POCEEDINGS OF THE MEETING OF THE COMMITTEE CONSITITUTED BY THE VICE-CHANCELLOR FOR PERFORMANCE AUDIT OF VIVEKANANDA LIBRARY M. D. UNIVERSITY, ROHTAK HELD ON 22.12.2017 AT 11.00 AM IN THE COMMITTEE ROOM OF VIVEKANANDA LIBRARY M. D. UNIVERSITY ROHTAK.

The following were present:

1. Prof. Promila Batra, Dean, Faculty of Social Science, M. D. University, Rohtak
2. Prof. Jaideep Sharma, Dept. of Lib. & Inf. Science, Indira Gandhi National Open University, Maidan Garhi, New Delhi-110068.
3. Dr. Prem Chand, Librarian, Indian Institute of Advanced Study, Rashtrapati Nivas, Shimla - 171005
4. Dr. Satish Kumar Malik, University Librarian, M. D. University, Rohtak.

The members visited the Vivekananda Library and after touring and observing the physical facilities, the members were provided with the annual report in which a comprehensive data about the Vivekananda Library was available. The members interacted with the students at the different floors and staff of the library.

The audit report is as under:
The verification process was done section-wise: It began with Library Committee and its activities, Library Budget, Knowledge Resources, Readers' Services, Technical Services, Library Membership, ICTs Applications, Physical Infrastructure and Statistics related to different activities.

Further the Committee assessed and audited the functioning of library and concluded with both appreciations and suggestions, that the resources and services provided are used to an optimum level - library opening hours, library use statistics – over 7,55,197 library users availed reading facility during this period, circulation transactions is about 2,21,680 which proved huge use of library collections of all types. In addition, 3, 19,560 volumes were consulted within the library premises. A sum of Rs. 8,01,809.00 was realized as overdue charge from the non-serious members. Over 13,416 library users availed Internet facility through e-resource centre of the library. Total 8943 number of volumes of books and 135 theses were added to the library collection during the period under report.

Use enhancement programme, orientation programme, author workshop and 12 user awareness programmes were organized to train the users with skills to use e-resources, online catalogue, and other library services, which benefited more than 1000 students. Library also organized a one-day author workshop on November 18, 2016 in Radhakrishanan Auditorium where more than 600 participants attended this workshop.

Use of technology and the ICTs applications in the library are found to be very useful. Online access to 23624 e-books and 8026 e-Journals through e-ShodhSindhu, Shodhganga - an Indian ETD Repository, as its members, 100 Open Access Journals, SCOPUS – an Elsevier database of abstract and citation from 22,800 Science and Social Science Journals and 1,50,000 books published by 5000 publishers worldwide, Emerald journals with content coverage as far back as 1898 (Vol.1 Issue 1), Manupatra- a database of legal documents, four IP based CMIE databases viz., Economic Outlook, Industry Outlook, Prowess and States of India, MLA International Bibliography, DELNET IPC (Pharmaceutical Collection) and J-Gate Plus. Recently, Turnitin and Urkund - similarity
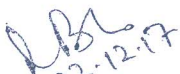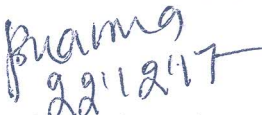
check software, Ezproxy – connects library clientele remotely to subscribed electronic resources, are added as a new feather in its cap. RFID technology found in library helps the library in numerous ways, especially in terms of issue and returns of the books and security point of view.

The observation of the Committee is that the Vivekananda Library is performing notable job in facilitating the services to M.D. University in quality enhancement in higher education. The library is over crowed with the serious readers which is a notable point. The committee is also of the opinion that the vacant senior positions may be filled up on the priority basis to reinforce the working performance and to assist the initiation of new programmes.

