

# **CENTRAL LIBRARY**

**B.P. CHALIHA COLLEGE, NAGARBERA**

## **LIBRARY AUDIT REPORT**

**2023-2024**



**B.P. Chaliha College**  
**Nagarbera, Kamrup**  
**Assam 781127**

### **Schedule of the Library Audit:**

Date of visit: 08-06-2024

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. Kamal Chandra Pathak
- External Members: Prof. Sanjay Kumar Singh  
Dr Prasanta Kumar Deka
- IQAC Coordinator- Mr. Arun Sarkar, Coordinator, IQAC
- Librarian: Dr. Rubi Baishya

### **Library Committee Members:**

Sl No.	Name & Designation	Portfolios
1	Dr. Kamal Chandra Pathak, Principal	Chairperson
2.	Mr. Biplab Nag, Associate Professor	Sr. most member
3	Dr. Rubi Baishya, Librarian	Convener
4	Mr. Sukumar Dewan, Associate Professor	Member
5	Mr. Anshuman Saikia Associate Professor	Member
6	Ms. Chayanika Kalita, Asst. Professor	Member
7	Mr. Arun Sarkar, Coordinator, IQAC	Member

**Library Staff:**

For the success of the library is Librarian Dr Rubi Baishya, whose expertise in Library and Information Science (MLISc) and proficiency in computer applications contribute significantly to the effective management of library resources and services. Baishya's leadership ensures the smooth operation of the library and the provision of timely assistance to users seeking help, guidance or support. For assisting the librarian Mr. Soilendra Pathak, Assistant Librarian and Mrs. Latika Medhi, Library Bearer are rendering their respective services with full dedication and sincerity.

Sl No.	Name	Designation	Experience
1	Dr. Rubi Baishya	Librarian	4 years
2	Mr. Sailendra Pathak	Assistant Librarian (Non-Sanction)	28 years
3	Mrs. Latika Medhi	Library Bearer	28 years

**About the College:**

B. P. Chaliha College, Nagarbera was established in the year 1972 in the sylvan setting of Nagarbera, embraced by the sweet flowing river Jaljali on the eastern side and a vast expanse of green field on the western side. The College was aptly named after the Ex-Chief Minister Late Bimala Prasad Chaliha, an illustrious son and an architect of modern Assam. The College is situated on the south west corner of Kamrup district, presently extending its grasp over two other neighboring districts - Barpeta and Goalpara. In addition to catering to the need of higher education in Kamrup district, it also promotes knowledge and skill among the vast mass of socio-economically disadvantaged people of greater Nagarbera area. The College strives to achieve excellence in every possible human endeavour. The College was brought under Grant-in-Aid system on 01-09-1979. Another feature was added to its glory when Science stream was introduced in 1985. At present the College is a full-fledged Arts and Science stream offering major courses in fourteen different subjects at graduate level along with the Department of Computer Science offering B.Sc. in Computer Science. Apart from catering to the usual learning programmes of both H.S. and Three Years Degree courses under A.H.S.E.C. & G.U. The College has arranged to impart vocational Courses and Master Degree Programme in different subjects like English, Assamese, Political Science, Education under the Gauhati University Centre for Distance and online Education (GUCDOE).

### **About the Library:**

It is one of the premier centres for learning and has the capability of helping in research & development in the greater area of Nagarbera. Since the inception of B.P. Chaliha College, Nagarbera, was established in 1972 looking at the necessity of students for the process of learning and resource development. From the beginning, the library has flourished to reach the present status due to untiring efforts of the Library Staff and the cooperation extended by the college authorities. It is our great pleasure to note that this library is catering to a reading habit in multiple directions for the student community, for the teachers irrespective of the field of different subjects, and the greater community of Nagarbera area as a whole.

Central library, B.P.Chaliha College follows the 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 their necessary books. The library is partially automated and SOUL 2.0 Integrated Library Management software is used for automation work which is provided by INFLIBNET centre. Along with printed documents (books/journals), the library also provides e-resources under the N-List. The library also has special collections of Dr. Bhupen Hazarika, Dr. A.P.J. Abdul Kalam and Dr. Mamoni Raisam Goswami.

