

28 AUG 2024

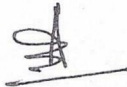
No. EDN-HE (15) B (1)-2023-GRADING/RATING.
Directorate of Higher Education
Himachal Pradesh.
Dated Shimla-1 the, August, 2024

To

- 1 The Chief Librarian, Central State Library Solan.
- 2 The Librarian, HP State Library Shimla-1.
- 3 All the Librarian District Libraries, Community Centre Libraries, Tehsil Libraries & Tribal Libraries in 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. In this regard, you are directed to do the needful as per the attached SOP for the Grading/Rating of the Libraries and send the copy of the same to Directorate of Higher Education as per the timeline enclosed herewith on email i.e. librarybranchdhe@gmail.com and retain original copy in the library for further action by the committee constituted for physical verification of the claim.



Dr. (Amarjeet K. Sharma)
Director Higher Education,
Himachal Pradesh, Shimla-1
August, 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 for information please.
2. The Principal Concern as per Annexure "E" for further necessary action in the matter please
3. The Technical officer, IT Cell, Directorate of Higher Education, HP Shimla-1 to upload the same on the Departmental website.
4. Guard File



Director of Higher Education
Himachal Pradesh, Shimla-1

Standard Operating Procedure/Guidelines for physical verification of library for the purpose of Grading/Rating:-

- (1) All the DDOs/Library Incharge are directed to choose any one level of grading on self Assessment Proforma as per your existing library resources.(Copy Attached as "Annexure "A")
- (2) Some Clauses may not be applicable to public Libraries. (Details are enclosed as Annexure "B").
- (3) All the DDOs/ Library Incharge are directed to send one copy of duly filled up self Assessment form along with undertaking (copy of Undertaking attached as Annexure "C") to this Directorate as per the timeline given (copy of timeline attached as Annexure "D") and original copy will be retained by concerned Library for physical verification by the authorized committee.
- (4) A committee for physical verification of library resources and facilities will be constituted by the College Principal (as per the Annexure "E"). Principal/Officiating Principal will head the committee. He/She will include one Assistant/Associate Professor and One Librarian/Assistant Librarian from the college or nearby college as committee members.
- (5) If the Principal get superannuated or get transferred, the next New Principal/officiating Principal will head the committee and all the documents related to verification will be formally handed over to new chairperson before relieving of existing incumbent.
- (6) The Institution Library which does not fall in any level from I-V will be listed among non graded libraries.
- (7) The chairperson of physical verification committee will submit all the documents including verification report to Directorate of Higher Education as per the timeline attached .(copy of Physical Verification Certificate attached as Annexure "F")
- (8) In case of any controversy, the concern Library Incharge can appeal for the re-verification to the Director of Higher Education and the decision of the Director of Higher Education will be final.

(Annexure "A")

Self Assessment Proforma For Grading & Rating of Cental State Library/HP State Library/ Distt. Libraries/ Community Centre Libraries, Tehsil Libraries & Tribal Libraries in HP

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	250		
2.	Newspapers	At least 3		
3.	Magazine Subscription	At least 3		
4.	Reading Space	At least 15 users		
5.	Operational Time	At least 07 hour per day		
6.	Drinking water and toilet facility to readers	Yes((both for male and female separately)		
7.	Reading Space Occupancy	80% of total seating capacity or fully occupied		

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	750 or more		
2.	Newspapers	At least 5		
3.	Magazine subscription	5 or more		
4.	Research Journal	2 or more		
5.	Reading space adequate for users	40 or more		
6.	Books issued per week	50 or more		
7.	Operational time during working days	At least 9 hours		
8.	Drinking water and toilet facility to readers	Yes((both for male and female separately)		
9.	Updated editions of text and reference books of each subject	Yes		
10.	Library Management Committee	Yes		
11.	Reading space Occupancy	80% of total seating capacity or fully occupied		

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	At least 7		
3.	Magazine subscriptions	7 or more		
4.	Research Journals	3 or more		
5.	Reading space	50 or 10% of total students' enrolment, whichever is higher		
6.	Books issued per week	80 or 5% of total library members, whichever is higher		
7.	Operational time during working days	At least 12 hours		
8.	Updated editions of text and reference books of each subject	Yes		
9.	Library membership to alumni and public	Yes		
10.	Reading space Occupancy	80% of total seating capacity or fully occupied		
11.	Drinking water and toilet facility to readers	Yes((both for male and female separately)		
12.	Tea, milk, snacks from college canteen or alternative source	Yes		
13.	Library management committee	Yes		

