

**Sukhdev Goswami Central Library,
Anandaram Dhekial Phookan College, Nagaon**

Annual Audit Report

(2023-24)

Part – I

Summary

Library Stock*:

Description	2023-2024
Total Number of Books	51163
No. of Journals	26
No. of Periodicals subscribed	26
No. of bound periodical volumes	663
No. of Newspaper subscribed	10
No. of Dissertations	20
Annual Growth Rate of Books	0.78 %

* Library stock is counted for each year from 1st April to 31st March.

Acquisition and Growth:

Library Holding	2023-2024
Total no of books at the beginning of the Year	50765 (1.4.2023)
No of titles added during the Year	157
Total no of books added during the Year	398
Total no of books at the closing of the Year	51163 (31.3.2024)

Total number of books in various subjects: (as on 31.3.2024)

Sl. No	Subject	Text	Reference	Books added	Total books
1	Assamese	3005	4123+166=4289	166	7294
2	English	2276	1971+17=1988	17	4264
3	Education	2179+13=2192	849+6=855	19	3047
4	Economics	1862	1360+1=1361	1	3223
5	Political Science	2029	1535+10=1545	10	3574
6	History	1317+5=1322	1337+55=1392	60	2714

7	Hindi	899+3=902	1060+2=1062	5	1964
8	Sanskrit	635	800		1435
9	Arabic	976+14=990	638	14	1628
10	Bengali	936+8=944	911+12=923	20	1867
11	Philosophy	997	377+5=982	5	1379
12	Physics	1045+1=1046	1026	1	2072
13	Chemistry	1062	946	-	2008
14	Mathematics	1018+19=1037	1260	19	2297
15	Zoology	836+4=840	309	4	1149
16	Botany	874	702	-	1576
17	Statistics	360+3=363	187	3	550
18	Geography	1482+2=1484	1431+6=1437	8	2921
19	Computer Science	368	459	-	827
20	Biology	718	-	-	718
21	Env. Science	130	9	-	139
22	Commerce	537+16=553	-	16	553
23	Others *		3934+30=3964	30	3964
	Total	25626	25537	398	51163

NB: * Others: These include books on Entry in to service, Encyclopaedias, Dictionaries, Gandhian Studies etc.

Subject wise addition of books and their price: (From 1.4.2023 to 31.3.2024)

Subject	Text Book No.	Price	Ref. Book No.	Price	Total	Price
English	--	--	17	11597	17	11597
Assamese	--	--	166	41691	166	41691
History	5	1870	55	26291	60	28161
Arabic	14	2800	--	--	14	2800
Commerce	16	8655	--	--	16	8655
Zoology	4	3800	--	--	4	3800
Education	13	3709	6	1790	19	5499
Pol. Science			10	4190	10	4190
Philosophy	--	--	5	2575	5	2575
Bengali	8	1935	12	3830	20	5765
Physics	1	795	--	--	1	795
Economics	--	--	1	775	1	775
Geography	2	930	6	6234	8	7164
Mathematics	19	14216	--	--	19	14216
Statistics	3	1100	--	--	3	1100
Hindi	3	2295	2	1195	5	3490
Others	--	--	30	18642	30	18642
Total	88	42105	310	118810	398	160915

Total No. of Journals/Periodicals subscribed: 26 (List of Journals/Periodicals)

Sl. No	Subject	Category
1	Prantik	Periodical
2	Gariyoshi	
3	Satsori	
4	Prakash	
5	Career Guide	
6	Physics Today	
7	Chemistry Today	
8	Mathematics Today	
9	Biology Today	
10	Desh	
12	Digit	Periodical Journal
13	Frontline	
14	Nandini	
15	India Today	
16	GNRC Swyastha	
17	Down To Earth	
18	Economic and Political Weekly	
19	Competition Success Review	
20	Oitihya- The Heritage,	
21	Createrit	
22	Indian Literature	"
23	Organiser	
24	University News	
25	Caravan	
26	Dwibhashi Rastrasewak	

