

Government of Andhra Pradesh Commissionerate of Collegiate Education									
Academic & Administrative Audit of Degree Colleges (2020-21)									
Format - III C (To be Filled by Faculty and handed over to Academic Advisor)									
Format- III (C)for College Librarians									
Zone: II					District: Eluru				
Name of the College and Address		L. Narasimha Rao							
Name of the Lecturer		Lecturer in Library Science							
Name of the Subject		Library Science							
Date of Joining in Degree College/Date of Joining in the present Institution		03-09-2015				Date of Retirement:		31-12-2033	
S.No	Key Indicator	List of files/ documents to be kept ready as a proof of Key Indicator	Information in support of the key indicator	Key Aspect Scores	Predetermined Weightage (Wi) for Key Indicator	Key Indicator Grade Points (KIGP) (A =3; B=2; C=1; D=0)	Key Indicator Wise Weighted Grade Points (KIWWGP) = KIGP X Wi	KIWWGP as per Academic Advisor's grading	Guidelines
1	Curricular Planning and Implementation (for Autonomous Colleges - Efforts for Curriculum Desining and Development to be considered)	Preperation and Implementaion of 1. Annual Library Plan 2.Constitution of Library Committees and prepar 3. Budgeting. 4. Annual Report.5. MOU with Constituent Library	Course wise/Libry Orientation to first Sem for all Courses to know about their resources availability.	50	50	A	150		1)All five key indicators =3 Grade points/A 2)Any four key indicators =2 Grade points/B 3)Any two key indicators =1 Grade points/C
2	Helping in SSS / Feed back committee	Feedback on Curriculum by Students a) Collected b) Analyzed c) Action taken	Feedback Analysis Report	30	30	A	90		1)All two key indicators =3 Grade points/A 2)Any one key indicators =2 Grade points/B 3)Any no key indicator =1 Grade point
3	Organizing Library Events	1. Inviting prominent personalities as speakers to deliever the lectures on the Libraries. 2. Library week 3. Conducting the book exhibition : display the Library collection with precious rare books and other important book and other library materials.	Conducting debate / essay writing competitions among all the students and distrubation of prizes	20	40	A	60		1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C
			1.Recording the Remarks and Suggestions of the Students, Faculty members and other guests. 2.Preparing Reports on each event	20		A	60		

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4	Book processing	1. Purchasing of books. 2. verification of pagination. 3. entering in Accession Register. 4. Processing with book pocket, Date slip, Spin lable. 5. Classification .6 Catologuing	Bills/Registrer and related Records	50	50	A	150		1)All five key indicators =3 Grade points/A 2)Any three key indicators =2 Grade points/B 3)Any two key indicator =1 Grade point/C
5	Collection Development of Learning Resources	1. Print Media- Periodicals/ Journals . 2. Electronic Journals / E- Databases. 3.Online resources .	1. Nlist Logins 2. e-footfall 3. Issue Register	30	30	A	90		1)Any Three key indicators =3 Grade points/A 2)Any Two key indicators =2 Grade points/B 3)Any One key indicator =1 Grade point/C
6	IT Infrastructure of the Library	1. The Computer network.2. Electronic resources. 3. Guidelines for Fair Use of e-resources.	Log books related to usage	50	50	A	150		1)All three key indicators =3 Grade points/A 2)Any Two key indicators =2 Grade points/B 3)Any One key indicator =1 Grade point/C
7	Weeding out Policy	Print Media Non-print media - CDs, DVDs, Cassettes Process for weeding out.	Minutes/ Resolutions Registrer	5 10 5	20	A	60		1)All three key indicators =3 Grade points/A 2)Any Two key indicators =2 Grade points/B
		1. Papers Published in Journals / Chapters published in edited volumes 2. Books published as single author		10 15 10 5 10 10					1)Any four key indicators =3 Grade points/A

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8	Research Publications and Awards for Librarian	3. Books published as Co-Author 4. Papers/Chapters published as Co-Author (Note: A maximum of 3 publications in Scopus/Web of Science/ICI or UGC -CARE Listed journals/Any book with ISBN shall be considered) 5.Research Guideship 6.Awards in recognition of research work	Proofs validated by IQAC and verified by Principal		60	B	120		2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C
9	Extension Activities	1.Academic Extension activities through DRC/ Faculty Outreach (Curriculum/ Skill/Domain related)	Reports in the NAAC format	10	20	A	30		1)All three key indicators =3 Grade points/A 2)Any two key indicators =2 Grade points/B 3)Any one key indicator =1 Grade point/C
		2.Involvement in activities related Preservation of Newspapers and press clippings 3.Inter-Library Loan	1.Reports in the NAAC format display of newspaper clippings containing Job Notifications 2. preservation of newspaper clippings on a particular topic	5+5		B	20		
10	Maintenance of Physical facilities In Library	Infrastructural facilities in the Department/Colleges a. ventilation and lighting, availability of seating. b. Use of Modular Building plan c. Use of audio visual methods d.Use of Library software e. Library Digitilization. f. Maintenance of sanitation in Library	1. Log book related to usage. 2. Uploding data on website	50	50	B	100		1)Any four key indicators =3 Grade points/A 2)Any three key indicators =2 Grade points/B 3)Any two key indicators =1 Grade point/C

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11	Preservation of Library materials	1. Keeping Records : Accession of books received as Gift. 2. Any other Study Material with Generating Barcodes 3. Generating spine Lable. 4. Writing Book Cards. 5. 5. Preservation od student desartations. 6. Preservation of Back volumes of Perodicals and journals. 7. accetioning of Perodicals through cordex. 8. Maintainance of records.	Reports in the NAAC format	5 each (8x5=40)	40	A	120		1)All Four key indicators =3 Grade points/A 2)Any Three key indicators =2 Grade points/B 3)Any Two key indicator =1 Grade point/C
12	Participation in Institutional Governance and Leadership	a)Contribution to Departmental Vision & Mission and Departmental Action Plan b)Participation in different institutional committees and preperation of committee reports c)Participation in different institutional activities that focus on value based education d)Contribution to IQAC/quality initiatives	Reports in the NAAC format	4x10	40	A	120		1)All Four key indicators =3 Grade points/A 2)Any Three key indicators =2 Grade points/B 3)Any Two key indicator =1 Grade point/C
13	Best Practices	Identification and Contribution to a)The Library Best practices. b)Institutional Best practices.	Reports in the NAAC format	20	20	A	60		1)All Two key indicators =3 Grade points/A 2)Any one key indicator =2 Grade points/B 3)No Indicator=0/D
Total Grade points								1380	

Name & Signature of the Principal

Name & Signatures of the Academic advisors

- 1)
- 2)
- 3)