



# **“Administration in Library & Laboratory with NAAC perspective”**

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# Library

Library plays vital role in the development of the students as well as the faculty members.

Library is a trinity of Readers, Library Staff & Books.

# Laboratory

Laboratory provides opportunity for experimentation, observation, or practice in a field of study for testing and analysis

Laboratory ensure good services for students and researchers

# Fundamental of Library / Laboratory

- **Vision & Mission**
- **Advisory Committee**
- **Standard Operating Procedures**
- **Code of Conducts**
- **Safety Majors**
- **Material Inventory**
- **Records / Documentation**
- **Staff Strength / Information**

# Library At A Glance

- 1) No. of Books till date
- 2) SC/ST Book Bank.
- 3) Five Years Books Bills.
- 4) HOD Recommended Books File.
- 5) No. of News Papers
- 6) No. of Subject related periodicals as on
- 7) Computers / ICT as on
- 8) Average of Books added during last five years
- 9) Average No. of Books issued/returned per day
- 10) Average No. walk ins
- 11) Ratio of Library Books on Students enrolled
- 12) University Syllabus available
- 13) University Exam Paper Sets
- 14) Library Report.
- 15) Library Booklet.
- 16) Quotation Copy file.
- 17) 5 years Journals Bills.
- 18) Online Journal File.
- 19) Hard Copy Journals (5 Years).
- 20) Library Software, Call No, Barcode for Books.
- 21) Orientation Programm Photos.
- 22) PPT about Library.
- 23) Updated Accession Register.
- 24) Updated Journal Register.

# Laboratory At A Glance

- Up-to -date asset inventory
- Collect and review the inventory
- Evaluate the purchasing requisition
- Control resource wastage
- Facilitate inventories
- Evaluate and review all files
- Follow up on newly purchased
- Technical support
- Provide the appropriate information
- Prepare safety guidelines
- Prepare rules and procedures
- Follow up
- Prepare monthly reports
- Prepare schedule for practical session
- Prepare manuals, guidelines, and procedures
- Participate in safety training
- Prevent loss of, or damage to, laboratory

# Standard Operating Procedure for Data Validation & Verification (Affiliated UG/PG)

Sr.	Metric	Documents	Specific
1.	<b>1.1.2</b> Number of certificate/diploma program introduced during the last five years	<ul style="list-style-type: none"> <li>• <b>Syllabus copy of certificate/Diploma Program</b> &amp;</li> <li>➤ Details of each program such as             <ul style="list-style-type: none"> <li>➤ Name of the program, duration, list of students enrolled, curriculum, assessment procedures year-wise</li> <li>➤ Summary report of each program year-wise</li> </ul> </li> </ul>	Minutes of meeting specifying the introduction of the Certificate of Diploma program from the Competent authority
2.	<b>1.3.2</b> Number of value added courses imparting transferable and life skills offered during the last five years	<ul style="list-style-type: none"> <li>• <b>Courses content or syllabus specifying such courses and the program in which it is being offered.</b></li> <li><b>Brochure or /Course content of Value added courses</b></li> </ul>	<ul style="list-style-type: none"> <li>• Will be Cross checked and validated with the documents mentioned in column II.</li> <li>• Value added course: Courses of varying durations which are optional, and offered outside the curriculum that add value and helping them students in getting placed.</li> </ul>

Sr.	Metric	Documents	Specific
30.	<p><b>3.3.4</b> Number of research papers per teacher in the Journals notified on UGC website during the last five years</p>	<ul style="list-style-type: none"> <li>• Web-link of the research paper, which redirects to the UGC notified listed journal webpage published in UGC website</li> </ul>	<ul style="list-style-type: none"> <li>• Consider only UGC approved Journals</li> <li>• Refer UGC deleted journal list also to cross validate the publications in deleted list of UGC which were valid by UGC for that period until 2nd may 2018.</li> </ul>
31.	<p><b>3.3.5</b> Number of books and chapters in edited volumes / books published, and papers in national/international conference-proceedings per teacher during the last five years</p>	<ul style="list-style-type: none"> <li>• Cover page, content page and first page of the selected publications</li> </ul>	<ul style="list-style-type: none"> <li>• Books with ISBN number only would be considered</li> <li>• the details of selected publications would be sought during the clarification process, if the data is large</li> </ul>

