

WEST GUWAHATI COLLEGE OF EDUCATION LIBRARY AUDIT REPORT 2022-23



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DR. P. P. UPADHAY

EDUCATIONAL RESOURCE CENTRE LIBRARY

**West Guwahati College of Education
Pandu, Guwahati - 781012**

LIBRARY AUDIT REPORT

2022- 2023

Schedule of the Library Audit:

Date of visit: 29th January, 2023

Time: 11:00 am onwards

Panel Members:

Prof Sanjay Kumar Singh, Professor and Head, Department of Library and Information Science, Gauhati University, Guwahati- 781014.

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

Members Present in the Audit Meeting:

Principal- Dr Gitanjali Choudhury
External Members: Prof. Sanjay Kumar Singh
Dr Prasanta Kumar Deka
IQAC Coordinator- Mrs. Barsita Sarkar
Librarian: Ms Nitumoni Mahanta

Library Committee Members: Dr. Gitanjali Choudhury (Convenor)

Members – Nitumoni Mahanta (Librarian)

Deepak Kalita (dept.of Social Science)

Ananya Patowary (Dept. Of Mathematics)

Biswabarna Dey (Dept.of Geography)

Anamika Das (Book Arranger)

Library Staff:

At the helm of the library is Librarian Nitumoni Mahanta, whose expertise in Library and Information Science (MLISc) and proficiency in computer applications (PGDCA) contribute significantly to the effective management of resources and services. Mahanta's leadership ensures the smooth operation of the library and the provision of timely assistance to users seeking guidance or support. Assisting Mahanta is Book Arranger Anamika Kalita Das, whose academic background in Political Science (BA) and dedication to her role complement the library's service in book arranging and delivery.

About the Institution:

West Guwahati College of Education on the foothills of Nilachal Hills located Pandu, Templeghat, Maligaon area on the Bank of mighty River Brahmaputra. Late Minodhar Borthakur, Rtd. Professor of Gauhati University and Sri Srimanta Sarkar Rtd. Principal of Bidyamandir H.S. School, Pandu along with the prominent personalities established on 1st April, 1992, the college under the 'Nilachal Academic Trust' affiliated by G.U. and recognized by NCTE vide NO: ERC/7-6/1-6/2005/867-875 dated October 2005, ERC/NCTE/APE00525/B.Ed (Revised order) 2015/31768 dated 20/05/2015/and ER-239.6.65(part-3)/ERCAPP3334/D.El.Ed./2016/529/3 dated 02.05.2017 with Govt. Concurrence Vide No: AEE/34/2013/68.

About the library:

Nestled within the sprawling campus of West Guwahati College of Education in Pandu, Templeghat, lies the **Prof P. P. Upadhyay Educational Resource Centre & Library**, a vibrant hub of learning and knowledge dissemination. As a cornerstone of academic excellence in the field of teacher training, the library stands as a testament to the institution's commitment to fostering intellectual growth and professional development among its student trainees and faculty members.

West Guwahati College of Education is renowned for its unwavering dedication to providing high-quality teacher education programs, aimed at equipping aspiring educators with the requisite knowledge, skills, and competencies to excel in their chosen field. Central to this mission is the library, which serves as a vital repository of information, ideas, and scholarly discourse. Named in honor of **Prof P. P. Upadhyay**, a visionary educator whose contributions have left an indelible mark on the field of education, the library embodies the college's ethos of academic excellence and innovation.

Library Resources:

At the heart of the library's offerings lies its extensive collection of resources, carefully curated to meet the diverse needs and interests of the college community. With a vast repository of 5,470 books covering a wide range of subjects, including education theory, curriculum development, pedagogical approaches, and educational psychology, the library provides students and faculty members with access to essential texts and reference materials. From foundational works by pioneering educational theorists to cutting-edge research publications, the library's book collection reflects the dynamic and evolving nature of the field of education.

In addition to its impressive book collection, the library subscribes to eight scholarly journals such as **Competition Success**, **Yojana**, **University News**, **General knowledge today**, **Reader's Digest**, **Goriyoshi**, **Prantik**, **kurukshetra** offering valuable insights and research findings on various aspects of education along with the National policies, documents related to general teacher education, special education and physical education. These journals serve as invaluable resources for students and faculty members engaged in scholarly inquiry and academic research, providing access to the latest developments and trends in the field. Furthermore, the library's six reading tables, with a seating capacity of 48 individuals, provide a conducive environment for study, research, and collaborative learning, fostering intellectual engagement and academic discourse among users.

In addition, the library is equipped with 24 hours CCTV surveillance to ensure the safety and security of its users and resources.