Total no. of newspaper subscribed : 10

Sl. No	Name of the Paper	Language
1	Times of India	English
2	The Hindu	
3	The Assam Tribune	
4	Asomiya Pratidin	Assamese
5	Amar Asom	
6	Dainik Asom	
7	Dainik Janambhumi	"
8	Asomiya Khabor	
9	Dainik Jugasankha	
10	Purbachal Prahari	Bengali
		Hindi

Acquisition Cost:

Library Holding	2023-2024	
	Number	Total Cost
Text books	88	42105/-
Reference books	310	118810/-
Journals/Periodicals	369	27425/-
E-resources	NLIST	5900/-
News Paper	10	28750/-

Membership:

Total no. of students newly enrolled for library membership (1st Semester):

Class	No of Students
B.A	592
B.Sc.	247
BCA	58
B. Com	26
MA	26
M.Sc.	1
B. Voc	8
Total	957

Total no. of library membership including all semesters during the year: 2908

Members	2023-2024
Students	2908
Teachers (Sanctioned)	68

Average attendance of Students and Teachers:

Month	2023-2024			
	No of Student users	No of Teacher Users	Total Users	No. of Working Days*
April (2023)	781	216	997	20
May	760	249	1009	23

June	1294	235	1529	26
July	199	Summer vacation	199	Summer vacation
August	6839	140	6979	24
September	5724	122	5846	25
October	3957	35	3992	14
November	2861	197	3058	23
December	1728	343	2071	26
January (2023)	467	Winter vacation	467	Winter Vacation
February	1489	154	1643	22
March	1515	223	1738	23
Total =	27614	1963	29577	226
Average/day =	122.18	8.68	130.9	
Total Students =	2840			
Total Teachers =	68			
Total Users =	2908			
Percentage/day =	4.50%			

Other Information:

	2023-2024
Book student ratio	1: 18
Book utilization (Issue /return of books)	9887/ 9257

Processing and Automation:

a) *Cataloguing process:* Cataloguing of existing as well as newly purchased books is being done by using catalogue module of SOUL software installed in 2010.

b) *Issuing process:* Circulation of books is being done by using circulation module of SOUL software.

c) *Serial Control:* Record keeping of Periodicals/Journals are being done by using serial control module of SOUL 2.0 software.

Library Infrastructure:

Library building construction: Library has its own building.

Category		in sq. meters
Space Provision	Reading Room	220
	Stack Area	180
	Reference Section	70
	Digital Library	20
	Career Oriented Library Services	120
	Manuscript section	20
Seating capacity	Reading room	100
	Reference section	40
	Stack area	20

IT Infrastructure and services:

Particulars	2023-2024
No. of Desktop Computers	07
N computing	12
Printers	2 (1 LP, 1 DM)*
Barcode Printers	2
Scanners	1
CC Camera	16
Xerox Machine	1
Bandwidth of Internet	10 MBPS

*LP = Laser Printer; DM = Dot Matrix

Institutional Repository: Digital Library (Institutional Repository):

IP address: 192.168.0.100 (Offline)

The process of creating an Institutional Repository was initiated in 2015 by using Greenstone software. In 2018 Library has installed D-Space digital library software for creating institutional repository as well as digital library.

Particulars (In digital form)	2023-2024
College Publications (Books, Magazines Prospectus, Newsletter etc.)	55
E Books	59
Minor Research Project	13
Dissertations (MSc)	20
Question Papers	2340
Report	15
Rare books	09
Manuscript	7

Other facilities:

- Internet: Broadband connection from Jio Fiber Network.
- Reprography and Printing Service: User can make photocopies and print documents for their study/assignment/project purpose.
- Book bank facility: Library has no Book bank fees as it is free for BPL card holder, differently able and economically weaker students. 367 number of students availed this facility during 2023-24.
- Library Blog: Library has its own blog: adplib.blogspot.com
- Indexing Services: Library has initiated indexing services for Assamese magazine Prantik, Satori and Prokash.
- Career oriented library service for students to prepare for various jobs.
- Online digital library: Facility for remote access of resources.
- Library website: www.libraryadp.weebly.com