Sr.	Metric	Documents	Specific
39.	<p><b>4.2.3</b> Does the institution have the following:</p> <ol style="list-style-type: none"> <li>1. e – journals</li> <li>2. e-ShodhSindhu</li> <li>3. Shodhganga membership</li> <li>4. e-books</li> <li>5. Databases</li> </ol> <p>Options:</p> <ol style="list-style-type: none"> <li>A. Any 4 of the above</li> <li>B. Any 3 of the above</li> <li>C. Any 2 of the above</li> <li>D. Any 1 of the above</li> <li>E. None of the above</li> </ol>	<ul style="list-style-type: none"> <li>• <b>E-copy of subscription letter/member ship letter or related document with the mention of year</b></li> </ul>	<ul style="list-style-type: none"> <li>• Scan copy of books claimed as e-books cannot be accepted.</li> <li>• In the absence of appropriate subscription letter the claims not to be considered</li> </ul>
40.	<p><b>4.2.4</b> Average annual expenditure for purchase of books and journals during the last five years</p>	<ul style="list-style-type: none"> <li>• <b>Abstract of budget highlighting annual expenditure towards purchase of books and journals during the last five years duly attested by Chartered Accountant / Finance related concerned authority and</b></li> <li>• <b>Audited statement highlighting the expenditure for purchase of books and journal library resources and/or</b></li> <li>• <b>Proceedings of Library Committee meeting for allocation of fund and</b></li> </ul>	<ul style="list-style-type: none"> <li>• Will be Cross checked and validate with the documents</li> </ul>



Sr.	Metric	Documents	Specific
41.	<b>4.2.5</b> Availability of remote access to e-resources of the library	<ul style="list-style-type: none"> <li>• Gateway used for remote access</li> <li>• Snap shot of landing page of remote access after log in to remote access</li> </ul>	<ul style="list-style-type: none"> <li>• The landing page of the link leading to the login page of remote access only will be considered</li> </ul>
42.	<b>4.2.6</b> Percentage per day usage of library by teachers and students	<ul style="list-style-type: none"> <li>• E-copy/scan copy of log book for random check (any 5 working days)</li> </ul>	<ul style="list-style-type: none"> <li>• During DVV clarification process, the log book entries of Library users for any five working days of the accreditation period will be sought.</li> </ul>
43.	<b>4.3.2</b> Student - Computer ratio	<ul style="list-style-type: none"> <li>• Invoice / vouchers for the purchase of computers for student use only and/or</li> <li>• Annual Stock entry of computers</li> </ul>	<ul style="list-style-type: none"> <li>• The computers for office and faculty use should not be considered</li> </ul>
44.	<b>4.3.3</b> Available bandwidth of internet connection in the Institution (Leased line) Options: A. ≥50 MBPS B. 35 MBPS - 50 GBPS C. 20 MBPS - 35 MBPS D. 5 MBPS - 20 MBPS E. <5 MBPS	<ul style="list-style-type: none"> <li>• Latest bills for leased line connection indicating plan and internet speed</li> </ul>	<ul style="list-style-type: none"> <li>• Snap shot of speed test for wifi/internet facility cannot to be considered</li> </ul>

