**2020-21**

**Library Department Profile**

**(Provide the details for the Academic Year 2020-21, from June 2020 to May 2021)**

**Pease Note:**

1.Furnish the report on each programme/activity conducted along with proofs like, Invitation, Guest names, Nature of activity, News paper cuttings, agencies involved-if any, number of students participated, number of teachers attended etc.

2. Question numbers in this profile do not follow particular order, please don’t change it let it remain as it is.

3. Submit the profiles in soft copy only

**4. Mail the filled profiles to** [**iqacucm@gmail.com**](mailto:iqacucm@gmail.com) **before 17th August 2020-21.**

**(Provide the details of the Academic Year 2020-21 from July 2020 to May 2021)**

|  |  |  |
| --- | --- | --- |
|  | Name of the department |  |
|  | Year of Establishment |  |

1. Number of posts

|  |  |  |  |
| --- | --- | --- | --- |
| **S.N** | **Designation** | **Sanctioned** | **Filled** |
| 1 | Professors |  |  |
| 2 | Associate Professors |  |  |
| 3 | Assistant Professors |  |  |

4. Faculty profile with name, qualification, designation, specialization (D.Sc./D.Litt. /Ph.D./M. Phil. etc.)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **S.No** | **Name** | **Qualification** | **Designation** | **Specialisation** | **No. of Years of Experience** | **No. of Ph.D Students guided for the last 4 years** |
| 1 |  |  |  |  |  |  |

5. Number of academic support staff (technical) and administrative staff; sanctioned and filled:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S.N** | **Designation** | **Sanctioned** | **Filled** | **Temporary/Permanent** |
| 1 | Administrative Staff |  |  |  |
| 2 | Technical |  |  |  |

1. Areas of consultancy and income generated by library

|  |  |
| --- | --- |
| **Area of Consultancy** | **Income Generated** |
|  |  |

1. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| S.N | Name of the Principal Investigator | Duration | Funding Agency | Allocated | Received | Status |
| 1 |  |  |  |  |  |  |

3.4.2 Number of awards and recognitions received for extension activities from government/ government recognized bodies by library during the year

(Please furnish the e-copy of the award letters)

|  |  |  |  |
| --- | --- | --- | --- |
| Name of the activity | Name of the Award/ recognition | Name of the Awarding government/ government recognized bodies | Year of award |
|  |  |  |  |

3.2.2 Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

(**Please furnish the report on each programme like invitation, Guests, Nature of activity, News paper cuttings, agencies involved, if any. etc. in soft copy in a separate document**)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Year | Name of the workshop/ seminar | Number of Participants | Date From – To | Link to the Activity report on the website |
|  |  |  |  |  |

3.5.1 Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

Documents Required

(E-copies of related Collaborative activities)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sl. No | Title of the collaborative activity | Name of the collaborating agency with contact details | Name of the participant | Year of collaboration | Duration | Nature of the activity |
|  |  |  |  |  |  |  |

3.5.2 Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

(Attach e-Copies of the MoUs with institution./ industry/corporate houses)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Organisation with which MoU is signed | Name of the institution/ industry/ corporate house | Year of signing MoU | Duration | List the actual activities under each MOU year wise | Number of students/teachers participated under MoUs |
|  |  |  |  |  |  |

4.2.1. **Library is automated using Integrated Library Management System (ILMS)**

Data requirement for year: Upload a description of library with,

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of ILMS software | Nature of automation (fully or partially) | Version | Year of Automation | Any Additional Information |
|  |  |  |  |  |

4.2.2 The institution has subscription for the following e-resources

1. e-journals, 2.e-Shodh Sindhu, 3.Shodhganga membership, 4.E-books, 5.Databases, 6. Remote access to e-resources

4.2.3 Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

Provide relevant data or document for all on -

\*Details of membership and proof

\*Details of subscription and proof

\* Audited statements of accounts

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Library resources | If yes, details of memberships/subscriptions | Expenditure on subscription to e-journals, e-books (INR in lakhs) | Expenditure on subscription to other e-resources (INR in lakhs) | Total Library Expenditure |
|  |  |  |  |  |

4.2.4.1 Number of teachers and students using library per day over last one year

Data Requirement

\*Provide the details of library usage by teachers and students

\*Provide the last page of accession register details

|  |  |  |
| --- | --- | --- |
| Number of users using library through e-access | Number of physical users accessing library |  |
|  |  |  |

**4.3.2. *Student – Computer ratio in the Library***

|  |  |  |
| --- | --- | --- |
| Number of computers in working condition | Total Number of students | Any additional information |
|  |  |  |

**6.5.3.1 Orientation programme on quality issues for teachers and students organised by the Library, Date (From-To) (DD-MM-YYYY)**

|  |  |  |
| --- | --- | --- |
| Orientation programme on quality issues for teachers and students organised | Date (From-To) (DD-MM-YYYY) | Theme of the programme |
|  |  |  |

**6.**3.3 Any professional development /administrative training programs organized by the Library for teaching and non-teaching staff during the year

**Provide relevant document if any.**

|  |  |  |  |
| --- | --- | --- | --- |
| Dates (from-to)  (DD-MM-YYYY) | Title of the professional development program organised for teaching staff | Title of the administrative training program organised for non-teaching staff | No. of participants |
|  |  |  |  |

|  |  |
| --- | --- |
| **7.2.1** | **Describe two best practices successfully implemented by the Library Provide web link to:**   * Best practices in the Institutional web site * Any other relevant information |

**Format for Presentation of Best Practices**

**1. Title of the Practice**

This title should capture the keywords that describe the practice.

**2. Objectives of the Practice**

What are the objectives/intended outcomes of this “best practice” and what are the underlying principles or concepts of this practice?

**3. The Context**

What were the contextual features or challenging issues that needed to be addressed in designing and implementing this practice?

**4. The Practice**

Describe the practice and its uniqueness in the context of India’s higher education. What were the constraints/limitations, if any, faced (in about400words)?

**5. Evidence of Success**

Provide evidence of success such as performance against targets and benchmarks, review/results. What do these results indicate? Describe inabout200words.

**6. Problems Encountered and Resources Required**

Please identify the problems encountered and resources required to implement the practice

**7. Notes (Optional)**

Any other information regarding Institutional Values and Best Practices which the university would like to include.

1. **SWOC analysis of the Library and Future plans**
2. **Best Practices and Innovative practices conducted at Library level.**
3. **Additional Information**

**Place:**

**Date: Signature of the H.O.D**