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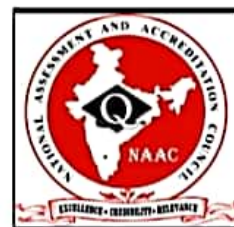
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On*

Challenges and Future Prospects in Online Submission of SSR

(Special Issue : No. 108, 30 April 2022)



**Dayanand Arya Kanya
Mahavidyalaya Jaripatka,
Nagpur**



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Role of Librarian in NAAC Accreditaion

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Abstract:

The National Assessment and Accreditation Council (NAAC), Bangalore was laid out by University Grants Commission in 1994 for assessing the intellectual, regulatory, curricular, extra-curricular exercises of Universities, Colleges, and Recognized Institutes in India. Starting around 1994, all the State Governments have found a way tough ways to authorize the Colleges and Universities in their state. The current paper endeavors to be a useful, interesting aide for the College Library and Information Centers getting ready for evaluation and authorization by NAAC, Bangalore. Rather than confining just to Library, the paper additionally plans to be productive for bookkeepers by referencing the potential routes through which custodian can help in the institutional evaluation and certification cycle of NAAC.

Keywords: NAAC, Best practices, Librarian.

Introduction:

The National Assessment and Accreditation Council (NAAC) was laid out as an independent organization of the University Grants Commission (UGC) under the Ministry of Education in 1994 with its base camp in Bengaluru. NAAC was laid out in light of suggestions of National Policy in Education (1986). The primary goal of the foundation of NAAC is the confirmation of value in the working of higher instructive establishments in India through the mix of self and outside quality assessment, advancement and food drives. The NAAC system advances broad utilization of Information, Communication, and innovation which helps in encouraging worldwide abilities among every one of the partners of an instructive organization. Starting around 2017, the NAAC processes have been delivered in an internet based way for the assessee foundations as well with respect to the assessors.

Eligibility Criteria for NAAC:

All the Higher Education Institutions (HEIs) with a record of at least two clusters of understudies graduated, or been in presence for a very long time, whichever is prior, are qualified to apply for the course of Assessment and Accreditation of NAAC. The HEIs need to recollect the accompanying focuses:

- Transfer the institutional data on the All India Survey on Higher Education (AISHE) gateway. AISHE code (reference number) is one of the prerequisites for Registration for NAAC Assessment and Accreditation process.
- The NAAC Accreditation doesn't cover distance schooling units of HEIs and the seaward grounds.

The Assessment Process:

The NAAC evaluation process which got reexamined in July 2017, presently happens in three phases: Self Study Report (SSR), Student Satisfaction Survey (SSS), and the Peer Team Report. Before July 2017, 100 percent of assessment relied upon the 2-3 days visit of friend colleagues in the instructive organization. Post-July 2017, two new measurements in particular Qualitative Metrics (QIM) and Quantitative Metrics (QnM) were presented in the Manuals of Accreditation. The inquiries in the Self-Study Report got separated into these two measurements. Subjective Metrics require enlightening solutions to the inquiries while Quantitative Metrics need raw numbers, measurable information in the reaction segment. Regardless of the measurement, the HEI is supposed to transfer supporting archives, web joins, reports, geotagged photographs, and so forth relying upon the directions given in the SSR. From the Academic Year 2020-21, NAAC has modified the Annual Quality Assurance Report (AQAR) design which is made intently in accordance with the Self-Study Report which is ready by the HEI at the hour of NAAC evaluation.

Key Indicator 4.2 Library as a Learning Resource:

Obviously Key Indicator 4.2 Library as a Learning asset conveys a weightage of 20 in Universities, Autonomous and Affiliated Institutions. The Key Indicator 4.2 covers 04 Questions out of which 4.2.1 is Qualitative Metric (QIM) and 4.2.2, 4.2.3 and 4.2.4 are Quantitative Metrics (QnM). The Library and Information Science experts genuinely must comprehend that while getting ready for NAAC, they need to think about these 20 focuses as identical to 1000. Library is viewed as the most grounded emotionally supportive network for any instructive organization. The four inquiries of 4.2 Key Indicator cover every one of the parts of a library and data focus viz. library assortment, library spending plan, review report, e-asset and data set admittance, library computerization utilizing Integrated Library Management System (ILMS), library digitization office accessible, utilization of library assets and library footfalls. Contingent upon the sort of organization, the weightage for the inquiries fluctuates. NAAC has distributed Guidelines for Libraries of Affiliated College, Autonomous Colleges/Universities. These rules additionally cover the accepted procedures for library and data focuses.

