

No. EDN-HE (15) B (1)-2023-GRADING/RATING.
Directorate of Higher Education
Himachal Pradesh.
Dated Shimla-1 the, September, 2024




To

All the Deputy Director of Higher Education
Himachal Pradesh.

Sub:-

Regarding Grading/Rating of Libraries of Department of Higher Education
Himachal Pradesh.


Please find enclosed herewith a copy of Self Assessment Proforma for Grading/Rating of Libraries of GSSSs.(Copy Attached as "Annexure "A"). In this regard, you are required to further direct all the Principals of GSSSs to choose any one level of grading/rating on Self Assessment Proforma as per their existing library resources and all the criteria of given level must be fulfilled. Even if single criterion is not fulfilled of a given level then concerned institution library will not be placed in that level. Institutional Head are required to send duly filled up Self Assessment form along with signed copy of undertaking (copy of Undertaking attached as Annexure "B") to your office and original copy will be retained by the Institution for physical verification by the authorized committee. You are also directed to send the compiled data (As per attached format) as per the timeline given (copy of timeline attached as Annexure "C") of all GSSSs of your District to this Directorate. After that the Committee will be constituted for the Physical verification of the claim. The Institutions which do not fall under any level will be listed in non graded institution in reference to grading/rating of libraries. Every institution will take quality initiatives to improve rating of institution library in next grading exercise in the interest of students.


(Dr. Amarjeet K. Sharma)
Director Higher Education,
Himachal Pradesh, Shimla-1
September, 2024

Endst. No. Even dated Shimla, the

Copy for information and further necessary action is forwarded to:-

1. The Secretary (Education) to the Govt. of HP w.r.t. his letter No. EDN-A-Kha(15)-11/2023 dated 21-06-2024 for information please.
2. The Technical officer, IT Cell, Directorate of Higher Education, HP Shimla-1 to upload the same on the Departmental website.
3. Guard File


Director of Higher Education
Himachal Pradesh, Shimla

Format for Compiled data of GSSSs for Grading of School Libraries

Name of District:-

Sr. No.	Name of GSSSs	Name of Block	Whether all the Criteria of any one level of grading fulfilled		If Yes, Grading level claimed	Attach copy of Self Assessment form duly filled by the Institution	Attach copy of Undertaking duly filled by the Institution
			Yes	No			
01							
Total							

Self Assessment Proforma For Grading & Rating of GSSS in HP**Library Self-Assessment Proforma for Level-I****Name of Institution:-**

Sr. No.	Criteria	Minimum Requirement	Library Resource as claimed by the Institutions	Library Resource as reported by the committee and basis thereof
1.	Printed books	At least 100 printed books on different subjects		
2.	Newspaper subscriptions	At least 1		
3.	Magazine subscriptions	At least 1		
4.	Reading space with adequate furniture	Space for at least 10 readers		
5.	Drinking Water & Toilet Facility	Yes (both for male and female separately)		
6.	Operational time	During school hours, i.e., six hours		
7.	Student visits	Every student visits the school library at least once a week		

Library Self-Assessment Proforma for Level-II**Name of Institution:-**

Sr. No.	Criteria	Minimum Requirement	Library Resource as claimed by the Institutions	Library Resource as reported by the committee and basis thereof
1.	Printed books	500 or more		
2.	Newspapers	At least 1 in English and 1 in Hindi		
3.	Magazine subscriptions	Two or more		
4.	Drinking Water & Toilet Facility	Yes(both for male and female separately)		
5.	Library cataloguing	Yes		
6.	Accession number to library books	Yes		
7.	Reading space	For 20 or more students		
8.	Operating time	During school hours		
9.	Books issued	25 or more per week		
10.	Student visits	Every student visits the school library at least twice a week		

Library Self-Assessment Proforma for Level-III

Name of Institution:-

Sr. No.	Criteria	Minimum Requirement	Library Resource as claimed by the Institutions	Library Resource as reported by the committee and basis thereof
1.	Printed books	1000 or more		
2.	Newspapers	4 or more		
3.	Magazine subscriptions	4 or more		
4.	Reading space	Adequate for 40 or more readers		
5.	Operational time	Additional one hour each before and after school hours, i.e., 8 hours		
6.	Student visits and reading space occupancy	Students visit the library frequently and reading space is almost fully occupied		
7.	Extension services	Yes, open for Public (library members) before and after school hours		
8.	Books issued	50 or more per week		
9.	Drinking Water & Toilet Facility	Yes(both for male and female separately)		

