ROLE OF NAAC IN HIGHER EDUCATION INSTITUTIONS' LIBRARIES

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ABSTRACT

For higher education system NAAC has become an important part to provide better services. Before NAAC visit an institution has to prepare the SSR (Self Study Report) in three parts such as- institutional data, evaluative report and SWOC analysis and the process of NAAC accreditation takes place in once five years. This paper highlights about the importance of NAAC in HEI's libraries.

KEYWORDS: *NAAC, Higher Education, Libraries*

INTRODUCTION

In an academic institution, the library is a primary source for the education process. To provide the best services to its users there should be an eye to keep watching the functions of a library and for this purpose NAAC was established for maintaining quality education. Since October 2010, it has become mandatory for all the institutions that they must provide CD's DVD's or Pen drive to the NAAC peer team after the completion of their visit. The main purpose of NAAC is to make higher education more relevant to social and economic needs. NAAC analyses the infrastructure, facilities, and services and also evaluate the work performance and academic perfection of the faculty of an HEI's.

What is NAAC

The **NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL (NAAC)** is an autonomous body established by the University Grants Commission (UGC) of India to assess and accredit institutions of higher education in the country. It is an outcome of the recommendations of the National Policy in Education (1986) which laid special emphasis on upholding the quality of higher education in India. To address the issues of quality, the National Policy on Education (1986) and the Plan of Action (POA-1992) advocated the establishment of an independent national accreditation body. Consequently, the NAAC was established in 1994 with its headquarters at Bangalore.

Vision

Tomake quality the defining element of higher education in India through a combination of self and external quality evaluation, promotion and sustenance initiatives.

Mission

- To arrange for periodic assessment and accreditation of institutions of higher education or units thereof, or specific academic programmes or projects;

- To stimulate the academic environment for the promotion of quality of teaching-learning and research in higher education institutions;

- To encourage self-evaluation, accountability, autonomy, and innovations in higher education;

- To undertake quality-related research studies, consultancy and training programmes,

- To collaborate with other stakeholders of higher education for quality evaluation, promotion, and sustenance.

Guided by its vision and striving to achieve its mission, the NAAC primarily assesses the quality of institutions of higher education that volunteer for the process, through an internationally accepted methodology.

Library is the heart of any organization. If the heart works well, every organ of our body works well similarly, if the library works well then the entire institution works well. We can know the institution's educational and research progress by visiting the library.

Guidelines for Quality Indicators

Management of Library and Information Services

In affiliated colleges, the core objective of the library is to support the academic programmes offered and the library may evolve its collection and services mainly to reflect the curriculum requirements of its users. Besides, the library may design a system to deliver its products and services to attract more users. Ultimately the library should aim at bringing all its target users to the library and ensure its optimum usage. The parameters compiled here would facilitate the quality enhancement of library services to a large extent. The libraries of the affiliated colleges may firm up their performance by equipping themselves to answer the following questions in the affirmative.

- Does the library have separate premises of its own?

- What are the measures for overall maintenance and cleanliness of the library?

- Does the library have internet and computers facilities?

- Does the library have extended appropriate working hours before/after the class hours?

- Is the generator facility extended to the library?

- Is there any defined policy for collection development, stock verification, training and promotion for the LIS professionals?

- Does the college have a Library Advisory Committee?

- Library functions are automated or not?

- What are the funding /financial sources other than the state, central and UGC grants?

- Has the librarian attended refresher courses/ orientation programme, workshops/ seminars etc?

Collection and Services Provided to Users

Collection

The library is required to provide varied, authoritative and up-to-date resources that support its mission fulfill the needs of its users. Resources may be provided in a variety of formats including hard and print copy, online text/ images and other media. A library needs to have the quantity of resources as prescribed by the government, AICTE, UGC and other governing bodies. The collection of a library may answer the following for maintaining the quality of resources.

Total Collection of Documents:-

- Books

- Text books

- Reference books

- Magazines

- Peer-reviewed journals

- Back volume journals

- Current journals (Indian/ foreign)

- Book bank

- Special collection (AV Materials, Competitive Examinations, Braille materials, Rare Collection)

- CD's/ DVD's

- Online journals

Ratio of the Library Books to the Number of Students Enrolled

Services

The library has a key role in supporting the academic activities of the institutions by establishing, maintaining and promoting library and information services, both quantitatively and qualitatively. The library offers a wide range of services from reference to electronic information services. College libraries may answer the following basic questions for ensuring appropriate services to the academic community.

- Does the library provide the basic services?

- Resource sharing/ ILL

- Bibliographic compilation

- Photocopy and printing services

- Circulation services

- Clipping services

- Reference/referral services

- Information display and notification services

- User orientation/ information literacy

- Internet and digital resources availability

Extent of the Use of Services

Performance evaluation of college libraries needs to be carried out at regular intervals in order to sustain and enhance their quality. Normally, the evaluation can be made on the compilation of use statistics. The following parameters would help in assessing the extent of use of the library and its services.

- Number of services delivered per capita per month.

- Average number of the users who visited or documents consulted per month.

- Average number of books issued /returned per day.

- Number of reference enquiries on an average per month.

Enhancement of Academic Information

There are some views to enhance the academic information environment:-

- Information literacy programme

- Organizing competitions annually

- Display newspaper clipping periodically on the notice board

- Instituting annual best user award for students

- Providing internet facilities for different user group

- Employment Information/ Career Services

- Display new arrivals and circulate a list to the academic departments

- Computerization of library with suitable digital software

- Compiling student/teacher attendance statistics and locating the same on the notice board

Preparation for NAAC

Generally, NAAC date declared prior a month and some preparation before NAAC visit a librarian should be made which are listed below:-

- First of all the newspaper should be kept date wise.

- Display of new arrival should be done properly.

- All the entries of books and other things should be done properly in the library software.

- Employment notification should be up to date.

- Accession register should be complete properly and neatly.

- All the purchasing bills should maintain in the file according to the financial year.

- Library premises should be neat and clean.

- Some regular register such as teacher and a student visiting register, magazine /newspaper register, N-LIST file etc should be updated and ready.

- All the books should be arranged properly.

- All the computer /hardware, internet etc. should be in working condition.

CONCLUSIONS

NAAC's main aim is to uphold the quality of higher education in the country and it requires a lot of hard work. As earlier, we said the library is the heart of any institution and it should be properly managed. Institutions /organizations/universities should provide infrastructure facilities to their libraries regularly so that they can perform their duties/services properly. NAAC has given several guidelines to improve the library. At last, we can say that NAAC really improves the services of higher education.

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