

May 20, 2016

To,  
The Vice Chancellor,  
JK Lakshmi Pat University,  
Jaipur

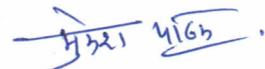
Through: Chairperson, Library Committee

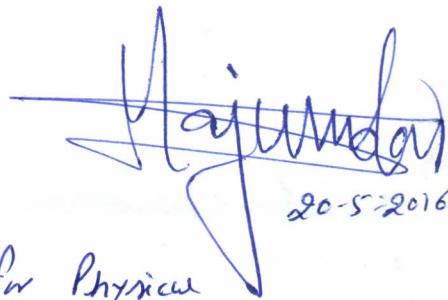
Respected Sir,

Kindly arrange to constitute a Committee for conducting physical verification of all Accessioned materials of LRC.

Thanking You



Sincerely yours,

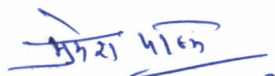
  
Mukesh Pathak  
Assistant Librarian

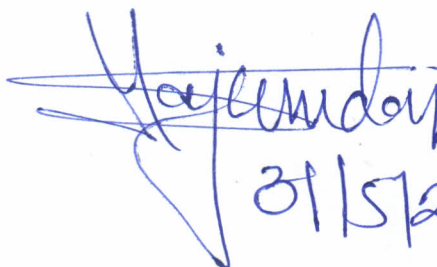
  
20-5-2016

Recommendation of Name for Physical  
Verification as follows.

1. Prof. Loknath Mishra - IM
2. Dr. Vinod Kumar Jeenager - ICT
3. Mr. Laxmi Chand Sharma - LRC
4. Mr. Pradeep Kumar Singh - LRC

  
  
31-5-16.

  
31-05-2016

  
31/5/2016

# Learning Resource Centre

## JK LakshmiPat University, Jaipur

June 16, 2016

### Physical Verification Report

**Physical Verification Date: 1<sup>st</sup> June 2016 to 15<sup>th</sup> June 2016**

**All Accessioned Books as on 31<sup>st</sup> May 2016** : **1 - 10240**  
**34 Books Written-off in previous years (2013-2015)**  
 (6 Books were Written-off on 02-08-2013)  
 (13 Books were Written-off on 28-07-2014)  
 (15 Books were written-off on 16-07-2015)

**Total No. of Books for Physical Verification as on 31<sup>st</sup> May 2016** : **10206**

All Accessioned **CDs and DVDs** : **CD1 – CD761**

All Accessioned **Bound Volumes** : **BV1 – BV768**

All Accessioned **Theses** : **TH1 – TH30**

All Accessioned **Project Reports** : **PR1 – PR247**

Summary of **10206** Accessioned Books (Accession No. 1 – 10240)

S. No.	Particulars	No. of Books	Remarks
1.	Books Available with LRC	9917	List enclosed *
2.	Books Check Out as on 14 <sup>th</sup> June 2016	197	Check Out report enclosed
3.	Books Missing	92	(Annexure-1)
<b>TOTAL</b>		<b>10206</b>	

*Including 1 (Lost & Paid book) given entry.*

Summary of **761** Accessioned CDs and DVDs (Accession No. CD1 – CD761)

S. No.	Particulars	No. of CD & DVD	Remarks
1.	CDs and DVDs Available with LRC	761	List enclosed
<b>TOTAL</b>		<b>761</b>	

Summary of **768** Accessioned Bound Volumes (Accession No. BV1 – BV768)

S. No.	Particulars	No. of Bound Volumes	Remarks
1.	Bound Volumes Available with LRC	768	List enclosed
<b>TOTAL</b>		<b>768</b>	

*librarian  
As discussed  
18/6/16.*

*Deep  
Raj*

Summary of 30 Accessioned Thesis (Accession No. TH1 – TH30)

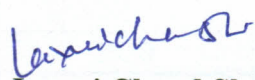
S. No.	Particulars	No. of Thesis	Remarks
1.	Theses Available with LRC	30	List enclosed
<b>TOTAL</b>		<b>30</b>	

Summary of 247 Accessioned Project Reports (Accession No. PR1 – PR247)

S. No.	Particulars	No. of Project Reports	Remarks
1.	Project Reports Available with LRC	246	List enclosed
2.	Project Reports Missing	1	(Annexure-2)
<b>TOTAL</b>		<b>247</b>	

Physical Verification Committee Members:

  
Prof. Loknath Mishra  
Assistant Professor, IM

  
Mr. Laxmi Chand Sharma  
Sr. Lib. & Info. Assistant, LRC

Dr. Vinod Kumar Jeenager  
Assistant Professor, IET

  
Mr. Pradeep Kumar Singh  
Library Attendant, LRC

June 27, 2016

To,  
The CF & AO,  
JK Lakshmi Pat University,  
Jaipur

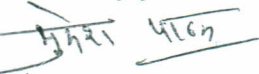
Through: Chairperson, Library Committee

Respected Sir,

Please find enclosed approved copy of Written-off materials in the year 2016 as per Physical Verification Reports 2016 (dated 16<sup>th</sup> June 2016). Approval of Written-off materials is taken for only those books and materials found missing in two successive stock verifications i.e. those materials found missing in the year 2015 and 2016 were proposed in 2016. Materials lost and paid were proposed for Written-off in the same year.

