



ISSN : 2350-0743

www.ijramr.com



International Journal of Recent Advances in Multidisciplinary Research

Vol. 10, Issue 12, pp.9269-9272, December, 2023

## RESEARCH ARTICLE

### ROLE OF NAAC FOR GROWTH AND DEVELOPMENT OF ACADEMIC LIBRARIES

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#### ARTICLE INFO

##### Article History:

Received 17<sup>th</sup> September, 2023

Received in revised form

29<sup>th</sup> October, 2023

Accepted 25<sup>th</sup> November, 2023

Published online 15<sup>th</sup> December, 2023

##### Key Words:

NAAC, AQAR, Library development, and SSR.

#### ABSTRACT

This study explored the experiences NAAC accreditation plays a pivotal role in higher educational institutions in India. Every higher educational institution has rivalries among them to get A++ grade. Meanwhile this article prepared and highlights the role of NAAC for growth and development of academic Libraries in India. The paper elucidates the features of Library infrastructure and different criterions of them, how to represent the criterions, submission of right data for SSR, further it depicts the importance of NAAC visit to the institutions. Objectives of the paper are to provide technical points to the library professionals and Management contribution for the development of library and initiatives of the Librarians also discussed in this paper. Suggestions were given as this study will be capsule of the librarians and information managers. To follow the key indicators administrator support will be needed. NAAC will be a inducing body of individual development, Professional development, growth of the academicians, stakeholders of the institutions and sustainable development of every higher educational institutions in India .

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#### INTRODUCTION

The Union Government, Academicians Stakeholders and Educationists of the society highly concentrate on the higher educational development. Every higher educational institution has its own policy, motto for sustainable growth and development. Meanwhile the National Assessment Accreditation Council (NAAC) plays vast role for the development of education sector. All the institutions are willing to grow to satisfy the certain norms and parameters of Union Government and the NAAC. Now a days services and infrastructure facilities of the institutions are developing competition among their neighboring institutions in order to achieve the highest grade in NAAC, ISO, NIRF etc., Growth and development of every organization or institution is based on their unique service and need for the community will decide. Transparency of service or production to fulfill the requirement of the individual or society is an essential factor for development of the organization. This article expose the role of National Assessment and Accreditation Council (NAAC) for growth and development of academic libraries. Objective of the paper is to analyses the recent Parameters of the NAAC for assessment of Library and information center's in Academic institutions. It also explains Four Criteria of the libraries and supportive documents to be uploaded during the submission of Self Study Report (SSR) as per the criteria of the AQAR.

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Impact of the NAAC assessment every academic year librarians and libraries equip themselves and update the knowledge. This paper also explains the expectation of PEER Team Members. Suggestions were given to enhance the Records, documents, files and other important services for the sake of students, research scholars and faculty.

#### REVIEW OF LITERATURE

Mandhirasalam, M (2016) Ranking of Higher Education Institutions (HEIs) in the world is a common practice among many organizations across the globe. Unfortunately no Indian institutions figure in the top 200 of many global rankings. To encourage HEIs in India to develop their ability to compete in the international level, the MHRD launched the National Institutional Ranking Framework (NIRF) in 2015. Rosaline Mary, A (2017) Quality, in the pointer of a higher education institution, is multi-dimensional. The functioning of a library can be said to manifest one such dimension. The need to improve on the accuracy of accreditation process is constant and exists side by side with possibility to do so. Hence NAAC will make all developing of academic libraries. This paper indicates in college libraries such as quality identified utilization of library services, Management, ICT, best practices. Though it is institutional accreditation that the NAAC does, the assessment of a library, a vital sub-unit, is a key step that integrates itself with the overall evaluation.

**NAAC:** Over the years, the University Grants Commission (UGC) and the National Assessment and Accreditation Council (NAAC) has succeeded in upholding quality as a defining element of higher education institutions in the country

through a combination of self and external quality evaluation, the quality of higher education institutions is multi-dimensional. Thus, NAAC uses many criteria for evaluating the quality of higher education institutions in the country. The seven important criteria used by the NAAC, among the seven criteria 4<sup>th</sup> criteria is applicable for Library. A set of guidelines on quality indicators in library services are published by the NAAC in a booklet form providing directions in organizing and developing library. These guidelines are revised time and again to have compatibility with latest developments in the field. Hence the standards for assessing the quality of library services are updated from time to time. Library rules and the awareness among the users combined with alertness on the part of the library staff becomes the major requirements. It is true that libraries largely support learning, teaching and research processes in institutions. Extension activities and best practices are also covered. This can be explained in more details by dividing these questions into different headings. In addition to using technology as a learning resource, managing the activities of the institution in a technology-enabled way will ensure effective institutional functioning. For example, documentation and data management in the HEIs are areas where the process of assessment by NAAC has made a significant impact. Moving towards electronic data management and having institutional website to provide ready and relevant information to stakeholders are desirable steps in this direction.

