

**SHRI RAMDEOBABA COLLEGE OF
ENGINEERING AND MANAGEMENT**

**PROCESS
MANUAL**

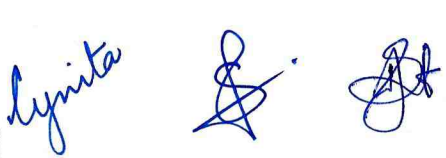
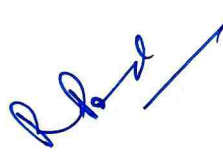

LIBRARY

SHRI RAMDEOBABA COLLEGE OF ENGINEERING & MANAGEMENT
LIBRARY MANUAL

LIB / A	INDEX OF WORK PROCEDURE	Page: 01 / 01
Ref. Clause: 4.4,7.5.2	ISS. No:01 Rev. No.: 00 Dt.: 01/01/2018	

Process No.	Title	Clause	Page
LIB / A	Index of Work Procedures	7.5.2	01
LIB / B	Revision Sheet	4.2.3	02
LIB / C	List of Documents, Records & Evidences	7.5.1	03
LIB / D	Organization Structure	4.1	04
LIB / E	Responsibility and Authority	5.3	05
LIB / F	Quality Objectives	6.2.1, 6.2.2	07
LIB / PR / 01	Purchase of New Books	4.4, 7.5	08
LIB / PR / 02	Circulation of Books	4.4, 7.5	09
LIB / PR / 03	Preservation of Books	4.4, 8.5.4	11
LIB / PR / 04	Control of Magazines	4.4, 7.5	12
LIB / PR / 05	Student Feedback	4.4, 4.2, 9.1.2	13
LIB / PR / 05	Internal Audit, Corrective Actions	9.2, 10.2, 10.3	14

ALL THE SECTIONS IN THE MANUAL LIB / A TO LIB / PR / 05 ARE

		
PREPARED BY Librarian Prof. Sachin Pund Dr. J. A. Shrawankar	REVIEWED AND APPROVED BY PRINCIPAL	ISSUED BY MR

SHRI RAMDEOBABA COLLEGE OF ENGINEERING & MANAGEMENT**LIBRARY MANUAL**

LIB / B	REVISION SHEET	Page: 01 / 01
Ref. Clause: 7.5.2		ISS. No:01 Rev. No.: 00 Dt.: 01/01/2018

WP No.	Issue/Rev. No.	Nature of Change	Approved By
All	00/00	Original Issue	Principal
All	00/01	List of Records, Circulation of Books	Principal
All	00/02	Change in entire Process manual	Principal
All	01/00	Revised Standard Issue	Principal