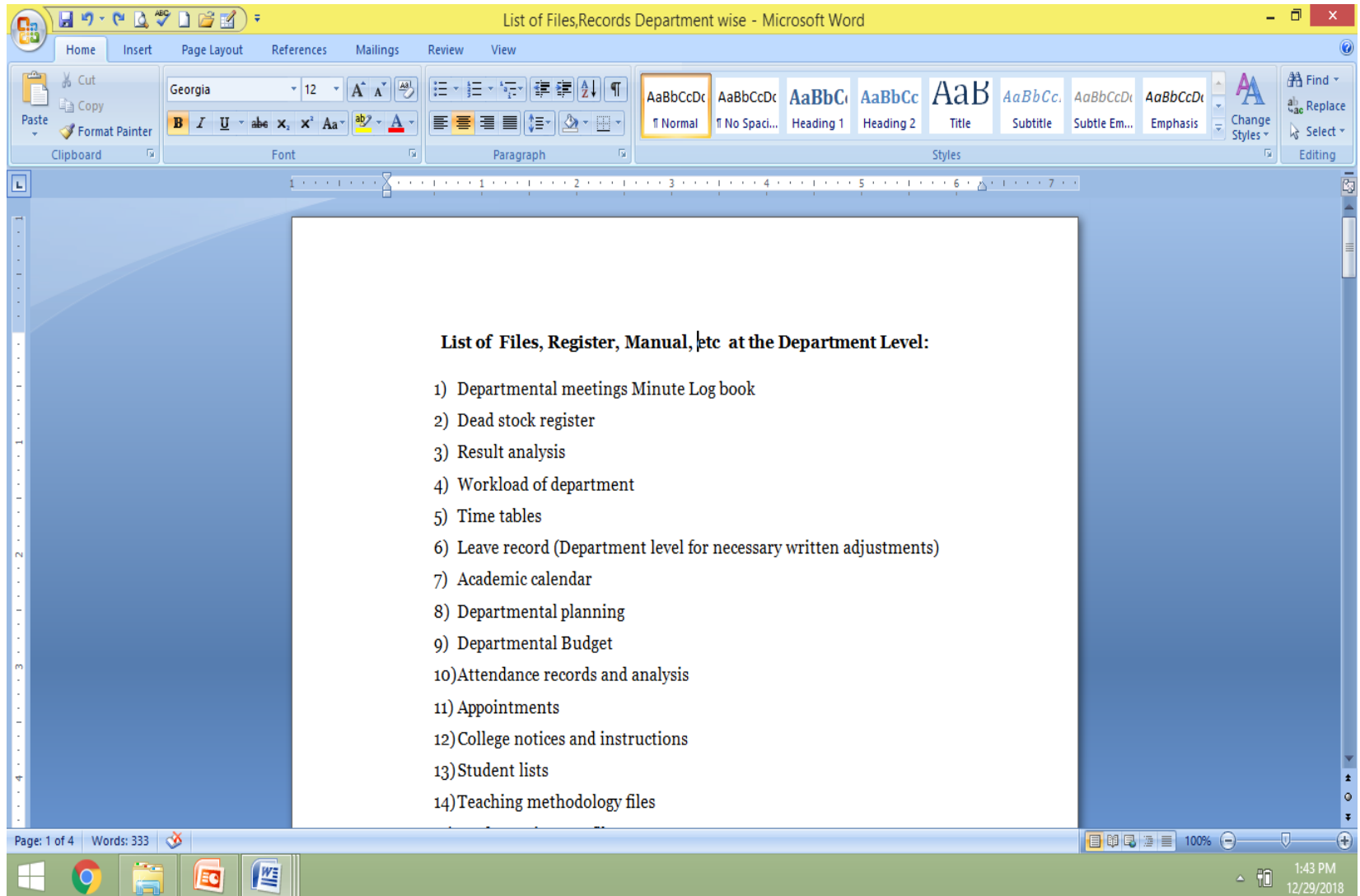
Sr.	Metric	Documents	Specific
45.	<b>4.3.4</b> Facilities for e-content development such as Media centre, Recording facility, Lecture Capturing System(LCS)	<ul style="list-style-type: none"> <li>• Geotagged photograph.</li> </ul>	<ul style="list-style-type: none"> <li>• Refer to <a href="https://www.ugc.ac.in/oldpdf/xiplanpdf/EContentxiplan.pdf">https://www.ugc.ac.in/oldpdf/xiplanpdf/EContentxiplan.pdf</a></li> </ul>
46.	<b>4.4.1</b> Average expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, as a percentage during the last five years	<ul style="list-style-type: none"> <li>• <b>Provide Balance Sheet &amp; Budget Highlighting the items of expenditure incurred on maintenance of physical facilities and academic support facilities duly certified by Chartered accountant/ Finance related concerned authority</b></li> </ul>	<ul style="list-style-type: none"> <li>• The <b>emphasis</b> of this metric is in <b>the maintenance of physical and academic support facilities</b></li> </ul>

