**SCHOOL OF LIBRARY AND INFORMATION SCIENCE**
**CENTRAL LIBRARY**
**Self Study Report 2012-13**

**1. Name of the Department** : School of Library and Information Science
                               : Central Library
        **Faculty**            : Engineering Sciences
**2. Year of establishment** : 1993. The School was formally established in 2006 with the starting of Full Time Courses.

A.1 Academic programs offered by the department at present, under the following categories and Sanctions pertaining to each of the Courses.

| Programs | Number | Course/Subjects |
|---|---|---|
| UG    since 1993 | 01 | B. L. I. Sc. |
| PG    since 2006 | 01 | M. L. I. Sc. |
| Integrated Masters | | |
| M. Phil.    Since 2009 | 01 | M. Phil. in Library and Information Science |
| Ph.D. | NIL | planned from 2013-14 |
| Integrated Ph.D. | NIL | NIL |
| Certificate | NIL | NIL |
| Diploma | NIL | planned for 2013-14 |
| PG Diploma | NIL | NIL |
| Any other (please specify) | NIL | NIL |
| Total | 03 | |

**A.1.1** Details approval/recognition and recommendations issued by the statutory body (for example, (UGC, AICTE, NCTE, PCI, MCI, DCI) governing the program in case of Professional Programmes letters for the <u>first time</u> and <u>Last Academic Year</u> recognitions
      NOT REQUIRED

  If the department offers Distance Education Programmes (DEP) then
  Number of programmes offered.                         Nil
  Name of Each Program                                Nil
  Letters for approvals by the Distance Education Council.      No

**A.2**  Copy of Ordinances related to the courses in the department
    Ordinance No. 161 and OrdinanceNo.21 for M. Phil.
                            **(File No.Lib/LIS/Ordn/2006-13) 01**

**A.3**  Number of working days during the last academic year.    **253**
     Number of teaching days during the past four academic years.

| 2008-09 | 2009-10 | 2010-11 | 2011-12 |
|---|---|---|---|
| 185 | 191 | 192 | 196 |

('Teaching days' means the days on which classes were engaged in a particular session. Examination days are not to be included)

**A.4** Number of positions in the Department, their appointment letters, joining reports and sanctions of each

| Positions | Teaching faculty | | | Non-teaching staff | Technical staff |
|---|---|---|---|---|---|
| | Professor | Associate Professor | Assistant Professor | | |
| Sanctioned by the UGC / University / State Govt. *Recruited*    *Yet to recruit* | 01(Librarian)* | NIL | NIL | NIL | NIL |
| Number of Faculty working on (Contractual Faculty –Full Time) basis | NIL | NIL | 04 | NIL | NIL |

**\* Dr. GHS Naidu**, Head, University Library is associated with the School of Library and Information Science. Thus the total Faculty=**06.**

**A.4.1** Qualifications of the teaching staff

| Highest qualification | Professor | | Associate Professor | | Assistant Professor | | Total |
|---|---|---|---|---|---|---|---|
| | Male | Female | Male | Female | Male | Female | |
| Permanent teachers    NIL | | | | | | | |
|   D.Sc./D.Litt. | | | | | | | |
|   Ph.D. | | | | | | | |
|   M. Phil. | | | | | | | |
|   PG | | | | | | | |
| Temporary teachers | | | | | | | |
|   Ph.D. | NIL | NIL | NIL | NIL | NIL | NIL | NIL |
|   M. Phil. | NIL | NIL | NIL | NIL | 01 | 02 | 03 |
|   PG | NIL | NIL | NIL | NIL | NIL | 01 | 01 |
| Part-time teachers (Courses Visiting Faculty)   **NIL** | | | | | | | |
|   Ph. D. | | | | | | | |
|   M. Phil. | | | | | | | |
|   PG | | | | | | | |

Emeritus, Adjunct and Visiting Professors and their sanctions.

Planned for Emeritus Professors in 2013-14

Semester-wise Record of Courses Visiting Faculty and their Sanctions    NIL

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

**A.5** Copies of Latest Bio-data of Faculty in positions in the Department

**File No. Lib/LISfaculty/2013      02**

**A.5 1**. Copies of Yearly Performa Based Assessment Records of Faculty in positions in the Department

2. Number of teaching posts sanctioned and filled (Professors/Associate Professors/Asst. Professors)

|  | Sanctioned | Filled |
|---|---|---|
| Professor | 1* | 1 |
| Associate Professors | NIL | NIL |
| Asst. Professors | 05 | 04 |

* Dr. GHS Naidu, Head, University Library is associated with the School of Library and Information Science. Thus the total Faculty=06.

3. Faculty profile with name, qualification, designation and specialization (D.Sc./D.Litt./ Ph.D./M.Phil., etc.)

| Name | Qualification | Designation | Specialization | No. of Years of Experience | No. of Ph.D. students guided for the last 4 years |
|---|---|---|---|---|---|
| Dr.GHS Naidu | M. A., M. L. I. Sc., Ph. D. | Librarian | Lib. Automation, Lib. Classification, Lib. Management. | 21 | NIL |
| Mr B. Ratha | M. L. I. Sc., M. Phil., NET | Lecturer | Lib. Classification, Lib. Automation & Networking | 05 | NIL |
| Ms Arti Joshi | M. L. I. Sc., NET | Lecturer | Research Methodology | 03 | NIL |
| Ms Swati Soni | M. L. I. Sc., M. Phil., NET | Lecturer | Lib. Automation & Networking, Web Page designing | 01 | NIL |
| Ms Anjali Patil | M. L. I. Sc., M. Phil. | Lecturer | Lib. Management | 02 | NIL |

4. List of senior Visiting Fellows, faculty, adjunct faculty, emeritus professors:

Planned for 2013-14

5. Percentage of classes taken by temporary faculty–program-wise information each semester wise information   100%
Percentage of classes taken by visiting faculty–program-wise each semester wise information NIL

6. Program-wise Student Teacher Ratio 13:1

7. Number of academic support staff (technical) and administrative staff: sanctioned: 02

| Category | Sanctioned | Filled |
|---|---|---|
| Technical* | NIL | NIL |
| Administrative | 01 | NIL |
| Support Staff | 01 | 01 |
| Total | 02 | 01 |

**\***The staff at the University Central Library helps the School of Library Science

A.6 Students enrolled in the department during the current academic year, with the following details: (2012-13)

| Students | UG | | PG | | Integrated Masters | M.Phil. | | Ph.D. | D.Litt./ D.Sc. |
|---|---|---|---|---|---|---|---|---|---|
| | *M *F | | *M *F | | *M *F | *M *F | | *M *F | *M *F |
| From the state where the university is located | 1 | 7 | 4 | 21 | | 3 | 3 | NIL | NIL |
| From other states of India | 1 | NIL | 1 | NIL | | NIL 1 | | NIL | NIL |
| NRI students | NIL | | NIL | | NIL | NIL | | NIL | NIL |
| Foreign students | NIL | | NIL | | NIL | NIL | | NIL | NIL |
| Total | 02 | 07 | 05 | 21 | | 03 | 04 | | |

*M-Male *F-Female

Externally registered students?

Yes ☐        No  √

If yes, how many students avail of this provision annually?

**A.7** Calculation of 'Unit cost' of education  (2012-13)

*(Unit cost = total annual recurring expenditure (actual) divided by total number of students enrolled)*

(a) Including the salary component = Rs. 24051.00

(b) Excluding the salary component = Rs   908.46

**File Number:Lib/LIS/INC-EXP/2013  03**

**A.8** A.  Faculty recharging strategies
- All the Teachers are Temporary and Full Time Contractual Teachers.
- The Teachers have participated and attended in the Two Day National Seminar on the Future of Academic Libraries in the ICT era from 16-17th March 2012.
- Ms. Arti Joshi attended the ETTLIS 2012 at JUITs, Guna on 27-28th October 2012 and presented a Paper.

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

NIL

**A.9 Student projects**

Percentage of students who have done in-house projects including inter-departmental projects:                                100 percent

Percentage of students doing projects in collaboration with other universities /

---

industry / institute                                                    0 percent

**A.10** Awards / recognitions received at the national and international level by
- Faculty                                                          NIL
- Doctoral / post doctoral fellows                                 NIL
- Students                                                         NIL

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

| | |
|---|---|
| 2008-09 | Nil |
| 2009-10 | Nil |
| 2010-11 | Nil |
| 2011-12 | 01 |
| 2012-13 | Nil |

National Conference on Future of Academic Libraries in Internet Era: 16-17 March 2012
Total Participants: 115 (Local 97 and Outstation 08)

| | |
|---|---|
| 01. Prof.N.R.Satyanaraya, | Retd. Prof.in LIS, B.B. Ambedkar University, Lucknow |
| 02.Prof.S.Kumar, | Retd. Prof.in LIS, Vikram University, Ujjain. |
| 03. Dr.Akhtar Pervez, Librarian, IIM, Indore | |
| 04.Dr. Arvind K.Sharma | Assoc.Prof. in LIS, MLB College of Excellence, Gwalior |
| 05.Dr. Jitendra Srivastava | Assoc.Prof. in LIS, MLB College of Excellence, Gwalior |
| 06.Dr.Kishor John | Assoc.Prof. in LIS, GACC,Indore |
| 07.Dr.Sonal Singh | Head, LIS, Vikram University, Ujjain |
| 08.Dr.I.R.Kumar | Advisor, Sri Vaishnav Group of Institutions, Indore |
| Source of Funding: | UGC XIth Plan Grant Rs.1.23 Lakhs |

A.12 Write up of Code of ethics for research followed by the departments :
Dissertations submitted by the students are original". Teachers Adhere to the basic ethics in Research and discourage plagiarism. Teachers and students maintain the social responsibility by undertaking the research studies of social relevance and to the community to which they are attached.

