

**Central Library**

The following documents/files are to be updated and ready for Administrative Audit of the college for the session 2020-21 & 2021-22.

**List of Documents**

1. Name and Address of the Library.
2. Year of Establishments.
3. Contact Details
  - (i) Phone No.
  - (ii) Email Id.
  - (iii) Library Website.
4. Library Automation Software Status.
  - (i) Fully Automated.
  - (ii) Partially Automated.
  - (iii) Initial Stage.
5. Name of the Librarian & Contact Details. .
6. No of staff in the Library.
7. Faculty wise Library Users. (Arts/Com/Sc)
8. Course wise Library fees.
9. Grants received for the Library Development for the Session.
10. Question Bank Registers.
11. News paper Details (Both Eng/Odia)..
12. Fire safety Equipments used and How many persons have the knowledge to use it.
13. Books Accession Registers.
14. Library Catalogue System :-
  - (i) Manual.
  - (ii) Online Library Catalogue.
15. Purchase Register of Books.
16. Acquisition of Books per year(%).
17. Journals / Periodicals Record.
18. Reference Books Account details.
19. Rare book (if any).
20. Other Non-book Materials record.
21. Library Card Issue register.
22. Books issue Register.
23. Reading-room books issue Register.

24. Books & others purchase, Bills and Vouchers.
25. Procedures of Books and others Purchases.
26. Availability of Ebooks/Journals facility.
27. Teachers Reading-room Register.
28. Daily user register of students.
29. Daily user Register of Faculties.
30. Maintenance of Record for Book & Non-books materials.

*AS*  
*10/9/23*

Principal  
Pattamundai College  
Principal  
Pattamundai College

Received  
B. B. Sharma  
05.9.23