

UNIVERSITY CENTRAL LIBRARY

SELF STUDY REPORT 2012-2013

Name of the Library : Central Library(including Student Home Library)
 Year of establishment : 1964

A.1 a. Library and Library Extension Center Locations:

Central Library, Khandwa road, Takshasila Parisar
 H.S.Kamat Student Home Library, Nalanada parisar

b. Library and Library extension Center Layout Plan
 File: (LibraryBuilding)/2013 01

c. Library and Library extension Center Maps

A. 2 Average number of books issued/returned per day ` 85/85

- b). Number of reference enquiries (users) on an average per month (percentage may be specified) 80
- c). Number of services delivered per-user per month
- d). Average number of users who visited/documents consulted per month 9506
- e) Compiling the information on number of Log- ins into the E-Library Services/E- documents delivered per month. 5854

A.3 COLLECTION AND SERVICES PROVIDED TO USERS

(i). Collection(Total)(as on 30.06.2013) 223287

- 1. Books and Text books 165940**
 - Individual Titles: 108000**
 - Total Volumes: 165940**
- 2. Standard references 15201**
- 3. Current journals which include national, international and peer reviewed journals: 165**
- 4. Back volumes: 13254**
- 5. Thesis 23450**
- 6. E- resources such as full text/secondary databases, CDs/DVDs, AV materials, etc.. 3000**
- 7. Maintain a special collection of national and international agencies (World Bank, UNO, EU, UGC, DST, etc.) government documents, Nil**
- 8. Book-bank, Nil**
- 9. Braille Books 800**
- 10. Rare materials, Nil**
- 11. Collections for civil service/competitive exams, etc. 1642**
- 12. Open access sources to provide quality resources in the most efficient manner possible. Yes**
- 13. Judicious weeding-out policies. Yes**

(ii). Services

- 1. Does the library provide the following facilities/services to the students?
 Publication and Research Support services **YES**

Information display and notification	YES
Bibliographic compilation	
ILL/Resource Sharing	YES
Reprographic facilities	YES
Book bank	NO
User orientation	YES
Computers	YES
OPAC/Indexing services	YES
Audio-visual resources	YES
Internet	YES
Digital library services	YES

Any other

- Ratio of library books to number of students enrolled **1:98**
- Number of log-in's into the e-library services/e-documents delivered per month (Efforts made towards developing on-campus electronic environment and encouraging e-deliveries may be mentioned) **5854**

• Network of academic libraries under the university's jurisdiction

The Library Server is in the IT Center and the department Libraries are connected to the Server. The Library Catalogue is made available to the members on the INTRANET.

• Membership of library networks (INFLIBNET/DELNET) and Consortia (UGC INFONET/ INDEST) or any other

The Central Library is a member of INFLIBNET and DELNET : INDEST and UGCINFONET consortia

A.4 Number of positions in the Library, their appointment letters, joining reports and sanctions of Each

Positions	Library			Non-teaching staff	Admn.staff&Ward staff
	Head	Asst. Librarian	STA		
Sanctioned by the UGC / University/State Govt.	01	01	06	10=LA-1 (4), LA2 (6), CC(2),BL(6)	Adm.staff (6), W staff(6),Tech(2)
Number of persons working on contract basis				04	

A.4.1 Qualifications and experience of the librarian and the library staff

Highest qualification	Head Library		Asst. Librarian		STAs		Total
	Male	Female	Male	Female	Male	Female	
Permanent							
D.Sc./D.Litt.							
Ph.D.	√						01
M.Lib.					√		01
B.Lib					√		01
Temporary							
D.Sc./D.Litt.							
Ph.D.							
M.Lib.							