A.13 Student profile course-wise (2012-13)

| Name of the Course (refer to question no. 4) | Applications received | Selected | | Pass % in qualifying Exam for admission | |
|---|---|---|---|---|---|
| | | Male | Female | Male | Female |
| B. L. I. Sc. | 9 | 2 | 7 | 35.7-56.2 | 45.0-76.0 |
| M. L. I. Sc. | 26 | 5 | 21 | 64.9-72.7 | 51.0-82.1 |
| M. Phil. in LIS | 9 | 3 | 4 | 63.0-84.0 | 60.8-69.3 |

A.14 Diversity of students

| Name of the Course | % of students from the same university | % of students from other universities within the State | % of students from universities outside the State | % of students from other countries |
|---|---|---|---|---|
| B. L. I. Sc. | 66.66 | 22.22 | 11.11 | 0 |
| M. L. I. Sc. | 100 | 0 | 0 | 0 |
| M. Phil. in LIS | 42.86 | 42.86 | 14.28 | 0 |

**A.15** Record of how many students have cleared Civil Services and Defense Services examinations, NET, SET, GATE and other competitive examinations? Give details category-wise.

| NET: | Gen. | SC | ST | OBC | Tot. |
|---|---|---|---|---|---|
| June 2012 | Nil | Nil | Nil | 01 | 01 |
| Dec' 2012 | Nil | Nil | Nil | 01 | 01 |
| June 2011 | Nil | 01 | Nil | Nil | 01 |
| Dec' 2011 | Nil | Nil | Nil | 01 | 01 |
| June 2010 | Nil | 02 | Nil | 01 | 03 |
| Dec' 2010 | Nil | Nil | Nil | Nil | Nil |
| June 2009 | Nil | 01 | Nil | Nil | 01 |
| Dec' 2009 | Nil | Nil | Nil | Nil | 00 |

**A.16 Record of Student Progression**

| Student progression | Percentage against enrolled |
|---|---|
| UG to PG | 82 |
| PG to M. Phil. | 07 |
| PG to Ph.D. | Nil |
| Ph.D. to Post-Doctoral | Nil |
| Employed<br>• Campus selection<br>• Other than campus recruitment | |
| Entrepreneurs | Nil |

**A.17 Record of Diversity of staff**

| Percentage of  faculty who are graduates | |
|---|---|
| of the same university | 25 |
| from other universities within the State | 75 |
| from universities from other States | 00 |
| from universities outside the country | 00 |

**A.18** Number of faculty who were awarded Ph.D., D.Sc. and D.Litt. during the last four years                                          Nil

**A.19** Present details of infrastructural facilities in the department with regard to
    a) Library                                          : Departmental Library
    b) Internet facilities for staff and students          : Available
    c) Total number of class rooms                      : 02
    d) Class rooms with ICT facility                    : 01
    e) Students' laboratories                           : Computer Lab (Equipped with 6 Computers)
    f) Research laboratories                            : NIL

**A.20**  List of doctoral, post-doctoral students and Research Associates

a) From the host university     NIL
b) From other universities     NIL

**A.21** Records of financial assistance and Number of post graduate students getting financial assistance from the university, UGC, State, AICTE.

                NIL

**A.22** Methodology of need assessment exercise undertaken before the Development of new program(s)

Library is an important asset of any institution/organization. The need for library and information services is always felt. Experts emphasize the need for new innovations and services and the need for revision of the curriculum to meet the changing needs of the society.

The National Knowledge Commission has recommended for the strengthening of the Library and Information facilities, using ICT facilities at the grass root level in the villages.

**A.23 Records of feedback from**

 a. Faculty on curriculum as well as teaching-learning-evaluation? If yes, how does the department utilize the feedback?

 The entire Faculty gives the Feedback on the curriculum in the Departmental meetings

 Eminent Experts:

 01. Prof. J.N.Gautham, (Presently Rector) School of Library And Information Science, Jiwaji University, Gwalior

 02. Dr. Akhtar Pervez, Libarian, IIM, Indore

 03. Dr.R.B.Gaddagimath, Librarian, Gulbarga University, Gulbarga

 04. Dr. Arvind K.Sharma,.Prof. in LIS, MLB College of Excellence, Gwalior.

 Suggestions are taken for the curriculum development.

 b. Students on staff, curriculum and teaching-learning-evaluation and how does the department utilize the feedback?

 Student representatives discuss with the faculty. Discussed in Departmental Committee Meetings

 c. Alumni and employers on the programmes offered and how does the department utilize the feedback?

 Alumni Feedback is being taken continuously

**A.24 List the distinguished alumni of the department (maximum 10)**

| S.No | Name of Alumni | Session | Position | Organization |
|---|---|---|---|---|
| 01 | Abhishek Gupta | 2010-11 | Sr.Tech.Asst. | IIM, Udaipur |
| 02 | Navin Soni | 1996-1997 | Scientist-B | DESIDOC |
| 03 | Lala Ram Ahirwar | 2011-2012 | Sr.Tech.Asst. | IIT, Indore |
| 04 | Ravikaran Sahu | 2010-2011 | Sr.Tech.Asst. | DESIDOC |
| 05 | Ratan Kumar Jha | 2003-04 | Information Analyst | TERI, New Delhi |
| 06 | Megha Kushwah | 2010-2011 | Lib.Asst. | IIITDM, Jabalpur |
| 07 | Prashant Kumar | 1996-1997 | Scientific Assistant | ARIES, Nanital |
| 08 | Vilas Nimbalkar | 1997-1998 | Sr.Tech.Asst. | IIM, Indore |
| 09 | Raj Boria | 1999-2000 | Assistant Professor | Vikram Univ. Ujjain |
| 10 | Satish Bisen | 2010-2011 | Sr.Tech.Asst. | IIT, Indore |

**A.25 Details of student enrichment programmes (special lectures/**

**workshops / seminar) involving external experts.**

| No. | Name of Expert | Designation | Address | Topic | Date |
|-----|----------------|-------------|---------|-------|------|
| 01. | Dr. Nirmal Kumar Swain | Asst. Professor & Head | Vansthali Vidya Peeth, Jaipur nirmal_swain@yahoo.com | Professional development and future possibilities | 13.12.10 |
| 02. | Dr. Shivpal Singh Kushwah | Librarian | National Law University, Bhopal | ICT and Its use in librarian | 14.12.10 |
| 03. | Dr. Arvind Sharma | Asst. Professor | MLB College, Gwalior | Knowledge Management | 06.06.11 |
| 04. | Dr. Arjun Singh | Library Info. Officer | IIFM, Bhopal asingh@iifm.ac.in | Ethical aspect and library profession: Problems and perspective | 25.02.12 |
| 05. | Dr. Rakesh Khare | Librarian | Gitanjali Girls College, Bhopal Soul.rakesh@yahoo.in | Cataloging , N-LIST | 28.02.12 |
| 06. | Dr. U. C.  Sharma | Reader | DLIS, Dr. BR Ambedkar University, Agra scumesh@yahoo.com | Knowledge commissions and Libraries | 20.02.12 |
| 07. | Dr. R. B. Gaddagimath | Librarian | Gulbarga University, Gulbarga rbggu@rediffmail.com | ICT in Teaching, Learning and Research | 02.03.12 |
| 08. | Dr. R. B. Gaddagimath | Librarian | Gulbarga University, Gulbarga rbggu@rediffmail.com | Positive attitude and excellence for quality productivity and services | 03.03.12 |
| 09. | Mr. Vijay Anand | Librarian | MCNU of Journalism and Communication, Noida anandvijay@gmail.com | Library Operations | 06.03.12 |
| 10. | Dr. R. K. Sharma | Professor and Head | Govt. TRS College Rewa profrksharma@hotmail.com | Use of library and Information Science | 24.04.12 |
| 11. | Prof. N. Laxmon Rao | Retd. Professor | A-194 Ravindra Nagar, Hydrabad naglaxman@yahoo.com | What needs to be learning by LIS students | 12.10.12 |

| 12. | Dr. Anil Kumar | Librarian | IIM, Ahmedabad anilkumar@iimahd. ernet.in | Practical aspect of library science | 12.10.12 |
|---|---|---|---|---|---|
| 13. | Mr. Shashidhar Shetty | Librarian | American Library, Mumbai shetysm@state.gov | Presentation on E-Library USA | 04.02.13 |

**A.26** Record and List of the teaching methods adopted by the faculty for different programmes.

Lecture methods includes, use of ICT tools, seminars, Presentations and assignments.

**A.27** Record of Monitoring by the department ensure that programme objectives are constantly met and learning outcomes are monitored

1. The student pass percentage is high. Hundred percent in U. G. and P. G. most of the times.

2. The students are well placed in National Institutes, IIMs and IITS. Pass outs in NET. Students registered for Ph. D. in various universities. Learning outcomes are monitored in departmental Committee.

| Program | BLISc. | MLIS | M. Phil. |
|---|---|---|---|
| **Objectives** | The program is designed to educate the students in the fundamental and basic theories and practices of Library and Information Science. Application of ICT tools in LIS. | MLISC program is designed to train the students in the advanced techniques and tools for managing libraries of the 21st century. Detailed study of automated library practices and virtual libraries. | To train the students in the advanced methods and techniques of e-librarianship and research in library and information science |
| **Learning Outcomes** | **(i)Fundamental knowledge in** Development of Libraries in India, Basic Laws of Library Science, principles and theories on different topics of library science. Library Acts, Role of Government organizations for library development, Resource development, Managing the libraries, Operational issues of various sections of libraries and user services. | **(i) Fundamental knowledge in** Trained to mange Special Libraries, Able to provide To Documentation and information services in ICT era. Introduced to Research Methods and statistical techniques in libraries. | **(i) Fundamental knowledge in** Research Method, Methodology and statistical techniques, Current Management techniques of library and information centers to manage the libraries with ICT tools and techniques. |
| | **(ii) Advanced knowledge in** Computer Basic, | **(ii) Advanced knowledge in** Database management, information security, | **(ii) Advanced knowledge in** Research report writing, |

| | | | |
|---|---|---|---|
| | Library automation, computerization. | Digital Library Creation, Digital/ Information repository. | publications and Use of e-resources and ICT for research works. |
| | **(iii) Ability for employment** Classifier, Cataloguer, Library Assistant in University Level Library. Govt. jobs of Librarian in NVS and KVS. | **(iii) Ability for employment in** Library Scientist, Information Scientist, SLIA. Govt. jobs. University, College, School and Public libraries | **(iii) Ability for employment in** Assistant Librarian, Research Consultant, LIS Teacher, LIS Scientist. Govt. jobs. University, College, School, Special and Public libraries |
| | **(iv)Ability for higher education and research in the areas of** Library classification, Current Reference Service Techniques, Library automation. | **(iv) Ability for higher education and research in the areas of** Bibliometrics, Sciento-metrics, Webometrics, Digital Library, Web Based Appl., Library 2.0, Digital/Information Repository. | **(iv) Ability for higher education and research in the areas of** Mobile Application, Artificial intelligence, Social Networking, Blogging, Online research, Virtual and Hybrid Library. |

**A.28** Details and Highlight of the participation of students and faculty in extension activities in the department.

Garden Maintenance in front of the Library building

**A.29** Details of "beyond syllabus scholarly activities" of the department.

Five Day Lecture on communication skills and personality
development by Sri. O.P.Khandelwal

**A.30** Information about programme/ department accreditation/grading by other agencies? If yes, give details.                              Nil

**A.31** Write up of highlight the contributions of the department in generating new knowledge, basic or applied.

Since inception, the school has educated 322 under graduates, 165 Post Graduates and 60 M.Phil students, who are serving the Nation in different Libraries.

