

Role of Libraries and Librarians in NAAC Assessment**Dr. Anita Chandwani**

Librarian

Rajkumar Kewalramani Kanya Mahavidyalaya, Nagpur

Abstract

The paper briefs out general information about NAAC, its assessment process. It also discusses in detail about criteria IV metrics and role of libraries and librarians played during SSR submission and NAAC peer team visit.

Introduction

In September 1994, UGC has established the National Assessment and Accreditation Council (NAAC) as an autonomous body for measure the higher educational institutions in India UGC has set up IQAC (Internal Quality Assurance Cell) to ensure sustenance, assurance, affirmation and upgrade of the quality culture of training granted by them NAAC license is obligatory for all the higher learning foundations, especially state colleges. Without NAAC authorization, colleges are not qualified for UGC awards, RUSA awards, monetary guide and so on The two essential qualification measures for establishments to apply for NAAC Accreditation are: The Organization should have somewhere around two groups of graduated batches. The age of the Institution should be 6 years or above. The HEIs planning to apply online for the NAAC Accreditation must evaluate themselves before submitting the SSR (Self Study Report) and the IIQA (Institutional Information for Quality Assessment) document to prove their compliance with the criteria and policies of the NAAC committee. The libraries being a vital part of the foundations of higher learning can perform key job in the improvement of nature of educating, learning, examination and expansion movements. The aim of the paper is to deliberate role of library and the librarian during the NAAC process of the parent organization.

The NAAC has accepted the significance of library and information services in higher education institutions very well and they estimate the quality of the learning resource center as part of the assessment of the quality of higher education institutions in the country. 'Guide lines on Quality Indicators in Library and Information Services' are issued by the NAAC with an aim to improve the quality of the learning resource center in affiliated/constituent colleges and Universities in India. The college and university libraries, thus are supposed to provide relevant collection; efficient services and good library facilities. So, with regard to the library and information services Assessing the needs and requirements as well as the satisfaction of the students and teachers is highly necessary. According to NAAC, the main objective of each library and librarian must be 'total user satisfaction'. It is opined that the functioning of the library must be user centered. It shows that there ought to be a user based assessment of the standard of library services offered in higher educational institutions in the country. Criteria IV of the NAAC Self Study Report manual mainly focusses on the following parameters:

"Infrastructure and Learning Resources"

1. Physical Facilities
2. Library as a Learning Resource
3. IT Infrastructure
- 4 Maintenance of Campus Infrastructure

Library as a Learning Resource

Here QIM 4.2 requires data and information regarding Library collection, facilities, services, procedures and policies. In today's digital environment, it is necessary to provide remote access to e-resources in the library through Automation of library using the Integrated Library Management System (ILMS). Providing for those and such different qualities in addition to utilizing are important indicators of an educational institution. The library is supposed to offer varied, authoritative and updated resources that guide its users to satisfy their needs. Resources can be supplied in numerous formats inclusive of hard and soft copy, on line text/ photos and several media. A library wishes to have the amount of resources as prescribed with the aid of using the government,

AICTE, UGC and different governing bodies. Following collection of a library may response for maintaining the quality of resources.

- Books
- Text books,
- Reference books
- E-books.
- Peer-reviewed journals, Back volume journals, Current journals (Ind/foreign)
- Magazines
- CD's/ DVD's
- Online journals
- Book bank
- Special collection (Competitive Examinations, Braille materials, Rare Collection)

The library has a key function in supporting the academic activities of the institutions through establishing, keeping and marketing library, each quantitatively and qualitatively. The library gives a various types of services from manual to digital way. To ensure the optimum use of resources libraries must focus on following points:

- Internet Services and Digital Resources Availability
- Basic Manual Services
- Online and Offline Circulation services
- Manual and offline Reference/referral services
- Resource sharing/ ILL
- User orientation/ information literacy
- Bibliographic compilation
- Circulation services
- Clipping services
- Current Awareness Services
- Information display and notification services

In order to sustain and enhance quality of college libraries, continuous Performance evaluation is very necessary. Generally, it should be in the form of user statistics.

following parameters may prove helpful in assessing the extent of use of the library and its services

- Number of users using library through e-access
- Number of physical users accessing library
- Total no. of teachers & students in each day for all working days
- Number of issue returns per day

Preparation of library for NAAC Visit -

- All the books have to be organized properly
- All the computer /hardware, net etc. have to be in operating condition.
- newspaper should be arranged date wise.
- Accession register must be properly complete.
- All the books and journals purchase bills should maintain in the file according to the financial year.
- Library premises should be clean and all hygienic precautions should be taken care of.
- Library regular register such as student and staff visiting register, magazine /newspaper register,
- E library visit register should be maintained separately
- Access to e resources record must be maintained separately.
- Separate file for Library activities and programs should be maintained year wise
- A library manual mentioning all library collections, facilities, services, activities must be prepared as 'Library at a Glance' to display in the library at the entrance.
- Photographs with captions should be displayed in one corner of library on the display board.

- Comparative charts/ graphs of library collection, library budget during five years, Year-wise Journal/Periodical Subscribed should be displayed.
- User statistics should be maintained manually or automated.
- A display board motioning rules and regulations of the library should be kept in library
- Minutes book of Library Advisory Committee meeting with Agenda and Action Taken Report ought to be maintained, signed by the Library head and Principal
- College website and library software should be shown to NAAC team by the librarian to prove remote access services
- initiatives taken by the Library in the holistic development of students must be mentioned and involvement of Library in Research initiatives for the students and faculty members

Role of Librarian in and beyond Key Factor 4.2

Kulkarni (2018) and Jange (2020) have highlighted several points related to the contribution of librarians beyond libraries in NAAC preparation (3). Librarians play an active role as member of Library. Apart from this Librarian can help the institution in various ways to prepare for NAAC such as –

- To help in planning of NAAC related meetings and awareness programs.
- May use ICT skills in preparation of AQAR, SSR, PowerPoint Presentation, NAAC related documentation.
- Must create and provide effective e resource for teaching and learning
- Help in organizing Guidance of Competitive Examinations.
- help in updating the college website
- Create awareness concerning Reference Management Tools, Plagiarism Detection Tools, etc.
- Can contribute to achieving the institutional vision in the capability of an instructional member, IQAC organizer, NAAC organizer, IT organizer, and Statutory Officer
- Librarians also can participate within the feedback method as he/she always remains in contact with most students.

Conclusion

To enhance the quality of education, NAAC visit is compulsory for all colleges and universities to assess the services provided by them. Library being considered as heart of the institution must remain prepared as NAAC Peer Team spares more time to evaluate it apart from academic and administrative unite of the institution. By acquiring updated skills in profession, libraries and librarians can contribute better not only in Library measure but also in other units. NAAC policy has the best methodology developed for libraries which could be used for measuring the defects and to improve their performance. So, every institution must provide required library infrastructure and services according to the several guidelines given by NAAC to improve the library.

References

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