



NOWGONG GIRLS' COLLEGE

Re-Accredited at A Grade (2nd Cycle) by the
National Assessment and Accreditation Council



CRITERIA 4: INFRASTRUCTURE AND LEARNING RESOURCES

4.2.1: Library is automated using Integrated Library Management System (ILMS), subscription to e-resources, amount spent on purchase of books, journals and per day usage of library



Submitted to
The NAAC for 3rd Cycle of Assessment and Accreditation

MINUTES OF LIBRARY ADVISORY COMMITTEE

Submitted to the NAAC for 3rd Assessment Cycle of Assessment & Accreditation



NOWGONG GIRLS' COLLEGE

Re-accredited at A Grade by the NAAC (2nd Cycle)

Library Advisory Committee
Mahesh Chandra Dev Goswami Library

Krish
DELUXE REGISTER

Name Library

Advisory Committee

Year 2014-

No. 10

dt:- 28/11/2016

Time - 11:00 Clock

Meeting of the Newly formed Library Advisory Committee was held on 28/11/2016 at the Principal's Chamber.

Members Present

1. Dr. S. K. Dasgupta
2. V. Sankar Dasgupta
3. Dr. S. K. Dasgupta
4. Kishore K. Dasgupta
5. Rite Rani Dey
6. Manish Dasgupta

Agenda:- 1. Meeting of the newly appointed Principal's Library Advisory Committee.

The meeting of the Library Advisory Committee was chaired by the newly appointed Principal of the college, Dr. Parin Kishore Dasgupta. He met the members of the Advisory Committee to know about the workings of the library. The Principal first of all welcomed the members of the college and acquainted him about the library and placed a brief overview of the library and its holdings.

There was a brief discussion amongst the members of the Library Advisory Committee and all the members who were present in the meeting gave their views on the workings of the library.

The Principal of the college gave a patient hearing to the members and also met the other staff working at the library.

Lastly, the members thanked the Principal and expressed their hope that under his guidance the library will develop further. With this, the meeting ended with a light snack with the Principal on the chair.



Principal
Nowgong Girls' College
Nagaoan, Assam



Librarian
Nowgong Girls' College
Nagaoan, Assam

Date:- 15/02/2017

Time:- 10'Clock

A meeting of the Library Advisory Committee was held on 15/02/2017 at the Principal's chamber to discuss on the agenda listed below -

Agenda :-

1. Renovation of the library
2. Preventing the water seepage inside the library

Members:-

1. ✓ Sankar Das Bara

2. ✓

3. ✓ Kishore Kr. Sarma &

4. ✓ Sarat Das Bara

5. ✓ Rita Rani Dey

With the Principal on the Chair, the meeting of the Library Advisory Committee was held on 15/02/17 at 1:30 PM in the chamber to discuss on the seepage of water from the back side of the library building. It has been observed that after a heavy rainfall, some amount of water from the back of the library used to seep inside causing hardship to all the users of the library. In this regard some of the reading materials have been damaged which was brought to the notice of the Principal. There was a discussion on the agenda and following resolutions were taken -

Resolution 1:- It has been observed that certain small cracks have developed on the wall of the library and through these cracks during heavy rain, there is seepage of water inside the stack area and on the ground floor of the library. This time due to heavy rain, a good amount of water had flowed through the ground floor thus causing hardship not only to the library but to the adjacent depths of Hindi and English. In order to prevent this hardship, it was resolved that the ground floor had to be repaired and renovated.

Resolution 2:- During heavy rain, water from the back of the library and other departments cause hardship to all the students and the users of the library. The members visited and observed that water from the neighbouring houses used to seep inside through the boundary wall of the college. It was decided that a guard wall be constructed using concrete to prevent the water from these areas to come inside. This will bring relief to a greater extent. Work on this problem will stand immediately, it was informed.

The members expressed their gratitude to the Principal in taking prompt action and the meeting ended with the Principal on the Chair.

18/02

Principal
Nowgong Girls' College
Nagaon, Assam

Librarian
Nowgong Girls' College
Nagaon, Assam

Date :- 09/08/2017

Time - 20' clock

A meeting of the library Advisory Committee was held on 09/08/2017 at the Conference Chamber with the Principal on the chair to discuss on the following agenda-

1. Extension and renovation of the library
2. Introduction of the Science Stream

Members present :-

1. Principal
2. Vice Principal
3. Librarian
4. Kishor Kumar Sarma
5. Dr. [Signature]
6. [Signature]

The meeting was held under the Chairmanship of the Principal to discuss the issue of extension of the library area. In the meeting the Principal informed the committee about the introduction of Science Stream and extension in the stack area. During the course of the meeting following resolutions were adopted -

Resolution 1:- It has already been observed that renovation work/repair on the library has been going on but the stack area is not spacious enough to display more books. Seeing that the Science Stream

will be introduced soon and all the preparation have been done. In order to accommodate the Science stacks, the need to extend the stack area has arisen. In this regard, it was resolved that the counters should be moved further and space be created to place the Science books.