4.2.1 - Library is automated using Integrated Library Management System (ILMS): (ILMS): This is a Qualitative Metric wherein the respondent necessities to depict the robotization status of the library. Pratheepan (2012) referenced that 'an Integrated Library Management System is a computerbased framework used to oversee inside and outside assets including substantial resources, monetary assets, materials, and HR. It performs library robotization and assortment advancement errands separated into various modules that are centered around improving on assignments like procurement, indexing, and flow generally done in any library. It is based on a concentrated data set and ordinarily uses a typical processing stage and solidifies all library activities into a uniform and endeavor wide framework.' An Integrated Library System for the most part contains a social data set, programming to connect with that data set, and two graphical UIs (one for benefactors, one for staff). The vast majority of the Integrated Library Systems, separate programming capacities into discrete projects called modules which are coordinated with a brought together point of interaction. Instances of modules are:

- acquisitions (requesting, getting, and invoicing materials)
- recording (grouping and ordering materials)
- dissemination (loaning materials to benefactors and getting them back)
- serials (following magazine, diaries, and paper possessions)
- online community index or OPAC (public UI) Each supporter and thing has a one of a kind ID in the information base that permits the ILS to follow its movement.

Contingent upon the situation with the computerization, the foundation needs to make reference to incomplete or completely robotized. Just having a modernized information base of books and not utilizing different modules of ILMS ought to never be viewed as a completely robotized library. Likewise, it is vital to comprehend that going for cutting edge and expensive innovations like RFID isn't doable for each establishment because of spending plan limitations. Legitimate programming choice is fundamental which will be useful in producing a few reports expected for NAAC as well as it ought to be userfriendly in nature. Barely any instances of ILMS are Koha, e-Granthalaya, NewGenLib, Libsys, and SOUL.

4.2.2 Institution has access to the following: 1. e-journals 2. e-ShodhSindhu 3. Shodhganga Membership 4. e-books 5. Databases 6. Remote access to e-resources This is a Quantitative Metric wherein the respondent requirements to give the membership/enrollment subtleties of information bases, insights concerning how the library is giving remote admittance to e-assets, whether the library has bought e-diaries and additionally digital books bundles. Shodhganga being an open-access electronic propositions and expositions data set requires no individual/institutional enrollment/membership. Colleges sign a Memorandum of Understanding (MoU) with INFLIBNET for accommodation of the electronic variant of proposals and expositions in Shodhganga and supported Synopses/Minor or Major Research Projects/Post-Doctoral Fellowship Research Reports in Shodhgangotri. Schools that are covered under 12(B) and 2(f) of the University Grants Commission are qualified to buy into NLIST. Such schools don't need participation of e-ShodhSindhu. Schools conferring training in Agriculture, Engineering, Management, Medical, Pharmacy, Dentistry, and Nursing are not qualified for NLIST.

Contingent upon the situation with access of the information bases/e-assets the establishment needs to choose the suitable choice. The E-duplicate of the membership/participation letters should be transferred alongside the screen captures of the administrations gave the name of the greater instructive organization.

4.2.3 Average annual expenditure for the purchase of books/ e-books and subscription to journals/e-journals during the last five years (INR in Lakhs): This is a Quantitative Metric wherein the respondent necessities to give the yearly use done by the library over the most recent five years for buying books and diaries. As extra records, Audited Statements of library use obviously featuring the financial plan heads, properly bore witness to by the Chartered Accountant and the top of the Institution should be transferred. The information accommodated 4.2.3 in regards to subtleties of memberships and buys ought to coordinate with 4.2.2. 4.2.4 Percentage each day utilization of the library by instructors and understudies (footfalls and login information for online access) This is additionally a Quantitative Metric wherein the respondent requirements to give the information connected with the most recent finished scholastic year. The quantity of clients getting to the library truly as well as through e-access should be determined. On the off chance that the library keeps up with the register for library clients, they need to check and transfer the last page of the register which will show the quantity of instructors and understudies visiting the library in a scholarly year. The use measurements of utilizing data sets like NLIST, DELNET, and so on; login subtleties of the institutional store, the advanced library, WebOPAC can be transferred in this measurement. Apparatuses like Google examination can be utilized to quantify the library site visits for e-asset access. Foundations that will confront NAAC post-COVID, can show the internet based use insights of the library assets. The web-based utilization information will demonstrate the productivity of the library in offering quality types of assistance in any event, during the pandemic circumstance.

