SNDT Women's University

Shreemati Nathibai Damodar Thackersey Women's University



AQAR 2020-21 **Criterion IV**

Supporting documents

4.2.3 - Average annual expenditure for purchase of books/ e-books and subscription to journals/ejournals during the last five years (INR in Lakhs)

SNDT WOMEN'S UNIVERSITY, MUMBAI

CRITERIA - IV

Index of Supporting Documents

METRIC No. 4.2.3	Average annual expenditure for purchase of books/ e-books and subscription to journals/ejournals during the last five years (INR in Lakhs)	
Sr. No.	Content	Page No.
1.	Provide consolidated extract of expenditure for purchase of books and journals duly attested by Finance Officer	3
2.	Bills	4-18
3.	Proceedings of Library Committee meetings for Allocation and utilization of funds	19

SNDT Women's University

1 Nathibai Thackersey Road, Mumbai 400 020. Phone: +91 22 2203 1879 Fax : +91 22 2201 6226



A - Grade (CGPA 3.08)

श्रीमती ना. दा. ठाकरसी महिला विद्यापिठ १, नाथीबाई ठाकरसी मार्ग, मुंबई ४०० ०२०. Telegram : UNIWOMEN Website : sndt.ac.in

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Library resources	If yes, details of memberships/subscr iptions	Expenditure on subscription to e-journals, e- books (INR in lakhs)		Total Library Expenditure	Link to the relevant document
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(Dr. Ruby Ojha) Finance & Accounts Officer (Addl. Charge) Finance & Accounts Officer(Addl. Charge) S.N.D.T. Women's University Mumbai - 400 020.

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SNDT WOMEN'S UNIVERSITY Bharatratna Maharshi Karve Knowledge Resource Centre 1, Nathibai Thackersey Road, Marine Lines, Mumbai – 400020.

Knowledge Resource Centre Committee

The meeting of the Knowledge Resource Centre Committee of the SNDT Women's University for the year 2020-21 was held on December 23, 2020 at 2.00pm in the Small Committee Room, SNDT Women's University, Mumbai. The following members were present physically & online:

- Prof. Shashikala Wanjari
 Vice-Chancellor
 SNDT Women's University, Mumbai -20.
- Dr. Archana Bhatnagar Ad-hoc Dean Faculty of Inter-disciplinary Studies, SNDT Women's University, Mumbai -20.
- Prof. Anuradha Sovani
 Head, Department of Psychology
 SNDT Women's University, Mumbai -20.
- 4. Ms. Vasumati Sriganesh Member Founder & Director, QMed Knowledge Foundation and QMed Services Pvt Ltd. Mumbai- 99.
- 5. Dr. Manju Naika Chief KRC Officer Central KRC, IIT Bombay

6. Dr. Deepak DeshpandeRegistrarSNDT Women's University, Mumbai -20.

7. Dr. Ruby OjhaMemberI/C Finance & Accounts OfficerSNDT Women's University, Mumbai -20.

Member

Chairperson

Member

Member

Member

Member Secretary

Director BMK - KRC & Head SHPT School of Library Science, SNDT Women's University, Mumbai -20.

Mrs. Vrushali Rane, Deputy Librarian BMK KRC Juhu Branch attended as an invitee.

The meeting was extended and held on January 27, 2021 at 2.00pm in the small committee room, SNDT Women's University, Mumbai. The following members were present physically:

Prof. Shashikala Wanjari
 Vice-Chancellor
 SNDT Women's University, Mumbai -20.

Chairperson

Member

2. Dr.Meena KuteI/C RegistrarSNDT Women's University, Mumbai -20.

Dr. Ruby Ojha
 I/C Finance & Accounts Officer
 SNDT Women's University, Mumbai -20.

Member

Member Secretary

4. Dr. Subhash Chavan
Director BMK - KRC & Head
SHPT School of Library Science,
SNDT Women's University, Mumbai -20.

Mrs. Vrushali Rane, Deputy Librarian BMK KRC Juhu Branch attended as an invitee.

The following business was transacted during the meeting.

8. Dr. Subhash Chavan

Minutes

Director Knowledge Resource Centre welcomed the committee members.

Agenda Item No. 1: To peruse the Minutes and recommendations of the KRC Committee, made in its meeting held on 19th September, 2019.