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	5000 or more		
2.	Newspapers	At least 7 newspapers with quality editorial columns		
3.	Magazine subscriptions	7 or more		
4.	Research Journals	5 or more		
5.	Reading space	100 or 10% of total library members, whichever is higher		
6.	Reading space occupancy	> 80% or fully occupied		
7.	Books issued per week	200 or 5% of total library members, whichever is higher		
8.	Operational time	At least 12 hours on all days including during holidays and vacations		
9.	Library orientation session to students	Yes		
10.	Updated editions of text and reference books	Yes		
11.	Library memberships to alumni ,ex-faculty and public	Yes		
12.	Drinking water and toilet facility to readers	Yes(both male and female readers separately)		
13.	Tea, milk, snacks from college canteen or alternative source	Yes		
14.	Library management committee for offering services on volunteer basis	Yes		
15.	Digital library	Yes (at least 10 systems with reliable internet and Wi-Fi library)		

16.	Registration and use of resources of National Digital Library Kharagpur	Yes		
17.	Use of classrooms and other spaces as reading rooms after college hours	If seating capacity in library is limited		
18.	Facility of book bank.	Yes (Issue of at least 3 books for whole academic session/semester to select students & students belonging to the weaker section of the Society i.e. SC/ST OBC/EWS/Divyang)		
19.	Feedback from users	Yes		
20.	Action on the basis of feedback	Yes		
21.	Book exhibition	Yes at least twice a year		
22.	Library automation (Library management system, online public access catalog, RFID system, INFLIBNET, SOUL Software, Shodhganga)	Yes		
23.	Assured electric supply	Yes (Chargeable tube lights/LED bulbs with battery backup, generators, inverters, etc.)		
24.	Facility of photocopier, scanners, and computers	Yes		
25.	Issuing of books to students of other educational institutions	Yes		

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	20,000 or more		
2.	Newspapers	9 and more		
3.	Magazine Subscriptions	9 or more		
4.	Research Journals	9 or more		
5.	Reading space	500 or 10% of total library members, whichever is higher		
6.	Books issued per week	500 or 5% of total library members, whichever is higher		
7.	Operation time	At least 14 hours on all days, including holidays and vacations		
8.	Library orientation session to students	Yes		
9.	Updated editions of text and reference books	Yes		
10.	Library Memberships to alumni, ex-faculty/staff, and public	Yes		
11.	Drinking water and toilet facility	Yes (both male and female readers separately)		
12.	Tea, milk, snacks from college canteen or alternative source	Yes		
13.	Library management committee for offering services on volunteer basis	Yes		
14.	Digital library with at least 20 systems and reliable internet connectivity, Wi-Fi library	Yes		
15.	Registration and use of resources of National Digital Library Kharagpur	Yes		
16.	Use of classrooms and other spaces as reading rooms after college hours	Yes(if seating capacity in the library is limited)		

17.	Facility of book bank (issue of at least 3 books for whole academic session/semester to select meritorious students and students belonging to the weaker section of the society i.e. SC/ST/OBG/EWS/Divyang)	Yes		
18.	Feedback from users	Yes		
19.	Action on the basis of feedback	Yes		
20.	Books exhibition	At least 4 times a year		
21.	Collaborations between libraries	Yes		
22.	Library resources for differently abled persons e.g. audio books, e-readers, Braille books, talking books	Yes		
23.	Organization of library Quiz, book review competition	Yes		
24.	Bibliographic service and abstracting service	Yes		
25.	To comply with copyright regulations and licensing agreements	Yes		
26.	Translation services	Yes		
27.	Recorded Lecture of APs of all subjects	Yes		
28.	Collection of college prospectus, magazines, annual prize distribution function reports, and other documents such as copy of Government notification for opening of college, NAAC score cards, UGC 2F and 12B status, revenue papers of land records, important photographs and videos etc.	Yes		
29.	Individual study carrels	Yes		
30.	Group study rooms	Yes		
31.	Family study rooms	Yes		
32.	Multimedia Centers	Yes		
33.	Lecture recording studio	Yes		
34.	Unique and rare collection of books, photographs, reports, monographs, etc.	Yes		
35.	Training to library staff	Yes		
36.	Facility of Photocopier, scanner, and computers	Yes		

