

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

Directorate of Higher Education  
Himachal Pradesh.

Dated Shimla-1 the, December, 2025

शिक्षा निदेशालय उच्चतर हि०प्र०

16 DEC 2025

शिमला-1

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 this Directorate as per the timeline enclosed herewith through email i.e. [librarybranchdhe@gmail.com](mailto:librarybranchdhe@gmail.com) and retain original copy in the library for further action by the committee constituted for physical verification of the claim.

Encls: As above

Dr. (Amarjeet K. Sharma)  
Director Higher Education,  
Himachal Pradesh, Shimla-1  
December, 2025

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 for information please.
2. The Principal Concern as per Annexure "D" for further necessary action in the matter please
3. The Supdt. 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) 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 "B") to this Directorate as per the timeline given (copy of timeline attached as Annexure "C") and original copy will be retained by concerned Library for physical verification by the authorized committee.
- (3) A committee for physical verification of library resources and facilities will be constituted by the College Principal (as per the Annexure "D"). 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.
- (4) 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.
- (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 "E")
- (7) 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 edition of books	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 members/user membership, 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 edition of books	Yes		
9.	Reading space Occupancy	80% of total seating capacity or fully occupied		
10.	Drinking water and toilet facility to readers	Yes((both for male and female separately)		
11.	Tea, milk, snacks from canteen or alternative source	Yes		
12.	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 members/users	Yes		
10.	Updated edition of books	Yes		
11.	Drinking water and toilet facility to readers	Yes(both male and female readers separately)		
12.	Tea, milk, snacks from canteen or alternative source	Yes		
13.	Library management committee for offering services on volunteer basis	Yes		
14.	Digital library	Yes (at least 10 systems with reliable internet and Wi-Fi library)		
15.	Registration and use of resources	Yes		

	of National Digital Library Kharagpur			
16.	Facility of book bank	Yes (Books will be issued to the readers/members as per public library rules)		
17.	Feedback from users	Yes		
18.	Action on the basis of feedback	Yes		
19.	Book exhibition	Yes at least twice a year		
20.	Library automation (Library management system, online public access catalog, RFID system, INFLIBNET, SOUL Software, Shodhganga)	Yes		
21.	Assured electric supply	Yes (Chargeable tube lights/LED bulbs with battery backup, generators, inverters, etc.)		
22.	Facility of photocopier, scanners, and computers	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 users/members	Yes		
9.	Updated edition of books	Yes		
10.	Drinking water and toilet facility	Yes (both male and female readers separately)		
11.	Tea, milk, snacks from canteen or alternative source	Yes		
12.	Library management committee for offering services on volunteer basis	Yes		
13.	Digital library with at least 20 systems and reliable internet connectivity, Wi-Fi library	Yes		
14.	Registration and use of resources of National Digital Library Kharagpur	Yes		
15.	Facility of book bank	Yes(Books will be issued to the readers/members as per public library rules)		
16.	Feedback from users	Yes		

17.	Action on the basis of feedback	Yes		
18.	Books exhibition	At least 4 times a year		
19.	Collaborations between libraries	Yes		
20.	Library resources for differently abled persons e.g. audio books, e-readers, Braille books, talking books	Yes		
21.	Organization of library Quiz, book review competition	Yes		
22.	Bibliographic service and abstracting service	Yes		
23.	To comply with copyright regulations and licensing agreements	Yes		
24.	Translation services	Yes		
25.	Individual study carrels	Yes		
26.	Group study rooms	Yes		
27.	Family study rooms	Yes		
28.	Multimedia Centers	Yes		
29.	Lecture recording studio	Yes		
30.	Unique and rare collection of books, photographs, reports, monographs, etc.	Yes		
31.	Training to library staff	Yes		
32.	Facility of Photocopier, scanner, and computers	Yes		
33.	Loaning of laptops, tablets, camera, microphone, and other devices for a specified period	Yes		
34.	Tutoring / Remedial classes	Yes		
35.	Donation of books and digital devices to library	Yes		
36.	Subscribing newspapers and magazines to library by donors	Yes		
37.	Interlibrary loaning of books	Yes		
38.	Self-service lockers	Yes		
39.	Active grievance redressal mechanism	Yes		
40.	Success story of library users advertised through newspapers and social media	Yes		
41.	Outreach programmes, seminars, workshops, exhibitions, and lectures	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 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 "C")

**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 17-12-2025 to 13-02-2026
2.	Constitution of physical verification committee by Concern College Principal as per Annexure "D".	On or before 25-02-2026
3.	Physical Verification of the self Assessment form with available library resources by the committee as per annexure "D"	From 01-03-2026 to 20-03-2026
3..	Submission of physical verification report duly signed by the Physical Verification Committee along with the other documents.	Before 15.04.2026

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

<b>Name of Public Libraries assigned for physical verification</b>	<b>Name of College Who will Formulate Committee for Physical Verification</b>
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 Kukumseri
Govt. Tribal Library Kaza L& S	Govt. College Kukumseri

**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)  
Associate/Assistant Professor

Committee Member (II)  
Librarian/Assistant Librarian