

3 [School of Library and Information Science \(CL\)](#)

**The Annual Quality Assurance Report (AQAR) of the IQAC**

**School of Library and Information Science: Academic Year 2013-14**

Part – A

**1. Details of the Institution**

1.1 Name of the Institution

School of Library and Information Science

1.2 Address Line 1

DAVV Takshila campus khandawa road

Address Line 2

DAVV Takshila campus khandawa road

City/Town

Indore

State

Madhya Pradesh

Pin Code

452017

Institution e-mail address

ghsnaidu@gmail.com

Contact Nos.

0731-2764315

Name of the Head of the Institution:

Dr. G.H.S.Naidu

Tel. No. with STD Code:

0731-2764315

Mobile:

09303330439

Name of the IQAC Co-ordinator:

Dr. S.P.Singh

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID (For ex. MHCOGN 18879) **EC/66/RAR/146 dated 21-02-2014**

1.4 Website address:

<http://www.clib.dauniv.ac.in/>

Web-link of the AQAR:

For ex. <http://www.ladykeanecollege.edu.in/AQAR201213.doc>

1.5 Accreditation Details

NA

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	“B”	Four Star	2000	“Five Years”
2	2 <sup>nd</sup> Cycle	“B”	2.57	2008	“Five Years”
3	3 <sup>rd</sup> Cycle	“A”	3.09	2014	“Five Years”
4	4 <sup>th</sup> Cycle	NA	NA	NA	NA

1.6 Date of Establishment of IQAC : DD/MM/YYYY

21/11/2008

1.7 AQAR for the year (*for example 2010-11*)

2013-2014

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((for example AQAR 2010-11 submitted to NAAC on 12-10-2011)

- i. AQAR \_\_\_\_\_ (DD/MM/YYYY)4
- ii. AQAR \_\_\_\_\_ (DD/MM/YYYY)
- iii. AQAR \_\_\_\_\_ (DD/MM/YYYY)
- iv. AQAR \_\_\_\_\_ (DD/MM/YYYY)

1.9 Institutional Status

University State  Central  Deemed  Private

Affiliated College Yes  No

Constituent College  Yes  No

Autonomous college of UGC Yes  No

Regulatory Agency approved Institution Yes  No

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution **Co-education**  Men  06 Women  3

Urban  Rural  Tribal

Financial Status Grant-in-aid  UGC 2(f)  UGC 12B

Grant-in-aid + Self Financing  Totally Self-financ

1.10 Type of Faculty/Programme

Arts  Scien  Comme  I  PEI (Phys Edu)

TEI (Edu)  Management  Engineering  Health Science

Others (Specify)

1.11 Name of the Affiliating University (*for the College*)

1.12 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University

University with Potential for Excellence

UGC-CPE

DST Star Scheme

UGC-CE

UGC-Special Assistance Programme

DST

UGC-Innovative PG programmes

Any other (*Specify*)

UGC-COP Programmes

## **2. IQAC Composition and Activities**

2.1 No. of Teachers

02

2.2 No. of Administrative/Technical staff

0

2.3 No. of students

40

2.4 No. of Management representatives

00

2.5 No. of Alumni

---

2.6 No. of any other stakeholder and

---

Community representatives

2.7 No. of Employers/ Industrialists

---

---

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders:

No.

Non-Teaching Staff

Students

Alumni

Others

2.12 Has IQAC received any funding from UGC during the year? Yes

No

If yes, mention the amount

2.13 Seminars and Conferences (only quality related) NIL

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos.

