



# **Library Stock Verification Report**

## **2018-2023**

**NIRMAL HALOI COLLEGE**  
**PATACHARKUCHI, BARPETA, 781326**  
Email- [nhcollege.pkc@rediffmail.com](mailto:nhcollege.pkc@rediffmail.com)

To,  
The Principal,  
Nirmal Haloi college  
Patacharkuchi, 781326

Sub.:- Submission of "Library Stock Report- June- July, 2023.

Respected Sir,

1. With reference to the above, I hereby submit the details of "Library Stock Verification Report  
June- July, 2023
2. The physical verification of library stock was done during the month of June- July, 2023 by the  
Library Staff.
3. The report is being submitted for information and for necessary action.

Please accept the same.

Thank you,

Yours faithfully

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*Mr. Kushal das*

Librarian

Nirmal Haloi College

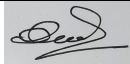
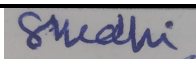

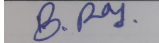
Patacharkuchi, Barpeta(Assam), 781326

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## Declaration

1. We, the library staff hereby declare that, as instructed by the Principal of the college, the complete physical verification of library items was done during the month of June- July, 2023.
2. The task was performed by the library staff under the supervision of the Librarian.
3. At most care was taken to solve the issues related to the stock verification. The detailed report is included herewith for information and for necessary action.
4. We assure that, if any discrepancy arises within the stock report, the same would be sort out during the next stock verification or as instructed by the Principal or Management of the college.
5. Please find the detailed "Library Stock Report - June- July, 2023 ", attached with this declaration.
6. The said report is made available to all for information on this date, Thursday, 27th of July, 2023.
7. This declaration is signed by the below mentioned library staffs, who were involved in the task.

Sl. No.	Name of the Library Staff	Designation	Signature
1	Mr.Kushal Das	Librarian	
2	Miss Sagarika Medhi	Assistant Librarian	
3	Mr. Niranjana Das	Library Assistant	
4	Mr. Biswajit Roy	Library Bearer	

**1. Stock verification of the Year 2022-2023**

<b>Sl. No</b>	<b>Details of Book Purchasing Year Wise</b>	<b>Text Book</b>	<b>Reference Books</b>	<b>Total</b>
1	Book Purchase For the Year 1996-2017	8262	5340	13602
2	Book Purchase For the Year 2018-2019	278	410	678
3	Book Purchase For the Year 2019-2020	512	230	735
4	Book Purchase For the Year 2020-2021	887	313	1190
5	Book Purchase For the Year 2021-2022	285	395	665
6	Book Purchase For the Year 2022-2023	1087	631	1710
	<b>Total no of books</b>	<b>11311</b>	<b>7319</b>	<b>18630</b>

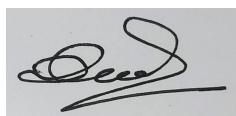
**2. Stock Details for the 2022-2023**

<b><u>Sl.No</u></b>	<b><u>particulars</u></b>	<b><u>No of Books</u></b>
1	Total no of books issued for faculty and students	12320
2	Total no books for Faculty and student who have cost paid for account	Nil
3	Books missing From 1997-2023	1500
4	Total damaged Books	4000
5	Total loss of previous year 2022-2023	35
	<b>Total no of books available on shelf</b>	<b>13095</b>

### 3. Stock of Non-Reading Materials Available in Library

Sl. No.	Name of The Item	Quantity
1	Ac	4
2	Accession Register	4
3	Barcode Printer	1
4	Basin	1
5	Book Bank Register	1
6	Book Scanner	1
7	Book Trolley	1
8	Bucket	1
9	C.C. TV Camera	9
10	Catalogue Cabinet	1
11	Circulation Register	1
12	Color Printer and Scanner	1
13	Comfortable Chair	4
14	Complaint/Suggestion Box	1
15	Computer table (Small)	3
16	Computer	8
17	Drinking tea Set	1
18	Dustbin	2
19	Fan	23
20	Fire Extinguisher	1
21	Gate Register	1
22	Globe and Map	1
23	Godrej	1
24	Inverter	1
25	LAC Proceeding Book	1
26	Library law poster	1
27	Library rule poster	1
28	Library Time Table Poster	1
29	Light	50

30	Magazine Display	2
31	Mirror	1
32	Mug	1
33	Notice Board	2
34	Paper Reading stand	8
35	Photoes	30
36	Property Counter	2
37	Reading Seat	77
38	Steel Book shelf	35
39	Steel Book Shelf (Open)	30
40	Steel Chair	19
41	Stool (small)	1
42	Student's card issue Register	1
43	Table (Long)	2
44	Teachers Entry Register	1
45	Teachers Publication Display	1
46	Towel stand	1
47	UPS	2
48	Visitors Book	1
49	Wall Clock	2
50	Water Filter	1
51	Wi-Fi connection	1
52	Wooden chair	3
53	Wooden Table	11
54	Xerox Machine	1



**(Mr. Kushal Das)**  
Librarian



**(Dr. Bhupesh Sarma)**  
Principal