

LIBRARY AUDIT REPORT

OF

North Gauhati College Library



Session: 2023-24

North Gauhati College

College Nagar, P.O.: Amingaon

Dist.: Kamrup, Guwahati – 781031, ASSAM

LIBRARY AUDIT REPORT

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06-07-2024

North Gauhati College

College Nagar, Guwahati - 781031

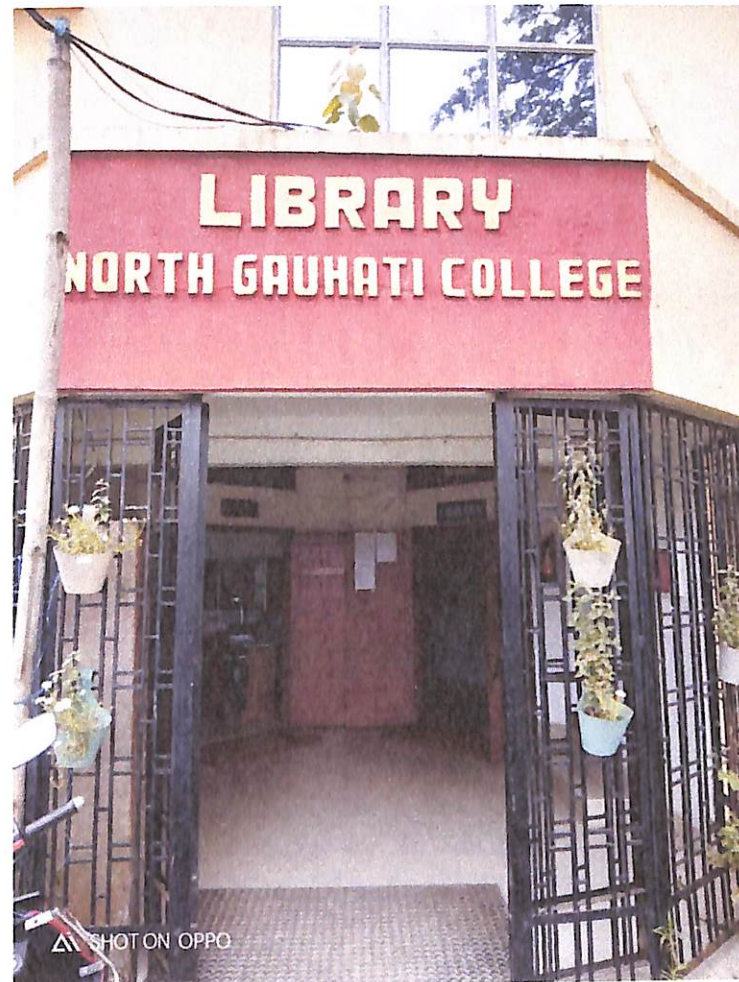
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Introduction :

A library is an integral part of an institution without which college education is unthinkable. So greater emphasis is laid on a library, well equipped with books and periodicals to open up vistas of ever-widening domain of knowledge in different spheres to the students. The Noth Gauhati College Library is no different from other college libraries. Its mission and objectives are to inspire the students to enter into the storehouse of knowledge and wisdom, which is provided books and other resources on different topics. The college library aims to provide mainly books and journals related to their courses, reference books on Science and Arts informative books

