

# **Library Audit**

**Session 2024 - 2025**

**IQAC**

**St. Xavier's College, Simdega**

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### Note: -

The library audit of St. Xavier's College, Simdega was conducted for first time by comprised team directly under the guidance of IQAC Coordinator of the College.

The selected members to assess are:

- |                               |                  |
|-------------------------------|------------------|
| 1. Dr. Jayant Kr. Kashyap     | Coordinator      |
| 2. Prof. Shashi Jyoti Baxla   | Prof. In. Charge |
| 3. Ms. Mary Kanta P. Minz     | Librarian        |
| 4. Mr. Sunny Basant Kindo     | Soter            |
| 5. Prof. Mr. Amit Kumar Gupta | Member           |
| 6. Sani Santosh Toppo         | Member           |

*M.K.P. Minz*  
12/11/2025  
Assist. Librarian

*S. Jyoti Baxla*  
8/04/25  
Prof. In. Charge

*Jayant Kashyap*  
8/04/25  
Internal Quality Assurance Cell (IQAC)  
St. Xavier's College, Simdega  
(Affiliated to Ranchi University, Ranchi)  
Jharkhand, India  
Coordinator

*Sunny Basant Kindo*  
12/11/2025  
Soter

*Amit Kumar Gupta*  
8/04/25  
Member

*Sani Santosh Toppo*  
8.04.25  
Member

## Executive Summary of Library Quality Audit 2025

Total no of libraries in the College	1
Total No. of Books	5365
Estimated value of Books	22,30,837.00
Average Budget Utilization	4,07540.13
Average Annual Growth rate of stock	37.17%
Cost of Books purchased previous year	375447.00
Book utilization Rate (Books issued/member) per week	30
Library space provision (Sq.ft./member)	1022
Library seating facility (Seats/member)	30
No. of Periodicals subscribed	x
No. of Newspapers subscribed	x
Cost for Journals in previous year	x
Catalogued libraries	8
<b>Total Number of Computers</b>	
For in house operations	2
For users	x
<b>Membership and Staff Numbers</b>	
Total Members library users (students)	575
Total Members (Staff)	22
Total Members (Library Staff-Temporary)	4
Total Members (Library Staff-Permanent)	9
<b>Working hours</b>	
Central Library	9.00 AM to 4.30 PM
Departmental Library	9.00 AM to 4.00 PM
Central Reading Hall	9.00 AM to 4.30 PM

*M. K. Ph...*  
Assist. Librarian 14/04/25

*S. D. ...*  
Prof. In. Charge 8/04/25

*S. ...*  
Soter 02/04/25

*...*  
Member 08/04/25

*...*  
Member 8.04.25  
Co-Ordinator  
Internal Quality Assurance Cell (IQAC)  
St. Xavier's College (Autonomous), Palani  
Tamil Nadu, India

## 1. Library Heritage (2025)

SN	Department	Year of Establishment	Age
1	Commerce	2016	9
2	English	2016	9
3	Hindi	2016	9
4	Economics	2016	9
5	History	2016	9
6	Geography	2016	9
7	Political Science	2016	9

## 2. Library Stock

SN	Department	Total Books (Text)	Total Books (Reference)	Total Books
1	Commerce			907
2	English		45	749
3	Hindi			905
4	Economics			445
5	History			587
6	Geography			404
7	Political Science			874
8	Other Reference Books			449
9	Other books			45
10	Periodicals/ Magazines/Newspaper			4
<b>Total</b>			<b>45</b>	<b>5365</b>

*M.K.P. M.*  
12/4/2025  
Assist. Librarian

*S. S. S.*  
8/04/25  
Prof. In. Charge

*Jayant Singh*  
Co-Ordinator  
Internal Quality Assurance Cell (IQAC)  
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(Affiliated to Ranchi University, Ranchi)  
Jharkhand, India  
Coordinator