International

National

Institutional

Level

(ii) Theme

2.14 Significant Activities and contributions made by IQAC

NIL

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality Enhancement and the outcome achieved by the end of the year \*

Plan of Action	Achievements
Academic Audit, Financial audit, Student Support Service	Fully Achieved

\* Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body

Management

Syndicate

any other body

Provide the details of the action taken

--

Part – B

**Criterion – I**

**1. Curricular Aspects**

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	NIL	NIL	NIL	NIL
PG	1.B.Lib &I.Sc 2.M.Lib &I.Sc 3. M.Phil	NIL	03	NIL
UG	NIL	NIL	NIL	NIL
PG Diploma	NIL	NIL	NIL	NIL
Advanced Diploma	NIL	NIL	NIL	NIL
Diploma	NIL	NIL	NIL	NIL
Certificate	NIL	NIL	NIL	NIL
Others	NIL	NIL	NIL	NIL
<b>Total</b>	03	NIL	03	NIL

Interdisciplinary				
Innovative				

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options

**ELECTIVE**

(ii) Pattern of programmes:

Pattern  
Semester  
Trimester  
Annual

Number of programmes  
M.Lib & I.Sc and M.Phil

1.3 Feedback from stakeholders\* (On all aspects) Alum  Parents  Employer  Students

Mode of feedback : Onlin  Man  Co-operating schools (f PEI)

*\*Please provide an analysis of the feedback in the Annexure*

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

**Yes. Students, Subject Expert's, Alumni's Feedback analysis on curriculum are concerned at the time of updating.**

1.5 Any new Department/Centre introduced during the year. If yes, give details.

**No**

**Criterion – II**

**2. Teaching, Learning and Evaluation**

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
01			01	

faculty

01

2.2 No. of permanent faculty with Ph.D.

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
04	02			01	00			05	02

03

2.4 No. of Guest and Visiting faculty and Temporary faculty

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended		√	
Presented		√	
Resource Persons			

2.6 Innovative processes adopted by the institution in Teaching and Learning:

- Class rooms are equipped with multimedia projector
- Students are encouraged to use ICT through Presentations.in their study.
- Motivational and Expert Lectures are organized
- All the Faculty Members are NET Qualified
- Academic Calendar is strictly followed
- Results processing through computer
- Cultural Activities are conducted :Librarians Day, Fresher’s Day, Farewell, Induction Programme, Garbha Utsav, Inter departmental sports.

2.7 Total No. of actual teaching days **183 days**  
during this academic year

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

SHOWING ANSWER BOOKS

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

02		
----	--	--

2.10 Average percentage of attendance of students

75
----

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme		Division



	Total no. of students appeared	Distinction %	I %	II %	III %	Pass %
B.L.I.Sc	08	30	50	00	NIL	NIL
M.L.I.Sc	20	05	90	05	NIL	NIL
M.Phil	08	25	16	00	NIL	NIL

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes :

**The IQAC meetings regularly take into cognizance the academics, examinations, teaching work being carried out in the Dept.**

02.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	NIL
UGC – Faculty Improvement Programme	NIL
HRD programmes	NIL
Orientation programmes	NIL
Faculty exchange programme	NIL
Staff training conducted by the university	NIL
Staff training conducted by other institutions	NIL
Summer / Winter schools, Workshops, etc.	01
Others	NIL

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	00			
Technical Staff	00			

### Criterion – III

### 3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

<b>Year Wise Dissertation of M. Phil</b>	
Year Number of M.phil Dissertation Awarded	
2009-10	18
2010-11	18

3.2 Details regarding major projects NIL

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.3 Details regarding minor projects NIL

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.4 Details on research publications

	International	National	Others
Peer Review Journals		03	
Non-Peer Review Journals			
e-Journals			
Conference proceedings		02	

3.5 Details on Impact factor of publications: **Not Availalbe**

                                                                   
 Range                              Average                              h-index                              Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations NIL

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				

Minor Projects				
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects ( <i>other than compulsory by the University</i> )				
Any other(Specify)				
Total				

3.7 No. of books published i) With ISBN No.  Chapters in Edited I

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from NIL

UGC-SAP  CAS  DST-F   
DPE  DBT Scheme/fund

3.9 For colleges NIL Aut  E  DBT Sta   
Scheme

INSPIR  CE  Any Other (specify

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution NIL

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations NIL Interna  N  I  A   
other

3.14 No. of linkages created during this year NIL

3.15 Total budget for research for current year in lakhs : NIL

From Funding agency  From Management of University/Cc

Total

3.16 No. of patents received this year NIL

Type of Patent		Number
National	Applied	
	Granted	
International	Applied	
	Granted	
Commercialised	Applied	
	Granted	

