

Library Audit Report

Session: 2021-2022

Rangapara College-784505

Assam, India













(Dr. Ranjan Kalita)
Principal
Rangapara College


Librarian
Rangapara College

Audit Committee

The Library Audit Committee comprises the following members:

Name & Designations	Seal & Signature
Dr. Ranjan Kalita, Principal	 Principal Rangapara College
Dr. Ranendra Mohan Deka, Vice Principal	 26/09/22 Vice-Principal RANGAPARA COLLEGE
Mr. Ramyajyoti Arandhara, Librarian	 26/09/22 Librarian Rangapara College
Mrs. Anju Saikia, Librarian, Darrang College, Sonitpur, Assam	 26/09/22 LIBRARIAN DARRANG Tezpur
Dr. Mitali Goswami, Librarian, Tezpur College, Sonitpur, Assam	 26/09/22 LIBRARIAN CHANDRAMOJINI MEDHI LIBRARY TEZPUR COLLEGE TEZPUR
Mr. Prasanta Boro, HoD and Assistant Professor, Department of Bodo	 26/09/22 Head DEPARTMENT OF BODO Rangapara College
Dr. Azizul Houque, HoD and Assistant Professor, Department of Mathematics	 26/09/2024 HEAD Department of Mathematics Rangapara College Rangapara-784505, Assam

Dr. Pradip Barman, Hod and Assistant Professor, Department of History	 26/09/2022
Dr. Kiranjyoti Mohan, Assistant Professor, Department of Chemistry	 26/09/2022
Dr. Saswati Purkayastha, Assistant Professor, Department of Mathematics	Saswati Purkayastha 26/09/2022
Dr. Gayatri Gogoi, Assistant Professor, Department of Chemistry	Gayatri Gogoi 26/09/22
Dr. Bijoy Sankar Boruah, Assistant Professor, Department of Physics	Bijoy Sankar Boruah 26/09/2022
Mrs. Jyoti Kalita, Jr. Assistant, Library	 26/09/22


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Acknowledgement

We are extremely thankful to our Principal Dr. Ranjan Kalita and Vice Principal Dr. Ranendra Mohan Deka for their support and encouragement throughout this audit work. We are also thankful to Mr. Atul Sarmah, Co-ordinator, IQAC for providing necessary documents. We acknowledge the external auditors Mrs. Anju Saikia, Librarian, Darrang College, Sonitpur, and Dr. Mitali Goswami, Librarian, Tezpur College, Sonitpur, for their Csuggestions and feedback. We are grateful and remain indebted to Mr. Ridip Lahkar, Librarian, BBK College, Barpeta for going through the library system and making valuable input in this audit. We offer a sincere thanks to all the Library, Teaching and non-teaching staffs for their continuous support which has helped to complete this audit.

**Library Audit Team
Rangapara College**


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Introduction

As a part of monitoring the quality of various arms of the college, the Internal Quality Assurance Cell (IQAC) has undertaken a series of base-line studies. The Library Audit is one of the components of this series. The college has an excellent central library as well as fifteen departmental libraries that continue to be a critical resource and ecosystem of academic activities for the students, teaching, non-teaching, researchers and the people from surrounding villages. This is the reason why the internal quality audit has focused on libraries. This report collects and presents a summary of basic data of our library system. A review of the study by eminent library professionals outside the system has been included in the audit. It is hoped that the document will serve as the base-document for discussions, debates and decision making in library related issues.



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Objectives

- To measure the collection and proper utilization of the Library.
- To gain confidence that the resources are being responsibly managed.
- To ensure effective control over financial and material resources.


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Methodology

The audit team has visited the library to check the quality and quantity of the books, journals and other resources. The team has collected the necessary data and verified with the existing resources. The team also goes through the financial transactions to the necessary input. Finally the data are analysed and comprised to get this report.