Resolved that the confirmed minutes and recommendations of the KRC committee, made at its meeting held on 19th September, 2019 be considered as perused and contents noted.

Agenda Item No. 2: To consider the 'Action Taken' report for agenda items of the KRC Committee held on 19th September, 2019.

Sr. No.	KRC Agenda	Resolution of the Library Committee	Action Taken
1.	Item No.1 & 2	Minutes and recommendations of the Library Committee, made at its meeting held on 19 th September, 2020 & Matters arising out of the Minutes	Confirmed minutes and recommendations of the library committee, made at its meeting held on 19 th September 2020 be considered as perused and contents noted. No matters arising out of the minutes.
2.	Item No.3	It was Resolved to accept the Annual Report of the SNDTWU Knowledge Resource Centre for the year 2018-19.	5 copies of Annual Report 2018-19 was printed and e- copy was circulated.
3.	Item No.4	Resolved to accept that 6.5 % of the total of (Tuition fees + Library fees + Database fees) shall be used for the purchase of KRC books, subscribing to Journals and Databases and computers. For all other requirement, the expenditure will be met from University Budget after taking prior approvals from year 2020-21.	of KRC books, subscribing to Journals and Databases and computers for the year 2020-21

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	4.	Item No.5	Resolved to accept and empanel the list of book vendors for 2019-2021. Also resolved that all the subscriptions to International and National Journals would be handled by Apex Subscription Pvt. Ltd.	Vendors are informed and purchases are being made.
	5.	ltem No.6	Resolved that, 1623 books worth Rs 46,207.52/- be written off.	Books are written off
	6.	ltem No.7	Resolved to accept 8373 books of KRC Juhu Branch as withdrawn as per the stock verification report submitted. However, if any of the books are found in future they may be considered as On Shelf and necessary changes may be made wherever required.	Books are written off and changes made as and when a book is found.
	7.	Item No.8 (1)	The matter of issues of Library deposits reduced from Rs 1500/- to Rs 500/- & Rs. 200/- is pending for further discussion at the higher authority level.	Discussion at the higher authority level needs to be carried out.
	8.	Item No.8 (2)	Temporary non-teaching staff: Resolved to provide KRC membership to temporary non- teaching staff after charging Rs.300/- as deposit and filling up the library membership form with any one supporting documents like Aadhar card. They will be entitled to borrow one book for one month. The fine structure applies as like other members. Also, before full and final settlement from the department or college, the	Membership has been given to temporary non-teaching staff as per the rule set. Further it is resolved that no dues must be obtained from KRC before full and final settlement of payment. A letter should also be sent to Finance Officer for the same.

			temporary non- teaching staff must obtain No Dues from the KRC.	
	9.	Agenda Item No.8	(3) This matter regarding clarification of letter received from Finance & Accounts Officer regarding Library budget was discussed under Agenda Item No. 4	process for 2020-21
1	0.	<u>Agenda Item No.8 (</u>	1 It was suggested that the demonstration of Gale Women's Studies Archive database will be made to the authorities along with subject experts from the University and then the decision on its subscription shall be taken.	Studies Archive has been
11	•	Agenda Item No.8 (5) To discuss the progress of civil work at Juhu KRC.	The civil work at Juhu KRC has been completely stopped since October 2019
12.	A	<u>Agenda Item No.8 (6</u>	2: Refund of library deposit (2014-15) of Rs. 4, 09,500/- to SVT College of Home Science cannot be refunded and a letter regarding the same shall be issued by the FAO (I/C) to the Principal of SVT College of Home Science.	FAO (I/C) has issued a letter regarding non-refund of library deposit to SVT college of Home Science.
13.	Ad	dditional items(A)	Resolved to accept and renew the subscription to ASPP package of IEEE databases for UMIT and Computer Science department for 2020 for \$7260.00	Subscription amount paid and access is enabled.
14.	Ado	ditional items(B)	from faculty members an updated report of faculty members who are	All dues are cleared by faculty members by returning of books or by paying dues of Rs. 48348/-

	meeting.	
15.	It was suggested by the committee members that approval in purchase committee is necessary for purchase of items as per purchase committee norms.	University norms.

Resolved that the action taken report, for agenda items of the KRC committee meeting held on 19th September, 2019 be considered as perused and contents noted.

