

# Roll of NAAC Policy in College Libraries for Maintaining Quality

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**Abstract:** *The quality pointer framed for library in the NAAC accreditation process has provided guidelines for improving the quality of work of the entire library. The entire process is user centric and provisions and management of the services and facilities and its usage gives good scores. At the same time there is a scope for innovative techniques. 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 are studied in detail with reference from DPR NAAC Second and third cycle institution, NAAC web-site.*

**Key Words:** *Quality Library, NAAC policy –Library, College library, Library Innovative techniques*

## 1. INTRODUCTION:

UGC has established the National Assessment and Accreditation Council (NAAC) as an autonomous body in September 1994 for measure the higher educational institutions in India. It has been instilling a thrust of value awareness among higher educational institutions, aspire for constant enhancement. However, enhancement in standards cannot come about only by accreditation from outside, once in five years. Hence, the UGC has setup IQAC (Internal Quality Assurance Cell) for internal mechanism for sustenance, assurance and enhancement of the quality culture of education imparted by them.

## 2. SOURCE OF INFORMATION:

The Information has been collected from web based publications guide line by NAAC in time to time and reputed institutions Self Study Report (SSR) and Annual quality assurance report (AQAR) that belongs to second and Third cycle in NAAC with 'A' Grade Accredited.

## 3. NEED FOR THE STUDY:

As per UGC guideline the colleges libraries need to have facilitated that promote effective and interactive access & use of Information resources for all users. In the area of physical facilities, the libraries need to offer safe, comfortable, well lighted, clean space, with adequate and appropriate seating arrangement to ensure effective use of the library's resources including digital resources, also college libraries are required to consider study space needs, while allocating the seating space with special attention being paid to reserve collection. The libraries need to prepare well framed rules & guidelines with regard hours of access, circulation policies and other regulations to offer better services to the users.

## 4. OBJECTIVE OF THE STUDY:

Institutional accreditation that the NAAC does, the assessment of a library, a vital sub element is a key step that incorporate itself with the overall evaluation, library is hub of support for the entire range of academic activities on educational campus. All this plays up the need for scientific evaluation of library so that its role as the center piece of academic development is protected and enhanced by the performance of library facility and services based on NAAC parameters.

## 5. BRIEF DISCUSSION:

Over the years, the University Grants Commission (UGC) and the National Assessment and Accreditation Council (NAAC) has succeeded in promoting 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 are:

- Curricular Aspects
- Teaching-Learning and Evaluation
- Research, Innovations and Extension
- Infrastructure and Learning Resources
- Student Support and Progression

- Governance, Leadership and Management
- Institutional Values and Best Practices

Among these, Teaching-Learning Resources are the library and information services offered to support the teaching, learning and research activities of the higher education institutions. The NAAC has recognized the importance of library and information services in higher education institutions very well and they evaluate the quality of the learning resource center as part of the assessment of the quality of higher education institutions in the country. Recently, the NAAC had issued a set of 'Guide lines on Quality Indicators in Library and Information Services' to improve the quality of the learning resource center in affiliated/constituent colleges and Universities in India. All these show that, the quality of library and information services offered in higher education institutions is a serious matter and the authorities and the library and information professionals in higher education institutions must consider it seriously. In order to improve the quality, the college and university libraries should provide good library facilities; collection; and services. They must provide necessary facilities to promote effective access and use all information sources available. They should offer safe; comfortable; well lighted; clean physical facilities with adequate and appropriate seating facilities to ensure the effective use of the resources and services offered. They should also provide adequate reader space for the effective use of references and textbook collections. The rules and guidelines with regard to the hours of opening, access, circulation and other services should be well framed and implemented. All the facilities, collection, and services provided, and the tools and methods used should meet and satisfy the library and information requirements of students and teachers.

Assessing the needs and requirements as well as the satisfaction of the students and teachers with regard to the library and information services is highly necessary. The NAAC has viewed that the main objective of the college librarian should always be 'total user satisfaction'. It is opined that the functioning of the library should be user focused and the librarian should be the interpreter of thought and content and user satisfaction should guide the libraries. It shows that there should be a user based assessment of the quality of library and information services offered in higher education institutions in the country.