School is having excellent ICT facilities, which enables students to acquire latest ICT tools and techniques.

Students are being equipped with the latest knowledge skills. Students participate in National and International seminars. Research papers published by the students and faculty. Professionally competent librarians are produced, who have been well versed with new ICT techniques

**A.32** Write up of Future plans of the department.
Diploma in Library Science, Ph. D. in Library and Information Science

**A.33** Record of any five Strengths, Weaknesses, Opportunities and Challenges (SWOC) of the department.

| Strength | Weaknesses | Opportunities | Challenges |
|---|---|---|---|
| A good academic environment and innovative teaching techniques | Inadequate permanent Faculty | 100% Placement of the pass out students | Decreasing admissions in department |
| More practical classes rather than theoretical classes | Need of non-teaching staff | Research in Library and Information | |
| ICT facilities | No financial support | Industry-institute linkages | |
| Team work | | | |

**A.34** Write up of efforts for Quality Sustenance and Assurance in the department

1. Continuous Feedback from the students and the analysis and then discussions in the departmental meetings helps in sustenance of quality and gives assurance on quality to stakeholders.
2. Interaction with Subject experts to develop the curriculum to meet the present needs and future requirements.
3. Faculty and student visits to major libraries helps in improving the quality of the curriculum.

1. University IQAC has organized three workshops in 2012-13.
   - Quality issues in paper setting and evaluation on September 26, 2012
   - Quality issues in teaching , learning processes. May 10, 2013
   - Choice Based Credit System, May 15,2013
2. University has also organized lectures on Swami Vivekanand and Mahamana Madan Mohan Malviya in 2012
3. University has organized lectures on Fostering Excellence in research and by External experts in July 2012

### CRITERION I: Curriculum Design and Development

1.1.1    Academic Year of Revision, Curriculum of Each Course, Objective and Course plans of each paper taught in the course: Revised every Year

Whether uploaded on website        2013.
        Yes  [ √ ]                No  [   ]    Revised in June 2013

 Link:  http://www.clib.dauniv.ac.in/Academic.php
 A  Eligibility for admission to each course
 BLISc:        Graduation  in any discipline with Second Division
 MLISc:        BLISc with Second Division
 M.Phil        MLISC with 55 Percent of marks(As per UGC Regulations 2009 and University Ordinance No.21)

**B** Whether reflects Vision and mission reflection

Yes          No

| √ | | |

C  Write on reflection of vision and mission

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 as well as Nation.

MISSION:

- To train the student to understand the functions and purpose of library in changing social , academic  and digital environment .
- To train the student in the techniques of librarianship , management of Library, information knowledge processing, organization and retrieval.
- To enrich the students with knowledge of computers and its application in LIS activities.

1.1.2  Details of process followed in last revision of Curriculum

A. Need Assessment

The Board of studies and the Departmental committee takes cognizance of the recommendations of the Colleges, National Experts, while framing the syllabus and other matters.

The National Knowledge Commission has recommended for the strengthening of the Library and Information facilities, using ICT facilities at the grass root level in the villages.

B. Faculty involved in curriculum design (List of members)        YES

C. Records of Departmental Committees/Board approvals of the designed curriculum

YES

D. Records of External Experts Opinion of the designed curriculum

YES

E. Records of External Experts Feedback of the designed curriculum

YES

F. Records of Student Feedback opinion on the existing curriculum

YES

G. Records of Syllabi of National tests, Eligibility Tests and Examinations for example, GATE, NET, Service Commissions, National Councils, for the each curriculum, if any,

YES  (UGC NET)

(File No.Lib/BOS/2013)                04

1.1.3  Detailed write up out each course in reference to

* Employability: The Syllabus is designed according to the requirements of UGC NET Syllabus, MPPSC Syllabus, and other Central Universities, where the LIS teaching program is there. Around 80 Percent of MLISC pass outs  get employment

   M.Phil: The students are getting job opportunities even before completing the course work and are getting higher salaries.

   The students have high employment probability in the IITS and IIMS as apprentice.

* Innovation: New topics on emerging areas and ICT applications in Libraries are being regularly incorporated.
* Research: Seventeen percent of the Syllabus with Two Papers at M.LISc and 37 Percent at M.Phil Level with Two Theory Papers and dissertation

1.1.4 Records of UGC/AICTE/National Council, Regulating bodies Guidelines for the development and restructuring the curriculum, if any,

UGC Model Curriculum. ICT component and NET Syllabus have been taken due care in the curriculum design

Department Faculty members, if any, involved in leading any curricular reform which has created a national impact?          No

1.1.5 A. Record of Interactions, Opinions and Feedbacks for the designed curriculum with External Research Bodies

Yes

B. Records of Interactions, Opinions and Feedbacks for the designed curriculum with Industrial Experts, particularly in case of Professional Courses

Yes

C. Records of Interactions, Opinions and Feedbacks for the designed curriculum with Stake Holders, such as eminent personalities, Visitors to the departments, parents

Yes

D. Records of Alumni opinion on the existing curriculum (may be taken in an Alumni Register)

Yes

**File No. Lib/LIS/Feedback/2013 (Records from A to D)     05**

1.1.6 List of Department Courses which are also introduced in University affiliated colleges also. List of colleges who introduced those courses
Bachelor of Library and Information Science: one Year (two semesters)
*01. MLB Govt. Girls New Degree College, Kila maidan ,Indore*
*02. Mata Jijabai Govt. Girls Degree College, Motitabela, Indore*
*03. IPS Academy, Indore*
*04. Sri Aurobindo Institute of Management & Science, Indore*
*05. Shri Jain Shwetamber Professional Academy, Indore*
*06. M.B.Khalsa College, Indore*

1.1.7 Details of additional skill-oriented programmes designed for the colleges, Employees, Faculty relevant to regional needs
Five Day workshop for the Library Staff on Library automation planned in July 2013
One Day Training Session on Curriculum Design is planned for the Teachers in LIS during June 2013

## 1.2     Academic Flexibility

1.2.1    List of Courses taught in Department on campus, BLISc, MLISc, M. Phil.
    ∗ Overseas programs offered on campus    Nil
    ∗ Programs available for colleges to choose from  BLISC
    ∗ Proposed to introduce Four credit Interdisciplinary course on LIS Resources in a digital environment

1.2.2    Records on the following provisions with reference to academic flexibility
    a. List of Core/ Elective options      Yes
    b. List of Enrichment courses      Nil
    c. List of Courses offered in modular form    Nil
    d. List of courses/papers with Credit accumulation and transfer facility      Planned for 2013-14
    e. Details of Lateral and vertical mobility within and across programs, courses and disciplines    Nil

1.2.3    Records of International students      Nil
1.2.4    Records of Courses developed targeting international students, if any
                    Nil
1.2.5    Record of dual degree and twinning programs   Nil
1.2.6    A. List of students, Admission Process, Fee structure of each program
        File No. Lib/LIS/Admission/2013  06

    B. Record of Teacher qualification and salary parity and differences (if any) at par with the aided programmes
  Temporary, Fulltime, Contractual Faculty paid Basic+Grade pay of UGC scale. Differences are in allowances and service conditions.
        **File No. Lib/LIS/Cont. Faculty/2013  07**

1.2.7    Operational details of distance Education Course in the department (if applicable)            NA
1.2.8    Details of Choice Based Credit System (CBCS)
  Planned in 2013-14 for MLISC and M.Phil Level with Specializations, electives and interdisciplinary courses in other schools

1.2.9    Records of Departmental Academic Calendars of each semester
    • Hosted on website link of school at www.clib.dauniv.ac.in
    • Academic calendar of department has information of teaching, evaluation activities, cultural and sports, quizzes, student seminars, Induction, orientation, remedial and advanced learning classes.

