

Report

Mahesh Chandra Deb Goswami Library Nowgong Girls' College

Session; 2022-2023



Submitted by
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Librarian
Nowgong Girls' College

1. Bird's eye view of the Library

1	Name of the Parent Institution	Nowgong Girls' College
2	Name of the Library	Maresh Chandra Dev Goswami Library
3	Tear of Establishment	1962
4	Location at the present building	14 th September 1987
5	Length of- 4591.5 sq. ft. • Librarian's Chamber & adjacent areas • Stack areas • Student's Reading Room • Digital Corner • Old Stack area	1507 sq. ft 1327 sq. ft 900 sq. ft 855 sq. ft 2025 sq. ft
6	Opening and Closing Hours	9 AM to 4 PM
7	Working days of the Library	6 days in a week
8	Total No. of Rooms/ Halls	02
9	Total no. of Staff	04
10	Sitting Capacity	56 students & 10 teachers
11	Mode of Access	Open Access System
12	Classification System	Dewey Decimal Classification (DDC)
13	Software used (remote access)	KOHA & D-Space (ngc.digitallibrary.co.in)
14	Holdings: - • Text Books • Reference Books • Journals & Periodicals • Newspaper • Manuscripts • PhD Thesis	45844 3840 15 07 75 26


Librarian
Nowgong Girls' College
Nagaon : Assam

2. Collection for the session: 2022-2023

Nos.	Type	Total
1	Total Collection	49684
2	Books on Subject	45844
3	Reference Collection (Subject reference & Sl. Nos. 05 to 20)	3840
4	Journals & Periodicals • Journals • Periodicals	07 08
5	News Papers	07
6	Manuscripts	75
7	Bound Volumes	22
8	CD/DVD	60
9	COHSSIP	528
10	North East Collection	579
11	Rare Books	351
12	Biography	285
13	Reports, Rules, Hand Books etc.	163
14	Sri Shankardeva's Collection	68
15	Rasanawali	327
16	Novels	331
17	Dictionaries	231
18	Encyclopaedias	363
19	Political Figures	426
20	Religion	33
21	NRM	248
22	Ph.D. thesis	26
23	MRP Reports	14

Sl. No. 09 to 20 = 3685

Subject Reference = 155

Previous & Added = (43574 + 2270) = 45844

3. Subject Wise Collection

No	Subject	Previous	Reference	Added (Subject)	Total
1	Assamese	6501	20	610	7131
2	Bengali	3016	11	104	3131
3	Economics	2737	08	550	2795
4	Education	3219	12	53	3284
5	English	5256	12	595	5863
6	Env. Studies	355	00	02	357
7	Geography	2657	10	58	2725
8	Hindi	3887	22	50	3959
9	History	2188	10	169	2367
10	Mathematics	1932	06	17	1955
11	Philosophy	2760	11	148	2919
12	Political Science	4118	16	89	4223
13	Sanskrit	2823	05	97	2925
14	Statistics	508	00	18	526
15	Home Science	298	00	39	337
16	Computer Science	08	00	00	08
17	Botany	330	03	36	369
18	Zoology	206	03	44	253
19	Chemistry	364	03	48	415
20	Physics	411	03	43	457
		43574	155	2270	45999

Total Collection: 45999 (Total) + 3685 (Sl. No. 09 to 20 of Sl. No. 02) =49684

4. Journal & Periodicals

No.	Title	Category
1	University News	Journal
2	Aitihya: The Heritage	Journal
3	Swarnalipi	Journal
4	Samakalin Bharatia Sahitya	Journal
5	Indian Literature	Journal
6	Journal of education and Pedagogy	Journal
7	Current Science	Journal
8	Down To Earth	Periodical
9	Prabudha Bharata	Periodical
10	Economic and Political Weekly	Periodical
11	Outlook	Periodical
12	Gariyoshi	Periodical
13	Prantik	Periodical
14	Priyo Sakhi	Periodical
15	Competition Refresher	Periodical

5. News Papers

No.	Name of the Paper	Language
1	The Assam Tribune	English
2	The Hindu	English
3	The Telegraph	English
4	Amar Asom	Assamese
5	Dainik Asom	Assamese
6	Sentinel	Hindi
7	Ananda Bazaar Patrika	Bengali

6. Number & Value of the Reading Materials

Category	Existing		Newly Added		Total	
	Number	Value	Number	Value	Number	Value
Text Books	43700	5235001	2252	205876	45952	5440877
Reference & Other Books	3604	1136404	128	-	3732	1136404
E-Books	151	-	-	-	151	-
Journals	05	15620	02	6000	07	21620
Periodicals	11	13159	-	-	11	13159
CD/DVD	60	-	-	-	60	-
Manuscripts	75	-	-	-	75	-
KOHA	01	99120	-	-	01	99120
D-Space	01	44480			01	44480
e-journals	15	-	-	-	15	-

7. IT Infrastructure

No.	Particulars	Remarks
1	Computer	20
2	Printer	02
3	Barcode Printer	01
4	Scanner	02
5	Barcode scanner	02
6	CC Camera	04
7	Bandwidth of Internet	Above 50 mbps

8. What services can be had from the library:

The services that are offered by the library towards the users includes those common services such as circulation, reference, xeroxing referral and their likes. As most of the students hail from the economically weaker section, the library has tried to provide more number of reading materials to those needy students till the completion of their examination.

In order to make aware to the users about the presence of journals and periodicals in the library Current Awareness on Information is being provided to the teaching community. With the development of IT, the library has a digital section with a total of 20 computers where 16 number of computers are for the students and the rest 04 are for the library housekeeping operations. Till now quite a good number of information have been uploaded with the help of D-Space and they comprises of Question papers, Thesis , Manuscripts, College magazines, College and Teacher's publication, MRP, e-books and e-journals where a user can access these sources from their place of stay with the help of a link.

As regard to software used, the library has KOHA software where data entry of the reading materials is being done and the users can access this information remotely with the help of OPAC.

Barcoding of books are done and this in turn helps the users and the staff to know about the position of the reading materials.

As the library is a member of N-List and it has been rendering the facilities that can be had from INFLIBNET. The library has its own wi-fi where the users are benefitted from the internet facility.

9. Maintenance of the Library:

The library has a total of 04 number of staffs who looks after the information needs of the users. The library rule governs the smooth functioning of the library operations. Moreover, the Library Advisory Committee guides the librarian in the maintenance of the work. The following records help in the maintenance of the library-

Attendance Register	Teachers
Attendance Register	Students
Attendance Register	Outside Visitors
Defaulter Register	Students

The defaulter register records the name of the students who have defaulted and are late in returning the books. It also records the number of books that are to be returned to the library. A clearance certificate is also provided to all the users including the faculty members who have cleared the books due in their name. Regarding the unused, torn, soiled or obsolete books they are withdrawn from the main lending area and kept at the old stack area where they can be utilised by the users in times of need.