

LIBRARY AUDIT REPORT

S N T Library

21/01/2021

B N COLLEGE, DHUBRI

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Introduction:



(SNT Library building)

About the Institution:

B. N. College, Dhubri was established in the year 1946. It is a leading educational institution located in Dhubri, a border district of Assam. This college is affiliated to Gauhati University. The college has been playing a prime role in imparting higher education to the students of lower Assam. To empower the youth through the dissemination of knowledge and thereby uplift the diverse classes and communities is the main goal of the institution. At present about 3000 students are receiving educations in Arts and Science, H.S. to P.G. courses. The college offers Post Graduation (PG) course in Assamese and Chemistry. B.N. College has also introduced B. Voc. Course in IT with financial support from the Govt. of Assam. With a Vision to impart quality higher education and to ‘inspire, prepare and empower’ the students;

B. N. College, Dhubri has initiated different Enrichment courses in addition to the normal courses offered by the Gauhati University. At present, the college is offering 12 Enrichment courses for the degree students. The college is trying to strengthen the academic and physical infrastructure for achieving excellence in teaching-learning process. Spreading over an area of 18 acres, the college provides a congenial atmosphere for teaching and learning. The college is recognised under 2f and 12B of UGC act. The college has been granted with CGPA 2.62 by NAAC re-accreditation in the third cycle in 2016. Bholanath College has been selected by Department of Bio Tecnology, Government of India for DBT STAR College Scheme with grants to the departments of Physics, Chemistry, Botany and Zoology from the last year. These could be possible with the hard work done by college staff and students under the guidance of visionary management.

About the Library:

The SNT Library was named after a prominent businessman from Dhubri town of B.N. College Shew NarainTantia, who donated a sum of Rs. 17000/- (seventeen thousand) to the library for purchases books and other equipment of the library at the beginning of the library. The library was established in the year 1946, at the time of establishment of the college. The primary goal of the library is to provide information to the library users and supplement their knowledge. The library has three storeyed building. The ground floor consists of Librarian's room, technical section, reference and journal/periodical section, book bank section and OPAC. Middle floor consists of stack area, circulation section and digital section and top floor consists of reading room, internet section and newspaper and magazine display section.

SNT library 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 their necessary books. The library has its separate digital section where users can access institutional repository. We have used SOUL 2.0 Integrated Library Management software provided by INFLIBNET and also D-Space software for digital library. Along with printed documents (books/journals) our library also provides e-resource under N-List and DELNET consortium. We have also purchased e-books from Art & Science Academic Publications (ASAP). SNT Library also provides BookBank Service for the upliftment of the economically backward, differently abled, backward class students. Dhubri District is rich for its Goalpariya Folk culture. Our SNT library tried to preserve local culture and established a "Goalpariya Desi Corner" in reference section. The library also has a special corner called "Vivekananda Corner" where all the works of Swami Vivekananda are preserved. we also have a collection of works of Mahatma Gandhi.



(Reference Section)

Panel Members:

1. Prof Sanjay Kumar Singh, Professor and Head, Department of Library and Information Science; and Librarian i/c, K K Handiqui Library (Central Library), Gauhati University, Guwahati- 781014.
2. Dr Prasanta Kumar Deka, Librarian (Associate), K C Das Commerce College, Guwahati- 781008.

Schedule of the Library Audit:

- Date: 21st January 2021
- Time: 09.30 am onwards
- Members Present in the Audit Meeting:
 - Principal- Dr Dhruba Chakrabartty
 - External Members: Prof Sanjay Kumar Singh & Dr Prasanta Kumar Deka
 - Vice-Principal-Md. Abdul Motleb Mondal
 - IQAC Coordinator- Dr Susmita Sen Gupta
 - Library in-charge-Dr. Bajendra Kanta Sarmah
- Library Staff-
 1. Saiful Huda, Asst. Librarian
 2. Sahibar Rahman, Library Assistant
 3. Kartik Ch. Rabha, Library Bearer
 4. Monjoy Sarkar, Grade IV

5. Tapan Ch. Nath, Grade IV

Milestones of the Library:

- The Library was started in 1946 and it is located in an independent building in college premises.
- The library is named after S N T (Shew Narain Tantia), a renowned businessman from Dhubri. The library is known as S.N.T. Library.
- Mr. Sachindra Kumar Ray was the first librarian of the college and served for 37 years from 13.01.1955 to 29.02.1992.
- Library automation started with library management software SOUL 2.0 developed by INFLIBNET centre (an IUC of UGC) in 2005
- Barcode enabled Circulation was introduced in 2014
- CCTV cameras were installed in various prominent locations of the library in 2015
- Computer with Internet facility was started in 2008 for accessing electronic resources for teaching and learning, and research purpose.
- N-LIST services are provided by the library since 2011.
- DELNET services are offered since 2018.
- Free wifi zone in Reading Room is introduced in 2015
- Digital Library initiative started in the year 2014.