### **Mission & Vision:**

The vision of the Central Library of the Bimala Prasad Chaliha College is to cater to the reading habits of the college's students and teachers, as well as the general public of greater Nagarbera. The library's mission is to provide reading and lending facilities to the college students while also creating a reading environment for the people of the Nagarbera area as a whole, with a motto "ALWAYS AT YOUR SERVICE".

### **Physical Infrastructures:**

The 'Central Library' of B. P. Chaliha College, Nagarbera is located on the first floor of the main administrative building. The library has a total area of 330.6 square metres. The entire library building is under C.C.TV surveillance.

#### **Infrastructural Facilities**

<b>SINo.</b>	<b>Location</b>	<b>Setting Capacity</b>
1	Reading Hall	60
2	Teachers Reading Hall	15
3	Institutional Repository cum digital library	-



4	Circulation Section	2
5	Stack Area	—

#### **Milestones of the Library:**

- The Library was started in 1972 and it was shifted to the first floor of the Administrative Building in August, 2013.
- Late Umesh Chandra Das was the first librarian i/c of the college.
- Library automation started with library management software SOUL 2.0 developed by INFLIBNET centre.
- CCTV cameras were installed in various prominent locations of the library.
- N-LIST services are provided by the library.
- The college also got NDLI club membership in March, 2023.
- The Barcode Enabled Circulation was introduced in the month of April, 2023.

#### **Library Collection:**

The college possesses a rich library with a sizable collection of precious books and journals, including textbooks of various subjects required for the usual academic programmes. In addition to a good number of reference books and periodicals, several newspapers in Assamese and English are available in the library. The students can have the free access facilities in the library. All students, teachers and college staff can avail library facilities for their academic and personal development. Apart from these collections - Encyclopedia Britannica, various Dictionaries (English & Assamese), Asom Sishu Sahitya Kosh and 'ViswaKosh' – an encyclopedia written in Assamese, are also available.

#### **Summary of Library Collections (As on 31<sup>st</sup> March, 2024)**

SL. No.	Particulars	Total
1.	Books (both text and references)	21258(As per accession register: 17386 As per old record: 3872)
2.	Print Journals & Magazines	8
3.	Newspapers	4
4.	E-Books & E-Journals	As per N-LIST and NDLI program.

**Hardware and Software Strength:**

- Total Number of PCs: **14** (Library: **04** & Digital Library: **10**)
- Total Number of Server PCs: **01**
- Total Number of Printer: **02**
- Total Number of Barcode Printer: **01**
- Total Number of Barcode Scanner: **02**
- Total Number of Scanner cum printer: **01**
- Total Number of CCTV Camera: **05**
- Integrated Library Management Software: SOUL 2.0 (Developed by **INFLIBNET Center**), ain IUC of UGC.
- Barcode Software: **P-Touch**
- Institutional Repository cum Digital Library Software: **provided by SS technology**

**Library Rules:**

- a) Every member must put a signature in the Gate Register available at the entrance.
- b) The library card is not transferable and must be produced when demanded.
- c) Users must produce their Library Card or Identity Card at the time of borrowing books.
- d) Books lost, torn or defaced in any way will have to be replaced by the borrowers.
- e) Journals will not be issued from the library.
- f) User will be held responsible for misuse of his/her library card.
- g) The loss of the Library Card must be reported to the Librarian immediately. A fine of Rs. 30 will be charged for the loss of the card to issue a duplicate library card.
- h) Anyone who violates the rules and regulations of the library would be liable to lose the privilege of Library Membership.

**Library Service Hours:**

General Library Timings: 9:00 A.M to 4:00 P.M

**Holidays:** All Gazetted Holidays and Sunday

### **Library facilities & Services:**

- Open access facility is allowed to all the users of the library.
- Circulation service is provided to all the bonafide users of the library.
- Reading Room facility to the users. The Library has a separate reading area with a seat of around 60 for users. Users have to put their signature in the readers attendance register.
- Reference service is also provided to the library users. The reference books are made available to the readers during library hours. The personal assistance as guidance and help is provided, if required to the new readers to make use of the reference books.
- E-resource facility (through NLIST and NDLI)
- Scan and delivery service
- User Orientation is organized for the students of the college for proper use of the library at the beginning of every academic year.
- Important information relating to the library is displayed on the notice board for the benefit of the students.

