Appendices
APPENDIX – I

UGC – REVISED GUIDELINES OF THE SCHEME OF AUTONOMOUS COLLEGES (EXTRACTS)

Need for Autonomy

The system of affiliating the colleges to a university was designed at a time when the number of colleges and universities was small. The universities acted as examining bodies and awarded degrees on behalf of the colleges. The colleges looked towards the universities for any changes in the educational system and curricula. The communication from universities did not always get similar interpretation and in the process of clarification a lot of time was lost. After independence, the number of educational institutions has increased manifold, and moreover, these institutions are now regarded as instruments of change in the society. Our society is, however, diverse and its problems may vary from place to place. These need variation of approach and the acute problems ask for a quick response. The academic decisions also need quicker pace for making innovations and designing curricula and methods more relevant to the area in which an institution works. The affiliating system does not allow the required freedom to the colleges to meet the demands cast upon them. The existence of a large number of affiliated colleges in a university has become a drag on the process of modernisation and improvement of standards. The decision for bringing about innovations can be taken speedily in a smaller body and can also be implemented more effectively if it is acted on by those who take the decision.
The Education Commission (1964-66) regarded the exercise of academic freedom on the part of teachers as crucial to the promotion and development of an intellectual climate in the country which is conducive to the pursuit of scholarship and excellence.

A meaningful system of education has to involve deeply not only the academia but also the students. The Education Commission recommended autonomy for colleges as under:

We should like to refer to the question of ‘autonomous’ colleges which has been under discussion for many years. Where there is an outstanding college or a small cluster of very good colleges within a large university which has shown the capacity to improve itself markedly, consideration should be given to granting it an autonomous status. This would involve the power to frame its own rules of admissions, to prescribe its courses of study, to conduct examinations and so on. The parent university’s role will be one of general supervision and the actual conferment of the degree. The privilege cannot be conferred once and for all and it will have to be continually earned and deserved and it should be open to the university, after careful scrutiny of the position, to revoke the autonomous status if the college at any stage begins to deteriorate in its standards. We
recommend that provision for the recognition of such autonomous colleges be made in the constitution of the universities.

The need for providing autonomy to such of the colleges as have inter alia the capacity to undertake innovations, design curricula, evolve methods of teaching and learning, frame their own rules for admission, prescribe own courses of study and conduct the examinations has also been recognised in the National Policy on Education, 1986.

In view of mixed experiences with the system of affiliation, autonomous colleges will be helped to develop in large numbers until the affiliating system is replaced by a free and more creative association of universities with colleges. Similarly, the creation of autonomous departments within universities on a selective basis will be encouraged. Autonomy and freedom will be accompanied by accountability.

In short, the autonomous status for colleges aims at giving opportunity to the teachers and students to make innovations, utilise their creative talent, improve the standards of teaching, examination and research and quickly respond to social needs. It is a vital step in the restructuring of relations between a college and a university. An autonomous college will take up the responsibility of the academic programmes, the content and quality of teaching and for the admission and assessment of students. The students would also receive greater individual attention on the basis of their needs and aptitude. It will be a joint
pursuit of scholarship and excellence by teachers, students and the management.

Objectives of Autonomy

The set up of autonomous colleges represents a radical departure from the existing structure of the university system in India. An autonomous college will have the freedom to:

a) determine its own courses of study and syllabi;

b) prescribe rules of admission, subject of course to the reservation policy of the State Government; and

c) evolve methods of evaluation and to conduct examinations.

The autonomy shall rather be a means to achieve higher standards and greater creativity in the future. For the time being the parent university of an autonomous college will continue to confer degrees upon the candidates declared eligible, on successful completion of the prescribed syllabi and valuation by the autonomous colleges. An autonomous college will be fully accountable for the content and quality of education that it imparts. It will be responsible for evaluation of the students for awards of degrees which will be accepted by the parent university.

Promotion of National Integration will be an important feature of the autonomous colleges through their academic programme and other activities.
Relationship with the Parent University and other Educational Institutions

The autonomous colleges will have autonomy to draw upon the expertise of the university departments and other institutions in framing curricula, devising the methods of evaluation, conduct of examinations and selection of teachers. The autonomous colleges will also have freedom to enter into collaborative teaching, research or extension education programmes with other colleges and institutions of higher learning with a view to strengthen their programmes and take benefit of facilities existing elsewhere.

While the parent universities of the autonomous colleges will accept the methodologies of teaching, evaluation and examination, course curriculum, etc., the universities will help the colleges to develop their academic programmes, improve the faculty and provide necessary guidance through participation in different statutory bodies recommended for autonomous colleges.