Profile of Librarian and Support Staff:

Sl. No.	Name	Designation	Qualification	Experience (in years)
1	Dr. Bajendra Kanta Sarmah	In charge	Associate professor & HOD of Statistics	32
2	Saiful Huda	Assistant Librarian	M.A.(Eng), M.Phill, MLISc.(Vinayak Mission University), PGDCA, PGDHRM(IDOL), PGDLAN (Vinayak Mission University)	13
3	Sahibar Rahman	Library Assistant	B.A.	31

4	Kartik Ch. Rabha	Library Bearer	9 th	32
5	Monjoy Sarkar	Grade IV	H.S.	23
6	Tapan Ch. Nath	Grade IV	B.A., Diploma in Library Sc. (KKHOU), BLISc. (Himalaya University), D.el.Ed.	5

Infrastructural Facilities:

Sl No.	Location	Seating Capacity	Area in Sq. Ft
1.	Reading Room	80	1656.60
2.	Reference Section	25	680
3.	Periodicals/Journals	25	680
4.	E-Resources Section	4	324
5.	Circulation Counters	1	81
6.	Smart Class Room	-	-
7.	Power Backup	Online UPS 5KVA, Inverter	24
8.	Internet Section	12	288

Collections:

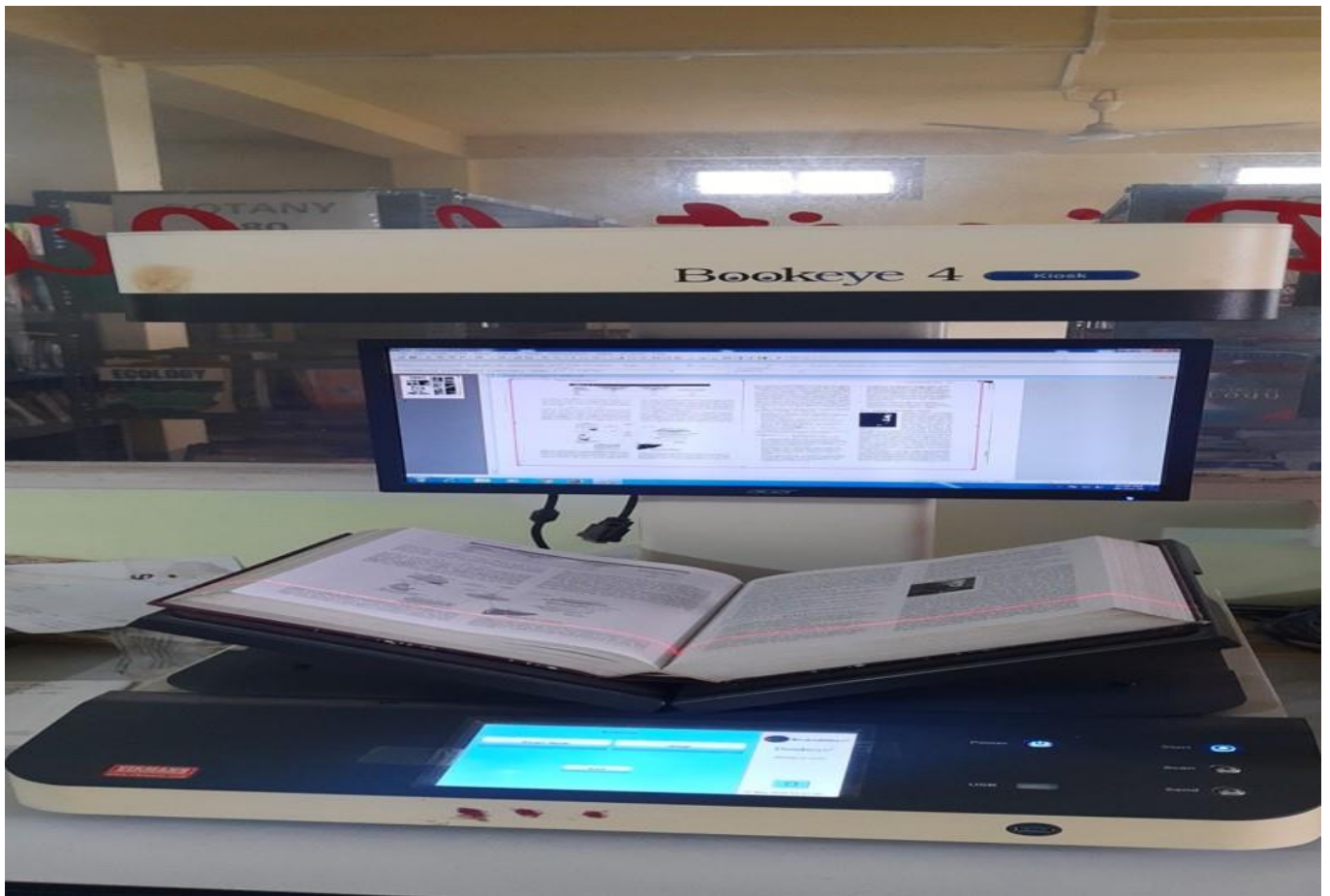
Sl. No.	Documents	Total Nos.
1.	Books	50238
2.	Journals	17
3.	Magazines	14
4.	News Paper	11
5.	e-Books + e-Journals	3749 + Art & Science Academic Publications (ASAP) + N-List + DelNET Database
6.	Non- Book Materials	141CD + 10DVD (each CD/DVD has numbers of e-books)