### **Library Membership:**

The library services can be availed by all registered members. The following categories of persons are eligible to enrol as members of the library:

Sl. No.	Category	Eligible Groups
1.	Higher Secondary Course	Registered Higher Secondary students of B.P.Chaliha College
2.	Undergraduate Course	Registered Undergraduate students of B.P.Chaliha College
3.	Faculty	Teaching Staff of the B.P.Chaliha College
4.	Staff	Administrative and Technical staff and all other office staff

### **Book Loan Period:**

Students and the teaching and non-teaching staff can take books on their cards from the library. A tabular presentation of the book loan system of our library as follows:



Sl. No.	Type of Membership	Number of Books Issued	Loan Period (Days)	Renewal
1.	Higher Secondary Students	02	15	Books can be renewed after the stipulated loan period of 15 days
2.	Undergraduate Students	02	15	Books can be renewed after the stipulated loan period of 15 days
3.	Teaching Staff	20	90	Books can be renewed after the stipulated loan period of 90 days
4.	Non-teaching Staff	05	30	Books can be renewed after the stipulated loan period of 30 days

#### Journals/Magazine Available (April, 2023-March, 2024)

Sl. No.	Title of the Journal/ Magazine	Language	Frequency
1.	Down to Earth	Assamese	Monthly
2.	Sankya	Assamese	Fortnightly
3.	University News	English	Monthly
4.	Edutracks	English	Monthly
5.	The Heritage	English	Monthly
6.	The Fragrance of East	English	Weekly
7.	Prabudha Bharat	Multi-Lingual	Half Yearly

#### Newspaper Subscriptions (April, 2023-March, 2024)

Sl.No	Title of the Newspaper	Language	Regional/National/International	Frequency
1.	The Assam Tribune	English	Regional	Daily
2.	NiyomiyaBarta	Assamese	Regional	Daily
3.	DainikAsam	Assamese	Regional	Daily
4.	AsomiyaPratidin	Assamese	Regional	Daily
5.	DainkJanambhumi	Assamese	Regional	Daily
6.	Bikasita Bharat Samachar	Hindi	Regional	daily

#### E-resources:

The College Library has been a member of N-LIST since 2008. The registered members of the library have access to e-resources through N-List (National Library And Information Services Infrastructure for Scholarly Content) funded by the Ministry of Human Resources Development (MHRD) under its National Mission on Education through ICT. Under this program, the college library members can access more than 6,000+ e-journals and 1,99,500+ e-books.



The college library is also registered with the National Digital Library of India (NDLI) which provides access to 6,00,000 books and more than 7.5 crores of resources in the Indian languages and English.

**(a) E-Resources available through N-LIST (<https://nlist.inflibnet.ac.in/>):**

<b>E-Journals (Full-text)</b>	<b>E-Books</b>
American Institute of Physics [18 titles]	Cambridge Books Online [1800 titles]
Annual Reviews [33 titles]	E-brary [185000+ titles]
Economic and Political Weekly (EPW) [1 title]	EBSCoHost-Net Library [936 titles]
Indian Journals [180+ titles]	Hindustan Book Agency [65+ titles]
Institute of Physics [46 titles]	Institute of South East Asian Studies (ISEAS) Books [382+ titles]
JSTOR [2500+ titles]	Oxford Scholarship [1402+ titles]
Oxford University Press [262 titles]	Springer eBooks [2300 titles]
Royal Society of Chemistry [29 titles]	Sage Publication eBooks [1000 titles]
H. W. Wilson [3000+ titles]	Taylor Francis eBooks [1800 titles]
Cambridge University Press [224 titles] (2010-2016)	Mylibrary-McGraw Hill [1124 titles]
	South Asia Archive [through NDL]
	World e-Books Library [Now Available through NDL only]

**(b) Open Access E-Resources:**

<b>Name</b>	<b>URL</b>
National Digital Library of India (NDLI)	<a href="https://ndl.iitkgp.ac.in/">https://ndl.iitkgp.ac.in/</a>
eGyanKosh	<a href="https://egyankosh.ac.in/">https://egyankosh.ac.in/</a>
e-PG Pathshala	<a href="https://epgp.inflibnet.ac.in/">https://epgp.inflibnet.ac.in/</a>
ShodhGanga	<a href="https://shodhganga.inflibnet.ac.in/">https://shodhganga.inflibnet.ac.in/</a>
NIScPR Online Periodicals Repository	<a href="http://nopr.niscpr.res.in/">http://nopr.niscpr.res.in/</a>