Preparation of Library and Information Centre for NAAC:

- The Librarian should be totally mindful of the Library assortment advancement strategy, increase registers, administrations gave, exercises attempted, programming utilized for computerization (if any), membership subtleties of diaries, e-assets (if accessible), the job of the library in the improvement of the school, and so forth regardless of since when he/she joined the foundation. For the recently delegated Librarians, it turns into a test to set up the Library as well as himself/herself for a NAAC peer group visit.
- The Librarian should likewise project his/her scholarly accomplishments, capabilities, distributions, exercises attempted for advancement of library administrations, and regulatory obligations other than the library.
- Photograph Gallery with Captions.
- Assortment advancement strategy, Acquisition subtleties, Quotation Files, Purchase Orders of books and Non-Book Items, Accession Registers, Bill documents, Payment Receipts (whenever kept up with), Audit Reports, Serials Information, Circulation Reports, OPAC, WebOPAC benefits should be displayed to the friend group.
- At the entry of the Library or in any noticeable spot board including 'Library at a Glance' ought to be put referencing Number of Volumes, Number of titles, Senior College Books, Books bought under UGC (if any), Book-Bank Sets (whenever gave), Number of Journals and Periodicals, Newspapers, CDs/VCDs, E-assets Subscribed, Databases Subscribed, Institutional Memberships (if any).
- Show numerous little size flex/variety print-outs including 05 Highlights of Library, 05 years Library Collection subtleties in plain organization (for first Cycle Library Collection right from the foundation of the library ought to be referenced), during second and successive cycles Comparative outlines/charts of Library assortment can be ready, Year-wise College Library Budget/UGC Budget for books (whenever got)/DST, DBT Budget for Books and so forth, Year-wise Journal/Periodical Subscribed, Year-wise Subscription Amount, Bound volumes, Theses and papers (if any), ETDs (if any), Library Activities, Services Provided, Any Special Achievements of the Library, Highlight Rare Collection (if any) and Knowledge Resources, Photos of Library Orientation Program, Book Exhibitions, Visits of prominent characters, Institutional participation records and offices benefited, Departmental library subtleties and Best Practices of Library.
- Curators ought to likewise incorporate a couple of prints featuring individual accomplishments, distributions, h-record (if any), reference statistics(if any) and so on.
- Review reports ought to be documented independently and they should be endorsed by the Chartered Accountant and the Head of the Institution.

- Minutes book of Library Committee Meeting with Agenda and Action Taken Report ought to be kept up with, endorsed by the Librarian and Principal.
- On the off chance that the library keeps a record, that ought to likewise be marked and displayed to the group. Promotion registers ought to be endorsed by the Librarian and Principal toward the finish of each monetary year. Legitimate Library Collection measurements ought to be noted in the register.
- On the off chance that the Library is to some extent/completely computerized show the companion group how the flow is done, book reservation, barcoding, stock-taking and stock-check process and so on, in the event that UGC-Network Resource Center is accessible in the library, a record of web use by understudies and staff ought to be kept up with.
- Library client insights ought to be kept up with either physically/mechanized.
- Fresh introductions show racks ought to be kept at a spot from which they will be obviously noticeable.
- Over the course of the time that the group spends in the library, the Librarian, as well as the library staff, ought to attempt to extend all areas of the library. The administrator alongside the library staff individuals requirements to design out the visit so that every single library staff gets a potential chance to address some movement/administration of the library. Such a legitimate appropriation of work leaves a positive effect in colleagues.
- It would be ideal for library to be spotless, clean, sufficiently bright, books ought to be organized according to DDC/CC, rack/pantry levels, common guidelines and guidelines of library and stacking segment ought to be shown, how to look through a book on the stack and through OPAC, Newspaper clippings record ought to be kept up with, CCTVs ought to be introduced for security purposes, Wi-fi switches ought to be made accessible in the library, and so forth. On the off chance that the library gives an E-news sections office, that should be displayed to the companion group.
- The Librarian should show the Library Website to the group and administrations gave through it tends to be made sense of momentarily. This will demonstrate the remote access given by the library to the learning assets.
- On the off chance that the Librarian is knowledgeable with ICT, should help in other intellectual and authoritative areas.
- The Librarian or any staff ought to never sound to be self-bragging yet they ought to bring every single object of significance according to the companion group.
- The curator ought to make sense of the significance of the library such that will cause the colleagues to feel that it is the 'Core of the Institution'.
- One most significant thing that Librarians of constituent schools ought to recall is that they ought to attempt to try not to project Junior College Collection/subtleties as some Peer Teams don't acknowledge the idea of Junior College assortment being available in Senior College.
- The Librarian should know about the Staffing design, Student-Book proportion, Job port Norms, UGC recommended Senior College Librarian Qualification, Salary subtleties, a
- Keep up with records in regards to Library Orientation Programs, Awareness Sessio.
- Notice the drives taken by the Library in the all encompassing advancement of understudies and the Research drives taken by the library for the understudies and employees.
- Library can specify the unique administrations and assortments presented for outwardly weakened understudies and people with handicaps.
- The job of the Library in scholastics, extra-curricular and co-curricular exercises ought to be referenced.
- Direct yearly Academic and Administrative Audit (AAA) of the Library and Information Center.