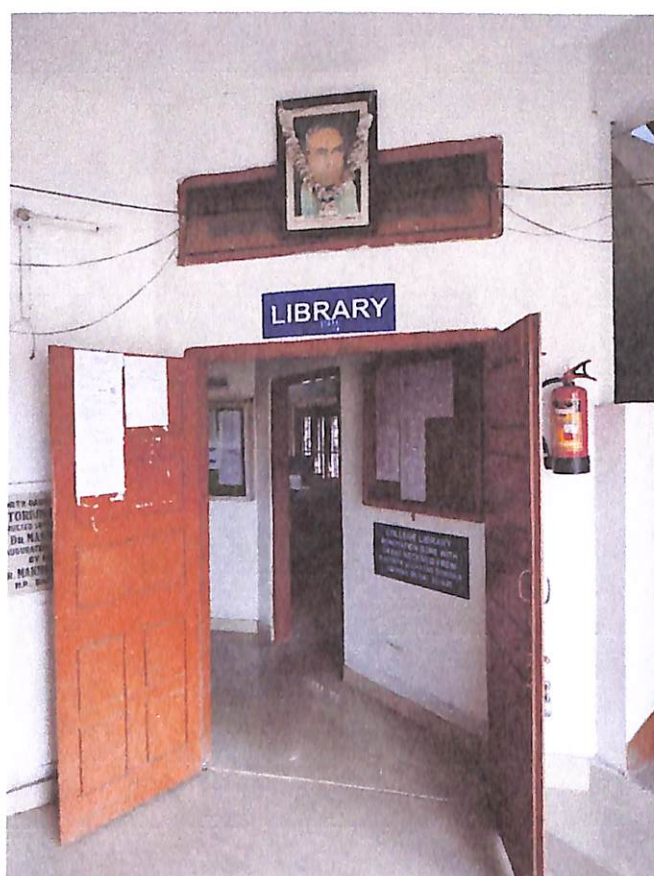
for diffusing knowledge on rapidly advancing world to enable the students to keep abreast of fast changing world. Another aim of the library as visualized is to cater to the interested scholars and researchers rare preserved books to delve into the sea of further knowledge.



A Brief History of the Library :

The College was started in 1962 by a handful of visionary young people with the help and co-operation of the people in general and North Gauhati in particular. It was the culminating effect of aspirations of the people for development of higher education in the locality. In 1962, the College set up with public donations and needless to say with about five thousand books donated by generous public, the College library, the essential part of college education was established.

Since then from its humble beginning the library is growing to its present stage. At present more than 24000 books on diverse subject, a good number of periodicals and many more e-resources. The books, Periodicals and E-resources in which the library is housed was possible thanks to the generous help of Dr. Sri Mon Mohan Singh – A Rajya Sabha M. P. From Assam and the Hon'ble Prime Minister of India who donated from M.P's fund about 10 lakh of rupees for the construction of the building.



Panel Members :

1. Dr. Bibhuti Choudhury, Librarian, L. C. B. College, Guwahati- 781017
2. Dr. Dhrubajit Das, Librarian, S. B. Deorah College, Guwahati - 781007
3. Dr. Gauri Sankar Karmakar, Deputy Librarian, K. K. Handique Library, Gauhati University, Guwahati- 781014

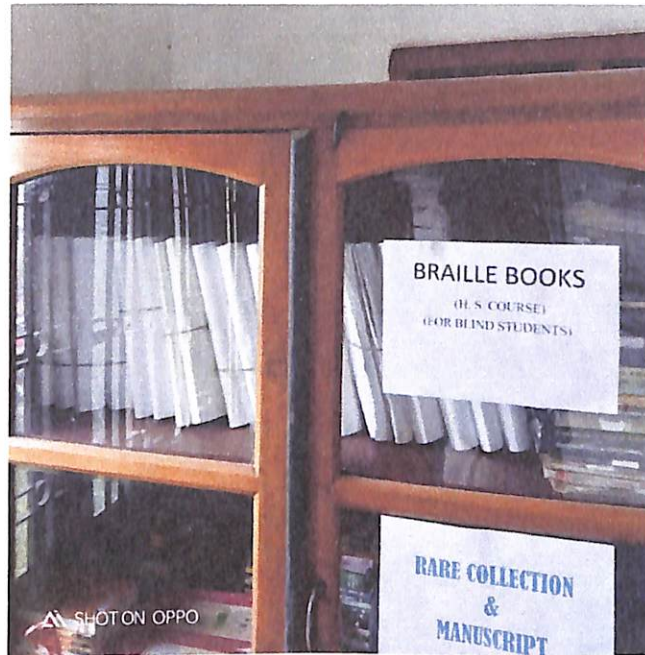
Schedule of the Library Audit :