3.17 No. of research awards/ recognitions received by faculty and research fellows  
Of the institute in the year NIL

Total	International	National	State	University	Dist	College

3.18 No. of faculty from the Institution who are Ph. D. Guides and students registered under them

3.19 No. of Ph.D. awarded by faculty from the Institution

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)  
NIL

JRF  SRF  Pr  Fellows Any   
other

3.21 No. of students Participated in NSS events: NIL

University level  State level   
International level National level

3.22 No. of students participated in NCC events: NIL

University level  State level   
International level National level

3.23 No. of Awards won in NSS: NIL

University level  State level

International level National level

3.24 No. of Awards won in NCC: NIL

University level  State level   
 International level National level

3.25 No. of Extension activities organized NIL

University forum  College forum   
 NCC  NSS  Any

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

- Clean and Green Campus on every Thursday

**Criterion – IV**

**4. Infrastructure and Learning Resources**

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	2200 sq.ft	NIL		
Class rooms	1100 sq.ft	NIL		
Laboratories	300 sq. ft	NIL		
Seminar Halls	NIL	NIL		
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	NIL	NIL		
Value of the equipment purchased during the year (Rs. in Lakhs)	NIL	NIL		
Others	800 sq.ft	NIL		

4.2 Computerization of administration and library

Departmental Library is totally computerized. The Accounts are computerized. MS office is used for all office correspondences.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value( in Rs.)	No.	Value	No.	Value
Text Books	463	231713	16	12160	479	243873
Reference Books	Nil	Nil	Nil	Nil	Nil	Nil
e-Books	Nil	Nil	Nil	Nil	Nil	Nil
Journals	Nil	Nil	Nil	Nil	Nil	Nil
e-Journals	Nil	Nil	12	8000	Nil	Nil
Digital Database	Nil	Nil	Nil	Nil	Nil	Nil
CD & Video	Nil	Nil	Nil	Nil	Nil	Nil
Others (specify)	Nil	Nil	Nil	Nil	Nil	Nil

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	10	01	01	01	NO	01	NO	NO
Added	NIL	NIL	NIL	NIL	NIL	NIL	NIL	NIL
Total	10	01	01	01	NO	01	NO	NO

#### 4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

Taken care by the University IT Center.
---

#### 4.6 Amount spent on maintenance in lakhs : NIL

- i) ICT
  - ii) Campus Infrastructure and facilities
  - iii) Equipments
  - iv) Others
- Total :**

#### Criterion – V

#### 5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- internship programs.

5.2 Efforts made by the institution for tracking the progression

- The Internship program for BLIS.  
The department also send to the student's for IITs and IIMs

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others	
	30		08	04

(b) No. of students outside the state

00

(c) No. of international students

Men	No	%	Women	No	%
	06			32	

Last Year						This Year					
General	SC	ST	OB C	Physically Challenged	Total	General	SC	ST	OB C	Physically Challenged	Total
14	10	02	14	00	40	12	12	06	16	00	46

Demand ratio 1: 0.33      Dropout % 7.5%

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

NIL

No. of students beneficiaries

5.5 No. of students qualified in these examinations

NET	<input type="text" value="02"/>	SET/SLET	<input type="text"/>	GATE	<input type="text"/>	CAT	<input type="text"/>
IAS/IPS etc	<input type="text"/>	State PSC	<input type="text"/>	UPSC	<input type="text"/>	Other	<input type="text"/>

### 5.6 Details of student counselling and career guidance

Personalized Counselling is done for the students. Career Guidance is also being conducted with lectures.

No. of students benefitted

### 5.7 Details of campus placement Nil

	<i>On campus</i>		<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed

### 5.8 Details of gender sensitization programmes

Around Ninety Percent of the students are girls. As such, there is no gender sensitization Programme.

