

LIBRARY AUDIT REPORT

**Central Library, BHB College,
Sarupeta, Assam**



**BHAWANIPUR HASTINAPUR BIJNI COLLEGE,
SARUPETA, ASSAM**

2023

LIBRARY AUDIT REPORT

BHB College Library
Sarupeta

29th August, 2023

Schedule of the Library Audit:

Date of visit: 29/08/2023

Time: 11:00 am onwards

Panel Members:

1. **Prof Sanjay Kumar Singh**, Professor and Head, Department of Library and Information Science, Gauhati University, Guwahati- 781014.
2. **Dr Prasanta Kumar Deka**, University Librarian, K K Handiqui Library (Central Library), Gauhati University, Guwahati- 781014.

Members Present in the Audit Meeting:

- Principal- Dr NayanJyoti Das
- External Members: Prof. Sanjay Kumar Singh
Dr Prasanta Kumar Deka
- IQAC Coordinator- Mr.Phanidhar Mech
- Librarian: Ms.Deijee Kalita

Library Committee Members:

- Dr. KalpanaBaishya HoD Assamese

- Mr. PrabodhKalita HoD Economics
- Mrs. SwastishreeSaikia Assistant Professor, Dept. of English
- Mr. SumitGhosh Assistant. Professor, Dept. of Economics
- Mr. DebajitTalukdar Accountant

Library Staff:

- Mrs. Bijon Saloi- Assistant Librarian (Non- sanction)
- Mr. Rohit Boro- Data Entry Operator (Contractual)
- Mr. Kameswar Das- Library Bearer

About the Institution:

Bhawanipur Hastinapur Bijni (B.H.B) College affiliated under Gauhati University was established on 1st July 1971 for imparting higher education at Sarupeta. It is geographically located within three revenue mouzas/tehsils as reflected in the name of College, under Bajali Sub-division of Barpeta District. B.H.B. College is the oldest institution in 41Bhawanipur Legislative Assembly Constituency, a segment of Kokrajhar Parliamentary Constituency of Assam which is a reserved seat for scheduled tribes. It serves the socially and economically backward people of the area. At present about 1200 students are enrolled for educations in Arts and Commerce from H.S. to U.G. courses. The College has introduced different Add-on courses in addition to the normal courses. At present, the college is offering 16 Add-on courses and 9 Skill based courses for the degree students. The college is recognised under 2f and 12B of UGC act of 1956. The prime objective for the establishment of this college was to cater the needs of an educational institution at close vicinity to help the society for higher learning. People of this area are socially and economically backward who could not afford to send their children to far off places for higher education due to financial constraints and other various reasons.

About the library:

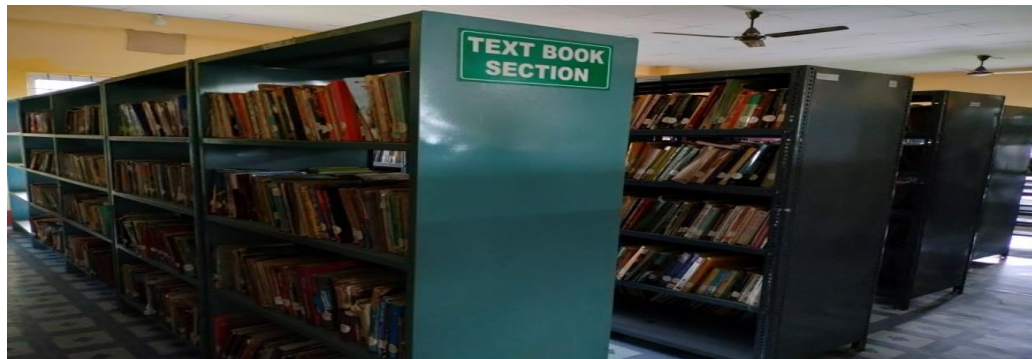
A library is the heart of an educational institution. It is the hub of academic activities of the college- a trinity of the library staff, reading materials and the readers. The Central Library BHB College was established with the establishment of the college in 1971. The college library was shifted to the current building during the month of May, 2015. There have been major changes and improvement in the library which includes-

- **Ground Floor-** The library on the ground floor consisting of the Office section including Librarian's Chamber, Technical Processing Section, Circulation Desk, OPAC (Online Public Access Catalogue), Property counter, Reprographic section, Museum, Teachers' Reading Room, Newspaper Reading Section, Special reading corner for differently able Person, Rare book collection, Periodical Section and Competitive Exam Centre.