(Promila Batra)   (Jaideep Sharma)   (Prem Chand)   (Satish Kumar Malik)

POCEEDINGS OF THE MEETING OF THE COMMITTEE CONSITITUTED BY THE VICE-CHANCELLOR FOR PERFORMANCE AUDIT OF VIVEKANANDA LIBRARY M. D. UNIVERSITY, ROHTAK HELD ON 08.04.2017 AT 11.00 AM IN THE COMMITTEE ROOM OF VIVEKANANDA LIBRARY M. D. UNIVERSITY ROHTAK.

The following were present:

1. Prof. Promila Batra, Dean, Faculty of Social Science, M. D. University, Rohtak
2. Dr. D.V. Singh, University Librarian, University of Delhi, Delhi-7.
3. Dr. Gayas Makhdumi, Former Librarian, Jamia Millia Islamia University, Delhi
4. Dr. Satish Kumar Malik, University Librarian, M. D. University, Rohtak.

After observing the functioning and operations of the Vivekananda Library, the members were provided with the annual report in which a comprehensive data about the Vivekananda Library was available. The members also interacted with the students and other officers of the library along with the University Librarian.
The audit report is as under:

Section-wise verification: Library Committee, Library Budget, Knowledge Resources, Readers' Services, Technical Services, Library Membership, Information Technology Applications, Physical Infrastructure and Statistics at glance were conducted.
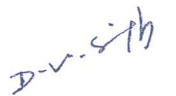
The Committee assessed the functioning of library and concluded that the resources and services provided are used to an optimum level - library opening hours, library use statistics – over 8,38,060 library users availed reading facility during this period, circulation transactions is about 2,33,494, which additionally proved vast use of library knowledge resources. In addition, 3,50,242 volumes were consulted within the library premises. A sum of Rs.7,30,349/- was realized as overdue charge from the non serious members. Over 12,536 library users availed internet facility through E-resource Centre of the library. Total 10,156 volumes of books and 171 theses were added to the library collection during the period under report.

Orientation programme, author workshop and 10 user awareness programmes were organised to equip the users with skills to use e-resources, online catalogue, and other library services. Which benefited more than 1000 students.

The ICT applications in the library is found to be very satisfactory. RFID technology is in consistent use.

The Committee felt that the Vivekananda Library is performing remarkable job in facilitating the services to M.D. University in quality improvement in higher education. The committee is also of the opinion that the vacant posts at senior level may be filled up on the priority basis to strengthen the working performance and to facilitate initiation of new programmes. The committee have also observed the extend to enhance the reading space as at present it is overcrowded with readers.

(Promila Batra)   (D.V. Singh)   (Gayas Makhdumi)   (Satish Kumar Malik)

POCEEDINGS OF THE MEETING OF THE COMMITTEE CONSITITUTED BY THE VICE-CHANCELLOR FOR PERFORMANCE AUDIT OF VIVEKANANDA LIBRARY M. D. UNIVERSITY, ROHTAK HELD ON 14.05.2016 AT 12.30 PM IN THE COMMITTEE ROOM OF VIVEKANANDA LIBRARY M. D. UNIVERSITY ROHTAK.

The following were present:

1. Prof. Promila Batra, Dean, Faculty of Social Science, M.D. University, Rohtak
2. Prof. Jaideep Sharma, Prof. of Lib. & Inf.. Science, Indira Gandhi National Open University, Maidan Garhi, New Delhi-110068.
3. Dr. D.V. Singh, University Librarian, University of Delhi, Delhi-7.
4. Dr. Satish Kumar Malik, University Librarian , M.D. University, Rohtak.

After observing the functioning and operations of the Vivekananda Library, the members were provided with the fact-sheet in which a comprehensive data about the Vivekananda Library was available. The members also further interacted with the students and other officers of the library along with the University Librarian.
The audit report is as under:

Section-wise verification: Library Committee, Library Budget, Knowledge Resources, Readers' Services, Technical Services, Library Membership, Information Technology Applications, Physical Infrastructure and Statistics at glance were conducted.

The Committee found that Library Committee is fully functional. Library budget is found to be very satisfactory with cumulating after different heads and sub-heads of expenditure and income.

