

INTERNAL LIBRARY AUDIT REPORT 2020-21



The Internal Quality Assurance Committee (IQAC) constituted a committee to conduct the Internal Library Audit for the session 2020-21 of the college library--S.N.B. Central Library and also requested to submit its Report to the IQAC for inward submission to the Principal cum Secretary, Governing Body.

The Committee:

Sl. No.	Name & Designation	Position
1	Dr. Sahab Uddin Associate Professor, Dept. of English	Convenor
2	Dr. Kabita Devi Associate Professor & HoD, Dept. of Assamese	Member
3	Mr. Nazrul Hussain Associate Professor, Dept. of Political Science	Member

Schedule of the Audit Meeting: Date: 15/05/2021

Time	Shift	Programme
09.30 AM	I	Meeting with Principal
10.00 AM		Meeting with Vice Principal
10.30 AM		Meeting with Librarian
11.00 AM		Meeting with Support Staff
11.30 AM		Tea
12.00 PM	II	Visit to Library Stocks
01.00 PM		Lunch
02.00 PM		Observation of Documents/Registers
02.30 PM		Meeting with Student Representatives
03.00 PM	III	Writing the Report
04.00 PM		Presentation of the Report to IQAC Coordinator

The Library Audit Committee conducted the audit as per schedule—made an actual visit of the library to find out facts in respect of available area, available resources, facilities provided, record maintenance, issue-return procedure, use of ICT, interaction with staff and other related facilities/activities.

The Audit Committee recommends the following:

1. Vision and mission for Library is to be displayed at Library Entrance.
2. General Rules for Users should be displayed at the entrance of the library. It would be more fruitful if a User Manual is prepared and issued to the readers while offering library cards.
3. Names with designation of the library staff is to be displayed inside the library.
4. Number of Reference Books should be increased.



5. It is found that no specific Library classification systems to organize the books on the shelves is followed. A classification system uses letters and/or numbers to arrange the books so that books on the same topic are together.
6. Paper Stand should be placed to display everyday Newspapers.
7. It is very important to increase the number of Reading tables/Desks as early as possible.
8. Property Counter Boxes are to be numbered serially and provisions of issuing tokens must be initiated to the readers in order to keep in mind the security measures of reader's belongings in their bags.
9. Total number of Books and Journals should be displayed in NOTICE BOARD.
10. Committee found that there is lack of proper documentation in the Library.
11. Library Software Soul 2.0 should be improved to Soul 3.0
12. Librarian should be part of all academic meetings and programmes.
13. Library web-page should be improved by providing the link with various data-base, e-journals etc.
14. It is strongly suggested that Librarian should visit other libraries to get a knowledge of new initiatives adopted in this particular field, especially to visit Kaliabor College.
15. Static dust cloths can be used to curb dust particles regularly.
16. Above all, there is dire need for TOILET/URINAL inside the Library Building.

The Audit Committee appreciates the Principal and IQAC for the initiatives taken for the conduct of this self-audit of college library. The cooperation and hospitality extended by the college authority is certainly praiseworthy.

Signature of the Members of the Audit Committee



(Dr. Sahab Uddin)



(Dr. Kabita Devi)



(Mr. Nazrul Hussain)



**Coordinator, IQAC
Haji Anfar Ali College
Doboka : Hojai : Assam**