Periodical Section & Competitive Exam Centre

- **First Floor-** The layout of first floor of the library includes Stack Room, e-Resource section and Reading Room with seating capacity of 80 students.



Stack Room



Internet and E-Resource section

Central Library BHB College follows Open Access System, which reduces the gap between books and readers. Students are allowed to go to the stack area of the library and directly access the books. The library has its separate digital section where users can access institutional repository. SOUL 2.0 Integrated Library Management software provided by INFLIBNET centre is used for library automation. Along with printed documents (books/journals) library also procures e-resource under N-LIST consortium of INFLIBNET.

Activities:

1. **Library Stock Verification:** Last Stock Verification was done in 2014.
2. **Library Expenditure:** For the last five financial years.

Year	Expenditure
2018-19	74,549.00
2019-20	103462.00
2020-21	47261.80
2021-22	156986.80
2022-23	228095.29

- **Library Collection from 2017- 2023:**
- **Books**

Year	Number of Titles	Total volumes of books
April, 2017- March, 2018	8539	14589
April, 2018- March, 2019	8582	15226
April, 2019- March, 2020	8722	15402
April, 2020- March, 2021	8832	15737
April, 2021- March, 2022	9087	16263
April, 2022- March, 2023	9341	16892

- **Journals**

Year	Number of journals
2017	5
2018	5
2019	5
2020	6
2021	8
2022	8
2023	9

- **Current Journals-** Heritage, Satsari, Anandam, Indian Literature, Drishti- the Sight, Aithun, Swarnalipi, ACTA Journal, Abhbyakti
- **Newspapers-** The Assam Tribune, Dainik Assam, Asomiya Pratidin, Dainik Janambhumi
- **Magazine-** Prantik, Competition Success Review, Yojna, Kurukshetra

Services Provided to the Users:

1. Reading Room Service
2. Circulation Service
3. Reference and Information Service.
4. Periodical Service
5. Reprographic Service
6. Internet Service
7. Online Public Access Catalogue (OPAC)
8. Book Bank Service
9. E-resources Service
10. Current Awareness Service (CAS)
11. Newspaper Clipping
12. Digital Library Service
13. Community Information Service

Library Furniture

Name of the Item	Number
Book Shelf	33
Chair	80
Reading Table	12
Office Table	9
Almirah	2

Hardware:

- Total Computer 12
- Office Use 4
- Students Use 8

CCTV Facility: 8 CCTV cameras are installed with one monitor.

Library Automation:

- **Computerization:**

Computerization of library activities has been started during the last part of 2010 with SOUL2.0 (Software for University Library), developed by INFLIBNET centre and since then the library automation process is continuing in phase manner. Automated circulation system has been introduced since 2016 for better circulation system.

- **Barcode technology:**

For free flow of information and dissemination of knowledge in a systematic manner the library has introduced the Barcode technology in circulation system. It is a method of automated identification and data collection. For this purpose a new TVS (LP 44 BU) barcode generate printer and a gun type scanner are installed.

- **Computer Network:**

A Local Area Network (LAN) has been set up with three computers in the library. With this files, databases, printer, CD-ROM drives are shared.

Number of Books issued to students and staff: From January 2023 to August 2023-

Month	No. of transaction
January, 2023	25
February, 2023	105
March, 2023	110
April, 2023	145
May, 2023	98
June, 2023	70
August, 2023	136