### 5.9 Students Activities

#### 5.9.1 No. of students participated in Sports, Games and other events

State/ University level  National level  International level

No. of students participated in cultural events

State/ University level  National level  International level

#### 5.9.2 No. of medals /awards won by students in Sports, Games and other events Nil

Sports : State/ University level  National level  International

Cultural: State/ University level  National level  International

### 5.10 Scholarships and Financial Support

Number of students	Amount
--------------------	--------



Financial support from institution	nil	
Financial support from government	26	Directly to student account
Financial support from other sources	02	
Number of students who received International/ National recognitions	nil	

5.11 Student organised / initiatives NIL

Fairs : State/ University level  National level  International

Exhibition: State/ University level  National level  International

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: No Grievances

## Criterion – VI

### 6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

**Vision:** To produce highly competent top class library professional, who are professionally competent, environmentally and socially conscious, ethical and with a motto to serve the society .

**Mission:** To produce the professional to meet the challenges of the libraries in the information technology dominated era. Professional who work for the profession.

6.2 Does the Institution has a management Information System NA

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

- Yearly designing and updating curriculum.
- Student's, Subject Expert's, Alumni's Feedback analysis on curriculum are concerned at the time of updating .

6.3.2 Teaching and Learning

- Students are encouraged to use ICT in their study.
- A well structured method of obtaining students feedback on teaching learning process adopted.

6.3.3 Examination and Evaluation

As per Ordinance No.31 of the University

6.3.4 Research and Development

- Motivate to the students for doing research.
- Aware to the Use of ICT devices, tool and techniques for their research work.
- Encourage to the publication at the national and international level.
- Organized the seminar and workshop
- Activities for problem solving

6.3.5 Library, ICT and physical infrastructure / instrumentation

- The department timely try to improve the infrastructure like building, library, computer lab etc.

6.3.6 Human Resource Management

NA

--

6.3.7 Faculty and Staff recruitment

NA

--

6.3.8 Industry Interaction / Collaboration

NA

--

6.3.9 Admission of Students

Through Department Level Entrance Test

6.4 Welfare schemes for

NIL

NIL

Teaching	
Non teaching	
Students	

NIL

6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done Yes No

6.7 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic			√	IQAC
Administrative	√	Govt. of M.P and AG Audit		

6.8 Does the University/ Autonomous College declares results within 30 days? NA

For UG Programmes Yes  No   
For PG Programmes Yes  No

6.9 What efforts are made by the University/ Autonomous College Examination Reforms?

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

NA

6.11 Activities and support from the Alumni Association

Gives information about the vacancies for the students

6.12 Activities and support from the Parent – Teacher Association NIL

6.13 Development programmes for support staff

NIL

6.14 Initiatives taken by the institution to make the campus eco-friendly

Clean and Green.

## Criterion – VII

### 7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

<b>Environment Consciousness</b>	
Departmental initiative to make the campus eco-friendly	
Energy conservation	Yes LED Bulbs/CFLs are used.
Use of renewable energy	Solar Power plant planned for library
Water harvesting	University Level
Check dam construction	Feasible
Efforts for Carbon neutrality	Students are encouraged to use bicycle at least for one day in a week
Plantation	YES
e-waste management	Done through IET

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

The Department is strictly following the Academic Calendar. Special Classes for advanced learners and remedial classes for the weaker students have been conducted.

7.3 Give two Best Practices of the institution (*please see the format in the NAAC Self-study Manual*)

- The Internship program for BLIS.
- Students are encouraged to use ICT in their study.

***\*Provide the details in annexure (annexure need to be numbered as i, ii,iii)***

7.4 Contribution to environmental awareness / protection

Departmental initiative to make the campus eco-friendly	
Energy conservation	Yes LEDs are used
Use of renewable energy	Solar Power plant planned for library
Water harvesting	University Level
Check dam construction	Feasible

7.5 Whether environmental audit was conducted?      Yes      No

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis) NIL

8. **Plans of institution for next year**

- Introduce Ph.D in LIS.
  - Introduce PG Diploma in LAN
  - Organize workshops/seminars

Name \_\_\_\_\_

Name

\_\_\_\_\_

\_\_\_\_\_

*Signature of the Coordinator, IQAC  
Chairperson, IQAC*

*Signature of the*

\*\*\*

\_\_\_\_\_