National Science Digital Library	<a href="http://nsdl.niscpr.res.in/">http://nsdl.niscpr.res.in/</a>
Directory of Open Access Journals	<a href="https://doaj.org/">https://doaj.org/</a>
Directory of Open Access Books	<a href="https://www.doabooks.org/">https://www.doabooks.org/</a>
Directory of Open Access Repositories	<a href="https://v2.sherpa.ac.uk/view/repository_by_country/">https://v2.sherpa.ac.uk/view/repository_by_country/</a>
HathiTrust Digital Library	<a href="https://www.hathitrust.org/">https://www.hathitrust.org/</a>
Open Access Theses and Dissertations	<a href="https://oatd.org/">https://oatd.org/</a>

### **B.P. Chaliha College Digital Library:**

The B.P.Chaliha College Digital Library cum Institutional Repository can be accessed through the URL - <https://www.bpchalihacollege.org.in/online/dlibrary.php>

The resources available in the Digital Library are as follows:

- i. Classnotes
- ii. Class Videos
- iii. College Magazine
- iv. Live Discussion
- v. Question Papers
- vi. Prospectus
- vii. B.P. Chaliha College Publications
- viii. Newspaper Clipping
- ix. Golden Jubilee Publications
- x. Faculty Publications
- xi. Handwritten Manifesto
- xii. News Letters

### **Library Orientation Program:**

Library orientation is conducted at the beginning of the academic year to make the fresher's familiar with the library holdings, services, and facilities available in the library. The purpose of this program is to introduce the library to fresher students for efficient use of the library resources and services.

### Best Reader Award:

To motivate the students to make the maximum use of the library and its services, the 'Best Reader Award' has been started from 2021-2022 onwards.

### Criteria for Best Reader Award

- He/She must be a bonafide student of B.P.Chaliha College.
- He/She must agree to abide by the Library Rules.
- He/She must agree to abide by the sincere and disciplined while using the library.
- He/She must use the library to the maximum extent.
- He/She must legibly put their signatures in the Library Gate Register kept at the entrance while visiting the library.

### Book Purchase details (1<sup>st</sup> April, 2023-31<sup>st</sup> March, 2024)

Subject	Bill Date/source	Acc No.	Total No of books	Amount
	15-05-2023	17147-17149	3	2376
Botany	11-08-2023	17159-17178	20	8984
Zoology	07-02-2024	17179-17193	15	6193
Economics	08-02-2024	17194-17216	23	9994
Geography	08-02-2024	17217-17237	21	13082
Assamese	10-02-2024	17238-17329	92	12088
Education	20-02-2024	17330-17386	57	13010
Total			231	65727

### Library Visit Report:

#### Library Visit Report of Students and Teachers (From June, 2023 to May, 2024)

Month	Number of visitors (Students)	Number of visitors (Teachers)
June 2023	1955	98
July 2023	45	11
August 2023	2711	121
September 2023	1851	55
October 2023	459	36
November 2023	1054	73
December 2023	426	81
January 2024	85	0
February 2024	345	74
March 2024	635	100
April 2024	732	55
May 2024	348	80



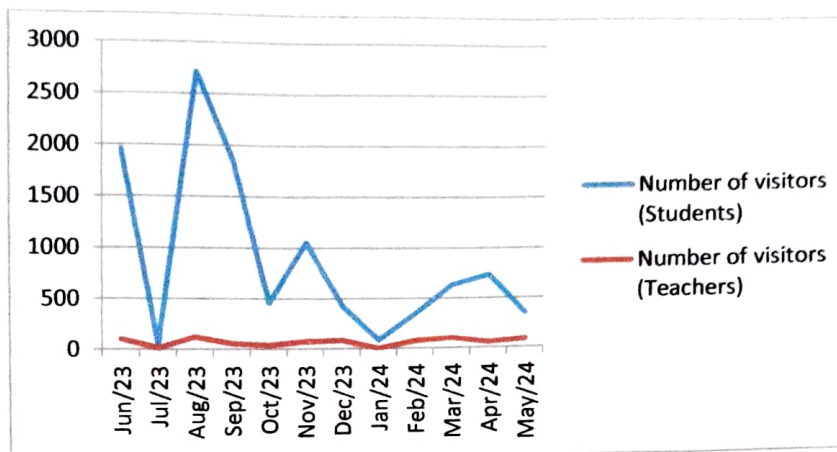


Fig: Library Visit Report of Students and Teachers

#### Future Plan:

1. Make the Library fully automated.
3. Subscription to more e-resources (e-Journals and e-Books).
4. Arrange more orientation programmes to attract users to the library.
5. Preservation of manuscript and other historical documents related to Assam.