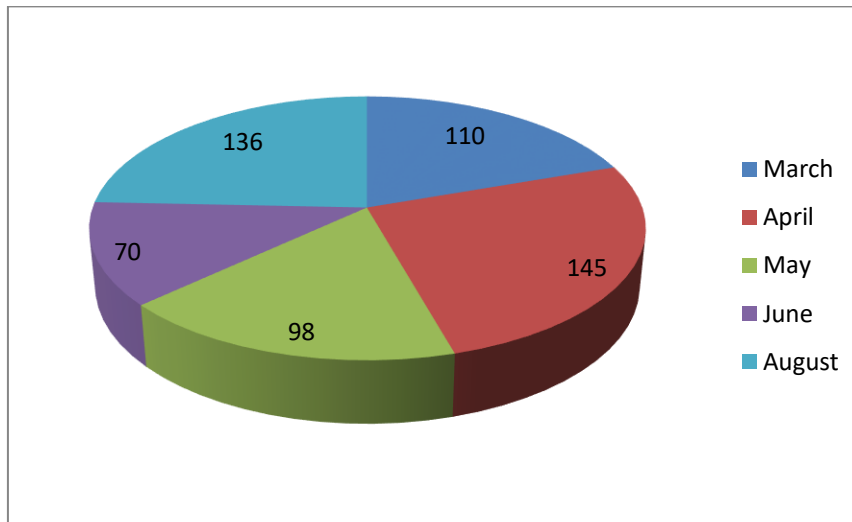


Figure 1: No. of books issued in 2023

Community Information Service:

The Central Library of BHB College is providing Community Information Service to the people of the local community. The readers include people from local area along with retired faculty, ex- students, etc. The outgoing students also avails the facilities of Competitive Examination section for their preparation of different competitive examinations. Various programs and competitions are also organized to motivate the students of the community from time to time.

Availability of Manuscripts:

There are seven manuscripts available in the library in original form. Twenty seven manuscripts are available in digital form in the College Digital Library.

Future Plan of the Library

The future plan of the library is to upgrade to a fully automated library with RFID technology. It will also extend the community information service to a wider area and collaborate with the public libraries of the area.

Recommendation:

1. Vision and Mission of library is to be displayed at the entrance of library.
2. List of library staff to be displayed at a prominent place inside the library.

3. The GB BHB College may take decision about the obsolete, damaged and unused books to be disposed by adopting a resolution regarding the weed out policy.
4. The pages of the Accession registers should be numbered in ascending order and must be certified by the Principal.
5. The stock of the books should be physically verified and to be tallied with the respective accession numbers.
6. The list of subjects along with broad class nos. should be shown in the circulation section.
7. 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)
8. Display 'How to access OPAC' in front of the Computer where OPAC can be accessed by the user. WebOPAC may be started at the earliest.
9. Journals of respective subjects should be increased.
10. Reference books must be increased.
11. Strengthen the provision of e-Books and e-Journals through the open source.
12. Notice board to display library related notices.
13. Number of computers are to be increased for students for internet surfing and retrieval of e-Resources.
14. In view of NAAC requirements, footfalls of library should be given more importance.
15. Automated attendance system may be installed at the entry/exit of the library to keep the daily attendance of the users.
16. Strengthen the infrastructure of the library.
17. Awareness programme is to be organised from time to time for the faculty and students for effective use of e-Resources.
18. At the entry point of the library an information board reflecting the details of library services offered by the library should be positioned.
19. ILL (Inter Library Loan) can be initiated by the BHB College with other nearby college libraries for Resource Sharing and for that MoU may be signed with interested college libraries of the district/state/country.
20. Link of IR/Digital library should be displayed on the college website.
21. Link of various databases, e-Journals, e-Books, NDLI, INFLIBNET, UGC, NAAC, SWAYAM-MOOCs, World e-Book Library and other prominent e-Resources should be displayed in the library premises.
22. The Statement of expenditure and account should be certified by CA.

23. The college may participate in AssamCat/ NERCAT (Assam/ North East Region Library Catalogue for union catalogue of libraries.
24. Library should prepare a plan of activities before the commencement of semester class.
25. A proposal may be submitted to Raja RamMohun Roy Library Foundation (RRRLF) Kolkata; National Library Kolkata or Central Reference Library (CRL) Kolkata for conducting/organizing workshop/seminar, etc on Preservation and Conservation of Library Resources for public libraries in lower Assam.
26. Few plates containing library related quotations should be displayed in various points of library.
27. Maintain a visitors' comment book
28. Librarian may be allowed to visit other developed libraries to understand new initiatives in the library.

