

**Audit Report of**  
**Raiganj Surendranath Mahavidyalaya**

**Session: 2022-2023**

**Compiled by CA Suraj Prakash Joshi & Co.**

### **1. Bird's eye view of the Library:**

Name of the Parent Institution	Raiganj Surendranath Mahavidyalaya
Name of the Library	Central Library
Year of establishment	1986
Opening & Closing hours	11.00 AM TO 5.00 PM
Working days of the Library	As per the Working Days of College
Total number of rooms/hall	2
Total number of staff	3
Sitting capacity	100 APPROX.
Library In Charge	Shri Debnarayan Gangopadhyaya
Purchases:	
a)Text books	276
b) Reference Books (Yearly)	NIL
c)Journals & Periodicals (Monthly)	18
d)Newspaper (Daily)	4
e) Newspaper (Weekly)	2
e) Books Donated	NIL



## **2. Collection in terms of Books:**

No.	Type	Total
1	Total Text Books	15167
2	Journal & Periodicals	10
3	Newspapers	6
4	E book	674
5	Reference Books	450

## **3. Collection in terms of Rs:**

Title	Amount(Rs)
Library card issuance fee	<u>Added at the time of start of Session</u>
Book subscription fee	<u>Not collected</u>
Students registration fee	<u>Added at the time of start of Session</u>
Daily fine for delay in returning the book	<u>Not in place since Covid</u>
Daily charges for books lost/damaged book	<u>Not in place since Covid</u>

## **4. Issue & Return of books:**

No. of Books issued	<u>Not maintained adequately</u>
No. of Books returned	<u>Not maintained adequately</u>



### **5. Newspaper:**

No.	Name of the Paper	Language
1.	The Telegraph	English
2.	The Statesman	English
3.	Anandabazar Patrika	Bengali
4.	Uttar Banga Sambad	Bengali
5.	Karmasansthan	Bengali
6.	Employment News	English

### **6. IT Infrastructure:**

There is 14 computer system which is available for use in the library department. There are 12 computer systems dedicated to students & 2 computer systems for office use. However, there is no dedicated computer software for maintaining library records (viz. no. of books issued to students and teachers on various dates, books received back from students and teachers on various dates, books in hand on a particular subject on a particular date etc.).



### **7. Maintenance of the Library:**

The library has at present 1 (One) number of staff who looks after the library Shri Debnarayan Gangopadhyaya along with an assisting staff Miss Moushumi Sarkar & one peon Shri Shankar Pal & and all possible assistance is provided to the users. The library rules govern the smooth functioning of the library operations. Moreover, the library is not maintaining the following records for its function and maintenance: -

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. Books tend to get damaged or soiled, and they are withdrawn and their books card are kept. As regard to un-used or obsolete books they are withdrawn



from the main stacks and kept at a separate room where it can be browsed by the users.

Rather a single register is being maintained manually to record all the entries pertaining to the library which neither has a quick mechanism to derive the records nor the said system helps in fetching any quick info on the stock of books, lost books, soiled books & books rented out to students.



## **8. Observation, Comments and Suggestion:**

- Physical condition of books (pest control, regular cleaning) required on an immediate basis.
- Rebinding of damaged, tear books and its examination of it every month.
- Digital library
- To have a speedy process of issuance and collection of books from teacher and students- adequate no. of computer system and dedicated user-friendly software should be installed.
- Separate records to be maintained to check periodic deficit/surplus and in case of surplus proper policy should be implemented to ensure that the same is utilized for the overall development of the library.
- The digital library & e-books need to be added to the library section instead of laboratory section.
- Maintenance of computers/laptops & installation of Anti-Virus protection to take care of the digital systems.
- Inclusion of record of library in a separate accounting method dedicated to library wherein the fees of library,



fine for delay in submission, recovery of cost of books & other costs which are chargeable at different instances.

- Instant deployment of a full-time librarian at the college along with support staff to take care of entire library operations & an accountant for accounting purposes under the library head, as the same is a Cost Centre for the College. Further monitoring of fee, penalty, rented books can be effectively put in place.
- Full stock taking of Books, Journals, periodicals & e books & assessment & updating every quarter so that the students are imparted with the relevant data & information.
- Scrapping of E-Waste & monitoring of subscriptions the services of which have been scrapped or stopped availing.
- Purchasing of books as per proper tender & only the qualified & appropriate bidder with lowest bid may be awarded the tender.





- Donation of books may be encouraged to bring the relevant books into the library & irrelevant or damaged stock may be phased out.

Place: Raiganj

Date: 17/01/2024

In terms of our report even date

For Suraj Prakash Joshi & Co.

(Chartered Accountants)



CA S.P. Joshi

(Proprietor)

(Membership no. 300190)