



MADURAI KAMARAJ UNIVERSITY

University with Potential for Excellence
(Re-accredited by NAAC with 'A' Grade in the 3rd Cycle)
PALKALAI NAGAR, MADURAI - 625021



Form 3.11

ADMINISTRATIVE AUDIT: LIBRARIES SECTION(Schedule ASA- 11)

1. Name of Library:

2. Staff Structure

Details	Chief Librarian	Dy/Asst. Librarians	Tech. Staff	Clerical Staff	Other support staff	Total
Number of Filled						
Number of vacant						
% Adequacy of total posts sanctioned						

3. Space and Facilities

Details	Staff Rooms	Reading Halls	Discussion Room	Stack Room	Journal/ Thesis Sec.	Front Office	Process Rooms	Binding Space
Sq. Mtrs.								
% Adequacy								

4. The Library Advisory Committee (LAC) Meeting Schedule and Minutes for Two years Specify the composition of the committee. What significant initiatives have been taken by the committee to render the library student/user friendly?

S.No.	Date of Meetings	Significant initiatives
1		
2		
3		
4		

5. Library Working Hours: The working time of our Libraries and the adequacy.

Time	Days	Access to Whom, say Students, Staff, etc.	Adequacy %
	Week-days		
	Week-ends		

6. About the Library Facilities

Facility	Position	Collection							Seating
		Print Books	Print Journals	Back volumes	e-books	e-journals	Ref. books	Reports	
Nos.	Op.Stock								
Nos.	Addition								
Nos.	cl. Stock after write off								
% of Satisfaction									

7. Technology Infusion

Facility	Wi-Fi or Wi-Fi hut	RFID	Browsing centre	UGC-MHRD infonet	Smart card	Digitalization
Satisfaction %						

8. Initiatives that the University has taken to make the library a **‘happening place’** on campus

i	
ii	
iii	
iv	

9. Feedback collected from users. How is the feedback analyzed and used for the improvement of the library services?

Feedback Collection Methods	i	
	ii	
	iii	
Feedback Analysis	i	
	ii	
Improvement based on Feedback	i	
	ii	
	iii	

10. Efforts made towards the infrastructural development of the library in the last five years

S.No.	Measures taken for Library infrastructural development

11. Training for Library Staff

S.No.	Name Library staff	Position	Date of Training	Areas of Training

Signature of Deputy Librarian

Signature of Chief Librarian