Guest Editor :
Dr. F. C. Raghuwanshi
Principal,
Vidya Bharati Mahavidyalya, Amarawati

Executive Editors of the Issue :
Dr. V. P.Gudadh, Prof & Head Dept. Of Library and information Science SGBAU Amravati
Dr R.R.Khokle, Librarian Shri Shivaji Science College Amravati
Dr.V.R.Shekhawat, Librarian Vidyabharati Mahavidyalya Amravati
Dr A.D.Wankhade, Librarian Mahatma Jotibaphule Mahavidyalya Amravati
Mr V.T. Adlok, Librarian Late Dattatraya Pusadkar Arts College Nandgaopeth Amravati

Chief Editor : Dr. Dhanraj Dhangar (Yeola)

Role of Librarian as NAAC Coordinator While Facing NAAC: A Practical Experience

Dr. Sachin G. Mahajan
Librarian, Arts, Science & Commerce College, Chikhaldara
sgmascc@gmail.com

Abstract:

The author is working as Librarian, coordinator of IQAC and NAAC III Cycle. He has recently faced the NAAC as per new online submission and AA process. He has tried to summarize the important facts in the new AA process. He has shared his practical experiences and steps designed for the overall preparation of NAAC.

Keywords : NAAC, Library, IQAC, QIF, Steps for NAAC, NAAC preparation

Introduction :

There are various questions while going through the assessment process like, how to start, how to plan, how to arrange, how to file, how to present and how to face. The author has tried to summarize all the important things given in the guidelines of NAAC and prepared systematic steps which may helps to answer all the questions raised while facing NAAC.

It is heartening that National Assessment and Accreditation Council (NAAC) has brought in new spirit into its process of assessment and accreditation. The revised process is being adopted from July 2017. The focus of the revision process has been to enhance the redeeming features of the accreditation process and make them more robust, objective, transparent and scalable The accreditation framework of NAAC is thus based on five core values detailed below.

(i) Contributing to National Development
(ii) Fostering Global Competencies among Students
(iii) Inculcating a Value System among Students
(iv) Promoting the Use of Technology
(v) Quest for Excellence

Revised Assessment and Accreditation Framework 2018

1. The Revised Assessment and Accreditation (A&A) Framework was launched in July 2017.
2. It represents an explicit paradigm shift making it ICT enabled, objective, transparent, scalable and robust.
3. The shift is from qualitative peer judgment to data based quantitative indicator evaluation with Increased objectivity and transparency towards extensive use of ICT confirming scalability and robustness in terms of simplification of the process drastic reduction in number of questions, size of the report, visit days, and so on
4. Introducing pre-qualifier for peer team visit, as 30% of system generated score
5. Introducing System Generated Scores (SGS) with combination of online evaluation (about 70%) and peer judgement (about 30%)
6. Introducing the element of third party validation of data in providing appropriate differences in the metrics, weightages and benchmarks to universities, autonomous colleges and affiliated/constituent colleges in revising several metrics to bring in enhanced participation of students and alumni in the assessment process
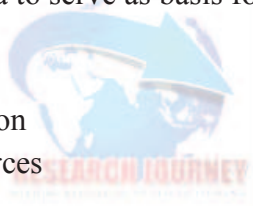
'RESEARCH JOURNEY' *International E- Research Journal*
Impact Factor - (SJIF) – 6.261, (CIF) - 3.452(2015), (GIF)–0.676 (2013)
Special Issue 110 (A): Library Science
UGC Approved Journal

ISSN :
2348-7143
February-2019

Distribution of Metrics and KIs across Criteria

Type of HEIs	Universities	Autonomous Colleges	Affiliated/Constituent Colleges
Criteria	7	7	7
Key Indicators (KIs)	34	34	32
Qualitative Metrics (Q_lM)	38	38	41
Quantitative Metrics (Q_nM)	99	98	80
Total Metrics ($Q_lM + Q_nM$)	**137**	**136**	**121**