Sr.	Metric	Documents	Specific
66.	<p><b>6.5.4</b> Quality assurance initiatives of the institution include:</p> <ol style="list-style-type: none"> <li>1. Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback collected, analysed and used for improvements</li> <li>2. Academic Administrative Audit (AAA) and initiation of follow up action</li> <li>3. Participation in NIRF</li> <li>4. ISO Certification</li> <li>5. NBA or any other quality audit</li> </ol> <p>Options:</p> <ol style="list-style-type: none"> <li>A. Any 4 of the above</li> <li>B. Any 3 of the above</li> <li>C. Any 2 of the above</li> <li>D. Any 1 of the above</li> <li>E. None of the above</li> </ol>	<ul style="list-style-type: none"> <li>• <b>Annual reports of IQAC</b></li> <li>• <b>AQARs of IQAC</b></li> <li>• <b>e-Copies of the accreditations and certifications</b></li> <li>• <b>Consolidated report of Academic Administrative Audit (AAA)</b></li> <li>• <b>Supporting document in favour of participation in NIRF/link of NIRF submitted</b></li> <li>• <b>ISO certificate (valid period)</b></li> <li>• <b>Certificate of NBA or any other quality audit whichever claimed</b></li> <li>• <b>Feedback analysis report</b></li> </ul>	<ul style="list-style-type: none"> <li>• AQAR not applicable for cycle I institutions</li> <li>• Will be Cross checked and validated with the documents mentioned in column II</li> </ul>
67.	<p><b>7.1.1</b> Number of gender equity promotion programs organized by the institution during the last five years</p>	<ul style="list-style-type: none"> <li>• Detailed program report for each program should be made available</li> <li>• Copy of circular/brochure/ Report of the program</li> </ul>	<ul style="list-style-type: none"> <li>• The focus of the program should be on gender equity/promotion</li> </ul>

Sr.	Metric	Documents	Specific
68.	<p><b>7.1.3</b> Environmental Consciousness and Sustainability Alternate Energy initiatives such as: Percentage of annual power requirement of the Institution met by the renewable energy sources</p>	<p>Geotagged photos of energy sources</p> <ul style="list-style-type: none"> <li>• Proof in support of energy sources (Invoice etc.) or</li> <li>• Green audit report or</li> <li>• <b>Renewable energy installation bills or maintenance bills can also be provided</b></li> </ul>	<ul style="list-style-type: none"> <li>• Will be Cross checked and validated with the documents mentioned in column II</li> </ul>
69.	<p><b>7.1.4</b> Percentage of annual lighting power require</p>	<ul style="list-style-type: none"> <li>• <b>Any supporting document in proof of same</b></li> </ul>	<ul style="list-style-type: none"> <li>• Will be Cross checked and validated with the documents mentioned in column II</li> </ul>
70.	<p><b>7.1.8</b> Average percentage expenditure on green initiatives and waste management excluding salary component during the last five years</p>	<ul style="list-style-type: none"> <li>• <b>The budget extract of audited statement specifically towards expenditure on green initiatives and waste management duly certified by chartered accountant/Finance related concerned authority</b></li> </ul>	<ul style="list-style-type: none"> <li>• The extract of expenditure should focus only on green initiatives and waste management.</li> </ul>

# NAAC Perspective Documentation

## Files, Registers, Manuals required at Department Level



The screenshot shows a Microsoft Word document window titled "List of Files,Records Department wise - Microsoft Word". The ribbon is set to "Home" with the "Font" and "Paragraph" groups visible. The font is Georgia, size 12. The document content is as follows:

**List of Files, Register, Manual, etc at the Department Level:**

- 1) Departmental meetings Minute Log book
- 2) Dead stock register
- 3) Result analysis
- 4) Workload of department
- 5) Time tables
- 6) Leave record (Department level for necessary written adjustments)
- 7) Academic calendar
- 8) Departmental planning
- 9) Departmental Budget
- 10) Attendance records and analysis
- 11) Appointments
- 12) College notices and instructions
- 13) Student lists
- 14) Teaching methodology files

The status bar at the bottom indicates "Page: 1 of 4" and "Words: 333". The system tray shows the time as 1:43 PM on 12/29/2018.