**AQAR / SSR:** Every academic year NAAC accredited institutions and other institutions those who are applying for the accreditation, will submit the Annual Quality Assurance Report (AQAR). The NAAC has revised the Annual Quality Assurance Report that is Self Study Report (SSR) of the institution from 2020-2021. Here after the reports of AQAR will be uploaded in Higher Education Institutions Portal as SSR for every academic year, in order to they taken into account for five years data for institutional assessment and accreditation. In case of Library, Annual activities, Users attendance, New initiatives / implementations, awards, Publications, competition Programmes, Seminar, conference, workshops and MOU's are prepared the reports, with supportive documents should be scanned and preserved for uploading the NAAC portal.

### Objectives

- To provide technical points to the Library Professionals
- To create awareness among the Administrators of the institution, academicians and Library science professionals
- To update their knowledge among these field
- To suggest additional key points to the library professionals
- To rectify their previous mistakes
- To Provide innovative ideas to the administrators, stake holders of the institutions and the librarians

### CRITERIA FOR LIBRARY ASSESMENT

**Library as a Learning Resource:** The library holdings in terms of books, journals and other learning materials and technology-aided learning mechanisms which enable students to acquire information, knowledge and skills required for their study programmes. A recent development in the field due to availability of digital means, the functioning of the library has

undergone a drastic change. Automation of library using the ILMS, use of e-journals and books, providing remote access to e-resources in the library have become a matter of necessity. Providing for these and such other developments as well as utilizing them well are important indicators of the quality of an academic institution.

**Integrated Library Management System:** The Librarian should mention the establishment of College Library and its Budget allocation, collection of Books, Subscription of Periodicals, Theses, Dissertations, Completed Major/Minor research Projects not only to the subjects taught in the College, If the library fully computerized, whether OPAC (Online Public Access Catalogue) option or separate system provided for the book searching. Functions of the library, timings, limitations of usage, Special initiatives viz. Wi-Fi Connectivity, SwayamPrabha channel, NPTEL, NDL, INFLIBNET, DELNET, DSpace institutional repository, Preservation of Rare Books, Best Library user award to create reading habit among the students, Digital or Virtual Library etc., to be highlighted in this page.

### Library is automated using integrated Library Management system (ILMS)

The Librarian has to provide the following important information for this question.

- The central library of the college to be fully automated
- Software for Library Automation
- Features of Software -Services of cataloguing, OPAC, Single or Multiuser, Languages, multitasking integrated Library Management System
- OPAC (Online Public Access Catalogue) facility, this provision enables a user to view the location in which book is available.
- The software also enables its user to check the current status of the resource like reference, rare book, circulation and due date.

**Supportive Documents:** The following documents to be scanned and uploaded in PDF format

- Bills/Invoices of the Automation software (Scanned copy)
- If it is Open Source software Configuration of software, Screen shots of the Homepage, any other relevant details
- Screen Shots of the Accessioning of documents, Circulation reports, Accession Report department wise or Subject wise, Staff & Students enrolled report
- Web Opac facility, if available screen shots to be uploaded

**e-Resources facilities:** The librarians should mention whether the following e-resources facilities available in their library;

- e - Journals
- e - Shodhsindhu
- Shodhganga Membership
- e – Books
- Databases
- Remote access to e-resources

According to the above 6 points, if the institution is Membership in INFLIBNET NList, it will be select points 1,2,4,5 & 6 (excluding Shodhganga – it is applicable for Universities only), other institutions if membership in DELNET they should select points 1,4,5& 6 only.

### Supportive Documents

- Bills/Invoices of the e-resources subscription or membership
- Screen shots of the e-resources portals (Logged in status) (INFLIBNET, DELNET, PROQUEST, other e-resources if available)
- e-Resources usage by students, research scholars & faculty - statistical data

**Additional key points:** Some of the institutions don't know the e-Shodh Sindhu membership regarding, In case of e-Shodh Sindhu those institutions have 12(B) and 2(f) of the UGC Act and subscribing NList are entitled to access e-ShodhSindhu.