Resolution 2:- The Principal of the College informed that the Science Stream will be introduced at the college and all the formalities and paperwork has been completed and the new classes will start soon. There is a need to buy more books and teaching materials on the subjects. The subject to be introduced are - Botany, Chemistry, Physics and Zoology. With them, the already present Mathematics and Statistics will form the Science Stream. All formalities have been met with and the Principal informed that the library should prepare a list of books for all the subject mentioned.

The members expressed their satisfaction and informed that they are glad about the introduction of the Science Stream and the meeting ended with the Principal on the chair.

[Signature]

Principal
Nongong Girls' College
Nagaon - Assam

Librarian

Nongong Girls' College
Nagaon - Assam

Date: 24/1/2018

Time: 12 o'clock

A meeting of the Library Advisory Sat Committee was held on 24/01/2018 at the Conference Room of the Principal. Following agenda were taken up -

1. List of books for Science Stream.
2. Procurement of steel racks

Members Present -

1. ✓
2. ✓
3. ✓
4. ✓
5. ✓
6. ✓
7. ✓
8. ✓

The library advisory members sat at the Conference Room on with the Principal to discuss on the preparation of lists for Science books. At the meeting the members discussed that some books and reading materials has to be purchased for the Students and these resources has to be placed on the steel racks. Discussions were held and in the meeting it was resolved that the following resolution be adopted -

Resolution: 1 - As the Science Stream have been introduced, the need to procure some books and reading materials are of utmost importance. It was resolved

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that the teachers of the Science Stream should prepare lists of books on their concerned subject and be handed over to the Librarian. The list will then be made ready to be placed for procurement in consultation with the authority. These books will be procured under the RUSA grant.

Resolution - 2:- Further in the meeting it was discussed that some steel racks has to be procured so that the books belonging to the Science Stream can be placed. In this regard the meeting decided that some steel racks should be procured and placed in the library. Further more, the steel racks should be indicated with stack guides for the users.

With this the meeting ended with the Principal on the chair.

✓ *[Signature]*
Principal,
Nowgong Girls' College
Nagaon, Assam

Date: 22/8/2018

Time: 1:30 PM

Under the Chairmanship of the Principal, a meeting was held at the conference hall near the Principal's chamber on 22/08/2018 to adapt the following agenda for the smooth functioning of the library.

Agenda:-

1. Upgradation of the physical facilities in the library.
2. Separate digital corner.

Members present:-

1. Joradi Mudoi
2. Rosy Deka
3. Minmin Borah
4. Kishor Kumar Samal
5. Srimyiti Gah.
- 6.
- 7.
8. Samir Deka

The meeting of the Library Advisory Committee was chaired by the Principal of the college at the conference hall on the above stated agenda. The Librarian first of all read out the proceedings of the last meeting. There was a brief discussion on the agenda and following resolutions were taken at the meeting:-

Resolution 1:-

Discussion were held amongst the members regarding the sitting arrangement and type of furniture at the reading room. If the physical facilities like the chairs and table

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are comfortable then the users of the library will be in a position to utilize the library for a longer period of time. In addition to that, the lighting facilities needed a face lift. The members decided that the furniture at the reading room will be upgraded and new chairs will be procured.

Resolution 2:- As regard to a separate digital corner, it was decided that new computers will be installed with internet facilities for the users. With the help of software more information will be uploaded and this will help in remote access of resources. In the digital corner, the users can access the information sources. Work on uploading of manuscripts, question papers, e-books and e-journals have been done.

Lastly, the meeting ended with a light refreshment with the Principal on the chair.

Principal's approval is given to the meeting and the meeting will be held on 22/08/2018 at 1:30 PM. The meeting was held at the conference hall near the Principal's chamber. The meeting was chaired by the Principal. The Librarian first of all read out the proceedings of the last meeting. There was a brief discussion on the agenda and following resolutions were taken at the meeting:-

Principal's approval is given to the meeting and the meeting will be held on 22/08/2018 at 1:30 PM. The meeting was held at the conference hall near the Principal's chamber. The meeting was chaired by the Principal. The Librarian first of all read out the proceedings of the last meeting. There was a brief discussion on the agenda and following resolutions were taken at the meeting:-

Principal's approval is given to the meeting and the meeting will be held on 22/08/2018 at 1:30 PM. The meeting was held at the conference hall near the Principal's chamber. The meeting was chaired by the Principal. The Librarian first of all read out the proceedings of the last meeting. There was a brief discussion on the agenda and following resolutions were taken at the meeting:-

Time - 20:00

with the Principal on the Chair. A meeting of the Library Advisory Committee was held on the 12th of March 2019 to discuss the following below listed agenda.