## **6. QUALITY INDICATORS FOR THE LIBRARIES:**

The details relates to the library users, services offered, facilities, collection, rules, budget, usage of services, extension activities etc. and at every step students and teachers are the party in complying with it. In other words we can say that involvement and support of these elements play a crucial role in the self-study report writing exercise. Hence maintenance of daily record needs serious attention. 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. The set of questions framed for the library focuses on library infrastructure, collection, management and services. Extension activities and best practices are also covered. This can be explained in more details by dividing these questions into different headings.

## **7. INFORMATION COMMUNICATION TECHNOLOGY:**

As an important component of the educational organization library encourages students to make progress in their academic and co-curricular endeavors. It is a place for self-study and self-growth. It supplements classroom teaching and provides a platform where students can develop their potential capacities by using library resources and services. In other words library supports learning, teaching and research processes in the institution. In the recent past, significant developments have been reported in library and information services because of internet and web resources. Information is wrapped in various forms; ICT has influenced traditional set up. In colleges curriculum is updated, new courses are introduced and self-financing courses have occupied a respectable position in the colleges. College library has to keep up to these challenges by updating its collection and services. All these developments in the institutional environment plus developments in ICT, and emergence of new media in information world has forced libraries to change their role and shoulder newer responsibilities. Hence the accreditation process has focused on library.

## **8. MANAGEMENT OF THE LIBRARY:**

In colleges, the main objective of the library is to support the academic programs offered and the library develops its collection and services mainly to reflect the curriculum requirements of its users. Besides, the library may design a system to deliver its products and services to attract more users. Ultimately the library should aim at bringing all its target users to the library and ensure optimum usage of resources. The parameters compiled here would facilitate the quality enhancement and sustenance of library services to a large extent. The libraries of the affiliated colleges may firm up their performance by equipping/enabling themselves to answer the following questions in the affirmative Library supports academic programs through its healthy collection and various services. Reaching to all users is a challenging task. Library is looked upon as an independent body. Through well-defined procedures library can function effectively. NAAC requires the library to explain about the existence of the Library Advisory Committee

and its role, availability of funds from different sources, qualification and the training facilities for the library staff, policy about collection development, loss of books, stock, maintenance and cleanliness of the library

#### **9. UTILIZATION OF THE LIBRARY SERVICES:**

To check the utilization of the available services, various details about the working hours of the library (including Sundays and holidays, and after and before the class hours, during examination) are noted. Facilities like computers and internet connectivity, reprographic service, status of library automation, open access system, number of books issued daily, fine etc are the key questions.

Various services are listed in the guidelines like circulation, clippings, bibliographic services etc. Inter library loan service, user orientation and information literacy programs are to be explained. Services used are evaluated through different data like average no. of books circulated, no. of reference queries received, no. of students visiting library, no. of teachers visiting library, display of new arrivals, awareness services etc.

#### **10. BEST PRACTICES FOR ENHANCE THE ACADEMIC INFORMATION:**

In the library context, the best practice may be those services through which the users are able to explore more resources and facilities from the library. This includes steps taken by the library to attract more users by creating suitable academic information environment. Here library is expected to focus on users needs while introducing new services and facilities to them. Guidelines speak about the best practices in relation to new developments in the field. Service introduced as a best practice today may turn in to an essential one. Previously internet access in the library was considered as the best practice but today it has become an essential service. Best practices questions includes computerization of library with standard digital software, inclusion of sufficient information about the library in the college prospectus, compiling student/teacher attendance statistics and locating the same on the notice board, displaying newspaper clippings on the notice board periodically, career employment informationservices, internet facilities, information literacy programs, suggestion box, displaying new arrivals, circulating a list of those to academic departments, conducting book exhibitions on different occasions, organizing book talks, instituting annual best user award for students, best intellectual library award, organizing competitions annually and conducting user surveys periodically.

#### **11. CONCLUSION:**

NAAC policy helps in developing the college libraries to make modernize and to provide good standard service to users. This is the best methodology for measuring themselves to find deficiency to enhance the library services, which support get maximum score based on certain criterias, this paper clearly explains importance in maintaining the library to full fill the quality for the naac policy.

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