

LIBRARY AUDIT REPORT

For

The Session 2019-2020

Rangapara College

Rangapara-784505

Assam, India




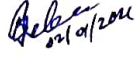



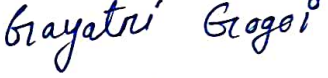

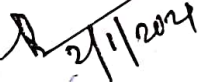


A handwritten signature in black ink, appearing to be "Dr. Ranjan Kalita".

(Dr. Ranjan Kalita)
Principal
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Library Audit Committee

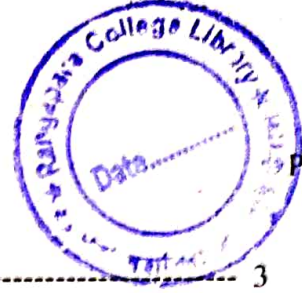
The Library audit committee includes the following members:

1. Dr. Ranjan Kalita, Principal 
2. Dr. Ranendra Mohan Deka, Vice Principal  02/01/2021
3. Mr. Prasanta Boro, HoD and Assistant Professor, Department of Bodo, Library in-charge 
4. Dr. Azizul Hoque, HoD and Assistant Professor, Department of Mathematics 
5. Dr. Saswati Purkayastha, Assistant Professor, Department of Mathematics 
6. Dr. Gayatri Gogoi, Assistant Professor, Department of Mathematics 
7. Dr. Bijoy Sankar Boruah, Assistant Professor, Department of Physics 
8. Dr. Pradip Barman, HoD and Assistant Professor, Department of History  2/1/2021
9. Mr. Riten Basumatary, Assistant Professor, Department of Bodo  02/01/2021
10. Mrs. Jyoti Kalita, Jr. Assistant, Library  02/01/21


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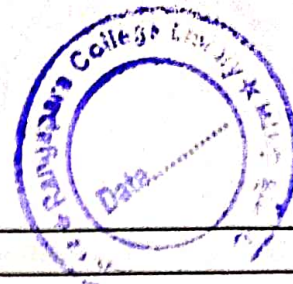


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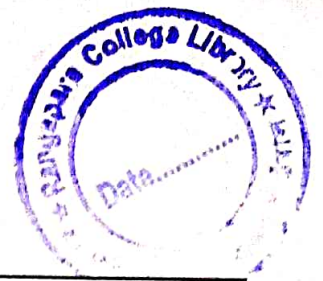
1. Summary of this Audit



Total No. of Libraries covered	1+15=16
Total No. of Books in the Libraries	30226
Average Budget Utilization in 2019-20	52.22%
Acquisition during 2020	784
Cost of Books purchased in 2019-20	114190 INR
Book utilization Rate (Books issued/member at a time)	Ranges from 1 to 5
Library seating capacity	81
No. of Periodicals subscribed by the Libraries	27
Cost for Periodicals in 2019-20 (including e-resources)	₹0433 INR
Classification scheme followed	DDC 19
Catalogued Libraries	On Process
Total Number of Computers in the Libraries	
For in house operations	4
For users	3
Automation Software's	
SOUL 2.0	1
Membership and Staff Numbers	
Total Members of the Libraries	1805
Total Number of library Staff (Permanent)	3 (Sanctioned strength-)+1 Vacant
Total Number of library Staff (Temporary)	2
Working hours	
Main Library	8:00 AM to 6:30 PM
Department Libraries	7:30 AM to 5:30 PM


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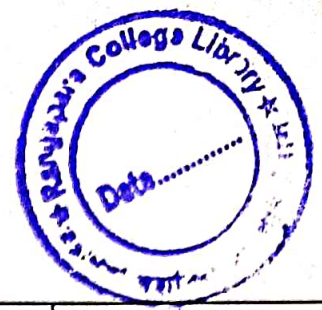


2. Library Heritage (2020)

Sl.No	Library/Department(s)	Year of Establishment
1	Main Library	1979
2	Assamese	2004
3	Bengali	2004
4	Bodo	2004
5	Botany	2020
6	Chemistry	2020
7	Commerce	2004
8	Economics	2004
9	Education	1994
10	English	2004
11	Hindi	2001
12	History	2004
13	Mathematics	2020
14	Physics	2020
15	Political Science	2004
16	Zoology	2020


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3. Library Stock

(A) Main Library

Sl. No	Year	Total Books	Total Increment
1	As on 1 st January, 2016	20053	1389
	As on 31 st December, 2016	21442	
2	As on 1 st January, 2017	21443	1872
	As on 31 st December, 2017	23315	
3	As on 1 st January, 2018	23316	5849*
	As on 31 st December, 2018	29165*	
4	As on 1 st January, 2019	29166**	276**
	As on 31 st December, 2019	29442	
5	As on 1 st January, 2020	29442	784
	As on 31 st December, 2020	30226	

*This number includes 2132 donated books.