Award of Degrees

The degrees will be awarded by the parent university and the name of the college will be mentioned in the diploma. It may, however, in due course be possible to consider the cases of selected colleges to award their own degrees by considering them under the deemed university provision of the UGC Act.
Criteria for Identification of Institutions for Grant of Autonomy

While the following factors can help identify the institutions to claim autonomous status, it needs to be emphasized that autonomy should be less a reward for good performance during the past but rather a means to achieve higher standards and greater creativity in the future.

(i) Academic reputation and previous performance in university examinations and their academic/co-curricular activities.

(ii) Academic attainments of the faculty.

(iii) The mode of selection of students and teachers, viz., whether such selection is without regard to caste, creed or social class.

(iv) Physical facilities, e.g., library, accommodation and equipment.

(v) Institutional management, viz., whether it is motivated by and responsive to academic considerations.

(vi) The financial resources that the management/state government can provide for the development of the institution(s).

(vii) The responsiveness of the administrative structure to the views of staff and students.

(viii) Extent of academic freedom enjoyed by the faculty for advanced scholarship, research and experimentation and involvement in educational innovation and reforms.
An autonomous college shall shed its pre-university/intermediate classes when the 10+2+3 scheme becomes operational so as to devote its efforts to the development of academic programmes at the degree and post-graduate levels.

Conferment of Autonomous Status

The autonomous status to a college will be conferred by its parent university to which it is affiliated, with the concurrence of the UGC and the concerned State Government. The acts and statues of some of the universities may not have provision for allowing autonomous status to its constituent or affiliated colleges. Necessary provision in this regard may be got made by the concerned universities. While granting autonomy, the university has to ensure that the management structure of the autonomous colleges should be such that it gives a lot of participation to academics along with responsibility.

The right of autonomy may not be conferred once and for all. The exercise of rights on conferment of autonomous status by a college will, however, have to be continuously earned and deserved. The status of autonomy may be granted initially for a period of five years but a review should be undertaken after three years by the university with the help of a committee to be constituted for the purpose. The committee may comprise academic experts as follows:

(a) One nominee of the parent university;
(b) One nominee of the State Government concerned;
(c) One nominee of the UGC;

(d) One principal of an autonomous college to be nominated by the parent university; and

(e) an officer of the parent university.

In case of evidence of declining standards, it should be open to the university, after careful scrutiny to revoke the autonomous status.

In the case of government colleges and the colleges managed by corporate management, it would be helpful if the faculty is not transferred from the college after autonomous status is conferred on it. Further, it would be advisable that appropriate statutory and advisory bodies are constituted for proper governance of the college, on the lines similar to those in other autonomous institutions.

Procedure for Conferment of Autonomous Status

(i) With a view to effective implementation of the scheme of autonomous colleges, each university will constitute a Standing Committee including representatives of the UGC and the State Government.

(ii) The university will invite proposals from colleges for conferment of autonomous status on the basis of guidelines and as per the proforma. The proposals may be placed before the Standing Committee that may be constituted by the university, according to the foregoing para (i)
above. The committee may like to visit the colleges and discuss the proposal with the management and/or the faculty members to formulate its recommendations.

(iii) The recommendations on approval of the vice-chancellor may be forwarded to the UGC and the State Government in the format for concurrence. After the concurrence of the UGC and the State Government is available, the university will notify the conferment of autonomous status to the college.

Mechanics for Implementation of Autonomy at the College Level

Preparing a College for Autonomy

There are several areas where proper preparation is necessary if college autonomy is to be implemented successfully. These are: staff preparation, departmental preparation, institutional preparation, preparing the students and the community and so on. They all should be completed well before autonomy is conferred to a college, so that no part of the college community is found unprepared for the new responsibility which the college is called upon to shoulder.

Staff Preparation

It is essential to get the entire staff of the college involved in the thinking and planning process for autonomy from the very beginning, so that they have a sense of participation in the decision making process at every stage
of preparation. Every possible step should be taken to motivate the faculty members towards the concept of college autonomy. This can be done through seminars and workshop sessions to make them familiar with the objectives and rationale of autonomy.

**Departmental Promotion**

An important responsibility of the department will be to evolve suitable courses for the major and related subjects, prepare course materials, revise the courses and bring them up-to-date or modify them in the light of experience and in tune with the changing needs of society.

**Institutional Preparation**

Since an autonomous college will be called upon to perform many of the functions hitherto done by the university, the college will have to study the academic, administrative/management and financial implications of such a change over and prepare itself to discharge its new functions efficiently.

**Governance of an Autonomous College**

The college will have the following committees to ensure proper management of academic, financial and general administrative affairs.