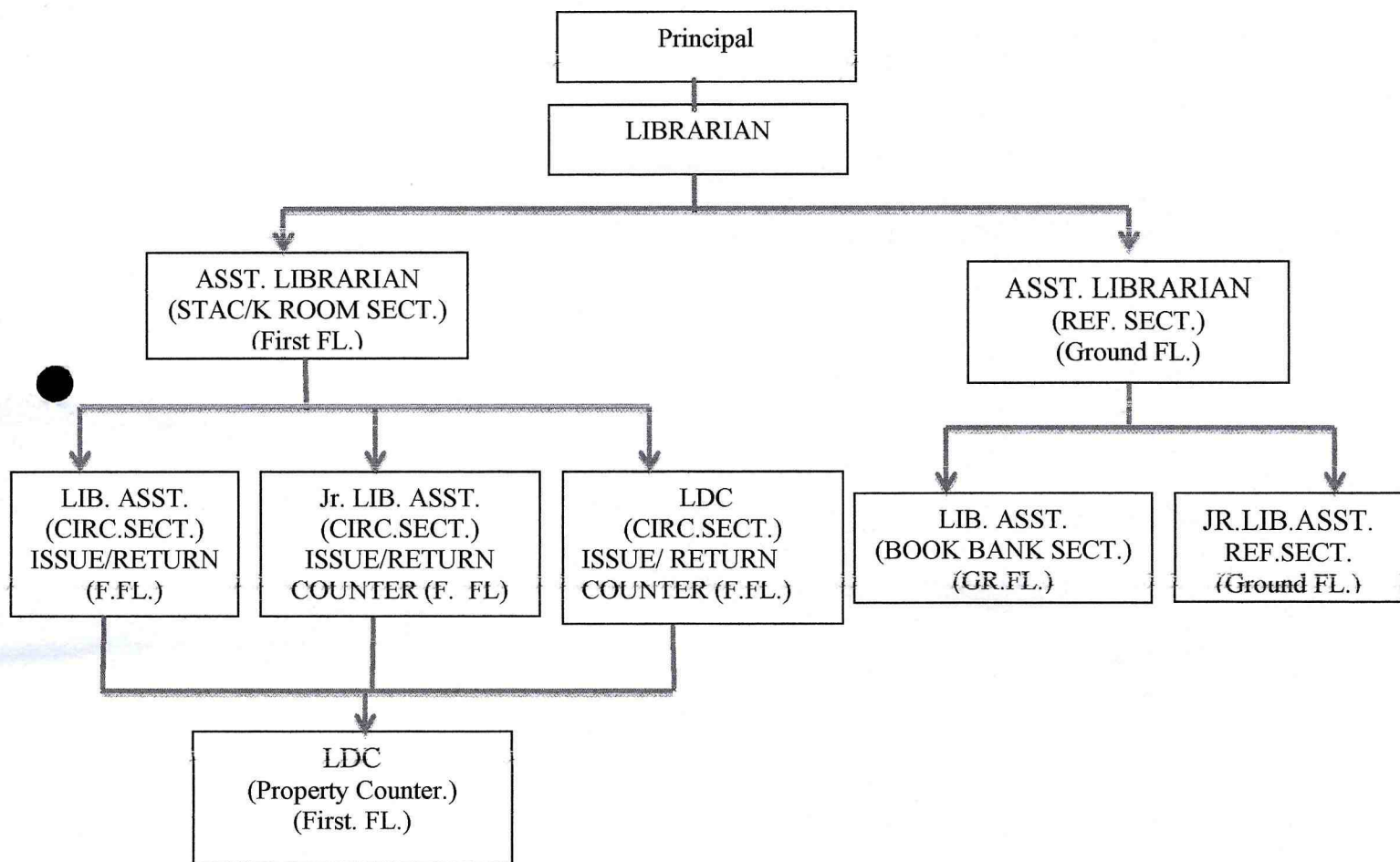
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SHRI RAMDEOBABA COLLEGE OF ENGINEERING & MANAGEMENT
LIBRARY MANUAL

LIB / C	LIST OF RECORD, DOCUMENTS AND EVIDENCES	Page: 01 / 01
Ref. Clause: 7.5.1	ISS. No:01 Rev. No.: 00 Dt.: 01/01/2018	

Doc. No.	Title	Ref. Clause	Master Copy	Controlled Copy	Retention Period
Internal Documents					
--	Quality Manual		MR	Librarian	---
	Library Manual		MR	Librarian	---
LIB-01	Library Guidelines	8.3.3	Librarian	Display	---
LIB-02	List of Approved Suppliers	8.2.2	Librarian	----	1 Year
LIB-03	Infrastructure Details	7.1.3	Construction and Maintenance	Librarian	---
LIB-04	Recommendation Form	7.4,7.3	Librarian	----	1 Year
LIB-05	List of Books for Purchase & Purchase Order	8.1,8.2.1			1 Year
LIB-06	Issue / Return Record	7.1.5.1			Continuous
LIB-07	Accession Register	7.1.5.1,7.1.5.2			Continuous
LIB-08	Bill Register	7.1.1			1 Year
LIB-09	Entry Register	7.1.1			1 Year
LIB-10	Book Bank Issue/Return Record	7.1.5.1			1 Year
LIB-11	Staff Issue/Return record	7.1.5.1			Continuous
LIB-12	Withdrawal Register	7.1.1			5 Year
LIB-13	Periodical Entry Register	7.1.1			5 Year
LIB-14	Book Bank Form	7.1.1			1 Year
LIB-15	List of Journals	7.1.1			1 Year
LIB-16	List of Books for Book Bank	7.1.1			1 Year
LIB-17	Student Feedback and Action Taken report	4.2 , 5.1.2			3 Years
LIB-18	Best Practices of the Library	5.2.1			----
LIB-19	Distribution of Responsibilities	5.3, 4.4.1			1 Year
LIB-20	Quality Objectives Status	6.2.1, 6.2.2			1 Year
LIB-21	Internal Audit, Corrective Actions	9.2, 10.2, 10.3	MR	Librarian	Continuous

Record Disposal: Dispose of the records by burning after the retention period is over.



