COLLEGE: DEPARTMENT OF LIBRARY: BASAVANAGUDI: BANGALORE -4.

Dated: 24.08.2020

Observations made by the stock verification committee drafted for stock verification of Department of library, Vijaya College for the year 2019-20

The following committee members undertook the stock verification of the entire library and observed the following.


Committee chair person: Principal, Vijaya College.


Convener of the committee: Latha P (Dept of Mathematics)

Other committee members:- List enclosed.

1. The College Accession register records 66053 books accessioned as on 31.3.2020, on verification of the entire library a total of 141 books belonging to the various subjects amounting to Rs- 5753.03 could not be traced. Efforts shall be made to trace the said books at the earliest; however they should not be treated as missing until final consolidation.
2. As observed by the members, many books need professional binding as they are useful to the students.
3. The other observation made was to weed out obsolete editions in almost all subjects is necessitated to make way for new books. A separate committee comprising of Heads of the departments may be constituted to identify the same.


Convener


Librarian


Principal.
Principal
Vijaya College, Bangalore.