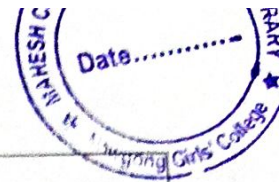




Audit Report of  
Mahesh Chandra Dev Goswami Library  
Nowgong Girls' College

Session: 2021-2022

Submitted by Dr. Kishore Kumar Sarmah  
Librarian  
Nowgong Girls' College



1. Bird's eye view of the 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 <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 System
12	Classification system	Dewey Decimal Classification
13	Software used Remote Access	KOHA D-Space (ngc.digitallibrary.co.in)
14	Holdings a) Text Books b) Reference Books b) Journals & Periodicals c) Newspaper d) Ph.D Thesis	43574 vols. 3730 12 nos. 08 08





2. Collection: 2021-2022

No.	Type	Total
1	Total Collection	47304
2	Books on Subject	43574
3	Reference (Subject + Sl. 9-20)	3730
4	Journals & Periodicals (J-5 / P-7 )	12
5	News Papers	08
6	Manuscript	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 + 4 = 326
17	Dictionaries	219
18	Encyclopaedias	363
19	Political Figures	425
20	Religion	20
21	Natural Resource Management (NRM)	248
22	Ph.D thesis	08
23	MRP Reports	14

Sl. No. 9-20 = 3575

Subject Ref. = 155

3730

(Previous + Added) 42554+1020 = 43574



### 3. Subject Wise Collection:

No.	Subject	Previous	Added	Ref	Total
				20	6521
1	Assamese	6293	208	11	3027
2	Bengali	3011	05	08	2745
3	Economics	2580	157	12	3231
4	Education	3190	29	12	5268
5	English	5123	133	00	355
6	Environmental Studies	345	10	10	2667
7	Geography	2610	47	22	3909
8	Hindi	3849	38	10	2198
9	History	2128	60	06	1938
10	Mathematics	1901	31	11	2771
11	Philosophy	2740	20	16	4134
12	Political Science	3917	201	05	2828
13	Sanskrit	2815	08	00	508
14	Statistics	503	05	00	298
15	Home Science	278	20	00	08
16	Computer Science	08	00	03	333
17	Botany	320	10	03	209
18	Zoology	191	15	03	367
19	Chemistry	352	12	03	414
20	Physics	400	11		
		42554	1020	155	43729





#### 4. Journals & Periodicals

No.	Title	Category
1	University News	Journal
2	Aitihya: The Heritage	Journal
3	Swarnalipi	Journal
4	Samakalin Bharatia Sahitya	Journal
5	Indian Literature	Journal
6	Economic and Political Weekly	Periodicals
7	Outlook	Periodicals
8	Gariyoshi	Periodicals
9	Prantik	Periodicals
10	PriyoSakhi	Periodicals
11	Competetion Refresher	Periodicals
12	Down to Earth	Periodicals

#### 5. News Paper

No.	Name of the Paper	Language
1	The Telegraph	English
2	The AssamTribue	English
3	The Hindu	English
4	Employment News	English
5	Amar Asom	Assamese
6	Dainik Asom	Assamese
7	Sentinel	Hindi
8	Ananda Bazaar Patrika	Bengali



## 6. Issue & Return of Books

Month	Teachers		Students	
	Issue	Return	Issue	return
July	05	10	227	195
August	29	20	153	114
September	41	54	178	391
October	22	72	295	357
November	29	36	691	631
December	14	16	205	492
January	32	49	201	279
February	08	36	231	177
March	30	17	221	181
April	11	218	99	265
May	33	76	679	381
June	40	44	239	177

## 7. Number of visitors

Month	Teachers	Students	Outside Visitors
July	22	184	09
August	23	170	23
September	71	256	35
October	90	1089	15
November	112	2033	02
December	90	1387	240
January	77	1251	53
February	79	1081	71
March	102	684	98
April	105	703	17
May	64	2156	27
June	109	942	13





### 8. Number and Value of the Reading Materials

Category	Existing		Newly added		Total	
	Number	Value	Number	Value	Number	Value
Text Books	42680	5235001	1020		43700	
Reference & Other Books	3601	1136404	03	-	3604	1136404
e-books	146	-	05	-	151	-
Journals	05	15620	-	-	05	15620
Periodicals	11	13159	-	-	11	13159
CD/DVD	60	-	-	-	60	-
Manuscripts	75	-	-	-	75	-
KOHA	01	99120	-	-	01	99120
D-Space	01	44480	-	-	01	44480
e-journals	15	-	-	-	15	-

### 9. 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

### 10. Services Provided:

Circulation, Reference and Reprographic services are some of the services provided to the 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 housekeeping 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.





## 11. 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 rules govern the smooth functioning of the library operations. Moreover, 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 occupies an important place as it reflects the services provided by a library towards its users and the undersigned members have under taken up 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 a good collection of reading materials covering all the subjects and streams. These information sources are a great help to all the users of the library.

*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. Furthermore, information sources on competitive examinations can be procured by the library.

#### 2. Physical facilities:

*Observation:* the library has developed much in regard to its physical facilities such as sitting capacity, ventilation, provision of basic amenities, stack area and a reading room for the teachers. There are separate corners for manuscripts, novels and reference books. There is also a xeroxing facility for the users.

*Comments/Suggestion:* more space has been created for 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 so that they can further enhance their research work.

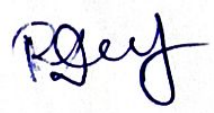
3. Digital Library and IT infrastructure:

*Observation:* there is a digital corner for the users where resources are uploaded for the users and they can browse the information with the help of IT

*Comments/Suggestions:* with the help of IT infrastructure, the users were benefited. Especially with the uploading of the question papers they can browse the information from their home. Furthermore, the old college magazines are a great source of information on the history of the college and as such the new users can have ample knowledge on the past history of the college. With the help of D-space the users were benefitted to a greater extend in regard to manuscripts, question papers, college and teacher's publication.



(Dr. Bipul Malakar)  
Nowgong Girls' College



(Dr. Rita Rani Dey)  
Nowgong Girls' College



(Dr. Nazneen Akhtar)  
Nowgong Girls' College



(Dr. Narayan Nayak)  
Nowgong Girls' College



## Action taken and implemented

1. Plans were there to procure more books including books on competition examination
2. Link was provided for remote access through D-space ([ngc.digitallibrary.co.in](http://ngc.digitallibrary.co.in))
3. More information resources were uploaded for the students
4. Barcoding of books were done for easy retrieval
5. Students were encouraged to use the computers to browse their source of information