

## NAAC: Best Practices in Affiliated or Autonomous Universities Libraries

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### ABSTRACT

Education plays a very important and an energetic role in the growth and improvement of any country. Higher education is considered as an important appliance for conveying about social, economic, political and technical development for a developing country such as India. The higher education institutions certifies quality of the educational procedure with the help of the accreditation organizations and the libraries are also perform a very vital part in bringing out the vision of higher education. In regard to giving services libraries face the changing environment and information needs of the users. This paper will highlight the guideline communicated by NAAC for affiliated or autonomous universities libraries in the attention of best exercise. The paper also focus on the management of the library and involvement through various activities and practices in libraries can be adopted in NAAC assessment. Descriptive methodology is used for this paper. Objective of the paper are significance and awareness about best practices. The paper also highlights the role of Library in diverse measure of NAAC assessment, significance of best practices, guidelines of NAAC in best practices.

### 1. Introduction

In the current scenario educational institutions have come to realize the accreditation activity is more important for quality enhancement in the country. The National Assessment and Accreditation Council (NAAC) as an autonomous body of the University Grants Commissions (UGC) and it has been commended with the accountability of accreditation of colleges and universities in India. In the accreditation process libraries role is very crucial. The service provided by the libraries and contribution to the ELearning process are an essential component. Libraries mostly support in learning, teaching and research processes in institutions because library becoming the primary learning resource in many cases. Libraries have to provide comfortable seating arrangement, clean space, and safe environment including digital material for effective use of Library resource. NAAC provided the guidelines in relations of best practices for the libraries

### 2. Objective of the study

The study highlight the guidelines provides by the NAAC for the Universities libraries and to identify the different areas where best practices can be implemented in Universities libraries.

### 3. Management of Library in Universities

There are normally system of central University library or department or branch libraries in Universities. The central library support the general information requirement of users and the department or branch libraries provide the specific subject need of the users for study and research purpose in universities. NAAC provided minimum parameter to support and ensure the quality in library systems which are as per the following.

#### ▪ Numbers of days the library is kept open:

Normally many university libraries observed close on weekends and public holiday. If the library is open on weekends and public holidays so library users can get benefit of the reading area or collection for their study and research.

#### ▪ Working Hours:

This parameter highlight on the timing of the library. Libraries open before the academic session starts and libraries close after the academic session or late night the library users have opportunity to use the library without disturbance to their academic schedules and also during exam times.

#### ▪ Library Advisory Committee:

Library committee is function with the coordination of library staff for new initiative and to develop the library services for the library users.

#### ▪ Manpower development:

Librarian and library staff should be qualified and appointed as per the UGC/AICTE/NCTE/ICMR norms. Library required qualified and semiskilled library staff according to the collection of books and library users for better library environment.

#### ▪ Infrastructure of the Library

The Managements might investigate the facet of location of the library, to examine whether or not the library incorporates a place of its own with correct designing and organization of house, and has correct furnishings, necessary amount and quality of reading chairs, tables, show racks, magazine racks, etc. The minimum carpet space for service counters and alternative sections of the library as prescribed by government and alternative governing bodies are to be taken note of beside correct ventilation, fans, and water and bathroom facilities. Fixing of notice boards, analysis cubicles for scholars/teachers, providing uninterrupted power offer

systems (UPS, generator, etc.) beside due attention to overall building maintenance and cleanliness additionally would like thought.

▪ **ICT:**

The library should have networking facility and be a part of institutional network, with fully implemented automation. The bandwidth of Internet access and subscription, organization and access of e- resources, etc. are important factors in the transmission of digital information services.

▪ **Budget:**

Library have enough budget for the development of the library. Budget should be defined for books, journals, ICT infrastructure, CD/DVDs and other important resources.

**4. Library in different criterion of NAAC assessment:**

NAAC assess and accredit an institution on the basis of seven crucial criteria:

1. Curricular aspects
2. Teaching Learning and education
3. Research consultancy and extenuation
4. Infrastructure and learning resources
5. Student support and progression
6. Governance and leadership
7. Innovative practices.

Under each criterion there are a few key aspects which are observed by NAAC while studying in institution. A library participates in every aspect of higher education and has to play an essential role in NAAC process.

**5. Library Services**

With the revolution of ICT, there has been a transformation in the mode of delivering the library services. The areas identified where the library domain has been transformed are

1. E Learning management system
2. Establishment of the content management system
3. Virtual based services using internet
4. Outreach programs for unreachable users
5. OPAC (Online Public Access Catalogue) services for library resources
6. Online and offline access of Library databases
7. Information literacy programs
8. Creation of digital Repositories for Article. Research publication, question paper and course ware
9. Develop the new arrival section for books
10. Develop the website and update the contain regularly

**6. Guidelines of NAAC in best practices Conclusion**

NAAC has identifies the set of top applies in library and information services, with the help of few case presentations from few selected libraries of the accredited Universities and colleges. This kind of practices paves the way for enhancing the exiting function and help in effective implementation or use of the process.

- a. Computerization of library with standard software
- b. Manage all the official files of procurement and subscription with invoice and recommendation of faculties.