- Date : 6th July 2024
- Time : 11.00 am onwards
- Members Present in the Audit Meeting :
Principal (i/c) Dr. Prabhat Ch. Sarma
- External Members : Dr. Dhrubajit Das, Dr. Bibhuti Choudhury and Dr. Gauri Sankar Karmakar
- Senior Faculty : Mr. Pradip Kumar Kalita
- IQAC Coordinator : Dr. Achyutananda Baruah
- Librarian : Dr. Gajendra Ballav Devchoudhury
- Library Staff : Mr. Sukamani Deka, Library Assistant
Mr. Ujjal Boro, Library Bearer

GENERAL INFORMATION :

1. Name of Central Library : North Gauhati College Library
2. Library built up area : 134.36 sq. mtr.
Stack area : 38 X 23 = 874 sq. feet
Reading room area : 38 X 27 = 1026 sq. feet
Academic discussion room area : 23 X 14=322 sq. feet (1st. Floor)
Reference & back vol. area : 23 X 14=322 sq.feet (1st. Floor)
3. Working hours : 10 A.M. to 4.30 P.M.
4. Total Number of Books : 4188 (as on 14-06-2024)
Text Books : 17447
Reference Books : 6741
5. Periodicals subscribed : 08
6. Newspaper subscribed : 05
7. Total number of Back volume : 200+

- 8. Total number of Manuscript : 11
- 9. Total number of Braille books : 20
- 10. Total number of Rare books : 50



Special Collections



For Differently Abbled Person

11. Subject wise list of Books: (as on 14-06-2024)

SUBJECTWISE LIBRARY COLLECTIONS

Sl. No.	Subject/Department	Number of Books Subjectwise
01	Assamese	6345
02	Anthropology	1192
03	Botany	813
04	Chemistry	830
05	Economics	1648
06	Education	1780
07	Electronics	265
08	English	2118
09	EVS	73
10	Geography	1412
11	History	1657
12	Mathematics	1610
13	Political Science	2163
14	Physics	1134
15	Zoology	1135
Total		24172

LIBRARY COLLECTION (Last Five Years)

Sl No.	Financial Year	Number of Books
01	Upto 2018	19850
02	2018 - 2019	1678
03	2019 - 2020	640
04	2020 - 2021	1553
05	2021 - 2022	318
06	2022 - 2023	133

12. Total Number of Newspaper subscribed: 05

13. Total Number of Periodicals subscribed : 08

14. Expenditure of Books, Periodicals and Infrastructure development during last 5 years:

Financial Expenditure :

[Books, News Paper, Periodicals, E-Resources and Infrastructure development (Last Five Years)]

Sl No.	Financial Year	Amount (In Rupees)
01	2018 - 2019	95,173
02	2019 - 2020	3,00,536
03	2020 - 2021	1,73,421
04	2021 - 2022	7,773
05	2022 - 2023	1,95,382

Management :

The library has an Advisory Committee consisting of teachers from different streams.

The composition of the library committee is :

- i. Principal : Chairperson
- ii. Librarian : Member Secretary
- iii. One member from Science Stream
- iv. One member from Arts Stream

Service Offered by Library :

- Circulation Service
- Online Public Access Catalogue (OPAC) Service
- Orientation programme for fresher's
- Reference Service
- Current Awareness Service
- Inter Library Loan Service

- Reservation of Book Service
- Reprographic Service
- Internet/WiFi Service
- Assistance in Searching in Library Database.

15. Library Stock : Stock book

16. Issue-Return of books :

Issued per day : 40

Return per day : 28

17. Area of Library Automation: At present following modules are available –

- Catalogue module
- OPAC module
- Circulation module

18. Membership of Library Networks :

The Central library is active member of INFLIBNET (Information and Library Network) Centre, Ahmedabad. Through INFLIBNET students and faculty members of college can access N-LIST consortium. Use NDLI Platform.