Highest qualification	Head Library		Asst. Librarian		STAs		Total
	Male	Female	Male	Female	Male	Female	
B.Lib.							
Part-time Library Staff							
B.Lib.							
Other							

Highest qualification	Library Admin. Staff		Library Assistants		Library Attendants		Total
	Male	Female	Male	Female	Male	Female	
Permanent							
P.G	√		√				1
UG			√	√	√		
Temporary							
PG							
UG					√	√	
Part-time Library Staff							
B.Lib.							
Other							

A.6 Copies of Latest Bio data of Head Librarian, Asst. Librarian, STAs, Library Assistants in positions in the Library

File:Lib/Staff/Biodata/13

02

A.7 1. Copies of Yearly Assessment Records of Head Librarian, Asst. Librarian, STAs, Library Assistants in positions in the Library

Submitted to the University

2. Number of Library posts sanctioned and filled

Name of Post	Sanctioned	Filled
Librarian	01	01
Assistant Librarian	01	01*Attached
S.T.A	06	02
Library Asst. Gr-I	04	03+01*Attached
Library Asst. Gr-II	06	02+01*Attached
Counter Clerk	02	01+01*Attached
Book Lifters	06	03
Office Assts.	05	01
Watch and ward staff	08	06
Machine Operator	01	01

Name of Post	Sanctioned	Filled
Librarian	01	01
Contingency Staff	05	05

1. Head Librarian, Asst. Librarian, STAs, Library Assistants profile with name, qualification, designation and specialization (D.Sc./D.Litt./ Ph.D./M.Phil., M.Lib., B.Lib.etc.)

Name	Qualification	Designation	Specialization	No. of Years of Experience
Dr. GHS Naidu	Ph.D.	Librarian	ICT applications in Libraries	32 Years
Mr. S.K. Pandey	M.Lib.	STA		35 Years
Mr. B.S. Bhadoriya	M.Lib	L.A.-I		21Years
Mr. V.K. Joshi	M.Lib	L.A.-I		21Years
Mr. S.N. Maru		L.A.-II		23 Years
Mr. Ramsingh Raghuvanshi	M.Lib	L.A.-II		17Years
Mr. Siyaram Atal	M.Lib	L.A.-II		15Years

2. List of senior Visiting Fellows, faculty, adjunct faculty, emeritus professors

01. Prof. Nath, IUC for Scientific Research, Indore
02. Col. Mishra, Naiduniya Group of News paper
03. Dr. N.N. Virmani Ex.DGP, Govt. of Madhya Pradesh
04. Prof. U.S. Choudhary, Former Vice Chancellor, DAVV
05. Dr. Prahlad Tiwari Writer, Hindi Literature
06. Dr. Nirmal Pagare Writer, Hindi Literature
07. Dr. R.K. Mishra Retd. Prof. in Hindi and Writer

3. Number of Registered Users- Staff Ratio : 97:01

4. Number of academic support staff (technical) and administrative staff: sanctioned and filled
Already mentioned at A 7.1

A.8 Users Registered enrolled in the Library during the current academic year, with the following details:

Users Registered	UG		PG		Integrated Masters		M.Phil.		Ph.D.		D.Litt./ D.Sc.		External
	*M	*F	*M	*F	*M	*F	*M	*F	*M	*F	*M	*F	
2195	267	182	224	184	179	121	99	205	76	128	845	820	530
Total:2195	267	182	224	184	179	121	99	205	76	128	845	820	530

*M-Male *F-Female

Externally registered Users?

Yes No

If yes, how many Users avail of this provision annually? 427

A.9 Calculation of 'Unit cost' of Library

(Unit cost = total annual recurring expenditure including on books and infrastructure (actual) divided by total number of Users enrolled)

(a) including the salary component = Rs. 5435.23

(b) excluding the salary component = Rs. 901.55

A.10 A. Library Staff recharging strategies

All the Library Staff participated in the Two Day National Conference on the Future of Academic Libraries in the ICT Era on 16-17th March 2012.

B. Number and list of Library staff with course details of library professional development program, academic staff college programs or other faculty recharge programs

S.No.	Name of the Library Staff	Course
1	Mr.B.S.Badoriya	MLISC
2	Mr. V.K. Joshi	MLISC
3	Mr. Ramsingh Raghuvanshi	MLISC
4	Mr. Siyaram Atal	MLISC

A.10 Awards / recognitions received at the national and international level by

Library Staff

NIL

A.11a Library (Advisory) Committee Members List, Number of Meetings this academic year and past 4 years

Yes

FileNo.Lib/Lib.Committee/2013

03

A.11b Record of each of Lectures/ Conference/Workshop organized and the source of funding (national / international) with details of outstanding participants, if any.

