

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

Year: July 2016- June 2017

Submitted by-

Dr. Kishore Kumar Sarmah
Librarian
Nowgong Girls' College

1. Collections-

No.	Type	Total
1	Total Collection	42425
2	Subject Books	37668
3	Reference Books	1334 + 3423 = 4757
4	Journals & Periodicals (J- 09 /P-11)	20
5	News Papers	07
6	Manuscripts	75
7	Bound Volumes	22
8	CDs/DVD	43
9	COHSSIP	528
10	North East Collection	505 + 6 = 511
11	Rare Collection	351
12	Biography	215 + 6 = 221
13	Reports/Directory/Almanacs/Surveys/etc	161
14	Sankardeva Collection	56
15	Rasanawali etc	277
16	Novels etc	313
17	Dictionaries	215 + 2 = 217
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 = 3423

2. Subject Wise Collection-

No.	Subject	Previous	Added	Reference	Added	Total
1	Assamese	5822	64	239	05	6130
2	Bengali	2487	06	120	00	2613
3	Economics	2277	22	118	01	2418
4	Education	2894	10	105	01	3010
5	English	4876	06	130	00	5012
6	Environmental Studies	315	04	00	00	319
7	Geography	2221	42	80	00	2343
8	Hindi	3436	200	55	05	3751
9	History	1934	15	82	00	2031
10	Mathematics	1725	00	31	00	1756
11	Philosophy	2543	14	81	01	2639
12	Political Science	3436	04	109	00	3549
13	Sanskrit	2610	07	168	00	2785
14	Statistics	485	00	03	00	488
15	Home Science	206	15	00	00	221
16	Computer Science	07	00	00	00	07
		37259	409	1321	13	39002

Total text = 37259 + 409 = 37668

Total ref. = 1321 + 13 = 1334

G. Total = 39002

3. Library Holdings- (July 2016- June 2017)
Total :(436) from- 41990 to 42425

Sl. No.	Subjects	Text (Added)	Reference (Added)	Total
01	Assamese	64	05	69
02	Bengali	06	00	06
03	Economics	22	01	23
04	Education	10	01	11
05	English	06	00	06
06	Environmental Studies	04	00	04
07	Geography	42	00	42
08	Hindi	200	05	205
09	History	15	00	15
10	Home Science	15	00	15
11	Mathematics	00	00	00
12	Philosophy	14	01	15
13	Political Science	04	00	04
14	Sanskrit	07	00	07
15	Statistics	00	00	00
16	Encyclopaedia	00	--	00
17	Dictionary	02	--	02
18	Biography	06	--	06
19	North East	06	--	06
20	Novels	00	--	00
21	Rachanawali	00	--	00
22	Rules	00	--	00
23	Sankardev Collection	00	--	00
		423	13	436

4. Total Number of Journals & Periodicals

No	Title	Category
1	Economic & Political Weekly	Periodical
2	Gariyoshi	Periodical
3	National Geographic	Periodical
4	Careers	Periodical
5	Down To Earth	Periodical
6	Outlook	Periodical
7	Desh	Periodical
8	Prantik	Periodical
9	Competition Refresher	Periodical
10	Priyo Sakhi	Periodical
11	Career Guide (Assamese)	Periodical
12	Barah Utharah (12/18-Assamese)	Periodical
13	Hariganddha	Periodical
14	Samakalin Sahitya Samachar	Periodical
15	University News	Journal
16	South Asia Politics	Journal
17	The Heritage	Journal
18	Prabuddha Bharata	Journal
19	Journal of Indian Art History Congress	Journal
20	The Indian Journal of Political Science	Journal
21	Samakalin	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	85	182
September	142	114
October	112	144
November	183	126
December	72	109
January	18	26
February	49	39
March	80	71
April	28	35
May	37	40
June	44	08

7. Issue & Return of Books: - Students

MONTH	ISSUE	RETURN
July	91	1591
August	2148	999
September	1217	918
October	714	766
November	411	841
December	966	814
January	127	71
February	643	263
March	668	474
April	493	397
May	159	532
June	419	433

8. Number of Visitors:-

Month	Faculty Members	Students	Outsiders
July	02	31	07
August	291	5691	02
September	119	6510	01
October	46	2417	02
November	89	2021	10
December	122	2217	09
January	49	160	02
February	90	3547	18
March	123	5598	00
April	72	1792	00
May	84	401	02
June	98	571	02

9. Number & Value of Reading Materials (July 2016 - June 2017)

Category	Existing		* Newly Added/ Existing		Total	
	Number	Value	Number	Value	Number	Value
Text Books	38580	4568086.00	*428	66365.00	39008	4607094.00
Reference Books	3409	1015390.00	*08	9379.00	3417	1024769.00
e-books	07	--	00	--	07	--
Journals	09	4195.00	00	--	09	4195.00
Periodicals	11	14620.00	00	--	11	14620.00
CD/DVD	43	--	07	--	50	--
Manuscripts	75	--	--	--	75	--

10. Facilities available:-

- I For computerization and administration of the library data entry is through SOUL software 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 located 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 a Book.
- X Library Cooperation is present with the library of Anandaram Dhekial Phookan (ADP) College

Library Audit Report: 2016-2017

1. Library staff and Maintenance of the library:

The library is maintained by 4 no. of staff comprising of 1 professional and 3 non-professional to look after the workings of the library. The library is kept open from 9:30 AM to 4:00 PM on all working days except on holidays.

2. Infrastructure of the library:

The library is housed in a 2 storied building where the ground floor comprises the librarian's chamber, stack room and counters. The first floor comprises the reading rooms of the students and the teachers along with the reference and the periodical sections.

3. IT infrastructure:

The library has the following structures for the users: -

- | | |
|--------------|--------------------|
| 1. Computers | 2 nos. |
| 2. Printers | 1 no. |
| 3. CC Camera | 2 no. |
| 4. Software | 1 no. (SOUL-ver.1) |

4. Facilities present:

Apart from its normal services such as circulation, reference and xeroxing, the library has cataloguing and classification system to direct the users to the source. As the library practice open access system, the users can directly go to the stack and retrieve the books of their choice this has been done with the help of the classification system.

Observation and Suggestions:

Following observations were made and suggestions were put forward by the members-

1. Observations were made on the collection of the library and it has been suggested that procurement of more books are to be made
2. The reading room lacks proper furniture and as such new furniture should be procured so that the users are attracted towards the library.
3. SOUL software is being used for housekeeping operations but there is a need for remote access.
4. The question papers and the manuscripts should reach the users and steps should be taken to upload these materials for the user community.



Sarat Hazarika

Nowgong Girls' College



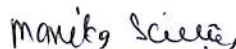
Sankarjyoti Bora

Nowgong Girls' College



Binod Goswami

Nowgong Girls' College



Dr. Manika Saikia

Nowgong Girls' College

Action taken and implemented:

Following actions were taken basing on the report-

1. Books were procured taking the list from the faculty members
2. Plans were taken to procure new software for uploading the question papers and other reading materials
3. Renovation work has been going on