

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

Session: July 2020-June 2021

Submitted by –

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Librarian  
Nowgong Girls' College

1. Collection: 2020-2021

Sl. No.	Type	Total
1	Total Collection	46281
2	Books on Subject	42555
3	Reference ( Subject + Sl. 9 to 20)	155 + 3571 = 3726
4	Journals & Periodicals (J-4/P-10)	14
5	News Papers	07
6	Manuscripts	75
7	Bound Volumes	22
8	CD / DVD	60
9	COHSSIP	528
10	North East Collection	564
11	Rare Collection	351
12	Biography	232
13	Reports, Rules etc	162
14	Shankardeva Collection	64
15	Rasanawali	321
16	Novels	322
17	Dictionaries	219
18	Encyclopaedias	363
19	Political Figures	425
20	Religion	18 + 2 = 20
21	Natural Resource Management	248
22	Ph.D Thesis	08
23	MRP Reports	14

Sl. No. 9-20 = 3571

## 2. Subject Wise Collection:

No	Subject	Previous	Added	Ref	Total
1	Assamese	6264	52	20	6336
2	Bengali	2901	00	11	2912
3	Economics	2449	16	08	2473
4	Education	3161	12	12	3185
5	English	5138	12	12	5162
6	Environmental Studies	345	00	00	345
7	Geography	2464	178	10	2652
8	Hindi	3913	00	22	3935
9	History	2088	15	10	2113
10	Mathematics	1891	00	06	1897
11	Philosophy	2731	05	11	2747
12	Political Science	3999	196	16	4211
13	Sanskrit	2672	00	05	2677
14	Statistics	498	05	00	503
15	Home Science	278	00	00	278
16	Computer Science	08	00	00	08
17	Botany	214	106	03	323
18	Zoology	89	102	03	194
19	Chemistry	246	107	03	356
20	Physics	291	109	03	403
		<b>41640</b>	<b>915</b>	<b>155</b>	<b>42710</b>

Text 41640 + 915 = 42555

Reference

155

### 3. Journal & Periodicals

No	Title	Category
1	Prantik	Periodical
2	Gariyoshi	Periodical
3	PriyoSakhi	Periodical
4	Career Guide (Assamese)	Periodical
5	Outlook	Periodical
6	Desh	Periodical
7	National Geographic	Periodical
8	Competition Refresher	Periodical
9	Down to Earth	Periodical
10	Economic & Political Weekly	Periodical
11	University News	Journal
12	South Asia Politics	Journal
13	Aitihya: The Heritage	Journal
14	Swarnalipi	Journal

### 4. News Paper

No	Name of the Paper	Language
1	Employment News	English
2	The Assam Tribune	English
3	• <i>The Telegraph</i>	<i>English</i>
4	Amar Asom	Assamese
5	DainikAsom	Assamese
6	Sentinel	Hindi
7	• <i>Ananda Bazaar Patrika</i>	<i>Bengali</i>
8	The Hindu	English

- *Supply stopped temporarily due to Covid both Newspapers and some journals*

### 5. Issue & Return of Books- Faculty Members

Month	Issue	Return
July	13	14
August	11	02
September	44	24
October	11	22
November	35	63
December	27	52
January	21	23
February	39	34
March	22	21
April	22	34
May	10	16
June	00	00

### 6. Issue & Return of Books – Students

Month	Issue	Return
July	29	20
August	12	12
September	80	50
October	88	296
November	401	406
December	393	335
January	575	422
February	410	498
March	315	386
April	241	237
May	274	111
June	00	00

### 7. Number of Visitors-

Month	Faculty Members	Students	Outside Visitors
July	00	36	00
August	00	38	00
September	37	78	00
October	78	102	52
November	98	580	52
December	99	567	35
January	103	757	43
February	122	503	48
March	80	486	58
April	125	186	46
May	13	20	00
June	00	00	00