1. The Governing Body/Board of Management (as may be named)
2. The Academic Council
3. The Board of Studies.
The college will, in addition, have non-statutory advisory bodies like Finance Committee, Planning and Evaluation Committee, Grievances/Appeals Committee, Examination Committee, Admission Committee, Library Committee and a committee on students' welfare and extra-curricular matters for help and advice to facilitate smooth working and development of the college. The composition and functions of these committees:

(i) The Governing Body or board of management will inter alia, have the representatives of state government and university.

(ii) The Academic Council will be solely responsible for all academic matters such as the framing of academic policies, approving courses, regulation, syllabus, etc. The Council will ensure involvement of faculty at all levels and also outside experts including the representatives of university. The decision taken by the Academic Council will not be subject to any further ratification by the university academic council or other statutory bodies of the university.

(iii) The Boards of Studies are basic units in the academic system. Their functions will include prescribing the regulations and syllabus for various courses, reviewing and updating the syllabus from time to time, introducing new courses, determining the details of the elements for continuous assessment, recommending panels for appointment of examiners for the end-semester examinations etc.
Monitoring, Evaluation and Accountability of Autonomy

Each autonomous college will, with the approval of its Academic Council, constitute appropriate mechanism to evaluate its academic performance, improvement in standards, success of the laid-down regulations on different matters and how best it has used the autonomous status.

The autonomous college may in this regard profitably utilise the expertise from the university or other institutions. The parameters of monitoring to be devised could be the report of the autonomous college providing information relating to such aspects as the composition character of students, teacher recruitment and qualifications, innovative co-curricular programmes, remedial teaching for weaker students, in-service training for teachers, research output, publications, inter-collegiate, state, national and international level conferences, extension programmes, etc. Outstanding achievements of individual students and teachers, distinctive academic thrusts of the institution and development programmes and proposals too should form part of the information furnished by the autonomous college.

There will be self-evaluation each year by the colleges. In addition, there will be two external valuations, one after three years and the second after five years which will also determine continuance or otherwise of the autonomous status.
Suitable norms need to be formulated by the autonomous colleges for their accountability for personnel, financial and physical resources in relation to the specific academic objectives and overall national development.

The external accountability may include analysis of contents of courses, course options, co-curricular and extra-curricular activities, performance of students, students’ employment, teachers’ contribution to generation of knowledge and teachers’ contribution to extension etc.

The internal accountability may include Resource acquisition, efficiency index, average workload, average time distribution between lectures, tutorials/practicals, group discussions, project work, teaching aids used, programmes and activities planned and implemented, professional development of teachers, utilisation of infrastructural facilities, number of books/journals in the library.

A job analysis of faculty may also be taken up periodically.

**Pattern of Financial Assistance**

The UGC will provide assistance to autonomous colleges to meet their additional and special needs.
The assistance to meet additional needs will be payable on yearly basis as a block grant which will be non-lapseable and will be termed as normal assistance. This assistance will enable the college to meet the expenditure involved on items such as:

(i) additional faculty including visiting faculty;
(ii) additional administrative/laboratory/library staff;
(iii) redesigning of courses, development of teaching and learning material, organisation of workshops, seminars, orientation of teachers, faculty exchange and participation of teachers in conferences etc.
(iv) Examination reforms, development of question banks etc.
(v) Provision of audio visual aids (TV, VCR, video-cassettes etc.)
(vi) Development of monitoring instruments and evaluation guidelines;
(vii) Improvement of laboratories;
(viii) Strengthening of libraries;
(ix) Cultural activities and sports; and
(x) Procurement of office equipment.

The ceiling of normal assistance will be as follows:

(a) Undergraduate level only
   (i) Arts, Science and Commerce Rs.4.00 lakhs p.a.
   (ii) Arts, Science and Commerce Rs.7.00 lakhs p.a.
(b) Both undergraduate and postgraduate levels Rs.7.00 lakhs p.a.
The normal assistance as above will be for autonomous colleges offering not less than 6 programmes at the undergraduate level and 6 programmes at the postgraduate level.

For the special needs of the autonomous colleges, assistance in respect of buildings, major equipment, laboratories etc. will be provided to them on the merit of each case.

In addition to the normal assistance and special assistance, autonomous colleges will also be eligible to receive grants for research, book writing, COSIP, COHSSIP etc.

The colleges providing professional education in the field of education, engineering and technology etc. will also be eligible for financial assistance from the UGC, depending upon the size and stage of development of the college, on their attaining autonomous status. The colleges in the hilly/rural areas and the women's colleges will require improvements and changes in the curricula to make them more relevant to the needs of the people of these areas. They will be provided financial assistance to encourage such developments and the UGC will go out to develop the movement towards autonomous colleges in these areas.
General Matters

(i) Each university will set up mechanism with the college development council of the university for encouraging the movement towards autonomous colleges and processing the proposals for conferment of autonomous status.