Organized **Two Day National Conference on the Future of Academic Libraries in the ICT Era on 16-17th March 2012.(UGC Funded)**

A.12 Write up of Code of ethics followed by the Library :

Providing Library services to the best satisfaction of the users. Attending to the user requirements on priority. Providing the reading material in time frame.

A.12 Record of how many users availed Library services for preparing for Civil Services and Defence Services examinations, NET, SET, GATE and other competitive examinations?

During the Year 2012-13

Give details category-wise.

529

Civil Services: 149

Defense: 38

NET: 85

SLET: 65

GATE: 54

BANK Exam: 138

Total: 529 (2012)

A.18 Present details of infrastructural facilities in the Library

Library Building Area: 30000 Sq Ft

Library Building: G+ 2 Floors

Stack Reading Material, Reading Halls, Thesis Section, Periodical Section and OPACs

b) Internet and Wi-Fi facilities for staff and students	Yes
c) Total number of Reading Rooms :	10
d) Size of Reading Rooms	10000 Sq.Ft
e) Total Seating Capacity in Reading Room	500
f) Total number of Book Selves/Almirahs,	700
g) Total number of Books Capacity in Book Selves	246000
h) Total Size of Rooms housing Text Books	4500 Sq.Ft
i) Total Size of Rooms housing Reference Books	1200 Sq.Ft
j) Total Size of Rooms housing Latest Journals	900 Sq.Ft
k) Total Size of Rooms housing Bound Journals	800 Sq.Ft

A.19 Yearly Records of financial assistance from the 2012-13

1)University 1 Crore 10 lakhs

2) UGC Rs.20 lakhs

Expected grant during 2012-17: Rs.108 Lakhs

3) State Nil

4) AICTE or any other Organisation . Nil

5. Library membership fees, fines and : Rs.10.95 lakhs

other source of income:

Yearly Records of Budget of the Library

Year	Income			Expenditure		
	Grant	Self	Tot.	Reading material	Other than books	Total
2012-13	1400000	1241690	2641690	1609184	10688583	12297767
2011-12	2000000	809277	2809277	2267968	6022645	8290613
2010-11	1000000	1050999	2050999	1102617	5191000	6293617
2009-10	2000000	864904	2864904	2366819	3212497	5579316
2008-09	2000000	264493	2264493	3178064	2518465	5696529

A.21 Records of feedback from

a. Users Yes

b. Experts Yes

File:Lib/Services/Expert/13 04

c. Alumni Users

File:Lib/Services/Alumni/13 05

A.22 List the distinguished alumni users of the Library (maximum 10)

S.No	Name	Year/during which Member	Job	Last Used Year
1	Jyoti Pate	2012-13	S.I.of Police, Govt. Of M.P	2012
2	Deepak Agrawal	2012-13	Sales Tax Inspector, Govt. of M.P.	2012
3	Mohan Kote	2012-13	Sales Tax Inspector, Govt. of M.P.	2012
4	Jitendra Bariya	2012-13	R.T.O,Indore	2012
5	Chandra Prakash Batte	2012-13	S.I.of Police, Govt. Of M.P	2012
6	Deepak Rathore	2012-13	Commercial Tax Officer, Govt of M.P	2012
7	Vikas Chouhan	2012-13	Tax Assistant. Govt. of M.P	2012
8	Raj kamal Choudhary	2012-13	Tax Assistant.Govt. of M.P	2012
9	Mahesh Khandekar	2012-13	R.T.O	2012

01.

A.23 Details of Library Staff enrichment programs (special lectures / workshops / seminar) involving external experts. Nil

Manpower development Training programs and professional involvement of library professionals for the Staff **Planned in July-August 2013**

S.No.	Academic Session	Semester	Course	Name	Qualification	Teaching/ Research/ Industry Experience	Number of Hours in the Semester

A.24 Record and List of the Books Issue methods, Procurements of Printed Books, e-Books, Video Lectures, e-Journals, Printed Journals adopted by the Library.