- c. Inclusion of sufficient information about the library in the collage prospectus.
- d. Compiling student/teacher statistics
- e. Displaying newspaper clippings and maintain the file for the same
- f. Career information services
- g. Internet facility in libraries
- h. Information literacy programs
- i. Feedback form
- j. Displaying New arrivals
- k. Award of student of the year for library
- l. Organizing quiz or competition annually

**7. Certain areas of best practices**

Librarians can planned and implemented some regular practices for their users.

**7.1 Traditional Library:**

- a. Library Orientation: library have to conduct an orientation program for the new students and exiting students in a regular period or at the time of semester start as per the academic calendar of the university. This services create awareness and attract to library users about the new library resources and service. This kind of practice convert the library user to a habituated user of the library.
- b. Library Information booklet: This booklet reflected the library collection, services, Policy of circulation and the facilities provided by the library for the library users. Library can cicculate the book let among the students at time of admission and orientation program so students can get the information about the library resources and rules and regulation.
- c. Library Activity: Library have to organize a workshop and training program about the subscribed the databases for the students and faculties. Library can increase the usage of the database for that they have to conduct a training program or workshop, it will increase the research quality of the university. Library can conduct a book quiz to attract the students. Library can give a Student of the year of the library award based on the data and observation of the librarian and award given to the one best user on the given parameter like who use the library regular, behaviour is proper during the academic year, follow the rules and regulation.
- d. Counselling for competitive exam: in academic libraries library users is very important for library. Students are always seeking guidance regarding their education development and career. For that librarian suggest the right path to the students for that bright future by providing the proper guidelines. Library also develop the collection on competition examination books which would be useful to the library users.
- e. Book Bank Services: The economically weaker segment of students can acquire the book bank facility from the library. In this services student can get more than two books for the whole semester without any penalty.
- f. Use of ICT: The proper implementation of Information and communication technology (ICT) in library

outcome in to enhanced resource sharing and more active services to the users. ICT is used in libraries, efforts to provide various services, such as - access to OPAC, library databases, automated circulation of library materials etc.

- g. Library user statistics: Library can maintain the entry register who enter in the library. Though the entry register the library can manage the user statistics of average number access the library and data can be kept on weekly or monthly basis.
- h. Plagiarism checking service: Library can provide a strong support to the researchers who are interested in publishing research paper in reputed journal or conference etc. Library staff can do the plagiarism checking through licence base software and guide to student about the plagiarism and how to write research paper by avoiding copy paste system.

N List should be properly made available to all the users by providing individual access id. Besides other open access or consortium resources can be pulled.

- g. Institutional repository: library should develop the institutional repository for their community for the management and dissemination of digital materials created and upload for access within the campus limitation. D Space, Greenstone and E Prints are the best example for the Institutional repository. Faculties can upload their study material and research publication or article and student an access all the material and download for their study purpose.

There can be various area for which best practices can be adopted as for Content management System, E Learning, Digital repositories, RFID Technologies, Web OPAC, Email Services, and cloud services.

### 7.2 Digital Library:

- a. Computerization in Library: ICT has become an integral part of all the aspects of library. All activities of the library should be accomplished with the help of computers provided by a user friendly library management software encoded with barcode to the books. Because of that circulation process can be done through internet and computer.
- b. Library Website: Every university and college have their own website and the library website linkage with the main page of the website. Through website Library users can send their feedback or recommendation to library people. The website provide the all information about library collection, services and staff details.
- c. OPAC: An OPAC is designed to provide the bibliographic details of the library holdings to their library users. Library user can also see their account that how many books or library materials issued on their name with due date through individual login.
- d. Digital Reference Services: Computer should be connected with network and alliance between library users and librarian to provide the digital services. Using the web 2.0 technologies library user can directly chat with the library staff regarding their inquiry and get the answers. With mobile technology CAS and SDI kind of services should be made available in the online access mode.
- e. New Arrival: Library is growing organization as per the fifth law of Dr. S R Ranganathan, Library can continues adding the library resources and display in special corner which called new arrival section.
- f. E- Resources: the library should be a member under N List programme and the resources available under

### 8. Outcomes of best practices

There are different portions in a library where best practice can be applied. Best practices is nothing but re designing and re-engineering our current system for better contribution and continues development. There are numerous advantages of adopting best practices in college and university libraries. Some are listed below.

- a. The efficiency of library services can be transformed from non-quality to quality level or quality level to total quality level.
- b. The libraries will not only act as a centre of learning but also it will set an example of centre for best practices.

Every library who follows the best practices will become an expert which will in turn can guide or motivate the other libraries to follow the similar approach

### 9. Conclusion

The higher education in India has been progressively developing with the help of accreditation agencies like NAAC, beside knowledge innovation NAAC insist all the higher educational institutions to deliver best infrastructural environments with maximum pressure on the services of the libraries. College and universities libraries have got a new outline where these libraries have left their old practices. Libraries have to come out of being stimulating and trendy place to attract the young group of library users towards them. To keep pace with the challenges every library has to identify and develop their resources and services by their own best practices. The best practice may vary from library to libraries. By adopting best practices a visible outcome is possible in all domains of the library

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