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LIB / E	RESPONSIBILITY AND AUTHORITY	Page: 01 / 02
Ref. Clause: 5.3	ISS. No:01 Rev. No.: 00 Dt.: 01/01/2018	

Responsibility of Librarian	
01.	To prepare general library guidelines for the library administration.
02.	To register members in the library software management tool.
03.	To subscribe new magazines upon recommendations of the teachers.
04.	To take the student feedback on library operations at the end of the academic year.
05.	To coordinate with Social welfare officer in connection with issue of books under social welfare book bank scheme.
06.	To recommend the Bill for new Books.

Authority of Librarian	
01.	To review the requisition received for the new books and recommend the requisition.
02.	To select the booksellers for new book purchases.
03.	To decide the method of Book identification, storage and preservation in the library.
04.	To decide the actions on student feedback.
05.	To issue no due certificate to the student.

Responsibility of Asst. Librarian	
01.	To control the issue and receipt of books.
02.	To ensure that newly purchased books are free from transit damage and are in good condition.
03.	To ensure that the books are stacked properly and protected free from dust and insects.
04.	To review the Bill for the new book and forward the same to Librarian.
05.	To control and maintain the list of Journals.

Authority of Asst. Librarian	
01.	To suggest the changes in library operations and QMS.
02.	To suggest corrective action on student feedback.

Responsibility of Library Asst.	
01.	To attach due date slip to the newly purchased books.
02.	To issue the books to the students and staff and maintain record.
03.	To receive the books from the student and staff and update the record.
04.	To update the bill register.

Authority of Library Asst.	
01.	To suggest the changes in the operations of library.

Responsibilities of Attendant

01.	To control in and out movement of students in the library.
02.	To maintain the Library neat and in state of order.
03.	To clean the book shelves daily.

Authorities of Attendant

01.	To keep a record of incoming and outgoing time of visitors coming in the library.
02.	To keep a tight vigilance in the Library.

**SHRI RAMDEOBABA COLLEGE OF ENGINEERING & MANAGEMENT
LIBRARY MANUAL**

LIB / PR / 01	QUALITY OBJECTIVES	Page: 01 / 01
Ref. Clause: 6.2.1, 6.2.2		ISS. No:01 Rev. No.: 00 Dt.: 01/01/2018

No.	Process Stage	Process Owner	Output
01	To increase the satisfaction level of stakeholders	Librarian	LIB-20

SHRI RAMDEOBABA COLLEGE OF ENGINEERING & MANAGEMENT
LIBRARY MANUAL

LIB / PR / 01	PURCHASE OF NEW BOOKS	Page: 01 / 01
Ref. Clause: 7.5	ISS. No:01 Rev. No.: 00 Dt.: 01/01/2018	

No.	Process Stage	Pr. Owner	Output
01	Receive the recommendation / requisition approved by the HOD from the Teaching Staff.	Librarian	Recommendation Form LIB- 04
02	Review for the availability of recommended books in the library.	Librarian	--
03	Place it before the Library Committee & shortlist the Books to be purchased.	Librarian	List of Books for Purchase LIB-05
04	Identify the Potential booksellers and ask for the quotation.	Librarian	--
05	Confirm the Discount rates from the Supplier, Publisher-wise	Librarian	--
06	Prepare a Comparative Statement giving details of Books for Purchase, estimated cost, discount allowed, Budget provision and number of purchases made from the supplier in the financial year.	Librarian	List of Books for Purchase LIB-05
07	Forward the statement to the Principal for approval.	Librarian	--
08	Receive the approval from the Principal.	Librarian	--
09	Raise the Purchase Order on the Approved Supplier. Issue Original copy to supplier, one copy to accounts and retain one copy in the library.	Librarian	List of Approved Suppliers LIB-02 Purchase Order LIB-05
10	Receive the Books along with the Bills / Invoice from the Supplier.	Asst. Librarian	--
11	Physically verify Quality of books, quantity received, rates, discount allowed, terms in quotation to the invoice, etc.	Asst. Librarian	--
12	In case books are damaged they are returned to bookseller.	Asst. Librarian	--
13	Allot the accession number to the book based on UDC system. Bibliographic details of the books entered in the Library Management System (GEMS) and display of new books recorded in "New Arrivals". Record the details in the Accession Register and Computer	Asst. Librarian	Accession Register LIB-07
14	Stack the books Class number wise.	Library Asst.	--
15	Update the Bill register and forward the Bills to Accounts section after recommendations from Librarian. Retain duplicate copy of challan / bill in the department and also take the acknowledgement from accounts section.	Asst. Librarian	Bill Register LIB-08