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Summary of this Audit

Total no. of libraries covered	1 Central Library + 15 Departmental Library
Total no of books in central library	29089 (till 25 th September, 2022)
Total no. of books in the departmental libraries	4665
Average Utilization in 2021-22	98.07% (Collected from Accounts Branch)
Total book acquisition in the year 2022 (1 st Jan,2022-25 th Sep.2022)	2141
Cost of book purchased in 2021-22	28355.00
Cost of periodicals purchased in 2021-22	20015.00
Book utilisation rate	1-4 (Book issued / member at a time)
Book to member ratio	14:1 (Approx)
Classification scheme used	DDC 19
Catalogued Libraries	1 (Central Library)
Software Used	
ILMS (library Management Software)	Koha 20.05.10.000
IRS (Institutional repository Software)	DSpace
Software for blind students	JAWS and NVDA
Others	----
Total Computers/ Smart Device	
For in house operations	Desktop 3 + Laptop 1
For users	20
Server PC	2
OPAC	1
Membership and No of staff	
Total Members	2320 (till 25 th September, 2022)
Total no of library staff (Permanent)	4 (Sanctioned strength 4 + 1 Vacant)
Total no of library staff (Temporary)	3
Working Hours	
Main Library	9:00 AM to 5:30 PM
Department Library	7:30 AM to 5:30 PM




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Library Heritage

Sl No	Library/ Department	Year of Establishment	No. of books Till 25 th September, 2022	
1	Central Library	1979	29089	
2	Department Library	Assamese	250	
3		Bengali	459	
4		Bodo	645	
5		Botany	2020	Newly Established
6		Chemistry	2020	Newly Established
7		Commerce	2004	188
8		Economics	2004	261
9		Education	1994	582
10		English	2004	648
11		Hindi	2001	787
12		History	2004	318
13		Mathematics	2020	Newly Established
14		Physics	2020	Newly Established
15		Political Science	2004	527
16		Zoology	2020	Newly Established




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Total Library Collections

(Till 25th September, 2022)

1. Total No. of Books : 29089+ (Including Books of Book bank)
2. Total No. of Titles : 11124+
3. Total No. of Books in Book Bank : 3437+
4. Total No. of audio-visual materials : 41
5. Magazines Subscribed : 3
6. Journal Subscribed : 6
7. Newspaper Subscribed : 6
8. No. of e-books : 199500+ (N-LIST)
9. No. Of e-journals : 6000+ (N-LIST)
10. Total No. of Back volume : 344
11. Total No. of Special Collection :
 - Literatures on Tea Tribes
 - College Publications
 - Publications by Faculties
 - Others
12. Total No of Rare Collections :(Under acquisition process)
 - Padmanath Gohain Baruah Collection (In DSpace)
 - Rare Satriya Manuscripts Collection (In DSpace)
 - 50 years of Old books




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Library Book Stocks

(A) Main Library


Sl. No.	Year	Total Books	Total Increment
1.	As on 1 st January, 2017	21443	1872
	As on 31 st December, 2017	23315	
2.	As on 1 st January, 2018	23316	5849*
	As on 31 st December, 2018	29165*	
3.	As on 1 st January, 2019	29166**	276**
	As on 31 st December, 2019	29442	
4.	As on 1 st January, 2020	29442	784
	As on 31 st December, 2020	30226	
5.	As on 1 st January, 2021	30226	-3278 (decrement happened due to weeding out of damaged items and after stock verification, it is found that some of books are not returned and lost)
	As on 31 st December, 2021	26948***	
6.	As on 1 st January, 2022	26948	2141
	As on 25 th September, 2022	29089****	

*This number includes 2132 donated books.

**This number includes 211 donated books

***This number includes 2380 donated books.

****This number includes 3437 donated books.


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(B) Departmental Libraries

Sl. No.	Department	First Stock	Total Number of Books till 1 st September, 2022	Remarks
1.	Assamese	58	250	
2.	Bengali	102	459	
3.	Bodo	117	645	
4.	Botany	Newly Established		
5.	Chemistry	Newly Established		
6.	Commerce	50	175	8 Departmental Publications
7.	Economics	116	302	
8.	Education	105	582	
9.	English	327	427	8 Journal Publications
10.	Hindi	4	787	66 Journal Stocks
11.	History	29	279	
12.	Mathematics	Newly Established		
	Physics	Newly Established		
13.	Political Science	210	537	
14.	Zoology	Newly Established		

(Collected from the departments)

Department HODs are the custodian of the departmental library books and the Librarian is not responsible for the departmental Library books.


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No. of purchase of books and cost of books

Sl. No.	Year	No. Of Acquisition of books	Cost of Books
1.	2017-18	862 + 3261 (RUSA)	1217224.00
2.	2018-19	24	9070.00
3.	2019-20	137	114190.00
4.	2020-21	615	157921.00
5.	2021-22	59	28355.00

(Collected from Accounts Branch)

In the financial year 2017-18, an amount of 10 Lakhs INR was received from RUSA for purchasing books for the library. In the year 2019-20, Rs. 97000 of books distributed to the department libraries, which were not received in the Central library but the amount included with Central Library expenditure.



