



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

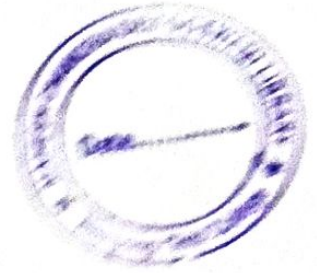


2. Subject Wise Collection:

| No | Subject | Previous | Added | Ref | Total |
|----|-----------------------|--------------|------------|------------|--------------|
| 1 | Assamese | 6264 | 52 | 20 | 6336 |
| 2 | Bengali | 2901 | 00 | 11 | 2912 |
| 3 | Economics | 2449 | 16 | 08 | 2465 |
| 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 |
| | | 41640 | 915 | 155 | 42710 |

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 | • The Telegraph | English |
| 4 | Amar Asom | Assamese |
| 5 | DainikAsom | Assamese |
| 6 | Sentinel | Hindi |
| 7 | • Ananda Bazaar Patrika | Bengali |
| 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 |
| | | | | 5000 | 42680 | 5235001 |
| Text Books | 41765 | 5230001 | 915 | | 3601 | 1136404 |
| Reference Books | 3599 | 1136404 | 2 | - | | |
| 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 th September 1987 |
| 5 | Length of - a) Librarian's chamber and adjacent areas b) Stack area: c) Student's Reading Room d) Digital corner e) Old Stock Room | 4791.5 sq ft 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-

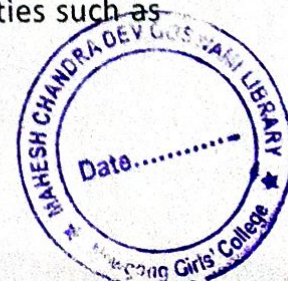
1. Stock and Collection Development:

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.

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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) 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