37.	Loaning of laptops, tablets, camera, microphone, and other devices for a specified period	Yes		
38.	Tutoring / Remedial classes	Yes		
39.	Donation of books and digital devices to library	Yes		
40.	Subscribing newspapers and magazines to library by donors	Yes		
41.	Interlibrary loaning of books	Yes		
42.	Self-service lockers	Yes		
43.	Active grievance redressal mechanism	Yes		
44.	Success story of library users advertised through newspapers and social media	Yes		
45.	Outreach programmes, seminars, workshops, exhibitions, and lectures	Yes		

[Handwritten mark]

(Annexure "B")

1. In the Self Assessment Proforma the point Updated edition of text and reference books of each subject may be read as updated edition of books.
2. Students may be read as members/users and enrolment may be read as membership.
3. Library membership to alumni and Ex-faculty will not applicable in case of Public Library.
4. The College may be read as public Library.
5. Sr. No. 17 & 25 of Level-IV does not applicable in case of Public Library.
6. Sr. No. 18 of Level -IV books will be issued to the readers/members as per public library rules.
7. Sr. No. 16, 27 & 28 of Level-V may be ignored in case of Public Library.

(Annexure "C")

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 Librarian/Assistant Librarian/
Library Incharge
Name:-

Undertaking by DDO

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 DDO
Name with Stamp of Library

(Annexure "D")

Timeline Regarding Grading/Rating of Libraries of Department of Higher Education

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 30-08-2024 to 05-09-2024
2.	Constitution of physical verification committee by Concern College Principal as per Annexure "D".	On or before 10-09-2024
3.	Physical Verification of the self Assessment form with available library resources by the committee as per annexure "D"	From 15-09-2024 to 25-09-2024
3..	Submission of physical verification report duly signed by the Physical Verification Committee along with the other documents.	Before 30.09.2024

(Annexure "E")

Detail of Colleges for physically verification of prescribed Assessment Proforma of Public Govt.Libraries in their District:-

Name of Public Libraries assigned for physical verification	Name of College Who will Formulate Committee for Physical Verification as
Govt. State Library the Mall Shimla	Rajiv Gandhi Memorial Govt. College Chaura Maidan
Govt. District Library Theog, Shimla	Govt .College Sanjauli
Govt. Tehsil Library Kotkhai Shimla	Govt .College Saraswati Nagar
Govt. Tehsil Library Rampur Shimla	Govt .College Kumarsain
Govt. Community Centre Library Rohroo	Govt .College Saraswati Nagar
Govt. Central State Library Solan	Govt .College Kandaghat
Govt. Tehsil Library Kandaghat Solan	Govt .College Kandaghat
Govt. Community Center Library Bassal Solan	Govt .College Kandaghat
Govt. District Library Sirmour at Nahan Sirmour	Govt College Poanta Sahib
Govt. Community Centre Dadahu Sirmour	Govt. College Shri Renuka Ji at Dadahu
Govt. District Library Bilaspur	Govt .College Ghumarwin
Govt. District Library Chamba	Govt. College Banikhet
Govt. Tribal Library Bharmour Chamba	Govt. College Bharmour
Govt. Tribal Library Killar Chamba	Govt. College Pangi
Govt. Tehsil Library Sihunta Chamba	Govt. College Sihunta
Govt. Community Centre Tissa Chamba	Govt. College Tissa
Govt. District Library Hamirpur	Govt. College Bhoranj
Govt. District Library Dharamshala Kangra	GCTE Dharamshala
Govt. District Library Reckong Peo Kinnaur	Thakur Sen Negi Govt. College Reckong Peo
Govt. District Library Mandi	Govt. College Panarsa
Govt. Tehsil Library Sarkaghat Mandi	Govt. College Baldwara
Govt. Community Centre Chauntra Mandi	Rajiv Gandhi Memorial Govt. College Jogindernagar
Govt. District Library Kullu	Govt. College Haripur Manali
Govt. District Library Una	Govt. College Bangana
Govt. District Library Keylong L& S	Govt. College Kukamseri
Govt. Tribal Library Kaza L& S	Govt. College Kukamseri

(Annexure "F")

PHYSICAL VERIFICATION CERTIFICATE

It is certified that the information/data filled in Self Assessment Proforma of Name of the Library has been physically verified and said library may be awarded level in Figure (in words). (Attach verified proforma as per Annexure- A)

Name & Signature:-

Head of committee Member
Principal

Committee Member (I)
Assistant/Associate Professor

Committee Member (II)
Librarian/Assistant Librarian