Digital Resources and Technological Innovations:

Free Wi-Fi connection is there in the library for its users. In keeping with the demands of the digital age, the library has embraced technology to enhance access to information and facilitate research endeavors. The introduction of the **D-Space** facility in May 2022 marked a significant milestone in the library's evolution, enabling users to explore a vast repository of digital resources, including e-books, research articles, multimedia materials, and datasets. **D-Space** preserves and enables easy and open access to various types of digital content, empowering users to engage in interdisciplinary research and access up-to-date information from anywhere at any time. This space is availed from the neighbouring college, K.C. Das Commerce College. The readers utilize all the resources from this facility.

Activities:

Library Stock Verification: Last Stock Verification was done in.

Library Expenditure: For the last five financial years.

Year	Expenditure
2019-20	6080.00 Rs.
2020-21	4433.00 Rs.
2021-22	7900.00 Rs.
2022-23	41454.00 Rs.
2023-24	29307.00 Rs.

Library Books Collection from 2019- 2023

Year	Number of Titles	Total volumes of books
2019-2020	41	42
2020-2021	-	20
2021-2022	-	31
2022-2023	-	81
2023-2024	49	108

Journals

Year	Number of journals
2019-2020	-
2020-2021	-
2021-2022	-
2022-2023	55
2023-2024	8

Current Journals- 63

Newspapers- 2

Magazine- 2

Services Provided to the Users:

Reading Room Service

Circulation Service

Reference and Information Service.

Periodical Service

Reprographic Service

Internet Service

Online Public Access Catalogue (OPAC)

Book Bank Service

E-resources Service

Current Awareness Service (CAS)

Newspaper Clipping

Digital Library Service

Community Information Service

Library Furniture

Name of the Item	Number
Book Shelf	34
Chair	35
Reading Table	6
Office Table	2
Almirah	1

Hardware:

Total Computer: 4

Office Use: 1

Students Use: 3

CCTV Facility: Available in the Library Campus with 7 cameras installed

Library Automation:

Moreover, the integration of **SOUL 3.0**, state-of-the-art integrated library management software developed by the **INFLIBNET** Centre in February 2021, has revolutionized library operations and service delivery. This user-friendly software facilitates efficient cataloguing, circulation, and retrieval of resources, streamlining library workflows and enhancing user experience. With its intuitive interface and robust functionality, **SOUL 3.0** enables librarians to manage collections more effectively, track resource usage, and generate reports for informed decision-making.

Community Information Service:

The Library is providing Community Information Service to the people of the local community. The readers include people from local area along with retired faculty, ex- students, etc. The outgoing students also avails the facilities of Competitive Examination section for their preparation of different competitive examinations. Various programs and competitions are also organized to motivate the students of the community from time to time.

Availability of Manuscripts: -**Future Plan of the Library**

Install the software DELNET within this year.

More activities related to Library Works.

Recommendation:

Automated attendance system may be installed at the entry/exit of the library to keep the daily attendance of the users.

Strengthen the infrastructure of the library.

Awareness programme is to be organised from time to time for the faculty and students for effective use of e-Resources

ILL (Inter Library Loan) can be initiated by the College with other nearby B.Ed. college libraries for Resource Sharing and for that MoU may be signed with interested college libraries of the district/state/country.

Link of various databases, e-Journals, e-Books, NDLI, INFLIBNET, UGC, NAAC, SWAYAM-MOOCs, World e-Book Library and other prominent e-Resources should be displayed in the library premises.

The Statement of expenditure and account should be certified by CA.

The college may participate in AssamCat/ NERCAT (Assam/ North East Region Library Catalogue for union catalogue of libraries.

Library should prepare a plan of activities before the commencement of semester class.

Librarian may be allowed to visit other developed libraries to understand new initiatives in the library.

Conclusion:

Prof P. P. Upadhyay Educational Resource Centre & Library stands as a beacon of knowledge, innovation, and collaboration within the West Guwahati College of Education community. With its extensive collection of resources, modern facilities, and dedicated staff, the library empowers teacher trainees to embark on their academic journey with confidence and enthusiasm. 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, research, and professional development among educators.

The committee appreciated the strength in maintaining the library along with the Alumni Contribution records, maintaining of equipments, book bank service to poor students, add on courses, manufacturing of note books, bulbs, mushroom cultivations, etc. with very limited staff. The committee observed a very healthy atmosphere among the stack holders 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 cooperation and hospitality extend to us by the college.

Prasanta
10/4/2023

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Sanjay
10/4/2023

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Photo Gallery