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SHRI RAMDEOBABA COLLEGE OF ENGINEERING & MANAGEMENT
LIBRARY MANUAL

LIB / PR / 02	CIRCULATION OF BOOKS	Page: 01 / 02
Ref. Clause: 7.5	ISS. No:01 Rev. No.: 00 Dt.: 01/01/2018	

No.	Process Stage	Pr. Owner	Output
	<p>Prepare guidelines for general library operations which consist of guidelines related to:</p> <ol style="list-style-type: none"> 1. Books circulation. 2. Various Book Bank schemes 3. Discipline in the library. 4. Circulation of magazines / journals. <p>Display the Guidelines in the Library.</p>	Librarian	Library Guidelines LIB- 01
A	STUDENT		
01	Ensure that the students are keep their belongings like Bags, Raincoats, Umbrella, etc. at the property counter and make digital entries in the computer by swiping the id card on the barcode scanner.	Attendant – (Property Counter)	Entry Registration using barcode scanner LIB-09
02	Book selection is done by students in the Stack room or searches the availability of the book through OPAC.	--	--
03	Issue the books at the circulation counter with selected books. Max. 4 books are issued at a time for 14 days.	Library Asst.	--
04	Records the details of issue in the Issue / Return Record by the software.	Library Asst.	Issue Return Record LIB-06
05	Update Return Record after the books are returned by the students. Also if the books are returned after the due then the fine is levied as per the number of days and the students pays the fine online through the library software i.e GEMS.	Library Asst.	Issue Return Record LIB-06
06	Get the entry register updated from the student-leaving library by swiping the id card on the barcode scanner.	Attendant (Property Counter)	Entry Registration using barcode scanner LIB-09
B	ISSUE UNDER BOOK BANK SCHEME		
01	Prepare a list of book- sets available under Book Bank Scheme.	Library Asst.	List of Books for Book Bank LIB-16
02	Display a notice about the scheme on the college/ department notice board.	Library Asst.	Notice
03	Receive the filled up application form from the students and take the approval of Librarian on the application.	Library Asst.	Book Bank Form LIB-14
04	<p>Collect Rs.4000/- as Library Book Bank Deposit (for B.E First Year & Second Year) out of which Rs. 500/- is deducted as book rent & Rs.3500/- is refunded at the end of the year after the complete set of book is returned. The entire process is online.</p> <p>Collect Rs.2400/- as Library Book Bank Deposit (for B.E Third & Final Year) out of which Rs. 400/- is deducted as book rent & Rs.2000/- is refunded at the end of the year after the complete set of book is returned. The entire process is online.</p> <p>Collect Rs.6000/- as Library Book Bank Deposit for MBA First Year out of which Rs. 800/- is deducted as book rent & Rs.5200/- is refunded at the end of the year after the complete set of book is</p>	Library Asst.	

SHRI RAMDEOBABA COLLEGE OF ENGINEERING & MANAGEMENT
LIBRARY MANUAL

LIB / PR / 02	CIRCULATION OF BOOKS	Page: 02 / 02
Ref. Clause: 7.5	ISS. No:01 Rev. No.: 00 Dt.: 01/01/2018	

No.	Process Stage	Pr. Owner	Output
	returned. Collect Rs.3900/- as Library Book Bank Deposit (for MBA Integrated First year to Third Year) out of which Rs. 550/- is deducted as book rent & Rs.3350/- is refunded at the end of the year after the complete set of book is returned.		
05	After the payment done online 10-16 textbooks as per the requirement of each branch the books are issued to the students for the complete academic year.	Library Asst.	Book Bank Issue/Return Record LIB-10
06	Books are returned by the students at the end of academic year. Verify the condition of books and if are in good condition, accordingly refund is given.	Library Asst.	--
C	SOCIAL WELFARE BOOK BANK SCHEME		
01	This scheme is available only for SC and ST candidates.	--	--
02	Receive the List of such candidates from the office.	Library Asst.	--
03	Reconfirm the validity by verifying the caste certificate.	Library Asst.	--
04	One set of Book is issued to a group of two students.	Librarian	--
05	Issue the textbooks to such students for a specific period and student's returns the same.	Library Asst.	--
D	STAFF		
01	Staff makes entries in the computer by swiping the id card on the barcode scanner.	Attendant – (Property Counter)	Entry Registration using barcode scanner LIB-09
02	Book selection is done by staff in the Stack room or searches the availability of the book through OPAC.	--	--
03	Issue selected books to staff and update the Staff issue record/issue slip.	Library Asst.	Staff Issue Record LIB-11
04	Update Return Record after the books are returned by the Staff.	Library Asst.	Staff Issue Record LIB-11
05	Get the entry register updated from the staff-leaving library by swiping the id card on the barcode scanner.	Attendant (Property Counter)	Entry Registration using barcode scanner LIB-09