# NAAC Perspective Documentation

## Documents required at Department Level

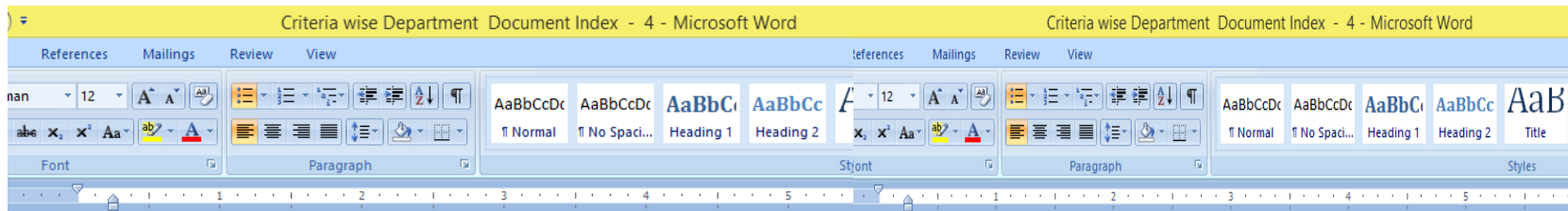
1. Degree certificates and marksheets of all department members
2. NET/SET certificates
3. PhD degree and synopsis of doctoral thesis
4. UGC Refresher/ orientation/ Short Term Courses attended
5. Certificate of any other training undertaken
6. Letter of appointment on University bodies
7. University letter as paper-setter, examiner, moderator
8. Letter as Guide for PhD/ Master students
9. Letter for consultancy
  - Attendance book of every department member
  - Academic Plan Book of every department member
  - Letters/ photographs of Guest speaker/ workshops arranged for students
  - Letters for visits/ field trips/ industrial visits arranged for students
  - Letters for any collaboration/ linkages or MoUs of Dept.
  - Photographs or related documents of extension activities of the dept
  - List of students getting freeships/ scholarships
  - Certificates of students' participation
  - Certificates of students' achievements
  - Samples of students' projects or assignment. If online assignments, a soft copy can be shown on laptop or mobile
  - Progression of students
  - Certificates of Paper presentation by department members with a copy of the paper presented
  - For publications, the cover of journal/book, index page and copy of the article or paper published
  - Kindly note that this list is extensive but not exhaustive. The department can present any other relevant document as part of the academic audit.

The photographs can be shown as a soft copy on laptop or on mobile. The photo should be clear and visible

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# NAAC Perspective Documentation

## CRITERIA WISE DEPARTMENTAL DOCUMENTS INDEX



### CRITERIA WISE DEPARTMENTAL DOCUMENTS INDEX

#### Criteria I – Curriculum Aspect

##### 1.1

#### ❖ Documents to support –Vision-Mission of Institution and Department

- Invitation Letter & Report
- Reports of Visits
- NSS Reports & Attendance
- Letter & Photographs
- Campus Breeze
- Blog Link Access
- Letters a, Reports, Attendance & Photographs:
  - Ms. RST
- International Conference – Poetry Session Seminar
- Inaugural Programme
- M.A. Internship
- ❖ **Completion of plan Book – Productivity Log**
- ❖ **Curriculum Development**
  - Dr. ABC
  - Dr. Rajesh

1.2 Academic Flexibility – Fee receipts etc. of students enrolled in Add –on courses

1.3 Curriculum Enrichment- Remedial Workbooks Links

1.4 BOS Letters

1.5 Feedback from Alumni

#### Criteria II- Teaching Learning Process

##### 2.2 Teaching Methods

- Essays
- Projects
- PPTs
- Campus Breeze
- Blog
- DC Reader
- Study Guidelines DC Paper (Paper VII SYBA DC)