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Role of Librarian beyond Key Indicator 4.2:

Administrators assume a vital part in the foundation. Kulkarni (2018) and Jange (2020) have featured a few focuses connected with the commitment of custodians past libraries in NAAC arrangement. Past the Key Indicator 4.2, Librarian can end up being useful in every one of the standards because of the assortment of expert abilities, capacities, and the assortment of administrations presented by the library in the accompanying way:

1. Plan NAAC related gatherings and mindfulness programs.
2. On the off chance that any Librarian turns out to be important for the Self Study Report (SSR) planning watchfully utilize the ICT abilities in record transformations, transferring of archives, giving hyperlinks of College site, Updating school site or sending the designer all the ongoing data, and so on.

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3. Make/Help in making a school site and refreshing the site.
4. Custodians can assist with documentation.
5. Show ICT Skills in planning AQAR, SSR, PowerPoint Presentation, NAAC related records/refreshes.
6. Give e-assets to educators to viable instructing.
7. E-content Creation/LMS Coordinator.
8. Data with respect to Funding Agencies for Research, Awareness meetings on Plagiarism, Academic Integrity, Research Metrics and so forth.
9. Direction of Competitive Examinations.
10. Proficient turn of events/managerial preparation programs coordinated by the library for educating and non-instructing staff.
11. Library might uphold green drives on the grounds by supplanting tubes/bulbs with LED bulbs, by supporting and advancing paperless office work.
12. Making accessible Braille Software/offices for Visually Challenged understudies, Provision for lift, Ramp/Rails, Braille Software/offices, Rest Rooms, Scribes for assessment, Special ability advancement for in an unexpected way abled understudies.
13. Direct exercises for the advancement of widespread qualities and morals.
14. Administrators might uphold understudies in field undertakings and temporary positions.
15. Custodians can likewise take an interest in the input interaction as he/she is in contact with most extreme understudies.
16. Bookkeepers can aid Syllabus improvement, be a piece of educating in Academic Programs connected with Research Methodology, and so on.
17. Data with respect to UGC-CARE rundown of Journals, SCOPUS recorded Journals, Citations, Research Metrics.
18. Make mindfulness about Reference Management Tools, Plagiarism Detection Tools, and so on.
19. The Library and its staff ought to succeed in their authority capacity and add to accomplishing the institutional vision in the limit of an Academic Council Member, IQAC Coordinator, NAAC Coordinator, IT Coordinator, and Statutory Officer.
20. Giving refreshed data about Academics, Administrative turns of events, Research, and so on.

Conclusion:

NAAC visit is obligatory for all schools and colleges to assess the administrations gave by them and to expanding the nature of instruction. While planning for NAAC, library experts need to recollect that no two libraries are something very similar. The encounters of one custodian ought to be thought about yet not in an immovable manner. One ought to be ready in all means. Library and Information Center is viewed as one of the main help administrations where normally the Peer Team gives additional time contrasted with other Academic and Administrative Units. Legitimate planning, schoolwork, and fake visits will be productive for an effective depiction of the library. With the assistance of managerial capacities and refreshed proficient abilities, library experts can succeed in the Key Indicator 4.2 as well as even past it.

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