- Agenda:-
1. NAC visit to the college
 2. Procurement of books
 3. Certificate course in Librarianship Inf-se

Members present:-

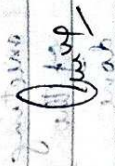
1. Jonali Mudo
2. Roy Jekes
3. Munim Baruah
4. Kishore Kishore
5. S. S. S. S.
6. Smita Goh
- 7.

The meeting of the Library Advisory Committee was held to discuss the above listed agenda. At the meeting it was discussed that the college will be fixing the 3rd cycle of NAC and the Librarians has a role to play. The members held a discussion and the members laid down their views regarding NAC visit. During the course of the meeting, issues such as procurement of books, modification of the digital corner and carpeting of the floor areas were discussed and resolutions were adopted:-

Resolution 1:- As the College is going to face the 3rd cycle of NAC, the library should also make preparation for it. During the course of the meeting, all related items or matters of NAC linked to the library should be looked after by the Librarians and information for the 5 years should be furnished, it was stated.

Resolution 2:- The second resolution adopted was on the procurement of books, which is of utmost importance. It was adopted that what ever books were left out of the Librarian should be procured soon and the teachers can procure the books if possible.

The members thanked the principal for his dynamic leadership and help extended to the library. The meeting concluded with the principal on the Chair. To add, one of the members raised the issue of opening a certificate course in library science and the Librarian informed the members that in this regard, the ground work has been started and syllabus of the same has been prepared. With this, the meeting ended with a light snack.


Principal, College
Nowgong Girls' College
Nagaon, Assam


Librarian
Nowgong Girls' College
Nagaon, Assam

Date - 22/09/19
Time - 10:00 AM

with the Principal on the Chair, the Library Advisory Committee met on 22/09/2019 at the conference room to discuss some issues related to the library.

- Agenda -
1. Extension of the digital section
 2. Defence for remote access
 3. Shortage of staff
 4. New course in Library & Information sc.

Members present -

1. RGSBS
2. ~~GSBS~~
3. ~~GSBS~~
4. Kishore Kumar Samal
5. ~~GSBS~~
6. ~~GSBS~~

The meeting of the Library Advisory Committee was held on 22/09/2019 to discuss some issues related to the library. At the meeting the Librarian read out the proceedings of the previous meeting and what has been done regarding the agendas of the last meeting. At the meeting the members discussed on the upcoming date visit and what should be done. Various ideas were placed by the members and the issues were discussed

at length. During the course of the meeting some resolutions were adopted and passed forward. Following resolutions were adopted -

Resolution 1:- As the lifecycle of space is round the corner, the library should upgrade its services. There is a digital section on the first floor but it needs renovation and extension. It was resolved that the section should be extended and tiles should be fitted to provide more comfort to the users.

Resolution 2:- Parallely, with extension space facility should be made available to the users and in this regard, uploading of old question papers, manuscripts that are available at the library, e-books and journals should be done. This will help the users, especially the students, to browse the materials available for use. A short discussion for opening of Certificate Course was also held.

Resolution 3:- The library is facing shortage of staff and the members discussed that 1 post is lying vacant and 1 post will be vacated. In this regard the members opined that steps will be taken to fill up the vacant posts and as the new library assistant will be joining soon it will help the library to some extent.

The members present at the meeting thanked the Principal in taking interest and providing prompt action.



The members expressed their satisfaction that under the leadership and administration of the new principal, the library has developed to a greater extent, the with the procurement of books, the collection development of the library has developed much.

Lastly, the meeting concluded with a light snack with the principal on the chair.

Principal,
Nowgong Girls' College,
Nagaon - 781001, Assam.

Librarian,
Nowgong Girls' College,
Nagaon - 781001, Assam.

19.02.2020
12:00 PM

A meeting of the library's Advisory Committee was held on 11/02/2020 discussing on the issue of NAC visit for its 3rd cycle assessment.

Agenda:- NAC visit

Members present:-

1. BGS
2. Mary Bhan Bhan
3. Dr.
4. Kishore Kumar Sarma
5. ✓ Sankar Nath Barua
6. ✓ Rima Gohi Ujir
- 7

A meeting of the Advisory Committee was held to know about the NAC visit to the library and the step needed to be taken. The meeting was a short one and so only a single agenda was taken up which is the upcoming NAC visit to the college. At the meeting it was resolved that, all work should be upgrated and made ready for the peer team. The members observed on the workings of the library and what can be done more to make it a success. The members gave their opinion and hoped for the best.