A handwritten signature in blue ink, appearing to be "MA" followed by a horizontal line.

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A handwritten signature in blue ink, appearing to be "Dr. Ranjan Kalita".

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No. of Periodicals Subscribed and Cost of periodicals

Sl. No.	Year	No. of Periodicals Subscribed	Cost of Periodicals Subscription
1.	2017-18	27	2995.00
2.	2018-19	27	11000.00
3.	2019-20	27	15550.00
4.	2020-21	15	24985.00
5.	2021-22	9	20015.00

(Collected from Accounts Branch)

The decrement happened due to COVID 19, Lockdown happened all over India and many Journals and Magazines are discontinued. New periodicals are being subscribed.





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Digitised manuscripts

Sl. No.	Title of the manuscript	Original author	Language	Total digitized pages
1.	Kirtan Ghosha	Mahapurush Sri Sri Sankardeva	Brajrawali	246
2.	Namghosha	Mahapurush Sri Sri Madhabdeva	Brajrawali	158
3.	Guru Sorit	Mahapurush Sri Sri Madhabdeva	Brajrawali	190
4.	Dashama	Mahapurush Sri Sri Sankardeva	Brajrawali	185
5.	Bhaktiratnawali	Mahapurush Sri Sri Sankardeva	Brajrawali	102
6.	Mahabharata (A small Part)	Vedavyasa	Sanskrit	158
7.	Ram Vijaya Nat	Mahapurush Sri Sri Sankardeva	Brajrawali	62
8.	Uddhaba Sambada		Brajrawali	46
9.	Bandhani Mantra	Unknown	Sanskrit	103
10.	Bhagawata (A small Part)	Sukdeva	Sanskrit	89
11.	Amulya Pustaka	Unknown	Brajrawali	64
12.	Markondeva Purana	Lord Brahma	Sanskrit	126
13.	Rukmini Haran Nat	Mahapurush Sri Sri Sankardeva	Brajrawali	162
14.	Sanskrit Byakaran	Unknown	Sanskrit	27
15.	Rudra Jamal Shiva Sandi	Unknown	Sanskrit	38
16.	Gopal Sahasra Nam Stotrom	Unknown	Sanskrit	47
17.	Ahnik Achar Tatwa	Unknown	Sanskrit	110
18.	Prayug Ratnamala Byakaran	Unknown	Sanskrit	70
19.	Praichitwa Bidhi	Unknown	Sanskrit	54
Total				2037

The library took an initiative to preserve in digital form the rare manuscript written on sanchipat and tulapat kept in the various Satras and Namghars of Assam. As the first step to


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this initiative a project has been carried out with the title “Digitisation and Preservation of manuscripts of Assam: A Library Initiative of Rangapara College” at Mahapurush Sri Sri Madhabdevor Janmosthan, Letekupukhuri, Narayanpur, Lakhimpur, Assam and at Banatirtha Udyan/Museum, Madhabpur, Lakhimpur, Assam from 16th to 18th June, 2022 and total 2037 pages of manuscripts were digitized. The digitized manuscripts are now being uploaded to our Digital Library software DSpace, with Copyright Information so that all the student and faculty members can access these to learn, to teach and use these for further study.



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Membership

Sl. No.	Category	Total Members
1.	Teaching Staff	49
2.	Non-Teaching staff	14
3.	Library Staff	07
4.	Total students	2250
Total members		2320

Till 25th September, 2022, total members of the library are 2320.