Conclusion:

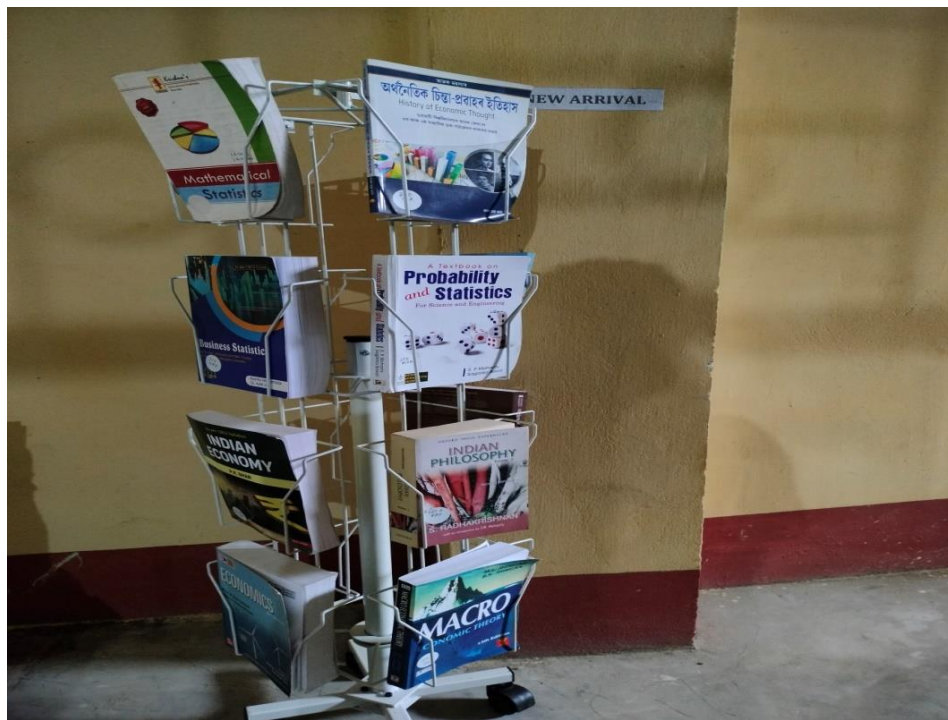
The committee appreciate the strength in maintaining the library, records, maintaining of equipment, book bank service to poor students, add on courses, manufacturing of note books, bulbs, mushroom cultivations, etc. with very limited staff. The committee observed a very healthy atmosphere among the stack holders which helps in the development of the college.

We appreciate the initiative taken by the college authority, principal, IQAC Coordinator, Librarian, and other staff for conducting this library audit. We are thankful for cooperation and hospitality extend to us by the college.