Thanking you,

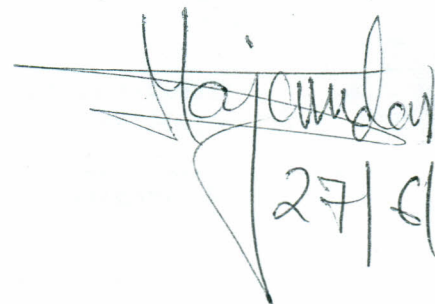
Sincerely yours

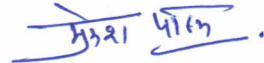
  
Mukesh Pathak  
Assistant Librarian

Enclosed

1. Copy of Written-off materials in June 2016.
2. Copy of Lost and Paid form.

CF&AO

  
27/6/2016

Submitted to CF&AO on 27-06-2016  


Following books were Lost and Paid by Library Users are also proposed for write-off:

S. No.	Acc. No.	Call No.	Title Details	Price (Rs.)	Price Recovered (Rs.)	Remarks
1	2544	823.92 BHA	The 3 mistakes of my life: a story about business, cricket and religion by Chetan Bhagat - New Delhi Rupa and Co 2011 - xx, 257p. - ISBN: 9788129113726	95	190	Book lost by Mr. Gaurav Kumar (2013BTEchECE004)
2	3616	782.42164 092 HEY	Dylan : behind the shade / Clinton Heylin - London : Penguin Books, c1992. - xvi, 548 p. - ISBN: 9780140143102	945	1890	Book lost by Mr. Tushar Mohan (2011BTECHEEE023)
<b>TOTAL</b>				<b>1040</b>	<b>2080</b>	

**Loss of Books**

1. A publication may be considered as lost only when it is found missing in two successive stock verifications and thereafter only action be taken to write-off the publications by competent authority, therefore above materials are proposed for write-off.
2. Loss of 5 volume per 1000 volumes issued / consulted in a year may be taken as reasonable (as per Rule 194, General Financial Rules 2005, Ministry of Finance, Government of India).
3. Some loss of publications is inevitable especially in the context of open access practice in the LRC.
4. Extended library hours (especially in evening, holidays LRC is managed by one person most of the time) and inadequate security system (frequently change of guards).
5. Users take benefits of rush hours when Computer Labs and LRC users move in corridor that time book thief's by-pass the process of checking.
6. Losses are within permissible limits as per Rule 194 of GFR 2005.

**Preventive measures:**

1. Security supervisor will be instructed that personal deputed in the LRC will not be changed frequently in morning and evening hours, so that proper vigilance on exit and entry can be monitored.
2. In extended hours more vigilance in the stack and other areas will be arranged through putting CCTV cameras or additional manpower.

Thanking you,

Sincerely yours

*Mukesh Pathak*  
Mukesh Pathak  
Assistant Librarian

IET Books ₹ 10,957  
JM Books ₹ 645  
GR Books ₹ 1,141.78  
Total ₹ 12,743.78

Enclosed

1. Copy of Physical Verification Report July 2015
2. Copy of Physical Verification Report June 2016

*[Signature]*  
22-6-2016

36

June 22, 2016

To,  
The Vice Chancellor,  
JK Lakshmi Pat University,  
Jaipur

*pu. but make  
all out efforts to  
trace the misplaced  
books & ensure strict  
security measures.  
Coordinate with  
Admin. or security  
guard arrangements*

Through: Chairperson, Library Committee

Respected Sir,

As per Physical Verification Report dated 16<sup>th</sup> June 2016, we would like to propose following books for write-off from the stock register (Accession Register). They were found missing in two successive stock verifications i.e. July 2015 and June 2016 as well as Lost and Paid by LRC users in the year 2015-2016.