1.2.10 Records of Inter-disciplinary programmes, Name of interdisciplinary program and details of students undertaken those programmes.
                Planned in 2013-14

## 1.3  Curriculum Enrichment
1.3.1    A. Record of academic years in which each of the courses was revised.
  Every Year the course content is being revised through the BOS. The

Latest revision is done in June 2013 for the year 2013-14.
B. Records of review, up-gradation,
C. Records of social relevancy,
D. Records of job orientation
E. Records of knowledge intensive nature of each course
Syllabus is comprehensive and covers all the major issues of ICT and Library management.
F. Records of meeting the emerging need of students: To be complied
G. Records of meeting the emerging need of stakeholders To be complied

**No.Lib/LIS/curriculum enrichment/2013 08**

1.3.2    Details of the last four years during which how many new programmes at UG and PG levels were introduced          M. Phil. in LIS since 2009-10
* Inter-disciplinary
* programs in emerging areas

1.3.3  A. Details of strategies adopted for the revision of the existing Programmes
Suggestions of eminent nationally known experts and curriculum, of national level examinations are being incorporated.
B. Percentage of courses underwent a syllabus revision in last four years 100 %

1.3.4    A. Details of Value-added courses offered
1.  The ICT component is given due weight age with 10 credits.
2.  Internship for thirty days.
B. Details of these courses access to students          100 Percent

**File No. Lib/LIS/Value added /2013      09**

1.3.5    Details of higher order skill development programmes in consonance with the national requirements (for example, innovative M. Tech. /M.E.  Courses, CCNA, CCSP, ….)                              **Nil**

**1.4      Feedback System**

1.4.1    A. Copy of Feedback form to obtain feedback from students/student class representatives regarding the curriculum

**Yes**

B. Details of action and use of on feedback from students
Discussed in the Faculty Meetings

**File No. Lib/LIS/Feedback/2013   10**

1.4.2    A. Method used for eliciting feedback on the curriculum from national and international faculty        Yes   (Through E-Mails)

B. Conducting webinars                              Planned in 2013-14
C. Curriculum development Workshops           Planned in 2013-14
D. Curriculum development online discussions  Planned in 2013-14
E.  Impact of Workshop and discussions         Planned in 2013-14

1.4.3    Specify the mechanism through which affiliated institutions give feedback on curriculum enrichment and the extent to which it is made use of.

The Meeting of the Board of Studies invited all the Faculty Members from the Affiliated Institutions in the revision of the curriculum for the year 2013-14 on 12.06.2013.

1.4.4 What is the qualities sustenance and quality enhancement measures undertaken by the Department in ensuring the effective development of the curricula?
Recommendations of the subject experts during the Comprehensive Viva and other meetings if, any. External Subject Experts and Student Representatives have been included in the BOS meeting held on 12.06.2013.

1.4.5 Any other information regarding Curricular Aspects which the UTD would like to include.
The Comprehensive Viva, expert reports, performance and Expert opinion are regularly being obtained on curriculum.

### CRITERION II: TEACHING-LEARNING AND EVALUATION
### 2.1    Student Enrolment and Profile
2.1.1 Copy of Advertisements and website info for ensuring publicity and transparency in the admission process
              **File No. Lib/LIS/Admission/2013        11**
2.1.2 A. Write up details of the process of admission put in place by the department.
Admissions will be done through Entrance Test conducted by the Department (DET) for 2013-14
 B. List of the criteria for admission: (*e.g*.:  merit, entrance test and interview and common entrance test conducted University)
Entrance Test conducted by Department.

2.1.3 Details of admission process in the affiliated colleges if department is monitoring the same.
              "Monitored by the University Academic Section as per the Guidelines of Higher Education Department, M.P. Government"

2.1.4 Student profile analysis(First division in Qualifying Examination for admission)

| Programs | General | OBC | SC | ST | Physical Handicapped |
|----------|---------|-----|-----|-----|----------------------|
| BLIS (UG) | 0 | 4 | 01 | 00 | 00 |
| MLIS (PG) | 6 | 10 | 06 | 02 | 00 |
| MPhil | 5 | 01 | 00 | 01 | 00 |

2.1.5 Strategies adopted to increase/improve access for students belonging to the following categories:          State Government Scholarships
  ∗ SC/ST
  ∗ OBC
  ∗ Women
  ∗ Persons with varied disabilities
  ∗ Economically weaker sections

∗ Outstanding achievers in sports and other extracurricular activities

2.1.6  Number of students admitted in department in the last four academic years:

| Categories | 2009-10 | | 2010-11 | | 2011-12 | | 2012-13 | |
|---|---|---|---|---|---|---|---|---|
| | M | F | M | F | M | F | M | F |
| SC | 3 | 9 | 6 | 12 | 4 | 6 | 3 | 5 |
| ST | 2 | 4 | 5 | 5 | 4 | 5 | 1 | 2 |
| OBC | 8 | 14 | 8 | 14 | 7 | 14 | 5 | 11 |
| General | 4 | 20 | 5 | 17 | 0 | 16 | 1 | 14 |
| Total: | 17 | 47 | 24 | 48 | 15 | 41 | 10 | 32 |

A total of 33 percent seats are reserved for women in each course.

2.1.7  A. Record of demand ratio for the various programs of the university departments

B. If yes then highlight the significant trends explaining the reasons for increase/decrease.

| | 2009-10 | | 2010-11 | | 2011-12 | | 2012-13 | |
|---|---|---|---|---|---|---|---|---|
| Programs | No. of Appls. | No. of Stu.Admt | No. of Appls. | No. of Stu.Admt | No. of Appls | No. of Stu.Admt | No. of Appls | No. of Stu.Admt |
| BLIS(UG) | 57 | 30 | 44 | 26 | 24 | 17 | 09 | 09 |
| MLIS(PG) | 19 | 19 | 32 | 26 | 37 | 30 | 26 | 26 |
| MPhil | 25 | 20 | 31 | 20 | 21 | 09 | 07 | 07 |

The main reasons for less applications/ admissions is mainly due to higher fees structure and too many colleges offering BLISc courses.

2.1.8  A. Record of any program discontinued/staggered in the last four years?

B. If yes, write-up of the reasons.                    **Nil**

2.1.9  Record of Admissions

| Programmes | Total Number of admissions | Number of 1st division pass students in qualifying | Number of 2nd division pass students in qualifying | Entrance test Marks% (Min) |
|---|---|---|---|---|
| UG | 09 | 6 | 3 | 48 |
| PG | 26 | 21 | 5 | 48 |
| Integrated Masters | **NIL** | NIL | NIL | NIL |
| M.Phil. | 07 | | | 55 |
| Ph.D. | NIL | NIL | NIL | NIL |
| Integrated Ph.D. | NIL | NIL | NIL | NIL |
| Certificate | NIL | NIL | NIL | NIL |
| Diploma | NIL | NIL | NIL | NIL |
| PG Diploma | NIL | NIL | NIL | NIL |
| Any other (please specify) | NIL | NIL | NIL | NIL |

## 2.2  Catering to Diverse Needs of Students

2.2.1   A. Record of organization of orientation/ induction program for fresher
University organize common Induction Program in July 2012 for students of all courses, Department also Organize Induction Program on Joining the course, Department also takes orientation classes with first fortnight of admission.

B. Details such as the duration, issues covered, experts involved and mechanism for using the feedback in subsequent years.
Feedback of Orientation Program Planned in 2013-14
The Faculty members generally do the orientation program.

2.2.2   A. Record of analysis of the "differential requirements of the student population" after admission and before the commencement of classes
Analysis Planned in 2013-14
B. Record of key issues identified and addressed
Analysis Planned in 2013-14

2.2.3   A. Record of bridge/remedial/ add-on courses
Remedial classes Proposed during 2013-14.
B. Time table and details of the courses offered in the department- Course wise for all courses
Uploaded on the university website:
http://www.clib.dauniv.ac.in/TimeTable.php

2.2.4   A. Record of the academic growth of students from disadvantaged sections of society, economically disadvantaged, physically handicapped, slow learners, etc
All the students belonging to the disadvantaged sections have passed the Examination. (As per 2.1.6)
B. Main findings

2.2.5   Record of identification and responses to the learning needs of advanced learners                    Planned in 2013-14

**2.3      Teaching-Learning Process**
2.3.1   Records of Plan and organisation of the teaching, learning and evaluation schedules (teaching plan, evaluation schedules and methods, etc.)
Records available with individual Teachers in Teachers Diary and Attendance Register.
Hosted on University website link
http://www.clib.dauniv.ac.in/Academic.php for 2013-14

2.3.2   1. Record and website info of providing course outlines and course schedules
Prior to the commencement of the academic session
Records available with individual Teachers in Teachers Diary and Attendance Register.
2. Methods used for effective implementation

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Verification checks and signature of HOD

2.3.3     A. Record of difficulties in completing the curriculum within the stipulated time frames and calendar
         No difficulty in completing curriculum in time.

      B. Write up of the challenges encountered and the departmental measures to overcome these.
Never encountered, Faculty always compensated extra classes in the semester.

2.3.4     A. Record of student-centric learning activities
         1. Education Tours, Experience sharing with senior Professionals
         2. Quizes and Assignments Planned for 2013-14

B. List of participatory learning activities which are adopted by the faculty that contributes to holistic development and improved student learning, besides facilitating life-long learning and knowledge management.
1. Assignments
2. Student Seminars
3. Quizzes
4. Interaction through group email IDs of course students and Faculty

2.3.5     List, record with photographs of activities such as invited experts/people of eminence to deliver lectures and/or organize seminars for students
**List already enclosed (A.23)    File No. Lib/LIS/activities/2013    12**

2.3.6     Record of Encouragement to blended learning by using e-learning resources
PPTs are saved on CDs. Web resources available for each paper is prepared and list given to faculty and students

2.3.7     Record of facilities such as virtual laboratories, e-learning, open educational resources and mobile education used by the faculty for effective teaching
Class rooms are equipped with ICT facilities, PPTS on various topics related to course are uploaded on university website.
http://www.clib.dauniv.ac.in/E-Lecture.php
http://www.clib.dauniv.ac.in/

2.3.8     Record of activities of designated group among the faculty to monitor the trends and issues regarding developments in Open Source Community and integrate its benefits in the university's educational processes
The group e-mail ids of course in each batch and faculty enables open source community interaction.

2.3.9   Record of steps taken to convert traditional classrooms into 24x7 learning places
All class Rooms have ICT access to make it a place of 24 X 7. Multimedia equipment is used to show video lectures.

2.3.10  A.   Record of actions taken to avail the services of counsellors/mentors/advisors for each class or group of students for academic, personal and psycho-social guidance
Mentors are assigned to students who counsel for academic, social and career needs of students.
B. Details of the process and the number of students who have benefited.
1. Hundred Percent students benefit to mentoring
2. Periodic and weekly interaction with the mentor and frequent interaction with the Head and faculty

2.3.11  A.   Record of innovative teaching approaches/methods/practices adopted/put to use by the faculty during the last four years?
ICT practices are put into use by 100 percent of the faculty.