Quality Indicator Framework (QIF)

The criteria based assessment forms the backbone of A&A process of NAAC. The seven criteria represent the core functions and activities of a HEI. In the revised framework not only the academic and administrative aspects of institutional functioning but also the emerging issues have been included. The Seven Criteria to serve as basis for assessment of HEIs are:
1. Curricular Aspects
2. Teaching-Learning and Evaluation
3. Research, Innovations and Extension
4. Infrastructure and Learning Resources
5. Student Support and Progression
6. Governance, Leadership and Management
7. Institutional Values and Best Practices

Institutional Information for Quality Assessment (IIQA) and Self Study Report (SSR)
1. The three level accreditation processes is more ICT enabled with Student Satisfaction Survey and Data Verification and Validation adding value to the process.
2. The first level is submission of Institutional Information for Quality Assessment (IIQA) which is more or less similar to the Letter of Intent (LoI) of the earlier process.
3. The AISHE reference number/code is mandatory at the application stage itself and affiliating Institutions can submit a self declaration with reference to the latest affiliation status.
4. On acceptance of the IIQA, institutions can submit their data /information online in the formats provided as Manuals for Self Study Report (SSR).
5. There would be no requirement for submission of hard copies of the SSR.
6. The formats for submission of online SSR are available on NAAC website.

Data Validation and Verification (DVV) and Pre-qualifier Score
1. At the second level, data /information submitted in the SSR will be subjected to an online assessment mechanism/process with Data Validation and Verification (DVV) process after an online evaluation generating a pre-qualifier score.

'RESEARCH JOURNEY' *International E- Research Journal*
Impact Factor - (SJIF) – 6.261, (CIF) - 3.452(2015), (GIF)–0.676 (2013)
Special Issue 110 (A): Library Science
UGC Approved Journal

ISSN :
2348-7143
February-2019

2. Institutions securing 30% on the quantitative metrics will qualify for onsite peer review/ assessment. The pre-qualifier scores are exclusive of the Student Satisfaction Survey (SSS).

Preparation towards Student Satisfaction Survey (SSS)

1. The introduction of Student Satisfaction Survey (SSS) is an attempt to engage students who are the main stakeholders in the quality assurance process.
2. The SSS is conducted concurrent to the DVV.
3. The scores obtained in the SSS will be part of the overall CGPA.
4. For taking the Student Satisfaction Survey institutions will be required to submit the details of all the students enrolled in the institution.
5. NAAC will randomly select students for the survey to be responded on the questionnaire of NAAC.
6. Response from 10% of the enrolled students qualifies for scoring on the metric.

Onsite Assessment - Peer Review by Visiting Teams

The onsite assessment will be a peer review by visiting teams nominated by NAAC and will focus on the assessment of the information provided on the qualitative metrics. The quantitative and qualitative metrics are distributed in proportion of around 2/3rd and 1/3 rd respectively.Institutions scoring 30% and above qualify for the third level of A&A which would have two sub processes viz. Onsite assessment by visiting Peer Teams and generation of results by the NAAC.

a. An onsite assessment of the qualitative components of the SSR by a visiting team resulting in generation of a qualitative report of the institution identifying the strengths, weaknesses, opportunities and challenges(SWOC) and assigning scores as per the performance on each of the qualitative metric.
b. On completion of onsite evaluation NAAC will combine the scores assigned by the teams, the pre-qualifier scores and the SSS to arrive at overall Criterion wise Grade Point Averages CrGPA).
c. The final outcome will be placed for approval of Executive council of NAAC before declaring the Accreditation status and the institutional Grade.
d. Based on the size and scope of academic offerings at the HEIs, the number of days and experts for onsite visit may vary from 2-3 days with 2-5 expert reviewers visiting the institutions.
e. The visiting teams' role would be very specific in the revised model limited to Qualitative Metrics (QlM). The teams would play an important role in reviewing the intangible aspects.
f. Unlike in the past NAAC will not pre-disclose the details of the visiting teams and HEIs will not be responsible for Logistics for the Visiting Teams. NAAC will make necessary logistics.

