

No. EDN-HE (15) B (1)-2023-GRADING/RATING.

Directorate of Higher Education

Himachal Pradesh.

Dated Shimla-1 the,

To



All the Principals,


Govt. Degree /Skt.Colleges of the State of HP.

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 Colleges. 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 and send the copy as per the timeline attached on email i.e. [librarybranchdhe@gmail.com](mailto:librarybranchdhe@gmail.com) and retain original copy in the Institution for further action by the committee constituted for physical verification of the claim


In this regard, it is further informed that to begin with, Grading/Rating of only Govt. College Libraries is being carried out.

  
+ Director Higher Education,  
Himachal Pradesh, Shimla-1  
July, 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 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

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

- (1) All the Principals 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) All the Principals are directed to send one copy of duly filled up self Assessment form along with undertaking (copy of Undertaking attached as Annexure "B") to this Directorate as per the timeline given (copy of timeline attached as Annexure "C") and original copy will be retained by the Institution for physical verification by the authorized committee.
- (3) A committee for physical verification of library resources and facilities will be constituted at each cluster level.(list of the Cluster is enclosed as Annexure "D").Senior Most Principal will head the committee. He/She will include one Principal and One Librarian/Assistant Librarian as committee members. Committee of One cluster will evaluate/ physically verify self assessment proforma of another cluster as per (Annexure "E")
- (4) If the senior most Principal get superannuated or get transferred, the next senior most Principal from the cluster will head the committee and all the documents related to verification will be formally handed over to new chairperson before relieving of existing incumbent.
- (5) The Institution Library which does not fall in any level from I-V will be listed among non graded libraries.
- (6) 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")
- (7) In case of any controversy, the concern college can appeal for the re-verification to the Director of Higher Education and the decision of the Director of Higher Education will be final.

**Self Assessment Proforma For Grading & Rating of College 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	Yes(if seating		

	spaces as reading rooms after college hours	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/OBC/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		

**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 College 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 College



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

<b>Sr. No.</b>	<b>Description</b>	<b>Date of Submission of Form in the Directorate</b>
1.	Self Assessment Form duly filled up along with signed copy of undertaking	From 01-08-2024 to 15-08-2024
2.	Constitution of physical verification committee by Senior Most Principal of a cluster	On or before 15-08-2024
3.	Physical Verification of the self Assessment form with available library resources by the committee as per annexure "E"	From 25-08-2024 to 10-09-2024
4.	Submission of physical verification report duly signed by the Physical Verification Committee along with the other documents.	Before 20.09.2024

**Clusters Formulated for NAAC and other purposes**

	MAIN COLLEGE	CONSTITUENT CLUSTER COLLEGES
1	Govt College Solan	Govt College Kandaghat
		Govt College Arki
		Govt College Dharampur
		Govt College Rajgarh
		Govt College Pajhota at Phatti Patel
		Govt. Skt. College, Solan
		Govt College Jainagar
2	Govt College Nalagarh	Govt College Barotiwala
		Govt College Diggai
		Govt College Ramshahar
3	Dr. Yashwant Singh Parmar Govt. Post Graduate College Nahan	Govt College Sarahan
		Govt College Haripurdhar
		Govt College Sangrah
		Govt College Nohradhar
		Govt. College Shri Renuka Ji at Dadahu
		Govt. Skt. College, Nahan
4	Guru Govind Singh Memorial College Paonta Sahib	Govt College Shillai
		Govt College Kaffota

		Govt. College Bharali (Anjbhoj)
		Govt College Ronhat
5	Rajiv Gandhi Memorial Govt. College Chaura Maidan	RKMV, Shimla
		Jawahar Lal Nehru Govt. College of Fine Arts
		Govt College Dhami at 16 Mile
		Govt College Darlaghat
		Govt. Skt. College, Phagli Shimla
6	Govt College Sanjauli	Govt College Theog
		Govt College Chopal
		Govt College Nerwa
		Govt. Skt. College, Kiartoo
		Govt. Skt. College, Sarain
7	St Bedes College Shimla	Atal Bihari Vajpayee Government Degree College Sunni
		Govt College Chaikoti
		Govt College Kupvi
		Govt. Skt. College, Tungesh
8	Govt College Seema	Lal Bhadur Shastri Govt. College Saraswatinagar
		Govt College Tikkar

		DAV College Kotkhai
9	Govt College Rampur-Bushehar	Govt College Nankhari
		Govt College Anni at Haripur
		Govt College Nirmand
		Govt College Kumarsain
		Thakur Sen Negi Govt. College Reckong Peo
10	Govt College Kullu	Govt College Banjar
		Jawahar Lal Nehru Govt. College Haripur Manali
		Govt College Gaddagusani
		Govt College Sainj
		Govt College Kukamseri
11	Govt. College Bilaspur	Swami Vivekanand Govt. Degree College Ghumarwin
		Govt. College Jhandutta
		Govt. College Jukhala
		Govt. College Shri Naina Devi Ji
		Govt. College Ghandalwin
12	Netaji Subhash Chandra Bose Memorial Govt. College Hamirpur	Thakur Jagdev Chand Memorial Govt. College Sujampur Tihra
		Govt College Bhoranj