#### Recommendation:

1. Vision and Mission of the library is to be displayed at the entrance of the library.
2. At the entrance of the library, there should be a display board/ flex showing library collections.
3. Flex for QR code of the digital library
4. Notice board to display library related notices.
5. Online attendance system for library visitors
6. DDC guide manual board/standee
7. OPAC flowchart
8. List of library staff to be displayed at a prominent place inside the library.
9. The stock of the books should be physically verified and to be tallied with the respective accession numbers.
10. Arrangement of book shelves of the library as per DDC class no.
11. Shelf list for each book shelf

12. Separate reference books and text books
13. Reference books must be increased.
14. Upgrade Soul 2.0 to Soul 3.0
15. Display 'How to access OPAC' in front of the Computer where OPAC can be accessed by the user. Web OPAC may be started at the earliest.
16. Journals of respective subjects should be increased.
17. In view of NAAC requirements, footfalls of library should be given more importance.
18. Automated attendance system may be installed at the entry/exit of the library to keep the daily attendance of the users.
19. Strengthen the infrastructure of the library.
20. Arrange separate orientations for newcomers.
21. Awareness programme is to be organised from time to time for the faculty and students for effective use of e-Resources.
22. DELNET membership may be taken.
23. ILL (InterLibrary Loan) can be initiated by the 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.
24. Link of IR/Digital library should be displayed on the college website.
25. The Statement of expenditure and account should be certified by CA.
26. Separate Collection on Bimala Prasad Chaliha
27. Separate collections of books written by the people of Nagarbera. If possible, separate manuscripts collection section is suggested for the library
28. The Digital Library Room should be renamed as E-Resource Center.
29. Internet connectivity with high speed (Jio Airfiber or any other)
30. Proper weeding out of unused and damaged books.
31. Fine rules should be amended and imposed for overdue library books.
32. Introduce Community Library services.
33. The college may participate in AssamCat/ NERCAT (Assam/ North East Region Library Catalogue for union catalogue of libraries.
34. Library should prepare a plan of activities before the commencement of semester class.
35. Few plates containing library related quotations should be displayed in various points of the library.
36. Maintain a visitors' comment book
37. Librarian may be allowed to visit other developed libraries to understand new initiatives in the library.


38. Change the banner of five laws of library science as S.R Ranganathan name is missing in the banner

### Conclusion:

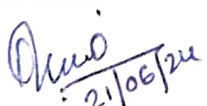
Central Library of **Bimala Prasad Chaliha College** Nagerbera stands as a beacon of knowledge, innovation, and collaboration within the Nagarbera community. With its extensive collection of resources, modern facilities, and dedicated staff, the library renders various services and fulfils the needs of the students and nearby communities. As it continues to evolve and adapt to the changing needs of its users, the library remains steadfast in its commitment to fostering a culture of learning and professional development among students.

The committee appreciates the strength in maintaining the library, records, maintaining of equipment. The committee observed a very healthy atmosphere among the stakeholders 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 the cooperation and hospitality extended to us by the college.

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

Professor & Head  
Dept. of Library & Information Science  
Gauhati University, Guwahati-781014

