

Library Audit Report of  
Mahesh Chandra DevGoswami Library  
Nowgong Girls' College

Session: July 2019-June 2020

Submitted by -

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Librarian  
Nowgong Girls' College

## 1. Collection: 2019-2020

Sl. No.	Type	Total
1	Total Collection	45364
2	Books on Subject	41640
3	Reference ( Subject + Sl. 9 to 20)	155 + 3569 = 3724
4	Journals & Periodicals (J-6/P-10)	16
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
21	Natural Resource Management	248
22	Ph.D Thesis	08
23	MRP Reports	14

Sl. No. 9-20 = 3569 .

2. Subject Wise Collection:

No	Subject	Previous	Added	from Ref	Ref	Total
1	Assamese	5958	48	258	20	6261
2	Bengali	2513	388	00	11	3022
3	Economics	2348	101	00	08	2572
4	Education	3033	41	87	12	3190
5	English	4935	57	146	12	5123
6	Environmental Studies	345	00	00	00	345
7	Geography	2302	162	00	10	2442
8	Hindi	3810	01	102	22	3871
9	History	2021	20	47	10	2123
10	Mathematics	1727	149	15	06	1907
11	Philosophy	2662	02	67	11	2746
12	Political Science	3521	107	371	16	3737
13	Sanskrit	2648	04	20	05	2820
14	Statistics	485	13	00	00	498
15	Home Science	227	51	00	00	278
16	Computer Science	07	01	00	00	08
17	Botany	02	212	00	03	217
18	Zoology	04	85	00	03	92
19	Chemistry	02	244	00	03	249
20	Physics	04	287	00	03	294
		<b>38554</b>	<b>1973</b>	<b>1113</b>	<b>155</b>	<b>41795</b>

Text 39769 + 1871 = 41640

Reference

155

- Some books have been shifted from the reference section to the main stack (1113)

### 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	Careers 360	Periodical
10	Down to Earth	Periodical
11	Economic and Political Weekly	Periodical
12	Dream 2047	Journal
13	The Journal of Political Science	Journal
14	University News	Journal
15	South Asia Politics	Journal
16	Aitihya: The Heritage	Journal
17	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

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

Month	Issue	Return
July	13	24
August	11	02
September	44	24
October	11	12
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	85	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	135
August	00	38	26
September	37	80	11
October	78	102	17
November	98	580	16
December	99	567	04
January	122	503	02
February	103	757	17
March	80	486	02
April	125	186	00
May	20	13	00
June	00	00	00

8. Number & value of the Reading Materials (July 2019-June2020)

Category	Existing		Newly added/ Existing		Total	
	Number	Value	Number	Value	Number	Value
Text Books	39947	4808256	1818	421745	41765	5230001.00
Reference Books	3444	1058149	155	78255	3599	1136404.00
e-books	07	--	80	--	87	--
Journals	06	15620	--	--	06	15620.00
Periodicals	10	13159	--	--	10	13159.00
CD/DVD	60	--	--	--	60	--
Manuscripts	75	--	-	-	75	--
e-journals	06	-	05	-	11	--
KOHA (ver.-20.2)	01	99120	--	--	01	99120.00
D-Space (ver.- 6.3)	01	44480	--	--	01	44480.00

## 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 140 students can be accommodated in the reading room. The 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
- 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: 2019-2020

### 1. Library Staff and working hours:

- a. Staff : 3 nos. (1 professional & 2 non-professional)
- b. Working hours : 9.30 Am to 4:30 PM

### 2. Physical Structure:

- The library is housed in a 2 storied building
- The ground floor comprises the librarian's chamber, stack room, Reference and the circulation section
- The first floor comprises the reading room of the students
- Digital section is placed on the first floor

### 3. IT infrastructure:

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

### 4. Services & Facilities:

The library provides-

- ✓ Circulation, Reference and Reprographic services
- ✓ As the students hail from economically weaker section, more books are provided till the completion of their examinations.
- ✓ Large number of question papers, manuscripts, college magazines, teacher's publication, college publications, thesis, minor research projects, e-books and e-journals etc. have been uploaded with the help of D-space for remote access ([ngc.digitallibrary.co.in](http://ngc.digitallibrary.co.in))
- ✓ The library is a member of N-List and the users are availing the services provided by INFLIBNET.
- ✓ As the library has its own Wi-Fi, users are benefitted from its internet facility.

### 5. Maintenance of the Library:

The library staff looks after the workings of the library and all possible assistance is provided to the users. The library is maintaining the following records for its smooth function -

Daily Attendance register	Teachers
Daily Attendance register	Students
Daily Attendance register	Outside visitors
Defaulter register	Students



The defaulter register records the name of the students who have defaulted 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 located at the first floor for further reference.

### Observation, Comments and Suggestions

Following observation and suggestions have been put forward by the members-

1. Book Stock and Collection:

*Observation:* the library has a good collection of books both text and reference covering all the subjects.

*Comment/Suggestion:* The library has been procuring books for its readers but it is recommended that more course related reading materials are needed.

2. 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:* the users especially the students are benefited with the uploading of the question papers where they can browse from their home.

3. The library has a rich collection of manuscripts whose information should be provided not only to the users of this library but to the PG students of other colleges also.



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### **Action Taken**

Following actions were taken and implemented-

1. Formal MOUs were signed with the neighbouring colleges and this will lead to exchange of information.
2. Steps were taken to add more information sources to the collection and
3. Under the RUSA grant more books were procured.