B. Write up of improvement in learning by innovative methods
More time concentration and interaction with students is possible by sue of ppts in the class.

C. Record of recognition to the faculty due recognition for innovation in teaching
Faculty activities are appreciated in the Departmental meetings.

2.3.12  Record of actions for creating e a culture of instilling and nurturing creativity and scientific temper among the learners
1. Students projects instill and nurture creativity.
2. National conference on future of academic libraries in the ICT Era, 16-17 March, 2012
3. Planned for Lectures on the importance of the Library and referencing skills during 2013-14

2.3.13  A. Record of student projects (if mandatory in each of the learning program)
B. Number of projects executed within the university          100%
C. Names of external institutions associated with the University for Student Project Work
Help of external institutions like IIM Library, Indore is taken by interaction with the Faculty.
D. Role of faculty in facilitating such projects
Faculty assigned to each student project. The Faculty guides the students.

2.3.14  A. Record of shortfall in qualified faculty to meet the requirements of the curriculum
Sufficient faculty have been appointed by the university
B. Record of actions for shortfall supplementation

2.3.15   Number of percentage of faculty enabled to prepare computer-aided teaching/ learning materials                                      100%

2.3.16   A. Record of Student feedback for evaluation of teachers by the students                                                           YES

B. Record of Alumni feedback for evaluation of teachers by the students                                                           YES

C. Methods used and Impact of the evaluation feedback used to improve the quality of the teaching-learning process

The Faculty Members have been instructed to note the shortfalls

## 2.4      Teacher Quality

2.4.1    Record of how the plan and management of human resources was done to   meet the changing requirements of the curriculums.

| | |
|---|---|
| Ms. Arti Joshi | 22 Hrs per week |
| Ms. Swati Soni | 23 Hrs per week |
| Ms. Anjali Patil | 14 Hrs per week |
| Mr. Bhupendra Ratha | 21 Hrs per week |

2.4.3    Diversity in its faculty recruitment

| Department / School | % of faculty from the same university | % of faculty from other universities within the State | % of faculty from universities outside the State | % of faculty from other countries |
|---|---|---|---|---|
| School of Library Science | 25 | 75 | NIL | NIL |

2.4.4    A. List of qualified faculty appointed for new programmes/emerging areas of study (Bio-technology, Bio-informatics, Material Science, Nanotechnology, Comparative Media Studies, Information Technology, Diaspora Studies, Forensic Computing, Educational Leadership, etc.)?                                                    NIL

B. Number of faculty members appointed to teach new programmes during the last four years                                               NIL

2.4.5    List of academic recharge and rejuvenation of teachers
A. List of faculty availed and provided research grants by the University                                                    Planned in 2013-14
B. List of faculty availed and on study leave                          NIL
C. List of faculty nominated to national/international conferences/seminars, in-service training, organizing national/international conferences etc.                                        NIL

2.4.7    List of faculty received awards / recognitions for excellence in teaching at the state, national and international level during the last four years                                                                         NIL

2.4.8    List of faculty underwent staff development programmes during the last four years (add any other program if necessary)?

| Academic Staff Development Programmes | Number of faculty |
|---|---|
| Refresher courses | NIL |
| HRD programmes | NIL |
| Orientation programmes | NIL |
| Staff training conducted by the university | NIL |
| Staff training conducted by other institutions | NIL |
| Summer / Winter schools, workshops, etc. | NIL |

2.4.9    Percentage of the faculty has

* been invited as resource persons in Workshops / Seminars / Conferences organized by external professional agencies =    %
                                                                          NIL
* participated in external Workshops / Seminars / Conferences recognized by national/ international professional bodies = 25%
* presented papers in Workshops / Seminars / Conferences conducted or recognized by professional agencies =    %    NIL
* teaching experience in other universities / national institutions and other institutions =    %                                NIL
* industrial engagement =    %                                        NIL
* international experience in teaching  =    %                        NIL

2.4.10   List and details of organization of academic development programmes (*e.g*.: curriculum development, teaching-learning methods, examination reforms, content / knowledge management, etc.) for its faculty aimed at enriching the teaching-learning process
                                                Proposed during 2013-14

2.4.11    A. List of faculty encouraged

* Mobility of faculty between universities for teaching        NIL
* Faculty exchange programmes with national and international bodies                                                                   NIL

B. Record of schemes helping in enriching the quality of the faculty by such mobility and faculty exchanges                               NIL

**2.5**     **Evaluation Process and Reforms**
Quality Issue workshop for paper Setters and Evaluation has been held on 26.09.2012.
                    Results are prepared and printed on computers

2.5.3     A. Record of time taken by the department for declaration of examination results each semester                 Less than 15 days
B. Record of means adopted for the mode / media adopted for the publication of examination results (Website, SMS, email, etc.).
                                        Proposed for 2012-13 results
Results uploaded on university website
http://www.clib.dauniv.ac.in/Result.php

2.5.4     A. Record of ensuring transparency in the evaluation process
The Answer sheets of unit tests and semester examination are showed to students. Students discusses with evaluators. Best answer books are shown to all students. Students can also

represent to experts in comprehensive viva and there is provision in ordinance for revaluation

100 percent

B. Measures taken to ensure confidentiality

100 percent

C. Record of the Pre-examination processes– Examination Time table generation, student list generation, Invigilators, Attendance sheet,
D. Results of students course wise and its analysis

| Course | No. of Students | A+ | A | B+ | B | C+ | C | D | F |
|--------|-----------------|-----|-----|----|---|----|-----|-----|-----|
| BLIS | 9 | Nil | 1 | 5 | 2 | 1 | Nil | Nil | Nil |
| MLIS | 25 | Nil | 3 | 12 | 8 | 2 | Nil | Nil | Nil |
| MPhil | 7 | Nil | Nil | 3 | 2 | 1 | Nil | Nil | 1 |

**File No. LIS/Results/2013)13**

## 2.6. Student Performance and Learning Outcomes
2.6.1 A. Write up of articulation of its Graduate Attributes of the department:
* Excellent professional skills to manage the libraries with ICT. and
* Socially and environmentally conscious students.
* Students clear the UGC-NET and other competitive examinations for better career opportunities.

B. Record of facilitation of monitor the implementation and outcome
Implementation of teaching learning process is also monitored and monitoring of
1. Results
2. Success in National Level exams
3. Placements
Each course has one Advisor to monitor the activities of the students.
The observations of the advisors are discussed in the Departmental committee and done by departmental committee

2.6.2 A. Record of learning outcomes for its academic programmes
------ Placements
----Pass out with A+ and A grades + ---- percent as follows

| Course | No. of Students | A+ | A | B+ | B | C+ | C | D | F |
|--------|-----------------|-----|--------|--------|--------|--------|-----|-----|--------|
| BLIS | 9 | Nil | 11.11% | 55.55% | 22.22% | 11.11% | Nil | Nil | Nil |
| MLIS | 25 | Nil | 12.00% | 48.00% | 32.00% | 8.00% | Nil | Nil | Nil |
| MPhil | 7 | Nil | Nil | 42.85% | 28.57% | 14.29% | Nil | Nil | 14.29% |

B. Record of making students and staff are made aware of these

2.6.3 Write up of department teaching, learning and assessment strategies structured to facilitate the achievement of the intended learning outcomes
Assessment strategies include, Class tests, assignments and End-Semester Examination and Comprehensive evaluation of a student by

Viva-voce as per Ordinance 31.

University courses are designed to achieve three issues:

    Basic concepts

    Advanced ICT courses and subjects components

    Employability.

The student centric teaching learning approach in the Department is supplemented by quizzes and Group Discussions. These criteria provide overall personality and intellectual assessment of the students. The school is successfully having intended outcomes. Most of our students are pursuing higher education and research.

2.6.4   Record of collection and analysis of data on student learning outcomes and use it to overcome the barriers to learning

                (File No. LIS/Stu.outcome/2013)     14

2.6.5   Write up of new technologies deployed by the department in enhancing student learning and evaluation and how does it seek to meet fresh/ future challenges

   The Central Library, which is the Laboratory for the students has procured latest ICT. The Library is having fully automated Library software, Book Scanner, RF-EAS System, Sun Server and Electronic Lectures. We also provide assignments to students related to research articles published in International journals of repute to enhance learning of current research areas and to prepare them for future challenges.

2.6.6 Any other information regarding Teaching, Learning and Evaluation which the department would like to include.           Nil

### CRITERION III: RESEARCH, CONSULTANCY AND EXTENSION

III.1 Year-wises Publications in the department:

       2013     **01**

       2012     **07**

       2011     **03**

       2010     **01**

       2009     **06**

III.2 Number of papers published in peer reviewed journals

       (National /International)      **21**

       Monographs          0

       Chapters in Books      **13**

       Edited Books        0

       Books with ISBN with details of publishers    0

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

       Citation Index – range / average      0

       SNIP          0

       SJR          0

       Impact Factor – range / average

       H-index

III.3 List and Records and Details of patents and income generated    NIL

III.4 List and Record of Areas of consultancy and income generated        NIL
III.6 List and Record of Faculty selected nationally/internationally to visit other laboratories in India and abroad        NIL
III.7 List and Record of Faculty serving in        NIL
    National committees b) International committees c) Editorial Boards d) any other (please specify)
III.8 Research thrust area recognized by funding agencies for the department
        NIL
III.9 Number of faculty with ongoing projects from a) national b) international funding agencies and c) Total grants received. Give the names of the funding agencies and grants received project-wise.        NIL

III.10 List and details of Inter-institutional collaborative projects and grants received
        a) All India collaboration        NIL
        b) International
III.11 List and details of Departmental projects funded by DST-FIST; UGC-SAP/CAS, DPE; DBT, ICSSR, etc.; total grants received.        NIL

III.12 List and Details of Research facility / centre with        NIL
- state recognition
- national recognition
- international recognition

III.13 List and details of Special research laboratories sponsored by / created by industry or corporate bodies        NIL