Maintenance of Library book stock:

	2023-24
Number of library defaulter students	05
Number of books unreturned by students	Nil
Number of books unreturned by Teachers (Rtd)	Nil
Number of books lost from the library	01 *
Number of books withdrawn from library stock	NIL
Number of Students availed Book Bank Facility	367
Total Amount of fine collected during the year	Rs 1290.00

*(Rs 95.00) recovered as book price from Pranjal Kumar Das, BA 6th semester, Roll no. 576 vide memo no.15175 dated 5.6.2023)

Library Staff and working hour:

Staff: Permanent: 03
Contractual: 01

Working hour: 9.00 Am – 4:30 PM

Working days: Monday to Saturday (excluding Government holidays)

Part – II

Observations and Suggestions

Observations:

- Newspapers, journals and periodicals are properly maintained.
- Books, journals, research papers, newspapers, periodicals etc are properly organised and categorised.
- The vision and mission for the library are properly displayed at the entrance of the library based on previous suggestion.
- Hospitality of the library staff are really appreciable.
- Educational resource in Open Access has also been increased for the benefit of the users.
- The area of the reference section on first floor has been extended with more almirahs and racks for displaying more books.
- Another reference section has been made available on the second floor for the benefit of those students appearing for any competitive exams.
- As per previous suggestion, property counter has been provided near the entrance of the library and in every floor for the students to keep their belongings.
- Digital attendance of the library users is really appreciable.
- It is observed that all the records of the library are properly updated by the staff.
- An entire lists of library resources has been displayed at the entrance of the library.
- Feedback from the visitors (students, teachers and other users) are taken regularly to improve the library facility.
- A separate reading room is arranged for specially abled students.
- Orientation programme: In the beginning of every academic session the Central library organizes a user orientation/library literacy program, where the users get to know about the library, like issue/return, use of e-resources, rules and regulations of the library, available resources at the library etc. At regular intervals library literacy programs are conducted to have up-to date knowledge on the entry of new books like course related

books, competitive exams etc. This initiative is for the benefit of the teachers, students and also the new users.

➤ Book fair on 14th & 15th September, 2023.

- Books lost or damaged are replaced or their price are charged from the borrower.
- There is also proper provision for the facilities for the especially abled students as a library user.
- Integrated Library Management Software (ILMS) has been updated to SOLE 3.0 as per suggested.

The following are the various suggestions for the Central library:

- 1) There should be display of concise library floor plan including all ambience.
- 2) Maintenance of aesthetic look inside the library.
- 3) Workshops should be organized for the students to know about the available resources in the library and how to use those properly.
- 4) Digital repository should be accessible by the students and teachers in their own gadget remotely.
- 5) Manpower to the library staff should be increased.
- 6) Career counselling cell should orient the students to use the available Competitive Examination guides.
- 7) Increased awareness and library engagement among the teachers.
- 8) Highlight success stories of library users benefitting from Open Access through orientation programs.
- 9) Encourage faculty and students to deposit their work in the library for the benefit of the users.
- 10) Students should be made aware of the recent development in their respective subjects through library resources (journals, periodicals, Wikipedia etc).
- 11) There should be a display of News Paper clippings in the Library premises/ Library floors.

- 12) Though the Library is Dibrugarh friendly, additionally ramps and elevators should be installed in the library for the greater benefit of those specially-abled students. Moreover, low height shelves and adjustable furnitures should be provided.
- 13) The clippings of recently published papers in peer reviewed journals and articles in newspapers of faculty members and students (if any) should be displayed regularly in the library premises.

Submitted by

Library Audit Committee

Dr. Anjana Devi (Convenor)

Dr. Sabita Devi (Member)

Dr. Dharitree Dutta (Member)

Anjana Devi
Sabita Devi
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