Readers' services include library hours, library use statistics – over 2,94,463 library users availed reading facility during this period, circulation transactions is about 2,33,498, which additionally proved vast use of library knowledge resources. In addition, 3,70,762 volumes were consulted within the library premises. User awareness programme, author workshop, videoconferencing facility along with orientation programmes for the new users, displayed the large-use of library resources and services.
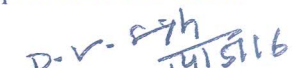
The use of ICT applications in the library is found to be very satisfactory. RFID technology is in consistent use and modern facilities with the help of this technology: check-in & check-out are unique in the state.

Physical infrastructure with massive areas of carpet, reading and lighting space is also outstanding in many respects.

The Committee felt that the Vivekananda Library is performing an incredible job in facilitating the services to M.D. University in quality improvement in higher education. A strong feeling of vacant posts of Officers' rank (at least at the level of Assistant Librarians) is a concern, which hinders further services to the university fraternity. The panelists additional observed the space constraints to accommodate growing number students and collections. Some kind of provisions should be made to have options, either in extension in a possible way or to erect new reading halls. The members also showed apprehension to the five vacant posts of Assistant Librarian level. It was in addition, felt that para-professionals, assistants (attendant level) can enhance services in terms of to managing huge collections and provide back up to staff and users.

(Promila Batra)   (Jaideep Sharma)   (D.V. Singh)

PROCEEDINGS OF THE MEETING OF THE COMMITTEE CONSTITUTED BY THE VICE-CHANCELLOR FOR PERFORMANCE AUDIT OF VIVEKANANDA LIBRARY, M.D.UNIVERSITY, ROHTAK HELD ON 15.12.2014 AT 12.00 NOON IN THE COMMITTEE ROOM OF VIVEKANANDA LIBRARY, M. D. UNIVERSITY, ROHTAK

The following were present:
1. Dr. Jaideep Sharma, Professor, Dept of Lib. & Inf. Science, Indira Gandhi National Open University (IGNOU), Maidan Garhi, New Delhi – 110068
2. Dr. B S Nigam, Professor and Center Head, DLIS, MCRP Vishvavidyalaya, Bhopal, Noida Campus, Noida
3. Prof Sunita Malhotra, Dean, Faculty of Social Science, M D University, Rohtak
4. Dr. Satish Malik, University Librarian & Head, Deptt of Lib & Inf. Science, M D University Rohtak

After observing the functioning and operations of the Vivekananda Library, the members were provided with the fact-sheet, a miniature form of library annual report in which a comprehensive data about the Vivekananda Library was available. The members also further interacted with other officers of Library along with the University Librarian.

The audit report is as under:
Section-wise verification: Library Committee, Library Budget, Readers' Services, ICT Employability, Physical Infrastructure and Statistics at glance were conducted.
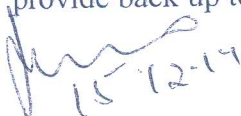Library committee is fully functional as a guiding body for the smooth functioning of the library. Library budget is found to be very perfect with cumulating after different heads and sub-heads of expenditure and income.
Readers' services include library hours, library use statistics, along with other orientation programmes, for the users, exhibit the large-use and further exploration of library resources.
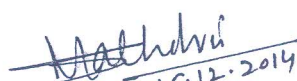ICT use in library application is found to be excellent. RFID technology is in consistent use and modern facilities with the help of this technology: check-in & check-out are unique in the state.
Physical infrastructure with massive areas of carpet, reading and lighting space is also outstanding in many respects.
The Committee felt that the Vivekananda Library is performing an incredible job in facilitating the M D University in quality improvement in higher education. A strong feeling of vacant posts of Officers' rank (at least at the level of Assistant Librarians) is a concern. It hampers services to the university fraternity. The members showed concern to the five vacant posts of Assistant Librarian level. It was also felt that para-professional assistants (attendant level) should be strengthened to manage such a huge collection and provide back up to staff and users.

(Jaideep Sharma)   (B S Nigam)   (Sunita Malhotra)   (Satish Malik)