*S. S. S.*  
8/12/25  
Soter

*Q. S. S.*  
08.04.25  
Member

*S. S. S.*  
8.04.25  
Member

### 3. Acquisition and Collection Growth (2024-25)

SN	Department	Total Books (till 2024)	Purchase in (2025)	Growth in %
1	Commerce	907	176	19.40%
2	English	749	41	5.16%
3	Hindi	905	05	0.55%
4	Economics	445	28	6.29%
5	History	587	145	24.70%
6	Geography	404	103	25.49%
7	Political Science	874	107	12.24%
8	Other Reference Books	449	20	4.45%
9	Other Books	45		
10	Periodicals/ Magazines/Newspaper	4		
<b>Total</b>		<b>5365</b>	<b>625</b>	<b>98.28 %</b>

### 4. No. of Journals, periodicals Subscribed and Cost of Journals

SN	Department	No of journals subscribed	Cost of Journals subscription
1	Commerce	Nil	Nil
2	English	Nil	Nil
3	Hindi	Nil	Nil
4	Economics	Nil	Nil
5	History	Nil	Nil
6	Geography	Nil	Nil
7	Political Science	Nil	Nil
8	Other Reference Books	Nil	Nil
9	Other Books	Nil	Nil
10	Periodicals/ Magazines	Nil	Nil
<b>Total</b>			

*UKP Singh*  
24/04/25  
Assist. Librarian

*S. D. Singh*  
24/04/25  
Prof. In. Charge

*Jyoti Singh*  
Coordinator  
Internal Quality Assurance Cell (IQAC)  
St. Xavier's College, Sindga  
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Jharkhand, India

*S. S. Toppe*  
12/04/25  
Soter

*Quintus*  
08/04/25  
Member

*S. S. Toppe*  
8.04.25  
Member

## 5. Membership

SN	Department	Total Members
1	Commerce	107
2	English	83
3	Hindi	44
4	Economics	87
5	History	65
6	Geography	75
7	Political Science	114
8	Staff members	26
9	Supporting Staff	9
<b>Total</b>		<b>610</b>

## 6. Books Utilization (2025)

SN	Department	No. of Issues/ Year	Members	Issues/Member
1	Commerce	228	107	2.13
2	English	157	83	1.89
3	Hindi	40	44	0.90
4	Economics	273	87	3.13
5	History	84	65	1.29
6	Geography	108	75	1.44
7	Political Science	176	114	1.54
8	Other Reference Books	-	-	-
9	Other Books	-	-	-
10	Periodicals/ Magazines/Newspaper	4		
<b>Total</b>		<b>1066</b>	<b>-</b>	<b>12.32</b>

*MKP Singh*  
12.4/2025  
Assist. Librarian

*S. K. Singh*  
8/04/25  
Prof. in Charge

*S. K. Singh*  
09/04/25  
Soter

*S. K. Singh*  
09/04/25  
Member

*Jayant Choudhary*  
4/4/2025  
Co-Ordinator  
Internal Quality Assurance Cell (IQAC)  
St. Xavier's College, Simdega  
(St. Xavier's University, Ranchi)  
Jharkhand, India  
*S. S. Toppo*  
8.04.25  
Member

## 7. Provision of Space

SN	Department	Area in Sq. ft.	Area/ Member
1	Commerce	141.87	1.32
2	English	74.32	0.89
3	Hindi	85.46	1.94
4	Economics	99.52	1.14
5	History	91.49	1.40
6	Geography	60.37	0.80
7	Political Science	90.47	0.79
8	Other Reference Books	34.94	
9	Other Books	96.12	
10	Periodicals/ Magazines/Newspaper	4	
<b>Total</b>		<b>774.86</b>	

## 8. Seats/Member

SN	Department	Seats	Seats/ Member
1	Commerce	30	0.28
2	English	30	0.36
3	Hindi	30	0.68
4	Economics	30	0.34
5	History	30	0.46
6	Geography	30	0.4
7	Political Science	30	0.26
8	Other Reference Books		-
9	Other Books		-
10	Periodicals/ Magazines/Newspaper		-
<b>Total</b>			<b>2.78</b>

Assist. Librarian

Prof. In. Charge

Coordinator  
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Jharkhand, India

Boter

Member

Member 8.04.25

## 9. Library Budget-2024-25(Total: Rs. ....)

SN	Department	Total Budget in Rupees
1	Commerce	83307.00
2	English	155518.03
3	Hindi	1102.50
4	Economics	11964.00
5	History	61751.85
6	Geography	42069.75
7	Political Science	33089.00
8	Other Reference Books	11284.00
9	Other Books	
10	Periodicals/ Magazines/Newspaper	7455.00
<b>Total</b>		<b>4,07541.13</b>