Lastly, the members thanked the principal and the meeting ended with the principal on the chair.

Principal,
Nowgong Girls' College,
Nagaon - 781001, Assam.

Librarian,
Nowgong Girls' College,
Nagaon - 781001, Assam.

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8. ✓ $\frac{1}{2}$

Feb 21 1898

No. 1000

With these few words the meeting ended with the Principal on the chair.

2/2/20

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Principals:
Nowjong Girls' College
Nagaon - Assam

[illegible]

I have been thinking of writing to you for some time but have been so busy that I could not find time. I am now in the hospital and am feeling better. I hope to be home soon. I am very much interested in the work you are doing and hope to hear from you soon. I am very much interested in the work you are doing and hope to hear from you soon.

Meeting of the Library Advisory Committee was held on 31.08.2021 at the Principal's Conference room with the Principal on the chair.

- Agenda -
1. Upcoming NMAC visit and NMAC related work.
 2. Purchase of books.

Members -

1. [Signature]
2. [Signature]
3. [Signature]
4. [Signature]
5. Krishanu Kumar Samal
6. B. S. S. S.
7. [Signature]
8. [Signature]
9. [Signature]

A meeting of the Library Advisory Committee was held at the Conference room with the Principal on the Chair. The meeting started with the reading out of the proceedings of the last meeting. At the meeting the members expressed their gratified regarding the extension and renovation of the digital section to be Principal. Most of the members provided their valuable suggestions on the materials that needs to be uploaded for the users.

Resolution 1. upcoming NMAC visit and NMAC related work.

The Principal stressed on the NMAC related work of the library and take stock of the entry works that has been going on with the help of the Software KOTTA. He along with the members

Date - 21/8/21
Time - 1:00 PM

visited the digital section and browsed the materials that have been uploaded. Some of the members enquired on the access of these materials on a remote basis, the librarian informed that it can be browsed through the help of the link ng.digitallibrary.co.in. To trace the work more easier, students have been provided this link and they were assisted on how to browse it from their home.

Resolution 2. Purchase of books

It has been observed that more reading materials are needed for the users. It needs mention that the newly procured books related to Geography dept. has already been sent to their dept. for the students. Now, the members expressed their views that more number of books are needed for the students. It has been resolved that the dept. should have the initiative to procure more books for the library and submit the bills for payment.

Apart from the above, other discussions such as shortage of manpower and provision of more rooms were also taken up. The principal opined that these matters will be taken up at the soonest. After adopting the above resolutions, the meeting ended with a light refreshment.

[Signature]
Principal,
Nowgong Girls' College
Nagaon, Assam

[Signature]
Librarian,
Nowgong Girls' College
Nagaon, Assam

Date - 14/9/22
Time - 2 o'clock

A meeting of the library advisory committee was held on 14/9/2022 at the Conference Room with the Principal on the chair.

1. Preparation for name visit.
2. Books to be donated by Prof. Ranjit Kumar Dev Goswami to the library.

Members:-

1. ...
2. ...
3. Sandhya Bara
4. Kishore Kumar Samal
5. Ganapati (Jah ...)
6. ...
7. Kishor Benjamin Samal
8. ...
9. ...

The following members sat at the Conference room of the Principal with the Principal on the chair to discuss the above stated issues on the agenda. The Librarian first read out the proceedings of the last meeting and chief steps have been taken from the last meeting. It needs mention that most of the students have been browsing the D-space site for question papers and other books of their choice. The members expressed their gratitude that quite a good number of books have been purchased by the respective depts. of the College. The meeting continued as such.

Resolution 1:- Preparation for name visit

The library has already started its preparation to see the name visit. Related works are going on and more books and reading materials have been purchased and uploaded for browsing. All the new books have been declassified and provided with its accession numbers. Bar coding of these books have been done for easy retrieval process. Issue and Return of books and their records, visitor's records have been scanned for uploading.

Resolution 2:- Books to be donated by Prof. Ranjit Kumar Dev Goswami to the library

The Principal of the college informed that Prof. Ranjit Kumar Dev Goswami has expressed his desire to donate some almshouse along with his library comprising of more than thousand of books in memory of his late parents. The Principal informed that space for these reference books should be provided at the library. In this regard, the chairman advised the Librarian and pointed out the space for the donated books. The members expressed their gratitude to both the Principal of the college and Prof. Ranjit Kumar Dev Goswami for the good work.

After adopting these resolution, the meeting ended with the Principal on the chair.

Principal
Nowgong Girls' College
Nagaon :: Assam

Librarian
Nowgong Girls' College
Nagaon :: Assam