

Cluster X – Library
 To be Submitted to ningthouja@hotmail.com
 By 30th January 2021

For any query, please mail to the above-mentioned email id or to 9862032720 (WhatsApp)

4.2 Library as a Learning Resource (20 Weightage)

4.2.1 Library is automated using Integrated Library Management System (ILMS) Response:
(6 Weightage / QnM)

Response:

Data Requirement for last five years: Upload a description of library with, ☐ Name of ILMS software ☐

Nature of automation (fully or partially) ☐ Version ☐ Year of Automation

File Description	Document
Upload any additional information	
Paste link for Additional Information	

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4.2.2 The institution has subscription for the following e-resources. **(6 Weightage / QnM)**

1. e-journals
2. e-ShodhSindhu
3. Shodhganga Membership
4. e-books
5. Databases
6. Remote access to e-resources

Options:

- A. Any 4 or more of the above
- B. Any 3 of the above
- C. Any 2 of the above
- D. Any 1 of the above
- E. None of the above

Response:

File Description	Document
Data Requirements: (As per Data Template)	
<input type="checkbox"/> Details of membership:	
<input type="checkbox"/> Details of subscription:	
Upload any additional information	
Details of subscriptions like e-journals, e-ShodhSindhu, Shodhganga Membership, etc (Data Template)	

SOP

Metric No.	Metric Details	Documents Required for Verification	Specific Instructions to HEIs	Not to be Included /Considered
29.	4.2.2. The institution has subscription for the following e resources 1. e-journals 2. e-ShodhSindhu 3. Shodhganga Membership 4. e-books 5. Databases 6. Remote access toe-resources Options: A. Any 4 or more of the above B. Any 3 of the above C. Any 2 of the above D. Any 1 of the above E. None of the above	<ul style="list-style-type: none"> E-copy of the letter of subscription /member ship in the name of HEI. Screenshots of the facilities claimed with the name of HEI. Specific details in respect of e-resources selected. 	<ul style="list-style-type: none"> Ensure that the letter of subscription contains complete details Provide a link in the institutional website for the selected options for verification by DVV. 	<ul style="list-style-type: none"> Soft copy of printed books cannot be accepted as e-books.

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4.2.4 Percentage per day usage of library by teachers and students (foot falls and login data for online access)

Data for the latest completed academic year.

(5 Weightage / QnM)

4.2.6.1. Number of teachers and students using library per day over last one year)

File Description	Document
Upload last page of accession register details	
☐ Method of computing per day usage of library	
☐ Number of users using library through e-access	
☐ Number of physical users accessing library	
Formula: Number of teachers & students using library per day / Total number of teachers & students x 100	
File Description	Document
Any additional information	
Details of library usage by teachers and students	

SOP

Metric No.	Metric Details	Documents Required for Verification	Specific Instructions to HEIs	Not to be Included /Considered
31.	4.2.4 Percentage per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)	<ul style="list-style-type: none"> • Certified E-copy of the ledger for footfalls for 5 days. • Certified screenshots of the data for the same 5 days of online access. 	<ul style="list-style-type: none"> • During DVV clarification process library log-book entries and data for online access for randomly selected five days will be asked. 	

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