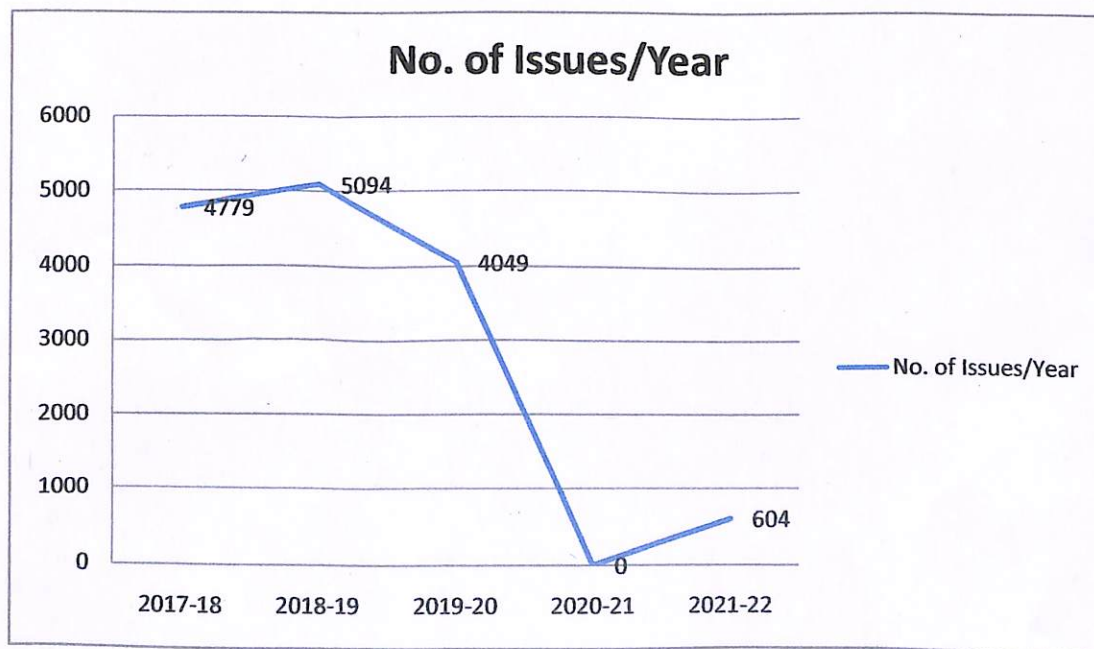

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Books Utilization

Sl. No.	Year	No. of Issues/Year	Issues/Member (Average)
1.	2017-18	4779	24
2.	2018-19	5094	24
3.	2019-20	4049	24
4.	2020-21	Nil	--
5.	2021-22	604	24

Due to lockdown and as library upgradation was going on no issue/return was done from the financial year 2020-21 to 06/04/2022. The issue/return had been done from 07/04/2022 by automate Library with KOHA 20.05.




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Space and Seat Capacity

Sl. No.	Categories	Area in Sq. ft.	Seat Capacity
1.	Librarian Office	15 x 9.7	07
2.	Student Reading Room	29 x 30	56
3.	Teacher's Reading Room	29.6 x 15	13
4.	Administrative Office	29.6 x 10.3	5
5.	Book Stack Room	32.6 x 30	NA
6.	Store Room 1	24.6 x 6.3	NA
7.	Store Room 2	50.6 x 6	NA
8.	Corridor	29.6 x 4.7	NA
9.	Security Area	13 x 6	NA
10.	Frontier Court	10 x 10	NA
11.	Language Lab/Internet section	58.6 x 6	20
Total		4200 sq. ft.	101

As shown in the above table it's a spacious library comprising an area of 4200 Sq. feet with a sitting capacity of 101 peoples in total with provision of two separate reading rooms for students and teachers. The Students' reading room has a capacity of 56 students and the teachers reading room has a capacity of 13 people sitting together and in the Language lab/Internet section the sitting capacity is 20.