## 10. Budget Utilization-2024-25

SN	Department	Budget Utilization in 2024-25 (%)
1	Commerce	90,000.00/92.5 %
2	English	1,60,000.00/97.19%
3	Hindi	50,000.00/2.204%
4	Economics	60,000.00/19.94%
5	History	65,000.00/95%
6	Geography	50,000.00/84.138%
7	Political Science	45,000.00/73.53%
8	Other Reference Books	25000.00/45.136%
9	Other Books	25000.00/NIL
10	Periodicals/ Magazines	8000.00/93.18%
<b>Total</b>		<b>5,78,000.00/602.818</b>

*M.K.P. Singh*  
Assist. Librarian

*S. Singh*  
Prof. In. Charge

*Jayant Singh*  
4/4/2025  
Co-Ordinator  
Internal Quality Assurance Cell (IQAC)  
St. Xavier's College, Simdega  
(Affiliated to Ranchi University, Ranchi)

*S. Soter*  
8/4/25  
Soter

*Dr. N. Singh*  
8/4/25  
Member

*S. S. Tappa*  
8.04.25  
Member

## 11. Budget Utilization-2025-26

SN	Department	Budget Utilization in 2025-26
1	Commerce	1,50,000.00
2	English	1,50,000.00
3	Hindi	1,50,000.00
4	Economics	1,50,000.00
5	History	1,50,000.00
6	Geography	1,50,000.00
7	Political Science	1,50,000.00
8	Other Reference Books	25000
9	Other Books	25000
10	Periodicals/ Magazines	5000
<b>Total</b>		<b>11,50,000.00</b>

## 12. IT infrastructure and Services

SN	Department	Computers in library	Computers for users	Photocopy/Internet/ Scanning facility
1	Commerce	NIL	NIL	NIL
2	English	NIL	NIL	NIL
3	Hindi	NIL	NIL	NIL
4	Economics	NIL	NIL	NIL
5	History	NIL	NIL	NIL
6	Geography	NIL	NIL	NIL
7	Political Science	NIL	NIL	NIL
8	Other Reference Books	NIL	NIL	NIL
9	Other Books	NIL	NIL	NIL
10	Periodicals/ Magazines	NIL	NIL	NIL
<b>Total</b>		<b>NIL</b>	<b>NIL</b>	<b>NIL</b>

*MKP Mistry*  
12/04/25  
Assist. Librarian

*S. S. Toppo*  
8.04.25  
Prof. In. Charge

*Jayant Choudhary*  
Co-Ordinator  
Internal Quality Assurance Cell (IQAC)  
St. Xavier's College, Simdega  
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Jharkhand, India  
Coordinator

*Somya*  
12/04/25  
Soter

*Sanjay S. Toppo*  
08.04.25  
Member

*Sanjay S. Toppo*  
8.04.25  
Member

### 13. Staff and Library Working Hours

SN	Department	Staff	Working Hours
1	Commerce	Library Chief-1 Assistant Librarian-1	9:00 am to 4:30 pm.
2	English		9:00 am to 4:30 pm.
3	Hindi		9:00 am to 4:30 pm.
4	Economics		9:00 am to 4:30 pm.
5	History		9:00 am to 4:30 pm.
6	Geography		9:00 am to 4:30 pm.
7	Political Science		9:00 am to 4:30 pm.
8	Other Reference Books		9:00 am to 4:30 pm.
9	Other Books		9:00 am to 4:30 pm.
10	Periodicals/ Magazines		9:00 am to 4:30 pm.

*MRP Singh*  
12/4/25  
Assist. Librarian

*S. K. Singh*  
8/04/25  
Prof. In. Charge

*P. K. Singh*  
4/4/25  
Co-Ordinator  
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Jharkhand, India  
Coordinator

*S. K. Singh*  
12/04/25  
Soter

*S. K. Singh*  
02/04/25  
Member

*S. K. Singh*  
8.04.25  
Member