- **Books are issued and returned through computerized system.**
- **The electronic resources are available on the university intranet.**
- **Books and other reading materials are being procured on the recommendations of the students and head of the departments.**

A.25 Record of Monitoring of the Library

All the library reading materials have been fixed with RF-EAS chips, for security purpose.

A.26 Details and Highlight of the participation of staff in extension activities (for example Organizing Books exhibition, World Book Fair visits) in the Library .

- **Organized a Book Exhibition in 2008 on the occasion of 150 years of 1857.**
- **Organized Book Exhibition in January 2010 to facilitate book purchase by the UTD and Students**

A.27 Details of “beyond Library work activities” of the Library (for example, exhibition of display charts, National Eminent personalities Photographs with Quotations) **Quotes for Usefulness display**

A.28 Information about Library association and collaboration with other agencies? If yes, give details. **Local Library Network with IIT and IIM**

A.29 Write up of highlight the contributions of the Library in generating new concepts and features .

To meet the information requirements of the members, the library is slowly shifting its collection policy from print to E- resources, for wider access.

The Library catalogue is available to the members on intranet.

The Departmental Library collections also can be known through the OPAC.

A.30 Write up of Future plans of the Library :

To improve the reading habits

To make the reading materials more accessible through 24 X 7 through intranet

To procure e-books and additional e-journals

To arrange access to the reading materials at the doorsteps of the members through Intranet with in the campus

A.31 Record of any five Strengths, Weaknesses, Opportunities and Challenges (SWOC) of the Library

Strength: Strong collection in Sciences, computer Science, and Management
Use of Electronic resources

Weakness: Inadequate Space
Inadequate Trained manpower

Opportunities: To provide Library services to the colleges in remote locations through internet
To enhance the E-resource collections

Challenges: Nationally and globally advanced libraries

Arranging additional funds for Funds for resources

A.32 Write up of efforts for Quality Sustenance and Assurance in the Library

The Library Development Plans are discussed with the Authorities in the university for strengthening the library services.

Library Feedback from the members is discussed and necessary steps taken.

2.1 Website info for ensuring publicity and transparency in the Library processes Yes

2.1.2 A. Write up details of the process of user registration in place by the library :

User registration through the computerized system

. B. Write up details of the process of issue of books in place by the library:

Computerized Issue and return of Books Using Bar code system

2.1.8 A. Record of books written Off in the last four years? **25 books /PA**

B. If yes, write-up of the reasons. Lost by the members

Lost by the members

C. Record of Journals discontinued in the last four years? Nil

2.2.1 A. Record of organization of orientation/ induction program for Users Nil

B. Record of key issues identified and addressed Nil

2.2.5 Record of identification and responses to the learning needs of advanced learners Nil

2.3 Teaching-Learning Process

2.3.6 Record of Encouragement to blended learning by using e-learning resources Yes

2.3.7 Record of facilities such as Video Lectures, CDs, virtual class room, e-learning, open educational resources and mobile education users for effective teaching Yes

2.3.11 A. Record of innovative library approaches/methods/practices adopted/put to use during the last four years?

LIASION with INFLIBNET to access more electronic journals

Collaboration with IIM for inter library lending of books

Access to DELNET database.

B. Write up of improvement in learning in the Library

The Central Library and the Student Home Library are kept open for the use of its members. The total number of visitors and the books issued is :

VISITORS: 111860

BOOKS ISSUED: 25479

2.4.5 List of academic recharge and rejuvenation of Library staff

Planned in 2013-14

C. List of staff nominated to national/international conferences/seminars, in-service training, organizing national/international conferences etc.

All the Library staff members participated in the National Conference on the Future of Academic Libraries in the ICT Era held on 16-17th March 2012.

Librarian participated in the following seminars:

01. Chaired a Session in the International conference on creating wisdom and knowledge through shared learning: Roles of librarians and Information Managers, during 11-13, October 2012.

02. Special invitee for the One Day conference on Changing Dimensions of Library Management at Sousar, District Chindwada on 03.02.2013

3.4.2 Details of publications by the Library Staff :

* Number of papers published in peer reviewed journals (national / international) 06

* Monographs

* Chapters in Books 03

* Books edited

* Books with ISBN with details of publishers

* Number listed in International Database (For *e.g.* Web of Science, Scopus, Humanities International Complete, EBSCO host, etc.)