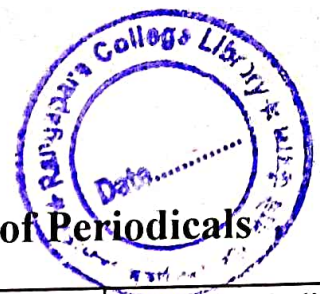
**This number includes 211 donated books.

(B) Departmental Libraries

Sl. No.	Department	First Stock	Second Stock	Total Number of Books	Remarks
1	Assamese	58	172	172	
2	Bengali	102	417	417	
3	Bodo	117	300	300	
4	Botany	Newly Established			
5	Chemistry	Newly Established			
6	Commerce	50	175	175	8 Departmental publications
7	Economics	116	302	302	
8	Education				
9	English	327	427	427	08 Journal publications
10	Hindi	4	787	787	66 Journal Stocks
11	History	29	279	279	
12	Mathematics	Newly Established			
13	Physics	Newly Established			
14	Political Science	210	537	537	
15	Zoology	Newly Established			

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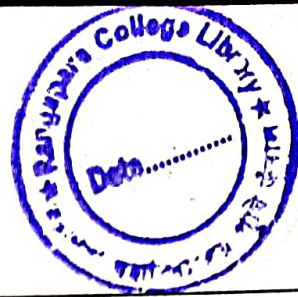


4. No. of Periodicals Subscribed and Cost of Periodicals

Sl. No	Year	No. of Periodicals Subscribed	Cost of Periodicals Subscription
1	2015-16	27	25119.00
2	2016-17		70305
3	2017-18	27	22009
4	2018-19	27	33631
5	2019-20	27	50433


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5. Membership

Sl.No	Category	Total Members
1	Teaching staff	51
2	Office Staff	15
3	Students	1726
4	Others	13
Total members		1805

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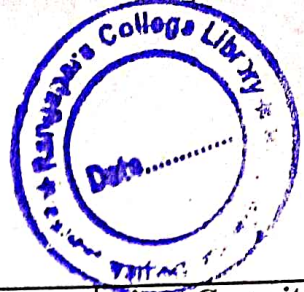


6. Books Utilization (2015-20)

Sl.No	Year	No. of Issues/ Year	Issues/Member (Allowed)
1	2015-16	4493	24
2	2016-17	5058	24
3	2017-18	4779	24
4	2018-19	5094	24
5	2019-20	4049	24

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7. 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 Stag 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
	Total	3848 sq. ft	81


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8. Library Budget and Utilization

Sl. No	Year	Total Budget in lakhs	Utilization in %
1	2015-16	259050	63.82
2	2016-17	315313	44.77
3	2017-18	1725323	86.55
4	2018-19	219457	80.44
5	2019-20	368344	52.22

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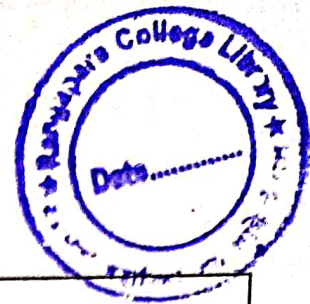


9. Technical Processing and Library Automation

Sl. No	Year	Catalogued (Y/N)	Classification Scheme	Software used
1	2015-16	Y	DDC	SOUL 2.0
2	2016-17	Y	DDC	SOUL 2.0
3	2017-18	N	DDC	SOUL 2.0
4	2018-19	N	DDC	do--
5	2019-20	N	DDC	do-

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Librarian J.C.
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10. Infrastructures

Sl. No	Items	Total Numbers
1	Computer for staff	4
2	Computer for users	3
3	Photostat Machine	2
4	Printer	2
5	Scanner	1
6	Steel Almirah	51
7	Wooden Almirah	12
8	Book Racks	33
9	Wooden Box	1
10	Ceiling Fan	19
11	Stand Fan	1
12	Laptop	1
13	Computer Table	8
14	Vacuum Cleaner	1
15	Card Box	2
16	Catalogue Box	2
17	Reading Table	24
18	News Paper Table	2
19	CCTV Camera	16
20	Monitor	1
21	Fire Powder	3
22	Wall clock	1
23	Bar Code Reader	1
24	Battery	2
25	Inverter	2
26	Chair	81


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11. Staff Details

Sl. No	Name	Designation	Duty	Remarks
1	Mr. Prasanta Boro	Librarian (i/c)	Administration	
2	Mrs. Jyoti Kalita	Jr. Assistant	Stock details	
3	Mr. Someswar Das	Bearer	Book issue/return	
4	Mr. Sanjoy Boro	Bearer	Book issue/return	
5	Mr. Dipak Tossa	Bearer	Technical	
6	Mr. Sanju Kandho	Cleaner	Cleaning	


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