Agenda Item No. 3: To consider the Annual Report of the BMK-Knowledge Resource Centre for 2019-2020.

Highlights:

During the year under report 3533 new books, 257 bound volumes of journals and 389 print and online journals were added. Besides this, 94 theses were also added to the library collection received from Ph.D. students. The total number of documents in the collection has reached a significant figure of 420779 volumes. BMK-KRC has utilized Rs. 4 crore 78 lakhs for expenditure during the year under report. Out of the allocated Plan fund Rs. 50 lakhs have been utilized for purchase of books and subscription to journals, Rs. 33 lakhs for purchase of databases, Rs. 2 crore and 90 lakhs for staff salary, Rs. 2 lakhs for digitization of these, dissertations and archival books and Rs. 1 crore and 3 lakhs for maintenance of building and equipment, purchase of equipment, furniture, and computer peripherals, hardware and software etc. Like previous years, this year also focused on the strengthening of collection and implementation of latest information and communication technologies in its services. BMK-KRC has started an E-mail Alert Service for its users for sending emails and confirmation mail for every transaction. BMK-KRC has adopted WEB-Centric version of library management software SLIM21 with improved features. BMK-KRC has a strong base of users who visited and heavily utilized the services of the library during the period under report. During this year, 4658 members including undergraduates and postgraduate students, faculty & staff members, research scholars and special members were enrolled as library users. During the FY 2019-20, BMK-KRC with collaboration of Commission for Scientific and Technical Terminology Ministry of HRD, Dept of Higher Education, Govt of India organised a national level conference on November 29 - 30, 2019 on Marathi language and terminologies used (ग्रंथालय व महितीशास्त्रातील वैज्ञाहिक आहि तांहिक शब्दावलीचे मराठी भाषेतील मित्व:

दोि हदवसीय चचाासि) at SNDT WU KRC, Churchgate, Mumbai. Access to Knimbus continued to be beneficial to all the KRC members. This facility was extended to the all affiliated and conducted colleges coming under the umbrella of SNDT Women's University, Mumbai. Access to e-Journals

through eShodhsindhu Consortium remained available through this year also for unlimited users. The total number of full text e-Journals reached to over 15000+.

KRC data about the purchase of books, journals, databases etc. was provided to colleges and departments from time to time for Academic Audit, NAAC, AQAR, and IQAC has for requested Books, Journals & Student data. Technical work of editing of accession register and re-accessioning work in slim is taken up. List of withdrawal of books and missing books is prepared as per the stock verification conducted and is approved by the KRC committee for withdrawal. Civil work of BMK-KRC in the Juhu campus has been stopped since September 2019 and delayed due to approval and selection of Kadappa, then the Election in October 2019 and Pandemic in March 2020. Regular meetings were held of Officers of KRC and KRC Committee meeting (September 19, 2019) during the year. DQAC meetings held on 31 July 2019 and 18 September 2019 gave an insight into the development of KRC mainly because of the contribution of Juhu KRC staff and novel ideas received from faculty members of Juhu Campus. All the BMK-KRC staff had Vidhansabha Assembly election duty training during October 2019 and worked as PRO / PO in election on 21.10.2019. Library services closed from mid-march due to coronavirus. Only internal work is going on. From March 22, 2020 lock down all over India & across the world.

Resolved to accept the Annual Report of the SNDTWU Knowledge Resource Centre for the year 2019-2020. It was also resolved to add Vice Chancellors message in the KRC Annual Report.

<u>Agenda Item No. 4:</u> To consider budget of the BMK – Knowledge Resource Centre for 2020-21 for purchase of books, periodicals databases and computers as below.

Sr. No.	Ledger Head	Ledger	2019-20	2020-21 (1% Less o 2019-20)	2021-22 Estimate f (5% addition of 2019-20	
			41230	40000	42000	
			Students	Students	Students	
1.	Library Fee					
			41230000	4000000	42000000	
2.	Database Fee					
			4123000	4000000	4200000	
3.	Tuition Fees					
		a da aya aya kata a san kata kata kata kata kata kata kata ka	112984000	110000000	133600000	
	4		,			