* Citation Index - range / average

* SNIP

* SJR

* Impact Factor - range / average

* h-index

3.6 Extension Activities and Institutional Social Responsibility (ISR)

Planned during 2013-14

3.6.1 A. records of sensitization of Library staff on its Institutional Social Responsibilities

B. List the social outreach programs which have created an impact during the last four years.

Participated in

- Green Policy of the University
- Campus cleanliness drive
- Blood donation camps in the university

3.7 Collaboration with INFLIBNET

A. MOU Copies and Record of collaboration with other agencies impacted the visibility, identity and diversity of activities on campus

B. Record of benefits academically and financially because of collaborations

Criterion IV: Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1 A. Details of Library and Library Extension Center physical infrastructure

- Proper planning and organization of space Yes
- Furniture yes
- Necessary quantity and quality of reading chairs, tables, display racks, magazine racks, etc. Carpet area for service counters and other sections of the library Yes
- Proper ventilation, fans, and water and toilet facilities. Yes
- Fixing of Display Charts, Display Boards, notice boards, research cubicles for scholars/teachers, Yes
- Providing uninterrupted power supply systems (UPS, generator, etc.) Yes
- Overall building maintenance and cleanliness Yes

B. Maintenance of Library for its optimal utilization

C. Maintenance of Computers for its optimal utilization Yes

D. Maintenance of UPSs, Power Supplies yes

E. Maintenance of support services, sanitation, first aid boxes Yes

F. Maintenance of building, garden, indoor games structure Yes

4.1.2 Record of new initiatives for Infrastructure for promote a good teaching-learning environment- Internet, Wi-fi, Power Point Projectors, Video Equipment

4.1.3 Physical ambience for the faculty in terms of adequate reading rooms, computing facilities and allied services

4.1.4 List of Facilities like office room, common room and separate rest rooms for women students and staff Yes

4.1.5 List of the infrastructure facilities are disabled-friendly Yes

4.1.8 Library and Library Extension Center special facilities are available

4.2 Library as a Learning Resource

4.2.1 Details of library facilities:

Open Access, 24X7 access to e-resources on intranet, special provision for students preparing for competitive exams, Separate Ladies room, Special collection for the visually challenged, computerized issue and return of books, user registration.

4.2.2 Provide details of the library:

- * Total area of the library (in Sq. Mts.) 40000 Sq Ft
- * Total seating capacity 250
- * Working hours (on working days, on holidays, before examination, during examination, during vacation)
 - on working days: 11 Hrs
 - on holidays: 07 Hrs
 - before examination:
 - during examination: 12 Hrs
 - during vacation:

Library Working

Number of Days on which Library Open Yearly records

2012-13	301	2011-12	304
2010-11	306	2009-10	305
2008-09	308		

5. Weekdays Working Hours Yearly records

2012-13	10 Hours	2011-12	10Hours
2010-11	10 Hours	2009-10	10 Hours
2008-09	10 Hours		

b. Saturday Working Hours Yearly records(Second and Third Saturdays)

2012-13	07 Hours	2011-12	07 Hours
2010-11	07 Hours	2009-10	07 Hours
2008-09	07 Hours		

c. Sunday Working Hours Yearly records(Personal Reading)

2012-13	07 Hours	2011-12	07 Hours
2010-11	07 Hours	2009-10	07 Hours
2008-09	07 Hours		

b. Holidays Working Hours Yearly records(Other than Second and Third Saturdays)

2012-13	07 Hours	2011-12	07 Hours
2010-11	07 Hours	2009-10	07 Hours

2008-09 07 Hours

- * Layout of the library (individual reading carrels, lounge area for browsing and relaxed reading, IT zone for accessing e-resources)
- * Clear and prominent display of floor plan
- * Adequate sign boards Yes
- * Fire alarm; No
- * Access to differently-abled users and Yes
- * Mode of access to collection Open

4.2.3 Library holdings:

- a) Print (books, back volumes and theses): 219487**
(Details already furnished at A3)
- b) Average number of books added during the last three years
 - 2012 **1506**
 - 2011 **3610**
 - 2010 **2911**
- c) Non Print (Audio Video, CDs, Downloaded Articles): 3000**
- d) Electronic (e-books, e-journals): 10391**

Special collections (e.g. text books, reference books, standards.