## 3.1        Promotion of Research
3.1.1        A. Composition of Departmental Research Committee, List of members and minutes of its meeting
        Presently there is no Ph.D. Student, will be constituted by the University during 2013-14.
        B. Records of DRC regarding monitoring and addressing issues related to research        NIL
        C. Record of DRC recommendations which have been implemented and their impact.        NIL

3.1.2        Information of research centers in its affiliated / constituent colleges which are monitored by the DRC of the department        NIL

3.1.3        Details of the
        * advanced funds for the sanctioned projects        NIL
        * providing seed money
        * Simplification of procedures related to sanctions / purchases to be made by the investigators        NIL
        * Autonomy to the principal investigator/coordinator for utilizing overhead charges        NIL
        * Timely release of grants        NIL
        * Timely auditing        NIL
        * Submitted utilization certificates to the funding authorities NIL

∗

3.1.4    Record of interdisciplinary research promoted
            ∗  with other departments /schools of the university and        NIL
            ∗  collaboration with national/international institutes/industries
                                                                            NIL

3.1.5    Details of workshops/ training programmes/ sensitization programmes
            conducted by the department to promote a research culture on campus
                                                            NIL

3.1.6    A. Details of visits of researchers of eminence to visit the campus as
            adjunct professors                                          NIL
            B. Impact of such efforts on the research activities of the university

3.1.7    A. Percentage of the total budget of the department which is
            earmarked for research                                    NIL

             B. Details of heads of expenditure, financial allocation and actual
            utilization                                               NIL

3.1.8    A. Details of University funded research and awarded Post Doctoral
            Fellowships/Research Associate ships        Planned for 2013-14

            B. List of students registered with record of source of funding by the
            university and other sources                              NIL

3.1.10   A. List and percentage of faculty which have utilized the sabbatical
            leave for pursuit of higher research in premier institutions within the
            country and abroad                                        NIL
            B. Record of the output of these scholars                 NIL

3.1.11   A. Details with photographs of national and international conferences
            organized                                                 NIL
             B. List highlighting the names of eminent scientists/scholars who
            participated in these events.

**3.2       Resource Mobilization for Research**                        NIL
3.2.1    Record of Financial provisions made in the university budget for
            supporting students' research projects

3.2.2    A. Record of special efforts to encourage its faculty to file for patents
             B. List of registered and accepted patents.

3.2.3    Details of ongoing research projects of faculty:

|  | Year wise | Number | Name of the project | Name of the funding agency | Total grant received |
|---|---|---|---|---|---|
| A. University awarded projects | | | | | |
| Minor projects | NIL | NIL | NIL | NIL | NIL |
| Major projects | NIL | NIL | NIL | NIL | NIL |
| B. Other agencies-National and International (specify) | | | | | |
| Minor projects | NIL | NIL | NIL | NIL | NIL |
| Major projects | NIL | NIL | NIL | NIL | NIL |

3.2.4    A. Record of projects sponsored by the industry/corporate houses
                NIL

        B. Details such as the name of the project, funding agency and grants received.              NIL

3.2.5    A. Details of Department recognition for their research activities by national / international agencies (UGC-SAP, CAS; Department with Potential for Excellence; DST-FIST; DBT, ICSSR, ICHR, ICPR, etc.) and the quantum of assistance received        NIL

        B. Record of any two significant outcomes or breakthroughs achieved by this recognition.              NIL

3.2.6    List details of
        a. Research projects completed and grants received (funded by National/International agencies).        NIL
        b. Inter-institutional collaborative projects and grants received
            i) All India collaboration            NIL
            ii) International            NIL

## 3.3    Research Facilities

3.3.1    A. Infrastructure in the department to facilitate research    NIL

        B. Strategies have been evolved to meet the needs of researchers in emerging disciplines        NIL

3.3.2    A. Information and Resources catering to the needs of researchers of the department
            E-Books and E-Journals are available on intranet

        B. Details of the facility.        Planned in 2013-14

3.3.3    Record of University Science Instrumentation Centre (USIC) facilities been made available to research scholars
            The Help of USIC is not required

3.3.4    Record of provision of residential facilities (with computer and internet facilities) for research scholars, post-doctoral fellows, research associates, summer fellows of various academies and visiting scientists (national/international)    Not Required

3.3.5    Details of Uses of the Facilities of IUC, CAT, NRCS, IIT Indore and
         other specialized Research Centers for research                NIL

**3.4      Research Publications and Awards**
3.4.1    Research journal published, if any, from the department(s)? If yes,
         indicate the composition of the editorial board, editorial policies and
         state whether it/they is/are listed in any international database.

                                                               None
3.4.2    Details of publications by the faculty:
         * Number of papers published in peer reviewed journals (National
           /International) 21
         * Monographs
         * Chapters in Books      13
         * 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

3.4.3    Details of
         * faculty serving on the editorial boards of national and
           international journals                               NIL
         * faculty serving as members of steering committees of
           international conferences recognized by reputed organizations
           /societies                                           NIL
3.4.4   Details of
         * research awards received by the faculty and students    NIL
         * national and international recognition received by the faculty
           from reputed professional bodies and agencies          NIL

3.4.5   A. Number of successful M.Phil. and Ph.D. scholars guided per faculty
        during the last four years

        | Session | No. of M.Phil scholars |
        |---------|------------------------|
        | 2008-09 | Nil                    |
        | 2009-10 | 5 per Faculty          |
        | 2010-11 | 4 per Faculty          |
        | 2011-12 | 4 per Faculty          |

        B. University participate in *Shodhganga* by depositing the Ph.D. theses
        with INFLIBNET for electronic dissemination through open access
                                                               Yes

3.4.6   A. Record of Promotion e interdisciplinary research

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B. Number of interdepartmental / interdisciplinary research projects undertaken                                                                    NIL

C. Mention the number of departments involved in such endeavors   NIL

3.4.8   List of University instituted research awards to the faculty of the Department                                                                      NIL

3.4.9   Details of incentives given to the faculty for receiving state, national and international recognition for research contributions
                                                               Planned for 2013-14

## 3.5   Consultancy

3.5.1   Important consultancies undertaken by the department during the last four years.                                                             NIL

3.5.2   A. Department participation in university-industry cell        NIL
         B.  If yes, what is its scope and range of activities          NIL

3.5.3   Record of publicizing the expertise of the department for consultancy services                                                                       NIL

## 3.6   Extension Activities and Institutional Social Responsibility (ISR)

Faculty encouraging fro Blood donation camp, Khan River cleansing and Campus Clean and Green. Implementation of the University Green Policy.

1. Students projects instill and nurture creativity.

2. National conference on future of academic libraries in the ICT Era, 16-17 March, 2012

3. Planned for Lectures on the importance of the Library and referencing skills during 2013-14

3.6.1   A. Department records of sensitization of faculty and students on its Institutional Social Responsibilities                               NIL
         B. List the social outreach programmes which have created an impact on students' campus experience during the last four years.           NIL

3.6.2   Promotion of neighborhood network and student engagement and holistic development of students and sustained community development?
         Separate group ids created course wise.

3.6.3   Record of participation of the students and faculty in extension activities including participation in NSS, NCC, YRC and other National/ International programs                            NIL

3.6.4   Records of tracking the students' involvement in various social movements / activities which promote citizenship roles          NIL

3.6.6   Write up of the values inculcated and skills learnt during extension activities.
         Honesty, hard work and environmental consciousness

3.6.7   Department community in its outreach activities
         Student help in the garden maintenance and tree plantation.

3.6.8   Details of awards received by the institution for extension activities and/contributions to social/community development during the last four years                                                                       NIL

## 3.7   Collaboration

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

NIL

B. Record of benefits academically and financially because of collaborations

3.7.2    Records of linkages resulted in
   * Curriculum development
   * Internship
   * On-the-job training
   * Faculty exchange and development
   * Research
   * Publication
   * Consultancy
   * Extension
   * Student placement
   * Any other (please specify)

3.7.3    A. Copy of MoUs with institutions of national/international importance/other universities/ industries/corporate houses etc.

NIL

B. Record of enhanced the research and development activities

NIL

3.7.4    Have the university-industry interactions resulted in the establishment /creation of highly specialized laboratories / facilities?

Planned for 2013-14

3.7.5 Any other information regarding Research, Consultancy and Extension, which the university would like to include.

The School of Library and Information Science is self financed Institute and does not have sanctioned Professor, Asso. Professor and Asst. Professor posts. B.LISc, MLISc and M.Phil courses are offered on the basis of Income from student's fees which is not sufficient to support Research activities of the department and also not enough to support the salaries of faculty hence Ph. D. and research components are poor.

CRITERION IV: INFRASTRUCTURE AND LEARNING RESOURCES

**4.1    Physical Facilities**
4.1.1    A. Details of Department physical infrastructure
Building Space:                232.26 (in Sq meters)
Faculty rooms                       1/12.00
Class Rooms              2/173.00
Computers                       1/  10.00
Library                         1/ 9.26
Common facilities               1/10.00
Girls  Common room              1/7.00
Office                          1/ 11. 00
B. Maintenance of Laboratories for its optimal utilization
C. Maintenance of Computers for its optimal utilization      Annually Done
D. Maintenance of UPSs, Power Supplies                Annually Done

E. Maintenance of support services, sanitation, first aid boxes:
First Aid Box is available in the Department. Health Center and day Care center Facilities are available in the campus

F. Maintenance of building, garden, indoor games structure

4.1.2　Record of new initiatives for Infrastructure for promote a good teaching-learning environment-
1. Internet, Wi-Fi, Power Point Projectors　　　Very Good
2. Video Equipment:　　　　　　　　　　　In process

4.1.3　Physical ambience for the faculty in terms of adequate research laboratories, computing facilities and allied services　　Available

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

List of the infrastructure facilities are disabled-friendly
- Ramps are planned in 2013-14
- Internet Facilities for Blind are available in-house

4.1.8　Departmental special facilities are available on campus to promote students's interest in sports and cultural events/activities.
Facilities are available**.**

Department of Sports, School of Physical Education and Yoga Centre are situated in university Campus. Sports and Cultural events are regularly promoted in the Campus.