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

Librarian  
K K Handiqui Library  
Gauhati University, Guwahati-14

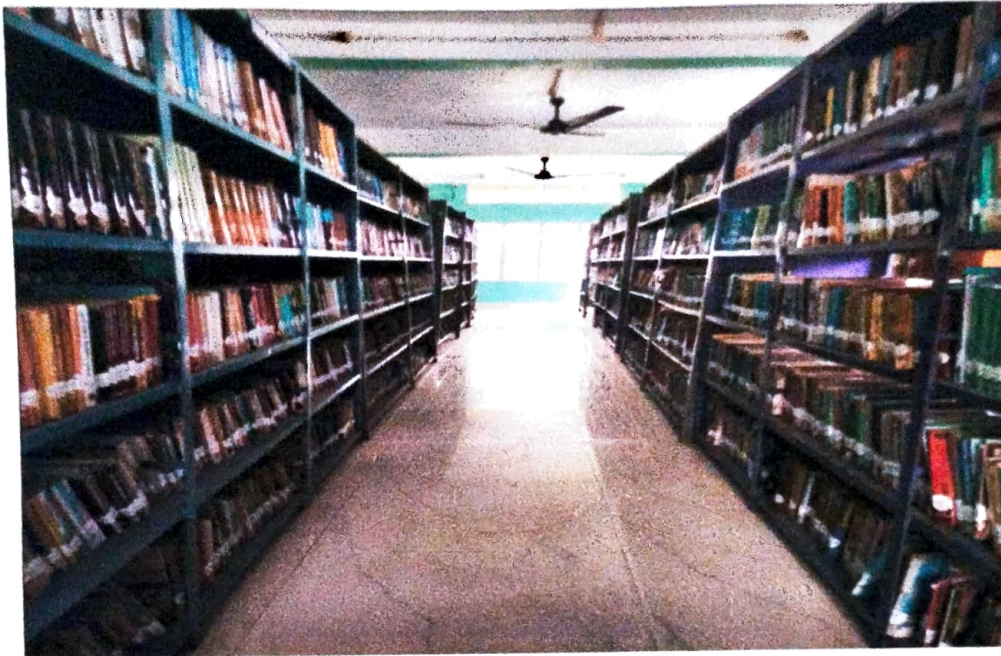
  
**Dr. Kamal Chandra Pathak**  
Principal  
Bimala Prasad Chaliha College  
Nagerbera, Kamrup- 781127

Principal  
B.P. Chaliha College  
Nagarbera



## **Annexure**

### **Photo Gallery**

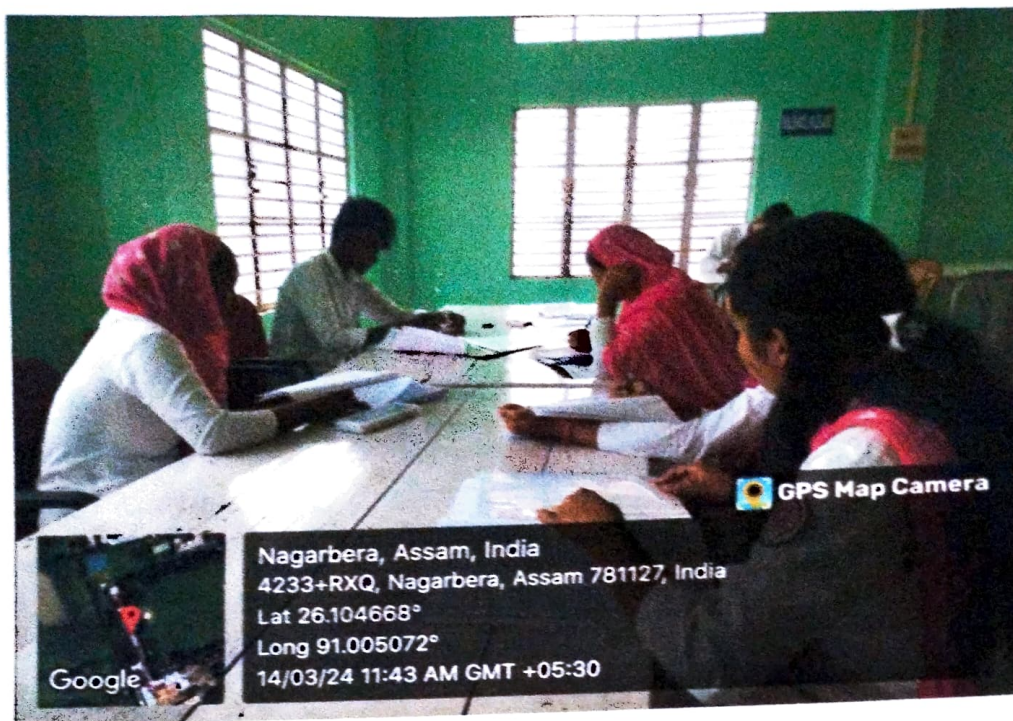


**Stack Area**



**Circulation Counter**





Students Reading Hall



Teachers' Reading Room





Periodical Display Stands



Property Counter



Digital Library