

**K. J. Somaiya College of Arts and Commerce,  
(Autonomous)**

**Vidyavihar, Mumbai 400077**

**(College with Potential for Excellence 2016)  
(NAAC Reaccredited with 'A' Grade CGPA 3.33)**

**LIBRARY REPORT FOR AY 2020-21**

The Library Committee of the college for the year 2020-21 conducted the following activities:

1. **INDUCTION PROGRAM:** At the beginning of terms of every academic year, student entrants are oriented on academic and infrastructural organization of the college. At the sessions for students of Arts and Commerce stream, the Library Committee made presentation on the Library and its functioning at the Induction Program conducted for the First year students by the college.
2. **FINALIZING LIBRARY MANUAL:** The Library Committee, in consultation with the Librarian prepared the Library Manual for purpose of distribution to students in physical copies, on admission and for uploading on college's website.
3. **PREPARING ACTION TAKEN REPORT ON INITIATING  
DIGITISATION OF RARE BOOKS IN KJSCAC LIBRARY:**

The Library Committee of KJSCAC was requested by I/C Principal Dr. Veena Sanekar on 10<sup>th</sup> May 2021, to initiate the process of digitising the rare books possessed by the College Library. For this purpose it was decided by Librarian that books about 50-60 years old, which are no longer printed, can be digitised. About 427 books have been identified and categorised subject-wise. Accordingly suitable vendors have been contacted for the purpose of digitising and quotes for the tasks have been provided by two vendors.

**Vendor 1**

Pujasoft offer the rates for the digitisation job,

**Vendor 2**

**Bhavesh Shah** <[bhavesh.s@informaticsglobal.com](mailto:bhavesh.s@informaticsglobal.com)>



**K. J. Somaiya College of Arts and Commerce,  
(Autonomous)**

**Vidyavihar, Mumbai 400077**

**(College with Potential for Excellence 2016)  
(NAAC Reaccredited with 'A' Grade CGPA 3.33)**

**Vendor 3**

**Informatics Publishing Limited**

**Regd Office:** No.194, R V Road, Basavanagudi, P B No 400| Bangalore -  
560004 | India

Tel: +91 - 80 4038 7777 Fax: +91 - 80 4038 7600|Mob: +91 98203 67612.

Web: [www.informaticsglobal.com](http://www.informaticsglobal.com) |E-mail: [bhavesht.s@informaticsglobal.com](mailto:bhavesht.s@informaticsglobal.com)

**4. CONDUCTING MEETING EVERY SEMESTER**

**MINUTES OF LIBRARY COMMITTEE MEETING No. 1 AY-2020-21**

The first meeting of the academic year 2021-22 for the Library Committee was held on 26<sup>th</sup> June 2020 over Google Meet.

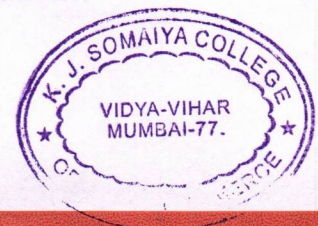
**Members Present:**

1. Mr, Anil Gaware – Librarian
2. Mrs. Meera Venkatesh
3. Dr. Rohini Fadte
4. Dr. Gaurav Gadgil
5. Mr. Gaurav Kale

**Agenda:**

The meeting was held to discuss & finalize the following agenda:

1. The vendor for digitization of rare books of the Library of KJSCAC was to be finalized and called for a meeting with I/C Principal and Vice Principal. As mentioned by Librarian two Quotations from vendors are already on hand with the college.
2. A demonstration session on the use of Library in the online version for students who have started the new academic session of 2021-22 on 14<sup>th</sup> June 2021.





**SOMAIYA**  
**VIDYAVIHAR**

K J Somaiya College of Arts & Commerce



**K. J. Somaiya College of Arts and Commerce,**  
**(Autonomous)**

**Vidyavihar, Mumbai 400077**

**(College with Potential for Excellence 2016)**  
**(NAAC Reaccredited with 'A' Grade CGPA 3.33)**

**Minutes:**

After discussion with Librarian, Mr. Gaware, the following was decided:

1. The vendor Pujasoft was to be invited for discussion and finalizing the task of digitization by Librarian to the Principal's office at the earliest.
2. A demonstration session on use of Library in the online version for students who have started the new academic session of 2021-22 is to be conducted by Mr. Gaware on 17<sup>th</sup> July 2021.

The meeting ended with the Chairperson thanking all members for attending the meeting.

**MINUTES OF MEETING No. 2 OF THE LIBRARY COMMITTEE, AY 2020-21**

Date of Meeting: 27<sup>th</sup> January 2021

Time: 3.00- 4.00 pm

Venue: Google Meet

Members Present:

1. Mr. Anil Gaware, Librarian
2. Mrs. Meera Venkatesh, Coordinator, Library Committee
3. Dr. Gaurav Gadgil, Member
4. Dr. Rohini Fadte, Member
5. Mr. Gaurav Kale, Member

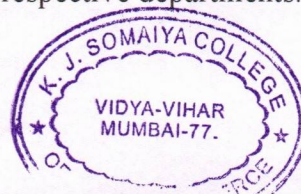
Agenda:

As suggested by Librarian:

1. To discuss settling of last financial year's pending bills of purchase of Marathi Department and General/Reference Section books.
2. To discuss approval of bills of books selected by respective departments.
3. Any other relevant matters

As suggested by the Coordinator of Committee:

**K J Somaiya College of Arts and Commerce**  
**(Autonomous), Affiliated to University of Mumbai**  
**Vidyavihar (E), Mumbai-400077, India P: (91-22) 21022915**  
**E: principal.kjsac@somaiya.edu E: kjsac.somaiya.edu**





**SOMAIYA**  
**VIDYAVIHAR**

K J Somaiya College of Arts & Commerce



**K. J. Somaiya College of Arts and Commerce,**  
**(Autonomous)**

**Vidyavihar, Mumbai 400077**

**(College with Potential for Excellence 2016)**  
**(NAAC Reaccredited with 'A' Grade CGPA 3.33)**

1. To discuss arrangement of online training session on use of online resources for academic purposes for students of KJSCAC by resource person/librarian.

Minutes:

1. Mr. Anil Gaware initiated the meeting with by providing details of the pending bill which was not settled due to pandemic lockdown. The books of the Marathi Department and General Section were approved for purchase and the bill had reached the college during lockdown, thereby remained pending. However the bill was carried forward to FY 2020-21 due to unavoidable circumstances.

For this situation, the committee members suggested to Mr. Gaware that he should present the bills to the Accounts section with an explanation of the case and request for the bills to be settled so that the approved books could be added to the Library and the Book-Seller could have the payments.

The following recommendations were made to the Librarian by Library Committee members:

1. Books of General Category should be purchased only when recommended by the Department Heads. For this purpose, a provision of a list of General category books should also be provided to Department Heads, for recommendation along with subject-related books.
2. A list of users of online books by students and users should be shared in soft copy by Librarian with Committee members, Principal and IQAC and later on a hard copy of the same to be maintained in records of library users. The list of users to be for specific odd and even semesters of every academic year. This was for fulfillment of NAAC documentation.
3. All members of Library Committee were requested to identify a suitable resource person to conduct the online session for students of KJSCAC on using online resources for academic purposes and share the numbers of concerned persons on Committee's Whatsapp group so that action could be initiated towards arranging the session at the earliest.

The meeting concluded with the Coordinator thanking all members.