Library Self-Assessment Proforma for Level-IV

Name of Institution:-

Sr. No.	Criteria	Minimum Requirement	Library Resource as claimed by the Institutions	Library Resource as reported by the committee and basis thereof
1.	Printed books	1500 or more		
2.	Newspapers	6 or more		
3.	Magazine subscriptions	6 or more		
4.	Reading space	For 60 or more readers		
5.	Operating time	At least 10 hours on working days and 6 hours on holidays and during vacations		
6.	Drinking Water & Toilet Facility	Yes(both for male and female separately)		
7.	Extension services	Yes		
8.	Management	By library staff, students, alumni, teachers, and volunteers from public		
9.	Books issued	100 or more per week		
10.	Reading space occupancy	Remains almost occupied		
11.	Digital library	Yes, at least five digital devices with reliable internet		
12.	Use of classrooms, seminar rooms, etc. as reading space after institutional hours	Yes(if reading space is limited)		

Library Self-Assessment Proforma for Level-V

Name of Institution:-

Sr. No.	Criteria	Minimum Requirement	Library Resource as claimed by the Institutions	Library Resource as reported by the committee and basis thereof
1.	Printed books	2000 or more		
2.	Newspapers	6 or more		
3.	Magazine subscriptions	6 or more		
4.	Reading space	60 or more seats		
5.	Operating time	12 or more hours every day		
6.	Drinking Water & Toilet Facility	Yes(both for male and female separately)		
7.	Management	On sustainable voluntary basis by library staff, students, alumni, teachers, and volunteers from public		
8.	Library automation	Yes, library management system, Online Public Access Catalog, RFID system, etc.		
9.	Wi-Fi Library	Yes		
10.	Open access of library resources	Yes		
11.	Digital library	Yes, with at least 10 systems with lease line internet/fiber net		
12.	Books for younger children, teenagers	Yes, including stories of travel, explorative, adventures, discoveries, inventions, biographies of great men and women of different fields		
13.	Collection of school magazines and annual function reports	Yes		
14.	Individual study carrels	Yes		
15.	Group study rooms	Yes		
16.	Family study rooms	Yes		
17.	Multimedia Centre	Yes		

18.	Lecture recording studio	Yes		
19.	Unique and rare collection	Yes		
20.	Training to library staff	Yes		
21.	Facility of photocopier, computer, and scanner	Yes		
22.	Loaning of laptop, camera, microphones, and other devices for a specified period	Yes		
23.	Tutoring/remedial classes	Yes		
24.	Donation of books, digital devices to institutional library	Yes		
25.	Subscribing newspapers and magazines to the institution by donors/alumni/pensioner association/Rotary Club, etc.	Yes		
26.	Issuing of books to students of other institutions	Yes		
27.	Facility of tea, snacks, milk, etc. to the readers at normal rates	Yes		
28.	Optimum use of library resources and reading space	Yes		

(Annexure "B")

Undertaking by Librarian/Assistant Librarian/Library Incharge

I _____ hereby undertake that the information/data filled in self Assessment Proforma has been personally checked by me and has been found correct and it is as per available library resources as on date_____.

Signature of Assistant Librarian/ Library Incharge
Name:-

Undertaking by School Principal

I _____ hereby undertake that the information/data filled in self Assessment Proforma has been personally checked by me and has been found correct and it is as per available library resources as on date_____.

Signature of Principal
Name with Stamp of GSSS

(Annexure "C")

Timeline Regarding Grading/Rating of Libraries of Govt. Senior Secondary Schools

Sr. No.	Description	Date of Submission of Form in the Directorate
1.	Self Assessment Form duly filled up along with signed copy of undertaking	From 05-09-2024 to 15-09-2024
2.	Compiled data of all District to be Submitted by Concerned DDHE to the Directorate of Higher Education	Before 25-09-2024