NAAC: Quality Enhancement in College Library

Dr. Ankur Singh*

(1)- Introduction-

NAAC is in autonomous established by UGC in 1994. "NAAC has formulated a three stage process for assessment and accreditation". The need for quality assurance and accreditation has been established especially in the content of financial constraints on higher education. In the process of financial accreditation libraries have a critical role. In the recent past significant development's have been reported in library and information services and the libraries are shouldering never responsibilities in higher education. Hence the standards for assessing the quality of library services need to be updated. Library are largely support Learning, teaching and Research processes in institutions. The guidelines are derived from on understanding of the global developments in the activities and services of libraries, national environment, and the outcome of a recent national workshop. The major benefits of higher education mainly the government employees and students pay for tile costs of education. In the recent time several developments have taken place which have changed tile perceived requirements for quality assurance in higher education. The libraries need to prepare well-framed rules and guidelines with regard to hours of access, circulation policies and other regulations to offer better services to the users.

(2)- Definition-

"National assessment accreditation council" The ***NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL (NAAC)*** is an autonomous body established by the University Grants Commission (UGC) of India to assess and accredit institutions of higher education in the country. It is an outcome of the recommendations of the National Policy in Education (1986) which laid special emphasis on upholding the quality of higher education in India. To address the issues of quality, the National Policy on Education (1986) and the Plan of action (POA-1992) advocated the establishment of an independent national accreditation body. Consequently, the NAAC was established in 1994 with its headquarters at Banglore.

(3) Vision and Mission-

3.1 ***Vision***

To make quality the defining element of higher education in India through a combination of self and external quality evaluation, promotion and sustenance initiatives.

3.2 ***Mission***

To arrange for periodic assessment and accreditation of institutions of higher education or units thereof, or specific academic programmes or projects; in the accreditation process, evaluation of libraries is an essential component, where the collection, services and their outreaching capacity are monitored. In the recent, past, significant developments have been reported in library and information services and the libraries are shouldering never responsibilities in higher education. And collaborate with other stakeholders of higher education for quality evaluation, promotion and sustenance.

* **MBA, M.Phil, Ph.D (Commerce), C-10, Sector, "K", Aliganj, Lucknow**

(4) Management, Administration and Library and Information Services-

Library and Information Services of Higher Education institutions play a central role in enhancing the quality of academic and research environment. The National Accreditation and Assessment Council (NAAC) strive forquality and excellence in higher education and advocates for enhancing the role of Library and Information Services in improving academic environment. In today's high-tech learning environment, the library as a learning resource is taking up increasingly more academic space and time in the life of a learner. In times ahead, this will be even more so. The libraries of the affiliated colleges may firm up their performance by equipping/enabling themselves to answer the following questions in the affirmative.

1. Does the library function on Saturdays, Sundays and holidays to facilitate use by students and faculty?
2. Does the library have extended and appropriate working hours before/after the class hours?
3. Does the college have a Library Advisory Committee? If yes, what is the role of the library committee?
4. Are the qualifications, experience and pay of the Librarian on par with that? Of the academic staff and as per government/UGC norms?
5. Has the librarian attended/participated in orientation/refresher courses and workshops/ seminars (national/regional)?
6. Does the library have separate premises of its own? Does it contain minimum infrastructure facilities such as utilities, staff area, reading hall, periodicals section, circulation counter, service area, Information Display, etc.?
7. What is the ratio of the seating capacity to the users (students and faculty)?
8. Is the Generator facility extended to the library?
9. What are the measures for overall maintenance and cleanliness of the library?
10. Does the library have computers and Internet facilities?
11. Are the library functions automated? If yes, are they fully/partially automated?
12. What are the financial/funding sources other than the state, central and UGC grants?
13. Is there any defined policy for collection development, stock verification, promotion and training of library staff?

(5) Collection and Services provides to users

5.1 ***Collection***

The library is required to provide various, authoritative and up-to-date resources that support its mission and fulfill the needs of its users. Resources provided may be in several formats, including print or soft copy, online, electronic text or images, and other media.

5.1.1 Mention total collection of Documents

In this Documents Books, Text Books, Reference Books Current Journals, per reviewed Journals, Magazines, CD, DVD, Database, Online Journals, AV Materials, Book Bank etc.

5.2 ***Library Services***

The library offers a wide range of services from reference to electronic information services. The library has promoted Library and Information services to users are both quantitatively and qualitatively**.** The Library ensures that users have access to regular and timely instruction in the use of the library and other learning/information resources. The Library provides a sufficient number of qualified staff—with appropriate education or

experiences in library and/or other learning/ information resources—to accomplish the mission of the institution. In this services library provide to users circulation services, clipping services, reference services, referral services, information literacy, digital resources availability services may be provide to users.

5.3 ***Best Practices of College Library***

In the library context some of the best practices that can enhance the academic information environment and usability. Computerization of library with standard digital software, compiling student and teacher attendance statistics, locating the same on the notice board. Displaying newspaper clipping on the notice board periodically. Internet facilities to different user groups. Conducting book exhibitions on different occasions. Organizing competitions annually.

5.4 ***Extent of the use of services***

A college library performance evaluation needs to be carried out at regular interval in order to sustain and enhance their quality. The evaluation can be made on compilation of use statistics. The library extent of the use is as follows Number of reference enquiries on an average per month. Number of services delivered per capita per month. Average number of books issued and returns per day and average number of users who visited and documents consulted per month.

(5) Maintenance of service areas-

To maintain cleanliness inside & and outside the library and provide suitable atmosphere for reading and searching. Library Users are appreciative of the library efforts in keeping the entrance, reading and stack areas neat and clean. Green lawns in front and also in the courtyard within the library are a place of attraction for many users for reading in the evening and night. Maintenance of calm and neat atmosphere in the reading and stack areas is a must for concentrated reading and searching of materials.

(6) Collection Development in different formats-

Libraries should focus on accessing the materials in digital formats together with the other collection. Development of hybrid library with the acquisition of digital collection with the print collection. To organize the materials bay guides and shelf guides for easy location. Computer terminals to the users with Internet facility to access the digital resources.

(7) Collection enhancements in hybrid library-

To focus on collection development in different formats and to organize the collection in ideal way. And maintain CD/DVD collection using CD server to access the content.

(8) Use of information technology in libraries-

The impact of Information Technology (IT) is enormous and global in its magnitude. IT has become an integral part of all aspects of the library. IT has profoundly affected library operations, information resources, services, and staff skills requirements and users expectations. Today, the success of a modern library is increasingly dependent on the most effective utilization and strategic management of new technologies in libraries. Library Services need to reach to the user desktops with the use of Technology. Some of the University and College Libraries that are using technology in their libraries spelt out their best practices with specific goalsand objectives, the process they adopted, the impact of the practice on the end user and the resources and skills that required using technology etc. These best practices

need to be constantly updated as the implementation of Information Technology Tools are used in Libraries with the changes that are taking place in the Information Technology applications

(9) Conclusions-

Library and Information Services of Higher Education institutions play a central role in enhancing the quality of academic and research environment. The National Accreditation and Assessment Council (NAAC) strive for quality and excellence in higher education and advocates for enhancing the role of Library and Information Services in improving academic environment. Hence adopting new techniques and tools in imparting user education may be of best practice in extent of use of library services. The best practices outlined in the document will be reviewed periodically and the up to date policies and practices will be framed. We do hope that this basic document would initiate the best practices in the Indian academic libraries.

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