(Softcopy Corner)



(Journals/Periodicals)



(Book Scanner)



(Faculty Corner)



(Book Stack Area)



(Goalpariya Desi Corner)



(Vivekananda Special Corner)



(Collected works of Mahatma Gandhi)



(Barcode Machine)



(Indigenous Section)



(Book bank Section)

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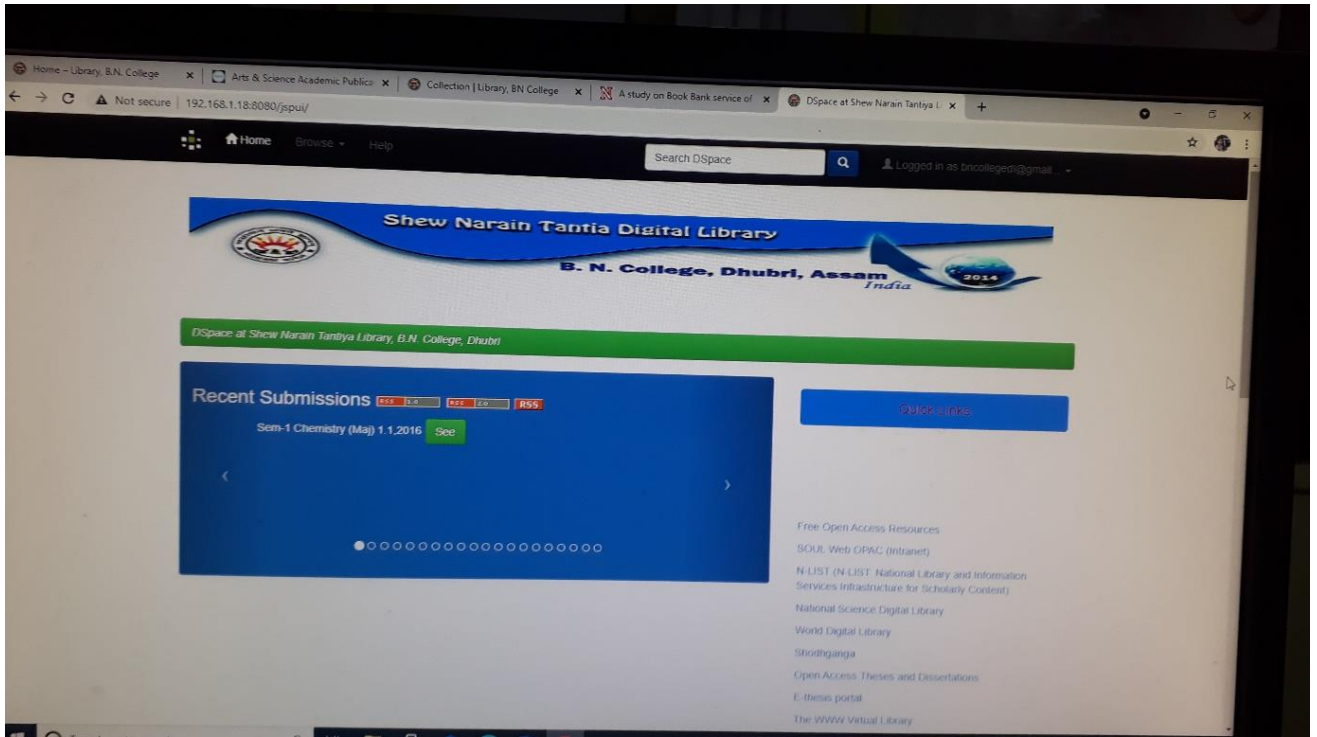
(Reprographic Service)