Average annual expenditure for purchase of books and journals during the year

YEAR	2020-2021*
INR in lakhs	10.75*

\*Figures. Sample

### Supportive Documents

- Details of annual expenditure for purchase of books and Journals year-wise during the last five years or Previous year
- Audited Statement
- Audit Report (if Government/Government Aided)
- Expenses Extract (Books Purchased & Periodical Subscription)
- Last Page of the Accession Register (End of Academic Year) with Auditor seal & Signature, Principal and Librarian Signature

All the above documents should be scanned and preserved for uploading purpose.

### Additional key points

- Purchased books list (previous year) with Bibliographic details
- Reference Books List with Bibliographic details
- Career Guidance Books list with Bibliographic details
- Periodicals list department wise with Bibliographic details
- Periodical files (with date wise arranged bills)

### Percentage Per day Usage of library by teachers and students

- Percentage of usage of the library
- Number of teachers and students using library per day over last one year (that is total number of users per day)
- Provide last page of accession register details
- Method of Computing per Day usage of library

### Supportive documents

#### Gate entry monitoring system (online attendance)

- Separate Manual Register for Faculty and First Year students (in case of absence of ID Card)
- Digital Library /Virtual Library Attendance Register
- Five years users report as in Excel Format
- Screen shots for Particular week / month
- One month attendance report
- One week attendance reports (with average per day)

All the above reports contain library usage of UG,PG, Research Scholars and Faculty of the institution.

### Additional key points:

- Extension services (other institutional students, research scholars, faculty, Alumni of the institution and other Government officials)
- Requisition letters should be scanned and preserved
- Training Programme on e-Resources Activation and Access
- User awareness programmes
- Best Library user Award
- Additional Five Marks ( Internal) For Regular users

**Promoting the Use of Technology:** Most of the significant developments that one can observe today can be attributed to the impact of Science and Technology. While the advantages of using modern tools and technological innovations in the day-to-day-life are well recognized, the corresponding changes in the use of new technologies, for teaching learning and governance of HEIs, leaves much to be desired. Technological advancement and innovations in educational transactions have to be undertaken by all HEIs, to make a visible impact on academic development as well as administration. To keep pace with the developments in other spheres of human endeavor, HEIs have to enrich the learning experiences of their students by providing them with state-of-the-art educational technologies. The campus community must be adequately prepared to make use of Information and Communication Technology (ICT) optimally. Conscious effort is also needed to invest in hardware and to orient the faculty suitably.

### Promotion of ICT in Libraries- key points:

- Virtual Library
- Projector for Orientation and other Programmes
- Head Phone facility
- Swayam Prabha Channel
- D Space Repository software
- Scanner
- Xerox Machines
- e-Content Creation facility
- Barcode Scanners
- Multiline Scanners for ID card
- WiFi facility
- Network Gear for LAN
- CCTV Cameras
- Sufficient Computer Systems (as per Student ratio)
- UPS
- Servers for Automation Software

### Common Prospects of the PEER Team

- Users Feed back

- Grievances of the students, Redressed reports and registers
- Library Advisory Committee Circulars / Minutes
- Periodicals display rack
- Clean and green environment
- Inventory Reports
- Discarded books reports
- Rarebooks list with Bibliographic details
- Faculty Publications with Bibliographic details

**Role of the Librarian:** Library is heart of every institution, Librarian's role essential and very important role during the NAAC visit. He should prepare himself and also keep the following records near by his cabin in visible manner.

- Accession Registers
- Invoice Registers
- Periodical Entry Registers
- Periodical Bills file
- Bounded Online Attendance Report
- Library Advisory Committee file/register
- Extension facility letters file
- e-Resources access registers
- Programmes organized files

**Role of the Administrators:** Administrators are backbone of the Librarian, because every initiative of the librarian for the development of the institution is depends upon the financial position and support. Infrastructure is the key role of Library development. For organizing programmes (conference, Seminar & Workshop), purchasing books, Periodicals, Equipments etc., will be decided by the Principal and Administrators of the institution.

## CONCLUSION

Library and information center's Power house for the universe, it will be brightened with help of Librarian, Head of the institution and the authorities of the Institutions. Sustainable development is the need of NAAC, for this purpose librarians should update their knowledge and initiate the development of the library. Many of the important key points highlighted in this paper. The above passage will be capsule of the librarians and information managers. Librarians also have to publish research publications, and Memorandum of Understanding with different Professional bodies. To follow the key indicators administrator support will be needed. NAAC will be a inducing body for the development of individual development, Professional development, growth of the academicians and stakeholders of the institutions.

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