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SHRI RAMDEOBABA COLLEGE OF ENGINEERING & MANAGEMENT
LIBRARY MANUAL

LIB / PR / 03	PRESERVATION OF BOOK	Page: 01 / 01
Ref. Clause: 8.5.4	ISS. No:01 Rev. No.: 00 Dt.: 01/01/2018	

No.	Process Stage	Pr. Owner	Output
01	Books are identified by the Class number and Accession number.	Librarian	--
02	Books are stacked as per their classification, Subject- wise.	Library Asst.	--
03	To protect the books from damage and deterioration books are stored in the shelves. Shelves are kept at safe distance from the wall and windows to avoid direct sunlight and rain water.	--	--
04	Dusting and cleaning of racks is carried out regularly to avoid accumulation of dust.	Library Asst.	--
05	Naphthalene Balls are kept in the shelves and termite treatment to be done.	Library Asst.	--
06	Fire extinguisher & fire alarms are provided in the library as contingency plan.	--	--
07	Verification of stock is carried out as per the guidelines of Govt of India, General Finance; Department of Expenditure.	Library Asst.	--
08	Damaged books are bound. Heavily damaged / outdated books are disposed off with the permission from higher authorities. Till the grant of permission, these books are identified and kept separately.	Library Asst.	--

SHRI RAMDEOBABA COLLEGE OF ENGINEERING & MANAGEMENT**LIBRARY MANUAL****LIB / PR / 04****CONTROL OF MAGAZINES****Page: 01 / 01****Ref. Clause: 7.5****ISS. No:01 Rev. No.: 00 Dt.: 01/01/2018**

No.	Process Stage	Pr. Owner	Output
01	Receive the recommendation for the new subscription from staff members & forward to the Asst. Librarian for processing further.	Librarian	Recommendation form LIB-04
02	Review the recommendation and get it approved from Principal.	Librarian	--
03	Call the Proforma invoice from the Service provider or Publisher.	Librarian	--
04	Review the Proforma, prepare a Comparative statement specifying the details like: Subscription amount, frequency, present expenses on the department for the magazines and present it before the Library committee.	Asst. Librarian	--
05	Based on the review, record recommendation and forward it to the Principal for approval.	Librarian	--
06	On receiving approval from Principal, get the demand draft from Accounts section and send it to the publisher.	Librarian	--
07	Ensure that the copy of magazine / journal is received at a frequency mentioned in the Proforma. In case of failure send a reminder to the service provider and follow up for the same.	Asst. Librarian	--
08	At the end of the year, ensure that all the copies of magazines / journals are received. In case of short supply deduct the equal amount from the payment.	Asst. Librarian	--
09	Magazines / Journal are not issued out of library; they can be read only in the library.	--	--
10	The magazines are entered in the Periodical Register.	--	Periodical Entry Register LIB-13

SHRI RAMDEOBABA COLLEGE OF ENGINEERING & MANAGEMENT
LIBRARY MANUAL

LIB / PR / 05	STUDENT FEEDBACK	Page: 01 / 01
Ref. Clause: 4.2, 9.1.2	ISS. No:01 Rev. No.: 00 Dt.:	
01/01/2018		

No.	Process Stage	Pr. Owner	Output
01	To receive the student's feedback from the higher authority (IQAC) on the working of library in general, analyze it and prepare an action taken report.	Librarian	Library Feedback and Action Taken Report LIB-17

**SHRI RAMDEOBABA COLLEGE OF ENGINEERING & MANAGEMENT
LIBRARY MANUAL**

LIB / PR / 05	INTERNAL AUDIT, CORRECTIVE ACTIONS	Page: 01 / 01
Ref. Clause: 9.2, 10.2, 10.3	ISS No:01 Rev. No.: 00 Dt.: 01/01/2018	

Sr. No.	Process Stage	Process Owner	Output
01	As per the audit plan, conduct the internal audit every Three months and Surveillance audit every Nine months.	MR	QMS-05
02	Take corrective actions on observation findings and NC (if any).	Librarian	QMS-05