## 4.2　Library as a Learning Resource

4.2.1　Details of departmental library facilities:

4.2.2　Provide details of the departmental library:
* Total area of the library (in Sq. Mts.)　　**9.3 Sq mts**
* Total seating capacity　　　　　　　**10**
* Working hours (on working days, on holidays, before examination, during examination, during vacation)
10:30AM to 5:30 PM
* 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　　NIL
* Adequate sign boards;　　　　　　　　NIL
* Fire alarm;　　　　　　　　Proposed in 2013-14
* Access to differently-abled users and
* Mode of access to collection　　　　OPAC
Central Library is just adjacent to which access is available to each student.

4.2.3　Departmental library holdings:
a)  Print (books, back volumes and theses)　　　Books: 462
Theses: 278
b)  Average number of books added during the last three years: 50
c)  Non Print (Audio Video, CDs, Downloaded Articles):
Articles are being requested by the students and faculty from INFLIBNET.
**d)** Electronic (e-books, e-journals):
**http://www.dauniv.ac.in/ugcinfonet.php**

**Open access journals**

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

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

* OPAC                YES
* Electronic Resource Management package for e-journals   YES
* Federated searching tools to search articles in multiple databases             YES
* Library Website          YES
* In-house/remote access to e-publications     YES

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        1GBPS
* Institutional Repository      Planned in 2013-14
* Content management system for e-learning
  CDs are used as e-learning content.
* Participation in resource sharing networks/consortia (like INFLIBNET)        YES

4.2.6 Details (per year) with regard to

* Ratio of library books to students enrolled     1:5
* Average number of books added during the last four years   50
* Assistance in searching Databases      YES
* INFLIBNET/IUC facilities    YES

4.2.8 Annual departmental library budget and the amount spent for purchasing new books and journals. Rs. 0.15 Lakhs/ PA

## 4.3     IT Infrastructure

4.3.1 Details of Department IT and ICT Infrastructure    07 Desktops, LCDprojector-01 (Fitted in the Class room)      1 Speaker

4.3.2 Details of the computing facilities i.e., hardware and software. Each Desk top wiht512GBRam, 320GB, HDD, DVD drivers

* Number of systems with individual configurations
* Computer-student ratio        1:6
* Dedicated computing facilities
  Available in closely linked IT Centre of the University
* LAN facility          Yes
* Proprietary software        TLSS
* Number of nodes/ computers with internet facility    07
* Any other (please specify)

4.3.3 Plans and strategies for deploying and upgrading the IT infrastructure and associated facilities
Planned for virtual class room in 2013-14

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.
1. Individual Publisher websites provide online training on the use of the content.

2. Students are aware of the Open access environment

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

IT Centre of University is just adjacent to Central Library so 24× 7 IT Facility is available.

4.3.8 A. Details of ICT-enabled classrooms/learning spaces available    one
B. Record of utilization for enhancing the quality of teaching and learning

24× 7 Internet Facility is available.

4.3.9 Records of Faculty and computer- aided teaching-learning materials
http://www.clib.dauniv.ac.in/E-Lecture.php

4.3.10 Department availing of the National Knowledge Network connectivity
Yes

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

Yes

4.3.13 Department budget for the update, deployment and maintenance of computers Rs.0.30 lakhs

4.3.14 Details of plans envisioned for the gradual transfer of teaching and learning from closed university information network to open environment
IT Center Facilities are used. Open source environment is planned by hosting lectures on the university website for each course.

**4.4** **Any other information regarding Infrastructure and Learning Resources which the university would like to include.**
The Courses of Library and Information science are being run in same building which also houses IT Centre and University Library which enables Top Class Infrastructure and Learning resources for the school of Library and Information Science.

CRITERION V: STUDENT SUPPORT AND PROGRESSION

**5.1 Student Mentoring and Support**

5.1.1 Department system, structural and functional characteristics for student support and mentoring
Numbers of Students are less therefore the Course Coordinator is looking after the mentoring job. The Mentoring is done for Individual Student for academic, Social and career problems.

5.1.2 Record of 'apart from classroom interaction', the provisions available for academic mentoring
Every Saturday evening an informal meeting is being held in the Department

5.1.3 Record of department students utilization of personal enhancement and development schemes such as career counseling, soft skill development, career-path-identification, and orientation to well-being for its students.

Students have access to career counsel and opportunity cell, language laboratory of the university. Computer skills are being learnt at IT Centre of the university.

5.1.4   Department publish its updated prospectus and handbook info annually on website and online access of course plans, syllabi and result http://www.clib.dauniv.ac.in/

A. Records of the Timely dissipation of financial aid

B. Tables for type and number of scholarships/free-ships given to the students during the last four years the following categories: UG/PG/M.Phil/Ph.D./Diploma/others

| 2009-10 | | | | |
|---|---|---|---|---|
| Categories | BLIS | MLIS | MPhil | Total |
| SC | 5 | 4 | 2 | 11 |
| ST | 4 | 0 | 1 | 5 |
| OBC | 10 | 6 | 5 | 21 |
| Total | 19 | 10 | 8 | 37 |
| 2010-11 | | | | |
| Categories | BLIS | MLIS | MPhil | Total |
| SC | 4 | 3 | 7 | 14 |
| ST | 5 | 4 | 2 | 11 |
| OBC | 8 | 11 | 8 | 27 |
| Total | 17 | 18 | 17 | 52 |
| 2011-12 | | | | |
| Categories | BLIS | MLIS | MPhil | Total |
| SC | 2 | 3 | 7 | 10 |
| ST | 2 | 5 | 2 | 9 |
| OBC | 4 | 14 | 5 | 23 |
| Total | 8 | 22 | 14 | 44 |

5.1.5   Table of percentages of students receive financial assistance from state government, central government and other national agencies (Kishore Vaigyanik Protsahan Yojana (KVPY), SN Bose Fellow, etc.)      NIL

5.1.6   Department use of International Student Cell, number and list of foreign students                                      NIL

5.1.7   Department support services available for Planned in 2013-14

* Students participating in various competitions/conferences in India and abroad
* Physically challenged / differently-abled students
  Internet for blind students at IT Centre and NTPC, IT Training for physically disabled students.
* SC/ST, OBC and economically weaker sections
* Health Centre, health insurance etc.                         YES
* Skill development (spoken English, computer literacy, etc.)
  In Campus
* Performance enhancement for slow learners                    NIL

            ∗ Exposure of students to other institutions of higher learning/ corporate/business houses, etc.

               Students are exposed to facilities of city libraries.

            ∗ Publication of student magazines              NIL

            ∗ Record of student participation in sports and extracurricular activities

               The Students of Department are actively participating in sports and other extracurricular activities organized by university

5.1.8    Placement Records: IITs and IIMs request for the list of graduated students.

5.1.9    Number of students selected during campus interviews by different employers (list the employers and the number of companies who visited the campus during the last four years).

5.1.10   A. Record of registered Alumni Association

           University has Alumni Association

           B. Record of activities and contributions to the development of the department

            Alumnus interact through Group e-mail IDS with Faculty members.

           C. Record of alumni meets

The Department has organized its first Alumni meet on 12 February2012

5.1.11   A. Committee members and record of student grievance redressal

                                       Yes

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

         A.     Record of anti-ragging committee             Yes

         B. List of instances reported during the last four years and what action has been taken in these cases           NIL

5.1.12   Details of the cooperation rendered by parents, industry and its stakeholders to ensure the overall development of its students

5.1.13   A. List of participation of women students in intra and inter-institutional sports competitions and cultural activities

           1. Cricket:
               a. Ku. Urvashi Bhanwar
               b. Ku. Mangla Chamoli
               c. Ku. Kushboo Choudhari
           2. Volleyball:
               a. Ku. Nitika Jatwa
               b. Ku. Urvashi Bhanwar
               c. Ku. Sonal Vivrekar
           3. Badminton:
               a. Ku. Nitika Jatwa
               b. Ku. Preeti Gulwaniya
           4. Skit Competition:
               a. Ku. Urvashi Bhanwar
               b. Ku. Deepshikha Shukla
               c. Ku. Kushboo Choudhari

 B. List of participation of women students in intra- and inter-institutional sports competitions and cultural activities

**5.2      Student Progression**

5.2.1    Analysis of progression and trends for the last four years.

| Student Progression | 2009-10 | 2010-11 | 2011-12 | 2012-13 |
|---|---|---|---|---|
| UG to PG* | 50% | 52% | 65% | 82% |
| PG to M.Phil.* | 60% | 14% | 7% | 7% |
| PG to Ph.D. | NIL | NIL | NIL | NIL |
| Ph.D. to Post-Doctoral | NIL | NIL | NIL | NIL |
| Employed<br>• Campus selection<br>• Other than campus recruitment | 100% | 100% | 100% | 100% |

5.2.2    Programme-wise pass percentage during the time span stipulated
         100 Percent each year

5.2.3    Records of Number and percentage of students who appeared/qualified in examinations like UGC-CSIR-NET, UGC-NET, SLET, ATE / CAT / GRE / TOFEL / GMAT / Central / State services, Defense, Civil Services, etc.