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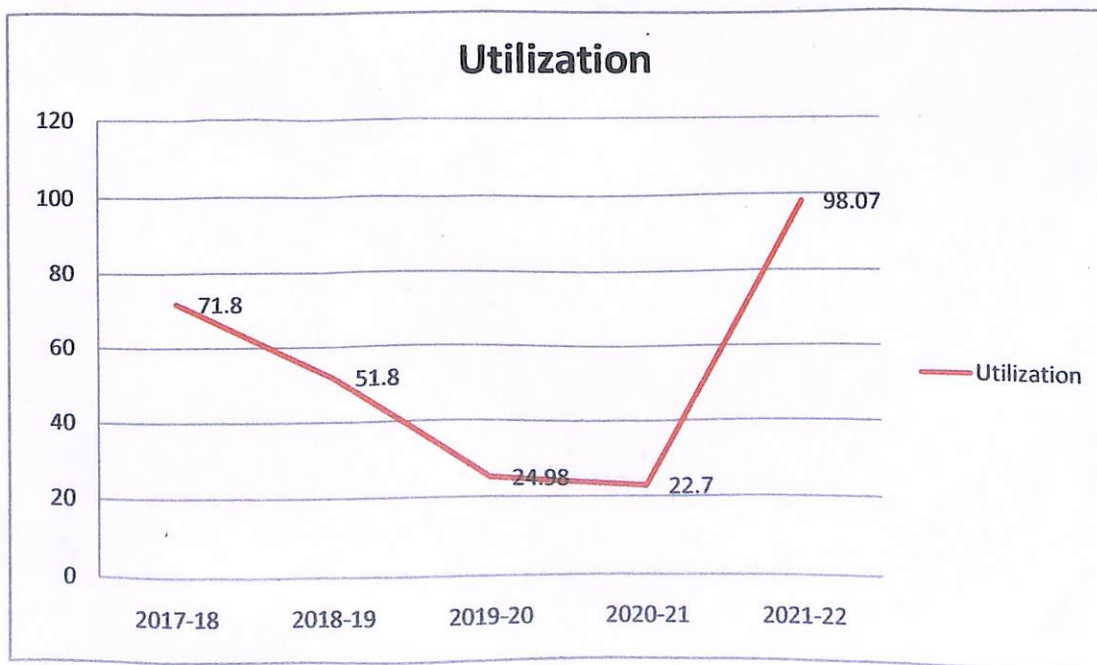

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Library Fund, Expenditure and Utilization

Sl. No.	Year	Opening Balance	Expenditure	Closing Balance	Utilization in %
1.	2017-18	408339.00	293355.00	114984.00	71.8
		2133660.00 (Includes RUSA, Govt. & UGC Grant)	1493355.00	640305.00	69.99
2.	2018-19	340536.00	176540.00	163996.00	51.8
3.	2019-20	769732.00	192350.00	577382.00	24.98
4.	2020-21	1419004.00	322464.00	1096540.00	22.7
5.	2021-22	1253646.00	1229460.00	24186.00	98.07

(Collected from Accounts Branch)

From the above table it is shown that the utilization rates are gradually increasing. During the lockdown period, in the financial year 2019-20 and 2020-21 the Utilization rate were getting very low. Also according to the table the Utilization rate is higher in 2021-22 as compared to the past 4 financial year.



MA

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Technical Processing and library Automation

Sl. No.	Year	Catalogued (Y/N)	Classification Scheme	Software used
1.	2017-18	Y	DDC 19	SOUL 2.0
2.	2018-19	N	--	--
3.	2019-20	N	--	--
4.	2020-21	Y	DDC 19	KOHA 20.05.10.000
5.	2021-22	Y	DDC 19	KOHA 20.05.10.000

Due to technical glitches previously installed ILMS software **SOUL2.0** got corrupted in 2019-20 and therefore the library has switched the ILMS to **KOHA 20.05** on 20/04/2021 and the catalogue database is reconstructed. An amount of 10 Lakhs INR was received from RUSA for the Digital Up gradation and Automation of the library. The fund is used for installing the ILMS (**Koha 20.05**) and Institutional Repository software (**DSpace**) and data migration.


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Infrastructures

Sl. No.	Items	Total No.
1.	Computer for Staff	3 Desktop
2.	Computer For Users	20 (Language Lab)
3.	Modular Table	5 for Language Lab + 1 for Server
4.	Chair for Language Lab	20
5.	Student Reading Table	14
6.	Chair for student reading room	56
7.	Office Table	10
8.	Office Chair	15
9.	Xerox Machine	1
10.	Printer	2 (1 Normal Printer+ 1 Barcode Printer)
11.	Scanner	1
12.	Steel Almirah	51
13.	Book Rack	33
14.	Wooden Box	1
15.	Ceiling Fan	19
16.	Laptop	1
17.	Computer Table	3 (Language Lab and Server table not included)
18.	Vacuum cleaner	1
19.	Card Box	2
20.	Catalogue Box	2
21.	Newspaper Table	2
22.	CCTV Camera	16
23.	Monitor	1
24.	Fire Powder	3
25.	Wall clock	1
26.	Barcode Reader	5
27.	Battery	1
28.	Inverter	1 (1 Out of order)
29.	Air Conditioner	1
30.	(Power Backup) UPS	2
31.	Server PC	2 (Koha Server + Language Lab Server)
32.	OPAC KIOSK (Including the TV Monitor and Accessories)	1
33.	Journal Stack	1