		Govt College Barsar
		Govt College Dhaneta
13	Govt College Dharamshala	GCTE,D/sala
		Govt College Shahpur
		MCM DAV College Kangra
		Govt College Lanj
		Govt College Rey
		Govt College Rirkmar
14	Wazir Ram Singh Govt. P.G. College Dehri	Govt College Indora
		Govt. Arya Degree College Nurpur
		Govt College Chowari
		Govt College Jawali
		Govt College Banikhet
		Govt College Sihunta
		Govt College Sugh-Bhatoli
15	Shaheed Captain Vikram Batra Govt. College Palampur	Pandit Sant Ram Govt. College Baijnath
		Maharaja Sansar Chand Memorial Govt. College Thural
		Atal Bihari Vajpayee Government College Naura
		Govt College Shivnagar
		Kanwar Durga Chand Govt. College



		Jaisinghpur
16	Govt College N/ Bagwan	Govt College Matour
		Atal Bihari Vajpayee Government Degree College Takipur
		Govt College Baroh
		Govt College Khundian
17	Govt College Dhaliara	Govt College Nagrota Surian
		Shri Chander Dhar Govt. College Haripur-Guler
		Govt Collège Kotla Behad
		Govt College Dehra
		Govt College Dadasiba
18	Sidharth Govt. College Nadaun	Govt College Rakkar
		Govt College Majheen
		Pandit Sushil Rattan Govt. College Jawalaji
19	Govt College Una	Maharana Partap Govt. P.G. College Amb.
		Sant Baba Dhangu Wale Gujar Govt. College Beetan
		Govt College D/ chowk
		Atal Bihari Vajpayee Government Degree College Bangana
		Govt College Chowki Manyar
		Govt College Khad

		Govt College Haroli
		Govt College Chintpurni
		SVSD PG college Bhatoli, Una
		Govt College <i>Basdehra</i>
		Lala Jagat Narain Himotkarsh Government Girls Degree College Kotla Khurd
20	Vallbh Govt. College Mandi	MLSM Sundernagar
		Govt College Rewalsar
		Govt. College Seraj at Lambathach
		Govt College Karsog
		Swami Vivekanand Govt. Degree College, Nihari
		Govt. College Bassa(Gohar)
		Govt College Chhatri
		Govt College Kotli
		Govt College Dehar
		Govt College Thachi
		Govt College Panarsa
		Govt. Skt. College, Sunder Nagar
21	Rajiv Gandhi Memorial Govt. College Jogindernagar	Govt. College Drang at Narla
		Govt College Multhan
		Govt College Ladbharol

22	Ravindra Nath Tagore Govt. College Sarkaghat	Govt College Baldwara
		Govt College Dharampur
		Govt College Sandhole
23	Govt. College Chamba	Govt College Bharmour
		Govt College Pangi
		Govt College Salooni
		Govt College Tissa
		Govt College Bhalei
		Govt College Lylh Kothi
		Govt College Telka
		Govt. Skt. College, Chamba

**Detail of Cluster Colleges for physically verification of prescribed Assessment Proforma of another Cluster Colleges:-**

<b>Committee for Physical Verification as per Annexure -D</b>	<b>Cluster Colleges assigned for physical verification</b>
Sr. No. 1	Sr.No.2
Sr. No. 2	Sr. No. 1
Sr. No. 3	Sr. No. 4
Sr. No. 4	Sr. No. 3
Sr. No. 5	Sr. No. 7
Sr. No. 6	Sr. No. 5
Sr. No. 7	Sr. No. 8
Sr. No. 8	Sr. No. 6
Sr. No. 9	Sr. No. 10
Sr. No. 10	Sr. No. 9
Sr. No. 11	Sr. No. 12
Sr. No. 12	Sr. No. 19
Sr. No. 13	Sr. No. 15
Sr. No. 14	Sr. No. 16
Sr. No. 15	Sr. No. 14
Sr. No. 16	Sr. No. 17
Sr. No. 17	Sr. No. 18
Sr. No. 18	Sr. No. 23
Sr. No. 19	Sr. No. 11
Sr. No. 20	Sr. No. 21
Sr. No. 21	Sr. No. 22
Sr. No. 22	Sr. No. 20
Sr. No. 23	Sr. No. 13

**PHYSICAL VERIFICATION CERTIFICATE**

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

Name & Signature:-

Head of committee Member  
Senior Most Principal  
from Cluster

Committee Member (I)  
Principal from Cluster  
College

Committee Member (II)  
Librarian/Assistant Librarian  
from Cluster