**Marks of Candidates Registered In UGC-NET held on 24th JUNE 2012**

| | Roll No | Subject Code | Name | Paper-1 | Paper-2 | Paper-3 | Grand Total |
|---|---|---|---|---|---|---|---|
| Marks Obtained | 18590029 | 59 | UPENDER SINGH SUDAN | 56 | 68 | 88 | 212 |
| Max. Marks | | | | 100 | 100 | 150 | 350 |
| Percentage | | | | 56.00% | 68.00% | 58.67% | 60.57% |

**UGC-NET held on December 24, 2011.**

| RollNo | Subject Code | Name | Paper1 | Paper 2 | Paper 3 | Exam |
|---|---|---|---|---|---|---|
| 18590013 | 59 | MEGHA KUSHWAH | 56 | 48 | 81 | 24th DECEMBER 2011 |

**UGC-NET held on June 27, 2010.**

| RollNo | Subject Code | Name | Paper1 | Paper2 | Paper 3 | Exam |
|---|---|---|---|---|---|---|
| 18590018 | 59 | SHRI RAKESH CHOUHAN | 42 | 56 | 72 | 27th JUNE 2010 |

**UGC-NET held on June 27, 2010.**

| RollNo | Subject Code | Name | Paper1 | Paper2 | Paper 3 | Exam |
|---|---|---|---|---|---|---|

| RollNo | Subject Code | Name | Paper 1 | Paper 2 | Paper 3 | Exam |
|--------|--------------|------|---------|---------|---------|------|
| 18590026 | 59 | SHRI RAVI KARAN SAHU | 38 | 76 | 80 | 27th JUNE 2010 |

**UGC-NET held on June 27, 2010.**

| RollNo | Subject Code | Name | Paper 1 | Paper 2 | Paper 3 | Exam |
|--------|--------------|------|---------|---------|---------|------|
| 18590066 | 59 | MS. JYOTI DEVLIYA | 36 | 52 | 73 | 27th JUNE 2010 |

5.2.4   List category-wise with details regarding the number of Ph.D./D.Litt./D.Sc. theses submitted/ accepted/ resubmitted/ rejected in the last four years                                    **NIL**

## 5.3   Student Participation and Activities

5.3.1   A. List the range of sports, cultural and extracurricular activities available to students in the School.
- Cricket Kit
- Badminton
- Chess
- Volley Ball

Cultural Events: Students participate in the Annual cultural festival of the university, August 15, January 26 ,Functions.

B. Sports and extracurricular calendar and details of students' participation.

5.3.2   Details of the achievements of department students in co-curricular, extracurricular and cultural activities at different levels: University / State / Zonal / National / International, etc. during the last four years.

5.3.3   A. Gathered data and feedback from pass-out graduates        **YES**

B. Gathered data and feedback from employers

C. Use of the data for the growth and development of the department
**YES**

**(File No.Lib /LIS/Feedback)        15**

5.3.3   Department special drives / campaigns for its faculty and students to promote heritage consciousness

Visit to Ralamandal, Holkar………, Lalbagh

5.3.5   A. Records of Department involvement and encourage its students to publish   materials like catalogues, wall magazines, departmental magazine, and other material                                        **NIL**

B. List the major publications/ materials brought out by the students during the last four academic sessions.                        **None**

5.3.6   A. Departmental Student and Alumni association or any other similar body

ALISS was established in 2010. The first Alumni meet was held on 12.02.2012.

B. Details on its constitution, activities and funding.

Head, Two Faculty Members and the student representatives for part of the constitution.

5.3.7    Details of student representatives in Board of Studies, various academic and administrative bodies

**Planned for 2013-14**

5.3.8 Any other information regarding Student Support and Progression which the university would like to include.

CRITERION VI: GOVERNANCE, LEADERSHIP AND MANAGEMENT

## 6.1    Institutional Vision and Leadership

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

VISION:

Produce the highly competent top class library professional who are professionally competent, environmentally, ethical and socially conscious and with a motto to serve the society as well as Nation.

MISSION:

* To train the student to understand the functions and purpose of library in changing social, academic and digital environment.
* To train the student in the techniques of librarianship, management of Library, information knowledge processing, organization and retrieval.
* To enrich the students with knowledge of computers and its application in LIS activities

6.1.2    Mission statement definition for the department'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,

* To train the student to understand the functions and purpose of library in changing social and academic and ICT environment.
* To train the student in the techniques of librarianship, management of Library, information knowledge processing, organization and retrieval.
* To enrich the students with knowledge of computers and its application in LIS activities.

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

School of Library and Information Science works with a difference. School takes suggestions of students, employees and teaching staff in the matters related to requirement of equipments, books, updating syllabus and examination schedule. The students placement in National level Institutions reflects the standard of the student pass outs.

6.1.4    Records of Departmental and other committees meetings

The Meetings of departmental committee are being conducted regularly.

**(File No. Lib /LIS/Dept Committee meeting)      16**

6.1.6     Write-up of a culture of participative decisions in the department

Departmental committee takes all major decisions

6.1.7 Record of grooming leadership at various levels
Faculties are given responsibilities of
(i) Mentoring (ii) Anti ragging (iii) Grievance cell (iv) Placements (v) Results outcome and monitoring of teaching learning process to groom leadership skills in them

6.1.10 Record of knowledge management strategy
Computers, CDs and websites are used as knowledge management strategies by the school.

6.1.11 Write up on
* Contributing to national development:
**School understands its social responsibility to develop the society, State and Nation. We are working at every level of this hierarchy. Since 2009 ….. PG and 25 Ph. Ds. have passed out who are serving the Nation.**

∗ Fostering global competencies among students
The students are given guidance on how to conduct research and on communication skills.

∗ Inculcating a sound value system among students
Success is not synonymous of life, teaching the students to become a good Human being for society is an integral part of teaching at the School. School teaches to maintain high ethical values and Scientific temperament with right attitude.

Promoting use of technology
The students are aware of the emerging ICT due to their curriculum where sufficient components are ICT and their applications in libraries is incorporated. Our students use various database, online tools and videos for practical and research. In fact, Faculty teach through research articles and further the students review more literature on the same on their own research interest and understand the process of researching.

Quest for excellence
Faculty always emphasize that all are working to meet Global requirement and therefore, students and faculty have to think at Global level, which can make India compete at the International level.

**6.2    Strategy Development and Deployment**

6.2.1 Perspective plan for development and write-up of policies and strategies to
∗ work for Vision and for achieving the mission
School is changing the syllabi and course plan regularly as per changing needs of the society in ICT era.

∗ Enhancing Teaching and learning
School conducts regular meeting of students and teachers and teacher-parents, to understand the differential need of students and their interests. Different methods are used to make students understand some complex topics by analysing their abilities.

∗ Enhancing Research and development
The working ambience of the department is such that students and faculty are actively engaged in the academic activity. Besides, University also constituted Task force for Fostering Excellence in Research which take care of departments and also conduct research audit.

* Enhancing Community engagement

School faculty is doing it through various methods such as to counsel our non teaching employees, their family members and friends for education, scope, research and their role for society.

* Enhancing Human resource planning and development

University is advertising one vacant post of Lecturer (ST) and requested for Office Assistant for Department. All the students and faculty work as one unit in completion of any assignment as per requirements.

* Enhancing Industry interaction
* Enhancing Internationalisation

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

Organization at departmental level is Head, who is the Librarian of the university, Faculty, and IV class employee. Every issue is discussed in Departmental Committee and manage different situations. Head is having financial power of 25,000/- and as per requirement from faculty and office. HOD uses his power to serve the purpose. A need assessment done prior to redesign syllabus, plan to procure equipments, furniture and major expenses.

6.2.3    Write up of functioning independently and autonomously and ensure accountability

School is running smoothly in terms of academic quality and research. Here, every one is accountable for the given job assignments. School is able to work in autonomous manner, but within the boundaries of rules and regulations meant for department of the university.

6.2.5    Record of last four years, have there been any instances of court cases filed by and against the department, What were the critical issues and verdicts of the courts on these issues                                    NIL

6.2.6    Performance audit of the department by external experts

Every year our performance audit done by Departmental committee.Besides, during Viva-Voce, experts from outside the institutions also evaluate performance audit in terms of syllabus, course coverage and give suggestions at the end of each semester.

## 6.3      Faculty Empowerment Strategies

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

All faculty members are full time contractual faculties hence his record is not maintained.

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

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

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

Pass Percentage of both genders are close to hundred percent per year.

## 6.4      Financial Management and Resource Mobilization

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

| Year | Income Source | Income(in Lakhs) | Expenditure(in Lakhs) |
|------|---------------|------------------|-----------------------|
| 2012-13 | Self Finance | 11.80 | 11.30 |
| 2011-12 | Self Finance | 16.29 | 14.06 |
| 2010-11 | Self Finance | 16.66 | 13.04 |
| 2009-10 | Self Finance | 09.35 | 08.48 |

6.4.5 Efforts taken by the department for resource mobilization.

6.4.6 Record of endowment funds created
Maintained by the university

## 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 development of SLIS, because the Department is functioning under the central Library. Every course is having a course coordinator. 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.

6.5.2 Internal workshops to improve teaching, learning and evaluation

6.5.3 Record of continuously review the teaching learning process
All the issues related to teaching learning process are discussed during departmental committees. For eg. It may be evident that recently it was observed that computer labs maintenance quality has adversely affected the practical sessions of the students. Immediate steps have been initiated by assigning the responsibility to other teachers and swapping the AMC and other issues.

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


### CRITERIA VII: INNOVATIONS AND BEST PRACTICES

## 7.1 Environment Consciousness

7.1.1 Department Area Green Audit details
Building Space:
Front Garden Space
Back Open Space
Grass:

7.1.2 Departmental initiative to make the campus eco-friendly?

* Energy conservation        Yes CFLs are used in place of bulbs
* 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

|   |   |
|---|---|
| ∗ Hazardous waste management | NO |
| ∗ e-waste management | Done through IET |
| ∗ any other (please specify) | |

## 7.2    Innovations

7.2.1    Give details of innovations introduced during the last four years which have created a positive impact on the functioning of the department

## 7.3    Best Practices

7.3.1    Give details of any two best practices which have contributed to better academic and administrative functioning of the department.
- o   One month  internship program for BLISc students
- o   University central Library is the laboratory for the Students of Library and Information Science courses.

Format for Record of Best Practices of the department

1.    Title of the Practice :
Awareness of web resources among the students of LIS

2.    Objectives of the Practice
To provide access to web resources, to facilitate students easily access web resources, to educate the students for the systematic approach to the current information to support their projects, assignments etc

3.    The Context
The Future Librarians need to have knowledge of ICT enabled library resources and services to provide effective services to the user community

4.    The Practice
The above practice will enable the Library science graduates with on hand experience and will be in a better position to answer the queries of the users in the academic libraries.

5.    Evidence of Success
The students of this department get selected as student apprentice in IITs and IIMs. The Department students have been securing the jobs in reputed organizations all over the country.

6.    Problems Encountered and Resources Required
Infrastructure:  ICT tools, Faculty, Supporting staff, Finances,

7.    Notes