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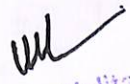

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Staff Details

Sl No.	Name	Designation	Duty
1.	Mr. Ramyajyoti Arandhara	Librarian	Administration
2.	Mrs. Jyoti Kalita	Junior Assistant	Stock Details
3.	Mr. Someswar Das	Bearer	Book Issue/ Return
4.	Mr. Sanjay Boro	Bearer	Book Issue / Return
5.	Mr. Deepak Tossa	Bearer	Technical
6.	Mr. Diganta Basumatary	Junior Assistant	Technical
7.	Mr. Sanju Kandho	Cleaner	Cleaning



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Future Plan

According to the Fifth Law of Library Science “Library is a Growing Organism”, and thus we have some future plans for the Library and Information Centre to provide smooth access to well organized high quality resources in both physical and digital formats in support of learning, research and teaching communities. Some of them are:

- To enrich the collection of the library.
- To enrich the digital resources and digitise the college publications, magazines etc. and to make them available in the digital library website DSpace.
- To equip the Library with RFID Technology to enhance better service to its users.
- Installation of Solar Power Plant (Grid) in the Library which is already sanctioned from the Govt. of Assam.


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Photograph of Audit Committee Meeting



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Dr. Ranjan Karita
(Dr. Ranjan Karita)
Principal
Rangapara College

REPORT OF LIBRARY AUDIT

Introduction: Rangapara College Library is a well equipped resourceful library with total no. of 29089 books along with journals Magazines and bound volumes to satisfy the users need.

Library services: Library is rendering all the services seeking by the users of the library, like Circulation, OPAC User Orientation, Reference services, Current Awareness services, Reprography and online browsing services through D-SAPCE software.

Automation of Library: Library is automated through KOHA 20.05.10.000 software. Cataloguing, Acquisition, OPAC, Circulation are done with this ILMs software.

Subscription of E-Resources: The college is a member of NLIST project of INFLIBNET. So all resources available in NLIST can be searched by the user of this library.

Amount spent on purchase of books, journals: The financial report on purchase of books and journals collected by the librarian from accounts branch has been verified and found correct.

Per day uses of the Library: Library is maintaining the records of daily users by register method. Separate entry register available for students and faculties to calculate the uses of library.

IT Facilities: Rangapara College library has the IT facility to its users. One separate internet browsing room and a language lab attached with the library where users can utilize the internet facility.

Mitali Goswami
26/9/2022
(Dr. Mitali Goswami)

MOHAN MEDICAL LIBRARY
TEZPUR COLLEGE
TEZPUR TEZPUR

Anju Saiki Hazarika
26/9/22
Anju Saiki Hazarika

Librarian, Darrang College
Tezpur

LIBRARIAN
Darrang College
Tezpur

To

Date: 26/09/2022

The Principal
Rangapara College, Rangapara

The following are the Recommendations and Suggestions in regards of your college library:

Committee found that there is proper documentation maintained in the Library. Committee observed strength in maintain the records, maintaining audio-video equipments, collections of Rare Manuscripts, Books and periodicals, book bank facility for BPL/ST/SC/ OBC category students. Committee Observed healthy atmosphere among the stack holders which complements in easy teaching-learning process.

- Integrated Library Management Software (ILMS), KOHA 20.05 is being utilised effectively in library, however the cloud based software (DSpace) should be used effectively by uploading more e-resources for users.
- Committee recommended to display the collection of rare manuscripts & special collections as separate sections and should be organised classes or workshop to create awareness among the students.
- Committee also suggested to edit the Library webpage in the college main website. And there should be added all the information about the library.
- Committee recommended to take initiative to organise User Orientation Program for Newly admitted students, display the new arrivals, Organise Book Exhibition or Book Fair once in a year and motivate its users to develop reading habit.
- Committee also suggested to take initiative to organise seminar or workshop program to create awareness to use the e-resource and to use the N-List among users.
- Maximum help of technology should be taken for reference/ referral service which will increase the utility and benefit the stack holders.
- Committee recommended to automate the gate register and serial section of the library at the earliest.
- Preservation of the library materials should be maintained properly.
- Records of damaged books should be maintained.
- To be subscribe international journals.

Seal & Signature

Mit

(Dr. Mitali Goswami)

Librarian, Rangapara College
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Anjan Sarkar
Librarian, Rangapara College
LIBRARIAN
Rangapara College
Tezpur