4.2.4 Records of tools the library deploys to provide access to the collection

- * OPAC **YES (5 Computer terminals for users)**
- * Electronic Resource Management package for e-journals
- * Federated searching tools to search articles in multiple databases
(01)
- * Library Website **<http://10.0.10.155:8080/index.htm>**
- * In-house/remote access to e-publications

4.2.5 Use of ICT deployed in the library

- * Library automation **YES**
- * Total number of computers for public access **05**
- * Total numbers of printers for public access **NIL**
- * Internet band width speed □ 2mbps □ 10 mbps □√ 1 GB
- * Institutional Repository
- * Content management system for e-learning
- * Participation in resource sharing networks/consortia (like INFLIBNET) **UGC-INFONET,INFLIBNET,DELNET**

4.2.6 Details (per year) with regard to

* Ratio of library books to students enrolled: **1:98 (2012-13)**

* Average number of books added during the last four years

2012 **1506**

2011 **3610**

2010 **2911**

2009 **5151**

* Assistance in searching Databases

* INFLIBNET/IUC facilities:

Year	Budget Provision(Tot.) (in crores Rs.)	Expenditure (Tot.) (in crores)	Reading material	Other than books
2012-13	13500000	12297767	1609184	10688583
2011-12	9000000	8290613	2267968	6022645
2010-11	6500000	6293617	1102617	5191000
2009-10	6000000	5579316	2366819	3212497
2008-09	6000000	5696529	3178064	2518465

4.2.8 Annual library budget and the amount spent for purchasing new books and journals.

4.3 IT Infrastructure

4.3.1 Details of Library and Library Extension Center IT and ICT Infrastructure

Yes

4.3.2 Details of the computing facilities i.e., hardware and software.

- Number of systems with individual configurations 10
- Computer-users ratio
- Dedicated computing facilities Yes

- LAN facility Yes
- Proprietary software Yes
- Number of nodes/ computers with internet facility 10
- Any other (please specify)

4.3.3 Plans and strategies for deploying and upgrading the IT infrastructure and associated facilities

To develop Digital Library

4.3.4 Details on access to on-line teaching and learning resources and other knowledge and information database/packages provided to the staff and students for quality teaching, learning and research.

S. No.	Website	Resource Name	No. of Journals
1.	http://pubs.acs.org/	American Chemical Society	37
2.	http://www.aip.org/	American Institute of Physics	18
3.	http://publish.aps.org//	American Physical Society	10
4.	http://www.annualreviews.org/	Annual Reviews	33
5.	http://journals.cambridge.org	Cambridge University Press	224
6.	http://www.epw.in	Economic and Political Weekly	1
7.	http://iopscience.iop.org/journals	Institute of Physics	46
8.	http://isid.org.in/	ISID	Database
9.	http://www.jccc-ugcinfonet.in	JCCC	Database
10.	http://www.jstor.org/	Jstor	1401+
11.	http://www.ams.org/mathscinet/	Mathscinet	1 Database
12.	http://www.oxfordjournals.org/	Oxford University Press	206
13.	http://www.portlandpress.com	Portland Press	8
14.	http://projecteuclid.org	Project Euclid	30
15.	http://muse.jhu.edu/journals/	Project Muse	411+
16.	http://www.rsc.org/	Royal Society of Chemistry	29+6 Database
17.	http://www.sciencedirect.com/	Science Direct	1036
18.	http://epubs.siam.org/	SIAM	14

19.	http://www.springerlink.com/	Springer Journals	1389
20.	http://www.tandfonline.com/	Taylor & Francis	1365
21.	http://apps.isiknowledge.com/	Web of Science	1 Database
22.	http://onlinelibrary.wiley.com/	Wiley-Blackwell	908
23.	http://dl.acm.org/dl.cfm	ACM Digital Library	
24.	http://www.emeraldinsight.com/	Emerald Extra	
25.	http://ieeexplore.ieee.org/Xplore/guesthome.jsp	IEEE Journals	
26.	http://www.indiastat.com/default.aspx	IndiaStat.com	
27.	NISCAIR Research Journals	NISCAIR Research Journals	
28.	Indian Academy of Sciences	11 Journals	
29.	DELNET	Data Base	