##### 2.3

- NET/SET Certificates

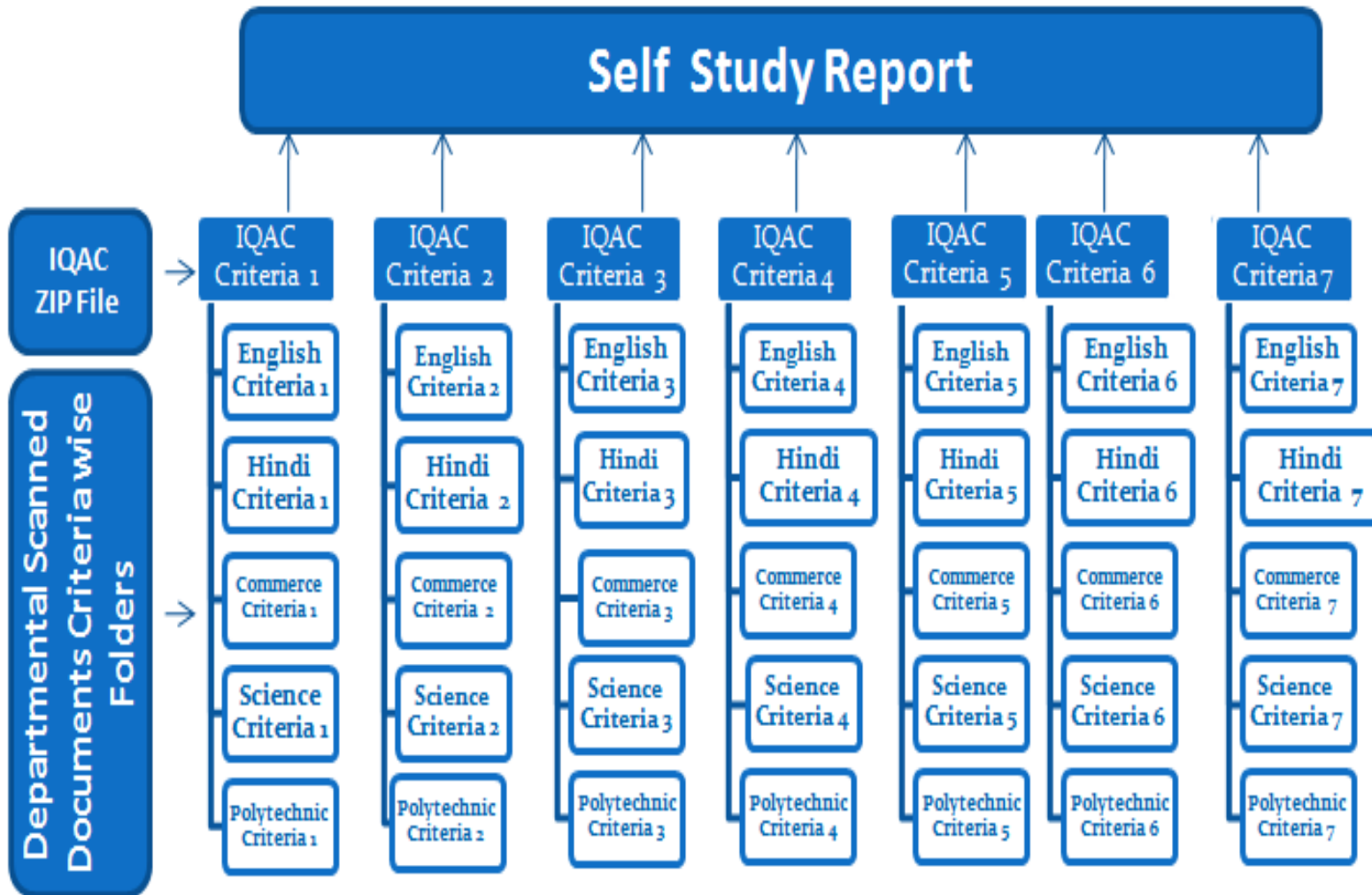
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➤ Paper Presentation

➤ Publications



# NAAC Perspective Documentation







Organized

Easy to search



Create sub folders



Create Dept/Criteria wise ZIP Folder



Easy to Upload online



Online access of all Documents/Records

# Benefits of Document Control & Record Management

- **STORE**
  - Documents from various sources and formats (Internet, Word, Excel, Scan, Pictures, etc can be stored)
- **EASY**
  - Users friendly, seamless integration into current office environment
- **FAST**
  - Retrieval of documents at same time
- **TAGGING**
  - All documents can be tagged
- **DOCUMENTS**
  - Can be easily retrieved viewable on your mobile phone
- **PRINT or EMAIL**
  - Retrieved documents as required
- **LOW COST**
  - A low cost pricing strategy

**SIMPLE Eco Friendly green solution which SAVES MONEY and TIME!**

## Strength

- \* Easy ,accurate and timely access of information
- \* Reduce cost, data redundancy, duplicate information
- \* Increase productivity

## Weakness

- \* Lack of training in work place
- \* No coordination between departments of the institution

**S W O C**

## Challenges

- \* Net working technology issues
- \* Sustainability
- \* Inadequate Funding

## Opportunity

- \* Ability to work remotely
- \* Minimize litigation risks
- \* Enhance management services



Thank You All