**Following Books Reported Missing in Physical Verification July 2015 as well as June 2016:**

S. No.	Acc. No.	Collection Code	Call No	Title Details	Price (Rs.)	Remarks
1	1477		005.262C GOT	Programming with C by Byron S Gottfried and Jitender Kumar Chhabra	₹ 395.00	Missing 2015
2	1622		620.112 RAT	Strength of materials by S S Rattan	₹ 375.00	Missing 2015
3	1645		006.6 SIN	Computer graphics Amarendra N Sinha	₹ 550.00	Missing 2015
4	1788		248.4 MAX	Be all you can be: a challenge to stretch your potential John C Maxwell	₹ 250.00	Missing 2015
5	1933		621.3692 SHO	An introduction to fiber optics by R Allen Shotwell	₹ 150.00	Missing 2015
6	2448		621.381 SAL	Basic electronics by S Salivahanan	₹ 180.00	Missing 2015
7	2469		518.02462 CHA	Complex variables by Murray R Spiegel	₹ 550.00	Missing 2015
8	2519		153.35 DE	Lateral thinking: A textbook of creativity by Edward de Bono	₹ 350.00	Missing 2015
9	2549		303.490954 ABD	Building a new India by A P J Abdul Kalam and Y S Rajan	₹ 92.78	Missing 2015
10	2624		869.342 COE	The Winner stands alone by Paulo Coelho; Translated from the Portuguese by Margaret Jull Costa	₹ 325.00	Missing 2015
11	3437		624.151 SIN	A Textbook of engineering and general geology by Parbin Singh	₹ 335.00	Missing 2015
12	3732		621.381 KHA	Digital electronics / G K Kharate	₹ 395.00	Missing 2015
13	3801	RB	621.395 MAN	Digital design by M Morris Mano and Michael D Cilett	₹ 499.00	Missing 2015
14	3803		621.395 MAN	Digital design by M Morris Mano and Michael D Cilett	₹ 499.00	Missing 2015
15	3805		526.9 PUN	Surveying (Vol.1) / B C Punmia, Ashok Kumar Jain and Arun Kumar Jain	₹ 350.00	Missing 2015
16	3862		624.17 PAN	Theory of structures (Vol.1.) / G S Pandit, S P Gupta and Rajesh Gupta	₹ 430.00	Missing 2015

*[Signature]*  
22-6-2016

S. No.	Acc. No.	Collection Code	Call No	Title Details	Price (Rs.)	Remarks
17	4075		910.285 PAN	Geographical information science / Narayan Panigrahi	₹ 350.00	Missing 2015
18	4224		823.92 SAN	Chanakya's Chant / Ashwin Sanghi	₹ 175.00	Missing 2015
19	4235		181.4 KRI	Unconditionally free : an introduction to the life and work of J. Krishnamurti (1895 - 1986) J Krishnamurti		Missing 2015
20	4239		181.4 KRI	The network of thought : authentic reports of talks in 1981 in Saanen, Switzerland and Amsterdam, Holland / J Krishnamurt		Missing 2015
21	4243		181.4 KRI	Freedom from the known / J Krishnamurti; edited by Mary Lutyens		Missing 2015
22	4842		518 SAS-5ed	Introductory methods of numerical analysis by S S Sastry	₹ 250.00	Missing 2015
23	4857	RB	621.3 GUP	A Textbook of electrical technology / J. B. Gupta	₹ 275.00	Missing 2015
24	5113	RB	620.112 BAN	A Textbook of strength of materials : mechanics of solids (in S.I. Units) / R. K. Bansal	₹ 675.00	Missing 2015
25	6098		004.22 WIL	Computer systems architecture : a networking approach / Rob Williams	₹ 575.00	Missing 2015
26	6424	RB	620.11 VIJ	Materials science by M S Vijaya	₹ 505.00	Missing 2015
27	6693	RB	621.384 RAP	Wireless communications by Rappaport, Theodore S	₹ 699.00	Missing 2015
28	6786		526.9 PUN	Surveying (Vol.1) / B C Punmia, Ashok Kumar Jain	₹ 495.00	Missing 2015
29	6799	RB	620.106 SUB	Fluids mechanics and hydraulic mechanics : problems and solutions by K Subramanya	₹ 735.00	Missing 2015
30	6944		658 PRA	Management : principles and practices / Lallan Prasad, S. S. Gulshan	₹ 295.00	Missing 2015
31	7053	RB	620.106 OJH	Fluid mechanics and machinery / C. S. P. Ojha	₹ 565.00	Missing 2015
32	7281		823.92 SHE	Sidney Sheldon's Angel of the dark / Tilly Bagshawe	₹ 299.00	Missing 2015
33	7398		621.31913 PAD	Facts controllers in power transmission and distribution / K. R. Padiyar	₹ 375.00	Missing 2015
34	7567	RB	621.56 STO	Refrigeration and air conditioning / W.F. Stoecker, J.W. Jones	₹ 750.00	Missing 2015
<b>TOTAL</b>					<b>₹ 12743.78</b>	

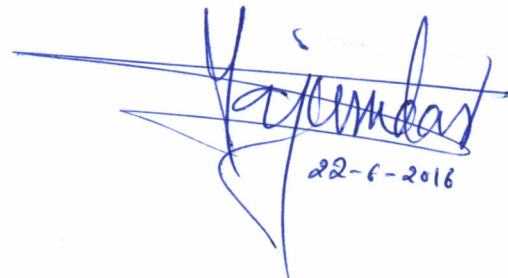
\*Gratis books price not mentioned

Total loss of **Thirty Four Books** were **Rs. 12,743.78** (Print price), whereas actual financial loss is less than this amount due to discounts earned from suppliers.

**Following Project Report Reported Missing in Physical Verification July 2015 as well as June 2016:**

S. No.	Acc. No.	Collection Code	Call No	Title Details	Price (Rs.)	Remarks
1	PR29	MRP	MBA2011/PR29	A Study of consumer perception on the user of mobile banking in the retail banking sector / Anu Pareek		Missing 2015

\*Gratis price not mentioned

  
 22-6-2016