8. Number & value of the Reading Materials (July 2020 to June 2021)

Category	Existing		Newly added/ Existing		Total	
	Number	Value	Number	Value	Number	Value
Text Books	41765	5230001	915	5000	42680	5235001
Reference Books	3599	1136404	2	-	3601	1136404
e-books	87	-	59	--	146	-
Journals	06	15620	2	840	06	15620
Periodicals	10	13159	-	-	11	13159
CD/DVD	60	--	-	-	60	-
Manuscripts	75	--	-	-	75	-
KOHA (ver.-20.2)	01	99120	-	-	01	99120
D-Space (ver.- 6.3)	01	44480	-	-	01	44480
e-journals	11	-	4	--	15	-

## 9. Facilities available-

- i. The library practice Open Access System which helps the users to go directly to the stack to retrieve books of their choice
- ii. There is a separate reading room both for the teachers and the students. A total of 56 students can be accommodated in the reading room. A total of 10 faculty members can browse the reading materials at the teacher's reading room
- iii. A separate corner is there for manuscripts, novels and other reference materials
- iv. Xerox facility is available in the library so that the students can have their materials xeroxed
- v. There is a separate digital corner at the library where the users can browse materials that are uploaded in the d-space. Question papers from 2016 to 2019 have been uploaded till date. A total of 20 manuscripts belonging to Sachipat and Tula pat have been uploaded.
- vi. The library has KOHA software for entry of books
- vii. There is a provision of clean toilet facilities
- viii. A separate notice board and complaint box is available for the users



## Library Audit Report-2020-2021

### A. Library at a glance :

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 <sup>th</sup> September 1987
5	Length of - <span style="float: right;">4791.5 sq.ft</span> 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 at present
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	46281 14 vols. 7 nos. 08

### B. IT infrastructure:

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

### C. Services Provided:

The library is providing circulation, reference and reprographic services to its users. As most of the students hail from economically weaker section, the library has tried to provide books to those needy students till the completion of their examinations. With the development of IT, the library has a total of 20 computers where 16 are for the students and 4 are used for house keeping operations. Till now quite a good 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. The library is a member of N-List and it has been rendering the facilities that can be had from INFLIBNET as the library has its own Wi-Fi, users are benefitted from its internet facility.

### C. 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

Library Audit has come to occupy an important place as it reflects the workings of a library. 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 the following members-

#### 1. Stock and Collection Development:

*Observation:* the library has got quite a good collection of reading materials covering all the subjects and streams

*Comment/Suggestion:* The library has been procuring books for its readers but due to Covid Pandemic, no reading materials have been procured. Hence it is recommended that more reading materials should be procured.

#### 2. Physical facilities:

*Observation:* the library has developed much regarding its physical facilities such as sitting capacity, ventilation and stack area.

*Comments/Suggestion:* more space has been created at the stack area, librarian's chamber and its adjacent areas. Keeping in mind the needs of the users, facilities such as proper ventilation, lights and 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. It has been recommended that more space is required for the teachers' reading room.

3. Digital Library and IT infrastructure:

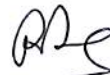
*Observation:* it has been seen that there is a digital corner for the users where information sources are uploaded for the users.

*Comments/Suggestions:* with the help of the IT infrastructure present and provided by the library, the users especially the students were benefited with the uploading of the question papers where they can browse from their home.



Dr. Abdul Jalil  
Librarian

Rupahi College, Rupahi



Ranjit Barua  
Coordinator, IQAC  
Nowgong Girls' College



Dr. Uday Bhan Bhagat  
Nowgong Girls' College



Munin Borah  
Nowgong Girls' College

### **Action taken and implemented:**

- 1) Plans were taken to procure more books and in this regard book lists were prepared, and teachers were asked to provide such lists
- 2) With the help of D-Space more reading materials were uploaded and link ([ngc.digitallibrary.co.in](http://ngc.digitallibrary.co.in)) was provided to the users for remote access
- 3) The college has signed formal MOUs with other neighbouring colleges and institutions so that exchange of information can take place
- 4) Additional furniture has been procured and expansion of the stack area, tiling and carpeting of the floors were done to provide a user friendly and congenial atmosphere
- 5) More number of computers were provided for the user community.
- 6) Procurement of more number of stacks were done to keep the books