19. Digital Library Initiative:

- E-mail/Internet browsing facility.
- Purchased one high resolution Scanner for digitization of documents.
- Initiated the process of scanning of documents, specially rare publication & Question paper.

20. Process of searching books:

- Open Access
- OPAC

21. Number of library Staff :

- Permanent : 03

22. Profile of Librarian and Supporting Staff:

	Name	Designation	Qualification	Phone No.
Permanent	Dr. Gajendra Ballav	Librarian	M.L.I.Sc.,	9707725873
	Devchoudhury		M.Phil., Ph. D.	
	Mr. Suka Mani Deka	Library Assistant	H. S. L. C.	7576835052
	Mr. Uzzal Boro	Library Bearer	H. S. S. L. C.	9101769763

23. Publication by Librarian :

Article published : 18
Workshop/Seminar attended : 38 (National)
Workshop/Seminar attended : 04 (International)
Orientation course attended : 01
Refresher Course : 02
Short Term Course : 01

Recommendations:


1. The library committee should take resolution about the lost books, where an internal enquiry committee may be formed. The report of the enquiry committee will be placed to GB North Gauhati College, North Guwahati.
2. The GB North Gauhati College may take decision about the obsolete, damaged and unused books to be disposed by adopting a resolution regarding the weed out policy.
3. The pages of the Accession registers should be numbered in ascending order and must be certified by the Principal.
4. The stock of the books should be physically verified and to be tallied with the respective accession numbers.

5. The fund received from RUSA and other sources for library should be incorporated along with Library fund in the preparation of budget. Give a note on the fund received afterwards, if any.
6. The Statement of expenditure and account should be certified by CA.
7. At the entry point of the library an information board reflecting the details of library services offered by the library should be positioned.
8. Cleanliness of the Library premises should be prioritized.
9. Proper lighting facility should be available inside the library premises.
10. Gate register should be kept at the entry point of the library.
11. The list of subjects along with broad class nos. should be shown in the circulation section.
12. Installation of SOUL 3.0 for the better library automation. SOUL 2.0 will be replaced by the INFLIBNET Centre by free of cost. For this the college has to make a request to the INFLIBNET Centre (for detail log on to www.inflibnet.ac.in)
13. IR (Institutional Repositories) using Digital Library Software, which is the stepping stone towards the creation of Digital Library.
14. The college may participate in NERCAT (North East Region Library Catalogue for union catalogue of libraries).
15. ILL (Inter Library Loan) can be initiated by the North Gauhati College with other college libraries for Resource Sharing and for that MoU may be signed with interested college libraries of the district/state/country.
16. The library may maintain newspaper clippings of the news related to college by cutting and pasting the relevant news in a register.
17. The Spine levels of the books should be maintained properly on a specific place.
18. The library rule should include the use of Property Counter with token system.
19. Library should prepare a plan of activities before the commencement of semester Class.
20. Maintain a visitors' comments book.
21. Maintain Bill register.
22. Drinking water facilities


23. At least 4 nos. of CC cameras with DVR and one monitor should be installed in the library for security reasons.

Conclusion:

A library is said as the nucleus of an Institution. Today, we are living the technologically changing world, where library is not a untouched entity. So, to move step by step towards its development all possible infrastructural facilities must be provided to the library. Cleanliness must be given priority in the library. Library is not only a storehouse of bookd and other documents but it is knowledge creator, knowledge disseminator and the temple of learning. We must create reading habits among students, researchers and teachers.


(Dr. Dhrubajit Das) 06/07/2024
Librarian (Associate) (Dr. D. Das)
S B Deorah College, Guwahati-7
Ulubari, Guwahati-7


(Dr. Bibhuti Choudhury) 06/7/24
Librarian (Associate)
LCB College, Guwahati
LC Bharati College
Maligaon, Guwahati-11


(Dr. Gauri Sankar Karmakar) 06/07/2024
Deputy Librarian
KKH Library, Gauhati University,
Guwahati

Deputy Librarian
K.K. Handiqui Library
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