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energianen orden en e	Total Fees			al material consideration and a subservation of the subservation of the subservation of the subservation of the
n an State Charles and a second s	19. Constant a subject constant or constant for an and a subject of the		ngun a mayanisin yanang kinosolyansisana) kanyanasing sinasing	terizante a conservate de terrar a generativa internativa possessantes
and a second device	6.5% of Total	10291905	10010000	11687000
nalise de lander fan skiede in skieder fan skieder fan skieder fan skieder fan skieder fan skieder fan skieder	Fees	e mit e Sanain de Catena alter de Land Jaar e Bar	0	er Er sich eine State Bestellt weiter Bestellt weiter Bestellt weiter Bestellt der Bestellt der Bestellt der Be
na gala na na galangan na gana di mangan na kana na ka	Books 25%	2572976	2502500	2921750
n market and a second	Journals 30%	3087571	3003000	3506100
	Database 40%	4116762	4004000	4674800
	Computers 5%	514595	500500	584350

Resolved to accept the KRC budget as given in above table, such that 6.5 % of the total of (Tuition fees + Library fees + Database fees) shall be used for the purchase of KRC books, subscribing to Journals and Databases and purchase of computers. For all other requirement, the expenditure will be met from University Budget after taking prior approvals.

It was also resolved to renew Subscription to Print Journals / Print + online and renewal of Subscription to Databases for the year 2020-21. List of new additional journals is also approved.

Resolved to Renew Subscription to IEEE Database (ASPP and POP) and Science Direct Pharmacology collection from January to December 2021. Also to consider subscription to 'Law Finder' database for Law School.

Agenda Item No. 5: Withdrawal of Books

To consider withdrawal of books that are (i) torn and tattered and (ii) outdated from KRC's Central & Branch as in the table below:

The following books are torn & tattered, infected by termite and book lost & cost recovered may be withdrawn from the library collection.

Sr. No.	Particulars	Total	Total	
1.	BMK-KRC (Churchgate)	No.	Amount (Rs.)	
	Torn & Tattered Books	251	1782.00	
2.	BMK-KRC (Juhu Branch)			

	Torn & Tattered Books with termite infested	21	260.00
3.	BMK-KRC (Pune Branch)		
	Torn &Tattered Books	163	5764.50
	Old textbooks / Multiple copies	201	11045.30
	Total	636	18851.80

Resolved that, 636 books costing Rs. 18851.80/- may be written off.

Agenda Item No. 6: Any other matter with the permission of the Chair:

<u>Agenda Item No.6(1)</u>: To discuss about having same library fees and library deposit for all colleges and departments. It is proposed to charge Rs. 2000.00 as library fees and Rs. 2500.00 as library deposit

The matter was already discussed in the academic council and it was decided to continue with the current library fee and deposit. However, the matter shall be taken up for discussion next year.

Agenda Item No. 6(2) To discuss the progress of civil work at Juhu KRC.

The civil work has restarted and is likely to get over in 3-4 months.

<u>Agenda Item No.6 (3)</u> Due to corona pandemic, it is proposed to extend the date of refund of library deposit for one year only for the current outgoing students i.e., the students who can claim library deposit till March 2020 can do so till March 2021.

Resolved that the current outgoing students can claim library deposit till March 2021.

Agenda Item No.6 (4) Stock taking report of Pune KRC.

Resolved to accept books of KRC Pune Branch as withdrawn as per the stock verification report submitted. However if any of the books are found in future they may be considered as On Shelf and necessary changes made wherever required.

Agenda Item No.6 (5) To continue subscription of periodicals from Apex agency.

Resolved to discontinue Apex Subscription Pvt Ltd. and find another agent for subscription to journals and magazines.

Agenda Item No.6 (6) To continue of ProQuest Database.

Resolved to continue Proquest Database after negotiating further on the annual price.

The following additional items were discussed by the KRC Committee members.

- a. Affiliated colleges can be given access to Urkund software for plagiarism check by creating an account of their Librarian. The amount of Rs.200/- for thesis and Rs.200/- will be charged annually based on the reports generated. The record for the same shall be maintained by the Librarian of the affiliated college and approved by the Director KRC from time to time.
- b. It was suggested to renew the databases and journals after considering usage into account.

The meeting ended with thanks to the Chairperson and all members.

Director

Bhamtratna Maharshi Korve Knowledge Resource Centre SNDT Women's University, Mumbai - 20

navel Chairperson

Library Committee