The Grading Pattern – Introduction of Grade Qualifiers

Range of Institutional Cumulative Grade Point Average (CGPA)	Letter Grade	Status
3.51-4.00	A++	Accredited
3.26-3.50	A+	Accredited

3.01-3.25	A	Accredited
2.76-3.00	B++	Accredited
2.51-2.75	B+	Accredited
2.01-2.50	B	Accredited
1.51-2.00	C	Accredited
≤ 1.50	D	Not Accredited

Expectation from Library by NAAC in terms of Qualitative and Quantitative metrics:

1. Section wise arrangement of library like (Acquisition, Circulation, Reference, Reading, Stack, Digital Library Section, OPAC, etc.)
2. Automation of library with Bar-coding
3. Online library resources, consortium, digital information section
4. Automation of library services
5. Web based library services
6. Per day usage of library, its records of five years
7. MIS reports of library software
8. Funds utilized for procurement of Books, Journal, E-resources and Online resources for last five years
9. Extension activities carried out to promote library services and to provide library services to local people
10. Co-curricular activities to promote research, teaching & learning and library use

Systematic Approach to Face NAAC :

1. Formation of NAAC / IQAC committee which will responsible for quantitative data, qualitative information and all other things mention below
2. Timeline for preparation SSR
3. Study of SSR and Grade Sheet of other Universities which have already faced NAAC in new online system
4. Distribution of data templates in all related departments
5. Assessment of departments and office to fulfill the NAAC requirements
6. Collection of data as per NAAC templates
7. Collection of various reports, photos, documents of evidences etc. of various porgrammes and minutes, proceedings, circulars, evidences, photo etc. of various committees formed in the university as supporting information to be uploaded with SSR
8. Preparation of departmental profile and power point presentations supported by various files and display
9. Preparation of documents and files of office section wise
10. IQAC presentation, documentation and display
11. Verification and correction of data and supporting information by NAAC / IQAC committee
12. Scanning of supporting information to upload with SSR
13. Update website as per NAAC requirement
14. List of Links of information uploaded on institutional website as per NAAC guidelines
15. Criteria wise file preparation and indexing
16. Writing of IIQA

17. Writing of Executive Summary (Introductory Note on the Institution: location, vision mission, type of the institution etc., Criterion-wise Summary, SWOC, additional information , Over all conclusive explication)
18. Profile of the University
19. Extended Profile of the University
20. Evaluative report of the Departments
21. Writing of QLM by NAAC / IQAC committee
22. Submission of IIQA and NAAC fee
23. Data feeding in the online templates provided by NAAC
24. Verification of all the above things by NAAC / IQAC committee
25. Attachment of additional information with QLM or QNM as per guidelines of NAAC
26. Opt out the 5% of non applicable metrics, prior to final submission of SSR to NAAC
27. Submission of SSR and NAAC fees
28. Preparation of Hon'ble Vice Chancellor's Presentation
29. Planning of Cultural Programme, Alumni Meet, Parents Meet and Students Meet
30. Planning of actual NAAC team visit as per provided schedule (Hospitality, Local Transportation, Schedule of Presentation, Schedule of Departmental visit, Document verification, Report writing, etc.)
31. Formation of various committees to look after the items in 30
32. Mock team visit
33. DVV clarifications
34. Students satisfaction survey at list more than 50% for good score
35. Actual NAAC visit
36. After visit always keep in contact of NAAC website

Refrences :

1. Institutional Accreditation Manual for Affiliated/Constituent Colleges Effective from July 2017 published by National Assessment and Accreditation Council, An Autonomous Institution of the University Grants Commission, India p. 1-133
2. www.naac.gov.in