Photo Gallery



Stack Area

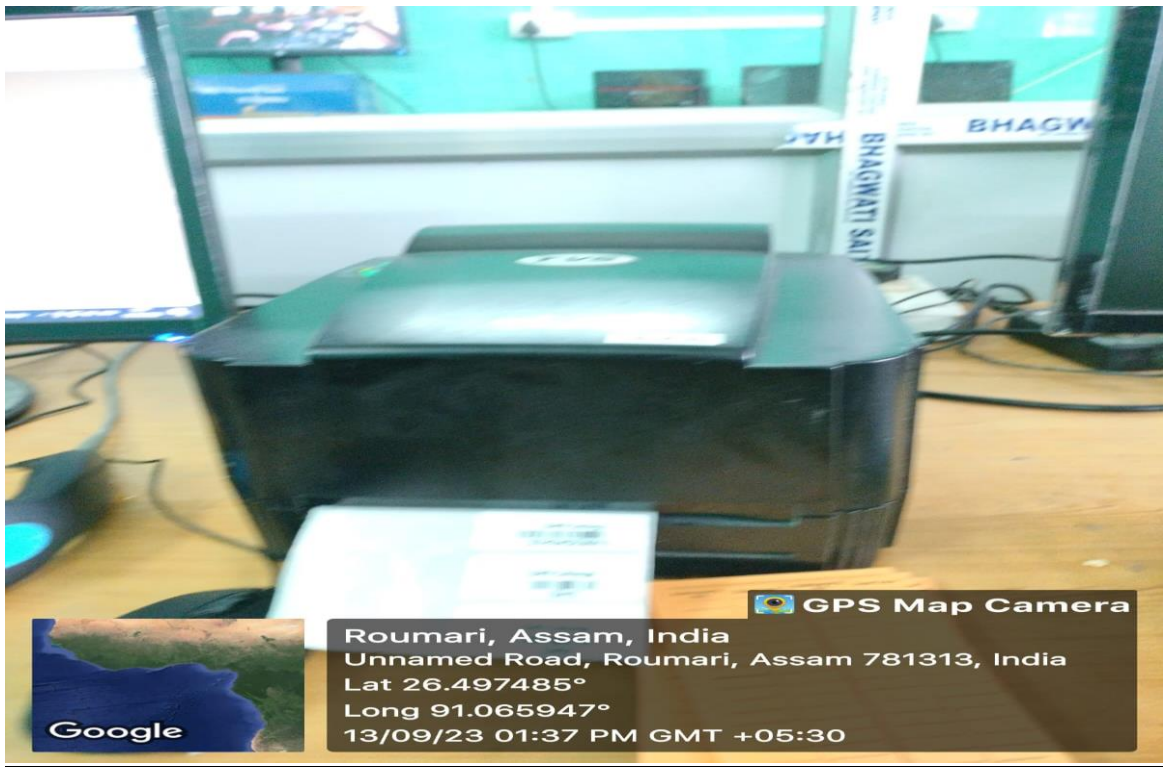


New Arrival Display



Newspaper Reading Desk

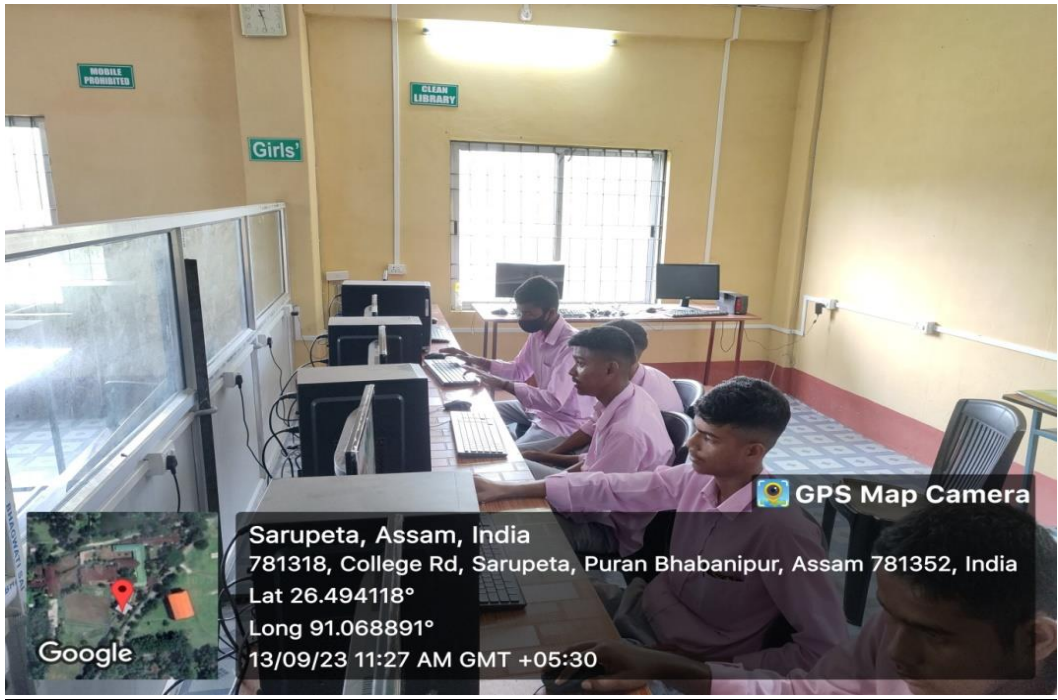




Barcode Scanner and Printer



Internet Connectivity



Internet and E-Resource section

Dr Prasanta Kumar Deka
Librarian, K K Handiqui Library
(Central Library)
Gauhati University, Guwahati- 781014

Prof Sanjay Kumar Singh
Head, Dept of Lib & Inf Sc
Gauhati University
Guwahati- 781014