

**SAO CHANG COLLEGE, TUENSANG, NAGALAND**  
**LIBRARY ADVISORY BOARD**

**PLAN OF ACTION AND ACTION TAKEN (JUNE 2021-MAY 2022)**

Sl.No.	PLAN OF ACTION	ACTION TAKEN
1	Renewal of Journal and N-List	Four journals and N-List were renewed on 10 <sup>th</sup> of February 2022 and 9 <sup>th</sup> of March 2022 respectively
2	To install Koha for Managing the functioning and maintenance of library	Installed koha and e-book server on 24 <sup>th</sup> – 25 <sup>th</sup> of February 2022
3	To upgrade power backup system in the library	Two Batteries and a machine were added
4	Books to be added for all the department	Received on 23-2-22 for a sum of Rs. 2,31,971/- from Modern Book Depot
5	Library internal audit to be conducted	Audited on 6-5-22 with Ms. Shilumongla T Sangtam and Dr. S. Arenla as the auditor

**Future plan of action (2022 – 23)**

1. To fully automate the functioning and maintenance of the library system.
2. To digitize the pass years question papers and upload the same to the college website for easy retrieval and access.
3. To celebrate National Library Week on 14<sup>th</sup> - 20<sup>th</sup> November.
4. To conduct awareness program about library.
5. To add more number of CBCS books.
6. To frame library policies related to the function and maintenance of the library.



**(MANTOK KONYAK)**

Member Secretary  
Library Advisory Board