



S. No	Format Name	Format. No	Rev. No	Date
1.	Book Accession Register	LB-01	0	01.07.2025
2.	Student / Staff Book Issue Register	LB-02	0	01.07.2025
3.	Library Usage Details (Entry / Exit Register)	LB-03	0	01.07.2025
4.	Periodical Register	LB-04	0	01.07.2025
5.	Binding Register	LB-05	0	01.07.2025
6.	Journal Subscription	LB-06	0	01.07.2025
7.	Non-receipt of Journal	LB-07	0	01.07.2025
8.	Requisition for Purchase of Books	LB-08	0	01.07.2025
9.	Customer Satisfaction Survey	LB-09	0	01.07.2025
10.	Photocopy Machine Register	LB-10	0	01.07.2025
11.	Fine Collection Register	LB-11	0	01.07.2025
12.	Purchase Orders - Books	LB-12	0	01.07.2025

 Estd : 1984	<p style="text-align: center;"> KONGU ENGINEERING COLLEGE (Autonomous) PERUNDURAI – 638060 INTERNAL QUALITY ASSURANCE CELL </p> <p style="text-align: center; color: red;"> KEC Central Library BOOK ACCESSION REGISTER </p>	
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Date	Acc. No.	Title	Volume/Part	Author (S)	Price		Publisher	Supplier	Bill No & Date	Call No.	Remarks
					Rs.	Ps.					

Staff In-charge

Librarian

 <small>ESTD : 1984</small>	KONGU ENGINEERING COLLEGE (Autonomous) PERUNDURAI – 638060 INTERNAL QUALITY ASSURANCE CELL KEC Central Library Student / Staff Book Issue Register (Soft Copy)	
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S. No.	Date	Card Number	Name	Category (UG/PG/Teacher)	Transaction (Issue / Return)	Bar Code	Title	Author

Staff In-charge

Librarian

 <small>KONGU ENGINEERING COLLEGE PERUNDURAI - 638060 ESTD : 1984</small>	KONGU ENGINEERING COLLEGE (Autonomous) PERUNDURAI – 638060 INTERNAL QUALITY ASSURANCE CELL KEC Central Library Library Usage Details (Entry / Exit Register) (Soft Copy)	
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S. No.	Card Number	Name	Category (UG/PG/ Teacher)	Department Name	Gender	Designation	Batch	Date	Section	In Time	Out time	Time Spent

Staff In-charge

Librarian

 <small>ESTD : 1984</small>	KONGU ENGINEERING COLLEGE (Autonomous) PERUNDURAI – 638060 INTERNAL QUALITY ASSURANCE CELL KEC Central Library Periodical Register	
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S. No.	Year / Month	Vol. / No.	Date of Publication	Date of Receipt	Checked by	Remarks

Staff In-charge

Librarian

 <small>ESTD : 1984</small>	KONGU ENGINEERING COLLEGE (Autonomous) PERUNDURAI – 638060 INTERNAL QUALITY ASSURANCE CELL	
KEC Central Library Binding Register (Soft copy)		

Date:

S. No.	Account Number	Name of the Book	Author	Preventive Action	Corrective Action

Staff In-charge

Librarian

 <small>ESTD : 1984</small>	KONGU ENGINEERING COLLEGE (Autonomous) PERUNDURAI – 638060 INTERNAL QUALITY ASSURANCE CELL KEC Central Library Journal Subscription	
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S. No.	Name of the Journals	Periodical Reg. No. & Page No.	Previous Subscription valid upto	Frequency	Period (from-to)	Amount Rs.

Staff In-charge

Librarian

 Estd : 1984	<p style="text-align: center;"> KONGU ENGINEERING COLLEGE (Autonomous) PERUNDURAI – 638060 INTERNAL QUALITY ASSURANCE CELL </p> <p style="text-align: center; color: red;"> KEC Central Library Non-receipt of Journal (Soft Copy) </p>	
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S. No.	Journal Title	Month and Year	Volume Number and Issue Number	Payment Details	Remarks

Staff In-charge

Librarian

 <small>ESTD : 1984</small>	KONGU ENGINEERING COLLEGE (Autonomous) PERUNDURAI – 638060 INTERNAL QUALITY ASSURANCE CELL KEC Central Library Requisition for Purchase of Books	
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Date : :

Department : :

Books required for the period : :

S. No.	Title of the Book	Author	Publisher	No. of Copies	Cost per Copy	Remarks

Staff In-charge

HoD

Principal

 KONGU ENGINEERING COLLEGE (Autonomous) PERUNDURAI – 638060 INTERNAL QUALITY ASSURANCE CELL KEC Central Library Customer Satisfaction Survey (user feedback)	
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1. Date :
 2. Name of the student / staff :
 3. Roll Number :
 4. Branch :

Kindly Rate the Parameters mentioned below, in a scale of A to E for continual improvement in our service

A	Excellent
B	Good
C	Normal
D	Below Normal
E	Poor

1. Accessibility of Books	A	B	C	D	F
2. Accessibility of periodicals	A	B	C	D	F
3. Library Environment	A	B	C	D	F
4. Availability of Books & periodicals	A	B	C	D	F
5. Digital Resource	A	B	C	D	F

Signature of the Customer

Reviewed By (Librarian)

 <small>KONGU ENGINEERING COLLEGE PERUNDURAI - 638060</small> <small>ESTD : 1984</small>	KONGU ENGINEERING COLLEGE (Autonomous) PERUNDURAI – 638060 INTERNAL QUALITY ASSURANCE CELL KEC Central Library Photocopy Machine Register	 <small>ISO 9001</small>
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Date	Name / Bill	Paper Size	Opening Reading	Closing Reading	Total Pages	Amount (Rs. P.)	Cumulative Total

Staff In-charge

Librarian

 <small>KONGU ENGINEERING COLLEGE PERUNDURAI - 638060</small> <small>ESTD : 1984</small>	KONGU ENGINEERING COLLEGE (Autonomous) PERUNDURAI – 638060 INTERNAL QUALITY ASSURANCE CELL KEC Central Library Fine Collection Register	 <small>ISO 9001</small>
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Date	Name of the Student	Roll Number	Particulars	Bill Number & Date	Fine (Rs. P.)	Cumulative Total

Staff In-charge

Librarian

 Estd : 1984	KONGU ENGINEERING COLLEGE (Autonomous) PERUNDURAI – 638060 INTERNAL QUALITY ASSURANCE CELL KEC Central Library Purchase Orders - Books	
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Phone:

Ref. No.:

Date:

To:

Sub:

Matter

SI. No	Title of the Book	Author	Publisher	No. of Copies	Cost per Copy (₹)	Total Amount (₹)	Discount (%)	Net Total (₹)

Staff In-charge

Librarian

Professor In-charge