4.3.5 IT facilities available to individual teachers for effective teaching and quality research

Accessible to teachers on the university website:

<http://www.dauniv.ac.in/ugcinfonet.php>

4.3.8 A. Details of ICT-enabled classrooms/learning spaces available

B. Record of utilization for enhancing the quality of teaching and learning

4.3.9 Records of Faculty and computer- aided teaching-learning materials

4.3.10 Library and Library Extension Center availing of the National Knowledge Network connectivity **Yes. IT Center is the coordinating unit**

4.3.12 Record of Availing of web resources such as Wikipedia, dictionary and other education enhancing resources

4.3.13 Library and Library Extension Center budget for the update, deployment and maintenance of computers **Rs. 0.50Lakhs per Year**

4.4 Any other information regarding Infrastructure and Learning Resources which the university would like to include.

5.1.4 A. Committee members and record of user grievance redressal **Yes**

B. Details of the nature of grievances reported and the redressal

CRITERION VI: GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 Institutional Vision and Leadership

6.1.1 State the vision and the mission of the Library in line with the University

Vision:

- o To provide 24 X 7 access to world class information to meet the needs of the academic community.
- o To develop an exhaustive collection of reading materials for the use of the students, researchers and the faculty members in the campus .

- To provide services to differently challenged students with special materials

Mission:

- To build up comprehensive collection of books and other reading materials in all formats to support the research, teaching, and learning needs of the academic community.

6.1.2 Mission statement definition for the Library's distinctive characteristics in terms of addressing the needs of the society, the students it seeks to serve, the institution's tradition and value orientations, its vision for the future,

- Build collections and create tools to support research and learning;
- To maximize access to the information resources across the world
- To Create better physical and virtual environment for study;
- To Collaborate with national and international agencies to strengthen collection services.

6.1.3 Write-up of

- * ensuring the organization's management system development, implementation and continuous improvement
- * interacting with its stakeholders
- * Reinforcing a culture of excellence
- * identifying organizational needs and striving to fulfill them

Central Library works to fulfill the vision and Mission. Central Library School takes suggestions of students, researchers and faculty members and employees in the matters related to requirement of books and other reading materials and services required. The Library members progression in different levels of competitive examinations and passing out their academic degrees with better percentage is attributed to the usage of the library resources and services.

6.1.4 Records of Library committees meetings

FileLib/Lib.Committee/ (05)

6.1.6 Write-up of a culture of participative decisions in the Library and Library Extension Center

File:Library Purc./13(06)

6.1.7 Record of Grooming leadership at various levels

6.1.10 Record of knowledge management strategy

6.1.11 Write up on

- * Contributing to national development
- * Fostering global competencies among users
- * Inculcating a sound value system among users
- * Promoting use of technology
- * Quest for excellence

The library members have access to world class information resources. The Library supports the teaching, research and other academic activities of the university by continuously providing the latest information to its members. The large number of pass outs in the competitive examinations, and other national level tests is a significant contribution of the library towards the society to which it is attached.

6.2 Strategy Development and Deployment

6.2.1 Perspective plan for development and write-up of policies and strategies :

- * work for Vision and for achieving the mission
- * Enhancing learning facilities
- * Enhancing development
- * Enhancing Community engagement
- * Enhancing Human resource planning and development
- * Enhancing Industry interaction
- * Enhancing Internationalisation
- * Qualitative collection development policies to strengthen the collection to meet the information needs of the members in ICT era
- * Providing physical atmosphere for extended hours of study
- * Fulfilling the requirements of the physically challenged students

6.2.2 Library organizational structure and decision making processes and their effectiveness.

The hierarchical organization of the Library is

Hon'ble Vice Chancellor
 Registrar
 Librarian
 Assistant Librarian
 Senior Technical Assistants
 Library Assistants-Grade -I
 Library Assistant Grade-II
 Counter Clerk

Book Lifter

Watch and Ward Staff

Major decisions relating to library activities are being taken by the Library Committee and Executive Council of the university.

