

Library Audit Report of
Mahesh Chandra Dev Goswami Library
Nowgong Girls' College

Year: July 2018 June 2019

Submitted by-

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Librarian
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I. Collections-

No.	Type	Total
1	Total Collection	43391
2	Subject Books	38554
3	Reference Books	1361 + 3476 = 4837
4	Journals & Periodicals (J- 06 /P-10)	16
5	News Papers	07
6	Manuscripts	75
7	Bound Volumes	22
8	CDs/DVD	43 + 17 = 60
9	COHSSIP	528
10	North East Collection	532 + 03 = 535
11	Rare Collection	351
12	Biography	223 + 4 = 227
13	Reports/Directory/Almanacs/Surveys/etc	162
14	Sankardeva Collection	64
15	Rasanawali etc	277 + 3 = 280
16	Novels etc	313 + 9 = 322
17	Dictionaries	217 + 2 = 219
18	Encyclopaedias	363
19	Political figures	425
20	Natural Resource Management (NRM)	248
21	Ph. D Thesis	06
22	MRP Reports	15

Sl. No. 9-19=3476

2. Subject Wise Collection-

No.	Subject	Previous	Added	Reference	Added	Total
1	Assamese	5933	25	255	00	6213
2	Bengali	2508	05	121	00	2634
3	Economics	2342	06	123	00	2469
4	Education	3015	18	116	00	3144
5	English	4918	17	131	00	5066
6	Environmental Studies	344	01	00	00	345
7	Geography	2291	11	80	00	2382
8	Hindi	3799	11	60	00	3870
9	History	2009	12	82	00	2103
10	Mathematics	1726	01	31	00	1758
11	Philosophy	2643	19	82	00	2744
12	Political Science	3506	15	109	00	3630
13	Sanskrit	2639	09	168	00	2816
14	Statistics	485	00	03	00	488
15	Home Science	224	03	00	00	227
16	Computer Science	07	00	00	00	07
17	Botany	01	01	00	00	02
18	Zoology	02	02	00	00	06
19	Chemistry	01	01	00	00	02
20	Physics	02	02	00	00	04
		38395	159	1361	00	39915

Total text = 38395 + 159 = 38554

Total ref. = 1361 + 00 = 1361

G. Total = 39915

3. Library Holdings- (July 2018- June 2019)

Total : (178) from- 43213 to 43391

Sl. No.	Subjects	Text (Added)	Reference (Added)	Total
01	Assamese	25	00	25
02	Bengali	05	00	05
03	Economics	06	00	06
04	Education	18	00	18
05	English	17	00	17
06	Environmental Studies	01	00	01
07	Geography	11	00	11
08	Hindi	11	00	11
09	History	12	00	12
10	Home Science	03	00	03
11	Mathematics	01	00	01
12	Philosophy	19	00	19
13	Political Science	15	00	15
14	Sanskrit	09	00	09
15	Statistics	00	00	00
16	Encyclopaedia	00	00	00
17	Dictionary	02	00	02
18	Biography	04	00	04
19	North East	03	00	03
20	Novels	07	00	07
21	Rachanawali	03	00	03
22	Rules	00	00	00
23	Sankardev Collection	00	00	00
24	Botany	01	00	01
25	Zoology	02	00	02
26	Chemistry	01	00	01
27	Physics	02	00	02
		178	00	178

4. Total Number of Journals & Periodicals

No	Title	Category
1	Economic & Political Weekly	Periodical
2	Gariyoshi	Periodical
3	National Geographic	Periodical
4	Career Guide (Assamese)	Periodical
5	Down To Earth	Periodical
6	Outlook	Periodical
7	Desh	Periodical
8	Prantik	Periodical
9	Competition Refresher	Periodical
10	Priyo Sakhi	Periodical
11	University News	Journal
12	South Asia Politics	Journal
13	The Heritage	Journal
14	Prabuddha Bharata	Journal
15	The Indian Journal of Political Science	Journal
16	Swarnalipi	Journal

5. Total Number of News Paper

No	Name of the Paper	Language
1	Employment News	English
2	The Assam Tribune	English
3	The telegraph	English
4	Amar Asom	Assamese
5	Dainik Asom	Assamese
6	Sentinel	Hindi
7	Ananda Bazaar Patrika	Bengali

6. Issue & Return of Books: - Teachers

MONTH	ISSUE	RETURN
July	00	00
August	90	43
September	67	38
October	18	33
November	13	44
December	22	53
January	24	32
February	29	25
March	20	44
April	21	32
May	20	53
June	35	35

7. Issue & Return of Books: - Students

MONTH	ISSUE	RETURN
July	130	10
August	1549	712
September	1233	931
October	727	951
November	666	962
December	362	1081
January	207	544
February	670	453
March	903	825
April	780	704
May	687	718
June	370	386

8. Number of Visitors:-

Month	Faculty Members	Students	Outsiders
July	00	55	154
August	38	4259	21
September	26	4211	01
October	25	2705	01
November	28	1170	02
December	59	214	09
January	77	417	13
February	67	1847	03
March	50	1878	03
April	31	362	06
May	31	153	00
June	19	366	14

