



GOVERNMENT OF WEST BENGAL  
OFFICE OF THE PRINCIPAL  
*Maulana Azad College*



8, RAFI AHMED KIDWAI ROAD, KOLKATA 700013, INDIA  
Phone: 033 2249-3737/2226-7814 e-mail: maulanaazadcollegekolkata@gmail.com

## Library Audit Report Year of Audit: July, 2021- June, 2024

The Audit Team Comprised of the following members has examined the information provided by the college also physically verified the actual situation and has agreed to make the following comprehensive report on 26.09.2024:

The assessment covers various aspects: collection, digital resources, library services, technology and infrastructure, physical facilities, staff assessment, usage statistics, budget and financial management, collaborations, research support services, user satisfaction, policies, and innovative practices.

### OBSERVATIONS:

#### 1. Collection Development:

- Extensive collection with a favorable student-to-book ratio (1:43 in 2022-23)
- Diverse language offerings which include Bengali, English, Sanskrit, Arabic, Persian, and Urdu
- Valuable special collections of Manuscripts and Rare books
- Subscriptions of print journals upto 2022
- E-books and e-journals available through INFLIBNET-NLIST, DELNET, British Council e-Library and online American Center Library access is provided
- Digital repositories and archives has been initiated through DSpace
- Distribution: Almost equal distribution across Science, Humanities, and Commerce.
- Currency of collection: Significant investment in recent years, is satisfactory.

#### 2. Library Services

- Reference and research assistance are provided as per the demand of the users.
- Library Orientation & Awareness programme provided group-wise and individually.

#### 3. Technology and Infrastructure

- Library Management System: KOHA ON CLOUD (Version 22.05.04.000).
- Number and types of computers for staff and users: 11, alongwith users can use their own devices.
- Internet connectivity and Wi-Fi access: Airtel & BSNL Fibre with Wi-Fi enabled.
- Digital scanners and printers: 2 Printers, 1 Scanner Printer accessible.
- Self-check-in/check-out systems: Exists and installation is in progress.
- RFID technology implementation: Yes, tagging of books started.
- External useful links like Shodhganga, NDLI, DOAJ, etc. is provided.



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#### 4. Physical Facilities

- Potentially understaffed given the size of the collection and user base
- No comprehensive disaster management plan like separate entry exit.
- Limited overall space and seating capacity.
- Lack of separate multimedia rooms

#### 5. Usage Statistics

- Number of registered users – 2370, Daily footfall - 200 (average).
- Relatively low circulation numbers compared to the user base

#### 6. Budget and Financial Management

- Consistent government funding
- Additional grants from UGC and State Government is essential
- Limited budget flexibility
- Expenditure primarily on books
- No reported expenditure on journals or e-resources

#### 7. Collaborations and Partnerships

- Valuable partnerships enhancing resource access
- A limited number of institutional collaborations

#### 8. Research Support Services

- Institutional repository management through DSPACE is initiated
- Lack of research data management services
- No support for systematic reviews
- Circulation statistics (physical and digital): 30 per day (average).

#### 9. User Satisfaction and Feedback

- Prompt complaint resolution reported
- Infrequent user satisfaction surveys

#### 10. Policies and Documentation

- Collection development through subject experts and Library Sub Committee
- Basic disaster management (fire extinguisher)

#### 11. Innovation and Best Practices

- Introduction of Library & Information Studies (IDC) as per NEP
- Implementation of RFID, OPAC Kiosks, smart library cards, and automated circulation



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- Provisions for users with disabilities
- Provisions for usage by External users.

**Recommendations:**

- 1) For Library automation, maintenance of institutional repository and day-to-day management, engagement of trainee/pass out students is essential. Trainees will get exposure to modern facilities and may be engaged under the rate of minimum per day allowance.
- 2) Library Orientation and User Awareness Program for Faculty, Staff and Students should be done on regular basis.
- 3) Listing of rare Manuscripts and Books to be undertaken through State Archives, National Manuscript Mission and other National bodies.
- 4) For digital resources, total number of e-books and e-journals through N-LIST and other consortia, along with usage data is required. Graphical representation of usage data to be presented.
- 5) Website to be regularly updated.
- 6) Library Policy Document to be framed.
- 7) Stock taking of books should be done as per Govt. rules. Stock taking of Seminar Libraries has been initiated and to be completed in a formal manner through involvement of all HoDs and the Library sub-committee.

**Conclusion –**

This audit report evaluates the library facilities and services at the institution based on data provided as of June 30, 2024. The library demonstrates strengths in its extensive collection, technological advancements, user satisfaction, and innovative practices. However, in some areas, such as the expansion of digital resources, and research support services, provision of periodic stock verification, regular User Awareness Programme, an increase in staffing, requires attention to enhance overall performance. Because of the rapid growth of knowledge pools, the college authority must think of expanding physical space and seating capacity. The library committee should conduct regular user satisfaction surveys. The college authority is requested to explore additional funding sources for collection development and e-resources.




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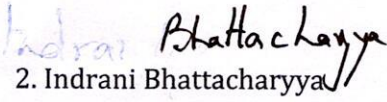


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Name and signature of the Members:

1. Prof. Prabir Kumar Das

 26/9/24

 26/09/24

2. Indrani Bhattacharyya

26/09/24

 26/09/24

3. Dr. Kankan Kumar Chowdhury

Librarian

**Bidhan Chandra Krishi Viswavidyalaya**  
Mohanpur, West Bengal, Pin.-741252



4. Dr. Pritam Gurey

26/09  
2024

LIBRARIAN

THE ASIATIC SOCIETY  
KOLKATA

Signature of the Principal

Principal  
Maulana Azad College  
Kolkata  
Govt. of West Bengal