6.2.3 Write up of functioning independently and autonomously and ensure accountability Yes

6.2.5 Record of last four years, have there been any instances of court cases filed by and against the Library , What were the critical issues and verdicts of the courts on these issues NO

6.2.6 Performance audit of the Library by external experts

6.3 Library Empowerment Strategies

6.3.1 Outcome of the reviews of self appraisal and PBAS and important decisions taken on that

6.3.3 List of teachers availing welfare schemes available for teaching and non-teaching staff.

6.3.4 List and number of attracted and retained eminent faculty in last 4 years

6.3.5 Gender audit during the last four years of the department achievements and pass percentages and its salient findings.

6.4 Financial Management and Resource Mobilization

6.4.1 Statements of audited income and expenditure of Library and administrative activities of the last four years.

6.4.5 Efforts taken by the Library for resource mobilization. (User fees)
Rs.914650.00 during 2012-13

6.4.6 Record of endowment funds created

6.5 Internal Quality Assurance System

6.5.1 Details of department internal quality assurance and sustenance system, give details.

The Librarian is responsible for the overall maintenance of the central Library. An IQAC cell with in the department is working. The team works with Head to maintain the quality and improve the weaknesses. It takes into account of performance, audit and feedbacks. It closely interacts with University IQAC

6.5.4 Any other information regarding Governance, Leadership and Management which the university would like to include.

CRITERIA VII: INNOVATIONS AND BEST PRACTICES

7.3 Best Practices

1. Library Information Packs.

2. Central Reference Library for the use of constituent and affiliated colleges. Yes
3. A feedback from stakeholders through scientifically designed and analyzed questionnaire, at least twice a year. Yes
4. Compiling and displaying of student/teacher attendance statistics (graphic) on the notice boards of the library as well as in the departments. Yes
5. Communication of current awareness to different user groups.
6. Information literacy programs - Beginning of the academic year with a general presentation Yes
 - Periodically for need based groups
 - Teaching library programs
7. Creation of digital Repositories - Article Repositories
 - Publication Repositories **Planned during 2013-14**
 - Question paper Repositories
 - Course ware Repositories
 - 8. Displaying new arrivals of books/journals and circulating a list to different departments that use the library. Yes
 - 9. Suggestion box and timely response. **Being carried out**
 - 10. Development of a website/web page for the library including all the services and necessary information.
 - 11. Establishing linkage with other libraries and avail free/ nominal fee services.
 - 12. Initiatives for research projects/ turn key projects from the library.
 - 13. Development of electronic environment on the campus and encouragement to e-deliveries.
 - 14. Developing linkage with the functional units of the universities. - Information Center Yes
 - The Library Server(Solaris) is being managed by the IT Center**
 - Computerization of the Departmental Libraries**
 - Assisting the Department Libraries in Procuring the reading materials in print and e- format**
 - Providing special membership for the outside university students**
 - Membership for students appearing for Competitive exams**
15. Conducting Exhibitions/Demonstrations/Lectures on Current Issues.
 - Organized User Awareness programme on the use of Science direct E-Resources in April 2013.**
16. Building a Network of College Libraries under the aegis of the University.
- 7.3.1 Give details of any two best practices which have contributed to better academic and administrative functioning of the University Library.

Format for Record of Best Practices of the department

1. Title of the Practice
2. Objectives of the Practice
3. The Context
4. The Practice

Describe the practice and its uniqueness in the context of India higher education. What were the constraints / limitations, if any, faced (in about 400 words)?

5. Evidence of Success

Provide evidence of success such as performance against targets and benchmarks, review results. What do these results indicate? Describe in about 200 words.

6. Problems Encountered and Resources Required

Please identify the problems encountered and resources required to implement the practice (in about 150 words).

7. Notes

Optional. Please add any other information that may be relevant for adopting/ implementing the Best Practice in other institutions (in about 150 words).

Developed the resource collection to the visually disabled students.

Adding new E-Resources for the use of the members

To have wider access to the information and its use by members

Need additional space for the establishment of the digital library