9. Number & Value of Reading Materials (July 2018 – June 2019)

Category	Existing		Newly Added/ Existing		Total	
	Number	Value	Number	Value	Number	Value
Text Books	39782	4789960.00	165	18296.00	39947	4808256.00
Reference Books	3431	1047949.00	13	10200.00	3444	1058149.00
e-books	07	--	--	--	07	--
Journals	07	15620.00	--	--	06	15620.00
Periodicals	14	13159.00	--	--	10	13159.00
CD/DVD	60	--	--	--	60	--
Manuscripts	75	--	--	--	75	--
e-journals	-	-	06	-	06	-
KOHA	-	-	01	99120	01	99120.00
D-Space	-	-	01	44480	01	44480.00

10. Facilities available:-

- I Computerization and Administration of the library data entry is through SOUL soft ware and OPAC facility is available
- II Open Access System- This system helps the users to go directly to the library stacks and retrieve books of their choice.
- III Separate Reading Rooms for the teachers and the students: - The student's reading room is situated on the first floor and can accommodate 120 students whereas the reading room for the teachers is locate on the ground floor and it can accommodate 12 number of teachers
- IV Provision of clean toilets for the users of the library:- As being an education institution, care is taken to see that there is a provision for all the basic needs.
- V Reprographic Centre: - There is a Xerox facility where the students can have their materials Xeroxed.
- VI A Separate Corner for Journals, Periodicals & News Papers: - There are a number of Journals, Periodicals and Newspaper for the users and they can browse these reading materials as and when needed.
- VII Provision of separate corners for Manuscripts & Donated Books: - The library has a good collection of manuscripts where the students can have a look. As for the donated books there is a separate corner for these books.
- VIII Separate Library Notice board for the users along with a complaint box for the library users.
- IX OPAC is open to the users and they can browse for the presence or absence of book- assistance
- X Library Cooperation is present with the library of Anandaram Dhekial Phookan (ADP) College

Library Audit Report-2018-2019

1. Know your Library :

1	Name of the Parent institution	Nowgong Girls' College
2	Name of the Library	Mahesh Chandra Dev Goswami Library
3	Year of establishment	1962
4	Location at the present building	14 th September 1987
5	Length of - 4791.5 sq.ft a) Librarian's chamber and adjacent areas b) Stack area: c) Student's Reading Room d) Digital corner e) Old Stock Room	1507 sq.ft 1327 sq.ft 900 sq.ft 855 sq.ft 202.5 sq.ft
6	Opening & closing hours	9.30 AM to 4.30 PM
7	Working days of the library	6 days in a week
8	Total number of rooms/Hall	2 halls
9	Total number of staff	3 (2 permanent & 1 contractual)
10	Sitting capacity	56 students & 10 teachers
11	Mode of Access	Open Access
12	Classification system	Dewey Decimal Classification
13	Software used Remote Access	KOHA D-Space (ngc.digitallibrary.co.in)
14	Holdings a) Books b) Journals / Periodicals c) Newspaper d) Ph.D Thesis	43391 16 vols. 7 nos. 06

2. IT infrastructure:

No	Particulars	Remarks
1	Computers	20
2	Printers	2
3	Barcode Printer	1
4	Scanners	2
5	Barcode Scanners	2
6	CC Camera	2
7	Bandwidth of Internet	Above 50mbps

3. Services & Facilities:

The library provides-

- ✓ Circulation, Reference and Reprographic services
- ✓ As the students hail from economically weaker section, more books are provided till the completion of their examinations.
- ✓ Large number of question papers, manuscripts, college magazines, teacher's publication, college publications, thesis, minor research projects etc. have been uploaded with the help of D-space for remote access.
- ✓ The library is a member of N-List and the users are availing its service.
- ✓ As the library has its own Wi-Fi, users are benefitted from its internet facility.

4. Maintenance of the Library:

The library has at present 3 number of staff who looks after the library and all possible assistance is provided to the users. The library is maintaining the following records for its smooth function and maintenance-

Attendance register	Teachers
Attendance register	Students
Attendance register	Outside visitors
Defaulter register	Students

The defaulter register records the name of the students who have defaulted and are late in returning the books. It also records the number of books that are to be returned to the library. Books tend to get damaged or soiled, and they are withdrawn and their book cards are kept. As regard to un-used or obsolete books they are withdrawn from the main stacks and kept at a separate room where it can be browsed by the users.

Observation, Comments and Suggestions

The undersigned members have under taken the job of observing some of the house keeping operations. Following observation and suggestions have been put forward by them-

1. Stock and Collection:

Observation: the library has a good collection of information sources covering all the subjects.

Comment/Suggestion: The library has been procuring books for its readers but it is recommended that more reading materials should be procured.

2. Physical facilities:

Observation: the library has developed in its physical facilities such as sitting capacity, ventilation and carpeting and tiling of the library.

Comments/Suggestion: Keeping in mind the user's need proper ventilation and lights, increased sitting capacity of the reading room with comfortable chairs and tables, increase in stack area, tiles and carpeting of the floor has been done but it is recommended that more space is required for the teachers' reading room.

3. Digital Library and IT infrastructure:

Observation: it has been seen that there is a digital corner for the users where information sources are uploaded for the users.

Comments/Suggestions: the users especially the students are benefited with the uploading of the question papers where they can browse from their home.



Ranjit Barua
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Nowgong Girls' College



Dr. Abdul Jalil
Librarian (Associate)
Rupahi College, Rupahi



Dr. Manuj Kumar Chutia
Nowgong Girls' College



Dr. Uday Bhan Bhagat
Nowgong Girls' College

Action Taken:

Following actions were taken basing on the recommendation:

- I. More number of reading materials were added to the collection
- II. Plans were there to increase the area of the library
- III. More information sources have been uploaded for the users