(Property Counter)



(Britannica)



(D-space)



(Reading Room)



(Internet Section)

Recommendations:

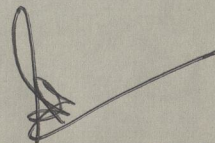
1. The library committee should take resolution about the lost books, where an internal enquiry committee may be formed. The report of the enquiry committee will be placed to GB B.N. College, Dhubri.
2. The GB B.N. College may take decision about the obsolete, damaged and unused books to be disposed by adopting a resolution regarding the weed out policy.
3. The pages of the Accession registers should be numbered in ascending order and must be certified by the Principal.
4. The stock of the books should be physically verified and to be tallied with the respective accession numbers.
5. The fund received from RUSA, DBT and other sources for library should be incorporated along with Library fund in the preparation of budget. Give a note on the fund received afterwards, if any.

6. The Statement of expenditure and account should be certified by CA.
7. College may start **Community Library Service** for the local society/ neighbours for at least once in a week. For that a separate attendance and membership forms should be maintained.
8. At the entry point of the library an information board reflecting the details of library services offered by the library should be positioned.
9. The list of subjects along with broad class nos. should be shown in the circulation section.
10. 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)
11. IR (Institutional Repositories) using DSpace must be initiated by the library, which is the stepping stone towards the creation of Digital Library.
12. Initiative can be taken to sign MoU with INFLIBNET Centre Gandhinagar, Gujarat for management and maintenance of Digital Library in the cloud server of INFLIBNET Centre (an IUC of UGC).
13. The college may participate in NERCAT (North East Region Library Catalogue for union catalogue of libraries).
14. ILL (Inter Library Loan) can be initiated by the B N College with other college libraries for Resource Sharing and for that MoU may be signed with interested college libraries of the district/state/country.
15. A huge numbers of old news papers are occupying the valuable space of the library which are of no use in today's context as all the individual news papers publishing houses are maintaining the digital archives of news papers, so it is need of the hour that the library may dispose the old news papers to save the space of the library.
16. The library may maintain newspaper clippings of the news related to college by cutting and pasting the relevant news in a register.
17. The Spine levels of the books should be maintained properly on a specific place.
18. The library rule should include the use of Property Counter with token system.
19. The User Statistics (monthly) can be showed through a pie chart.
20. The year wise books purchased to be displayed.
21. The name of Best user of the month to be displayed in front of the library.

22. Library should prepare a plan of activities before the commencement of semester class.
23. A proposal may be submitted to Raja Ram Mohun 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 Dhubri District of Assam.
24. A biography of S. N. Tantia along with photograph must be displayed in front of the library building.
 - a. A specific place (Processing Room) must be assigned for the processing of documents inside the library where data entry, accession work, spine leveling etc will be done.
25. Few plates containing library related quotations should be displayed in various points of library.
26. The ground and first floor need proper lighting and beautification.
27. The important links like, NDLI, Open sources, INFLIBNET, SWAYAM-MOOCs, etc must be highlighted in the home page of college website. A separate home page for S N Tantia Library may be created exclusively for the library.
28. New arrival should be displayed.
29. 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.
30. Maintain a visitors' comment book
31. Maintain the Bill Register

Conclusion:

A library is said as the nucleus of an institution. Today we are living in the technologically changing world, where library is not an untouched entity. So, to move step by step towards its development all possible infrastructural facilities must be provided to the library. The above points may be taken into consideration for betterment of Library services. Cleanliness must be given priority in the library. Library is not only a store house of books but it is knowledge creator, knowledge disseminator and the temple of learning. We must create reading habits among students, researchers and teachers.



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