(ii) (a) The employees, both teaching and non-teaching, of a college on conferment of autonomous status will continue to be governed by the same terms and conditions of service as on the date of conferment of autonomous status. The benefit of revision of any terms and conditions of service will become available to the employees *mutatis mutandis* when the respective university to which the college is affiliated decides to review the service conditions of its employees.

(b) All recruitment of staff shall be directly by the Governing Council/Board of Management of the autonomous college and in accordance with the policy recommended by the UGC, namely, advertisement in newspapers and selection by a committee including two external experts approved by the university.

(iii) It would be necessary to orient the principals of the colleges and provide intensive training to teachers of autonomous colleges in areas such as:

a) Objectives of autonomy and accountability.

b) Innovations to make teaching and learning more effective;

c) Evaluation methods;
d) Linking of their creative activities with societal needs through research and extension;
e) Planning of academic programmes;
f) Financial management;
g) Administrative management etc.

The orientation and re-orientation of principals/college teachers should be done periodically on a continuing basis.

The UGC will provide financial assistance for the orientation of principals and heads of departments of colleges at selected places all over the country. These trained principals/heads of departments would later train the other teachers of autonomous colleges.

Universities and autonomous colleges may jointly draw appropriate orientation training programmes.

(iv) Universities should ensure that students of autonomous colleges are not denied or treated otherwise for admission in courses at higher levels in the universities/non-autonomous colleges. Some measures such as admission tests, reservation of seats for students of autonomous colleges may be considered.

(v) UGC will welcome research projects which may promote and improve the functioning of autonomous system in Indian universities. These
may include studies, development of model acts, statutes, guidelines on academics, financial and academic freedom, development of monitoring instruments, instruments for review/appraisal, models on alternative university-college relationship etc.

(vi) Autonomous colleges will be free to explore the possibilities of having research projects from agencies like the ICSSR, ICAR, CSIR, DST, industry, etc.

(vii) Organisation of special need-based short-term courses of continuing education may be an important activity of autonomous colleges.

(viii) The UGC may allocate a few earmarked Junior Research Fellowships exclusively for autonomous colleges under its scheme of ‘Research Fellowships at any one time’.

(ix) The guidelines are suggestive; universities and autonomous colleges could adopt alternative strategies with a view to achieve the objectives of autonomy. The ideals of autonomy would be better appreciated and implemented in a participatory approach among the State Government, university, UGC and autonomous colleges.
APPENDIX – II

UGC WORKSHOP ON COLLEGE LIBRARY STANDARDS

The UGC workshop on formulating standards for college libraries was held at Khandala from March 5-7, 1979. The recommendations was approved by the UGC sub-committee at its meeting held on August 30, 1979. The recommendations are as given below:

1. **Services to Readers**

   The clientele of a college library is (i) students (ii) faculty members and (iii) college non-teaching staff.

   The services to readers

   1. Reading facilities-lending and reading room cum text book selection.
   2. Reference and Bibliographical services.
   3. Orientation is the use of library resources.
   4. Promotion of library use-reading circle, extension services, exhibitions and setting up of browsing corner, etc.
   5. Availing of Inter-Library Loan services.
   6. Documentation and reprographic service.
These specifices at 1 to 5 are the minimum services expected to be rendered by a college library. The remaining are desirable and should be undertaken at the appropriate stage of development of the library.

II. Finance
1. A minimum of 4% of the total budget of the institution should be allocated for the library.
2. The library budget for this purpose indicates provision for (i) Books (ii) Journals and (iii) Bindings.
3. The expenditure on journals should be 20% of the library budget. The 80% of the budget should be utilised for books, non-book materials and binding.
4. Sufficient capital budget provision is necessary in the initial stages on the library.
5. Items like salaries for library staff, fittings and furniture, library stationery, insurance, etc. should be part of the general college budget.

III. Organisational Set up (Government)
Because the library is a vital unit of the college and serves all departments. The librarian as chief administrative officer of the library should be directly responsible to the principal. He should be accorded faculty status because of his qualifications and the nature of the work he has to perform. The practice of appointing a member of the teaching staff as professor-in-charge of
the library should be dispensed with. Instead, a committee to be termed as
‘Library Committee’ should be set up with the following composition and
functions:

Composition

Principal – Chairman

Librarian – Member Secretary

IV. Members of the faculty - To be appointed by the Principal on
the recommendations of the librarian

Student representation - To be appointed by the Principal on
merit.

FUNCTIONS

1. The library committee will function as advisory body without
administrative duties or powers and also act as a liaison between the
library and other members of the teaching staff.

2. It will assist in the preparation of the library budget to be forwarded to
the college management.

3. It will help on the preparation of the library budget to be forwarded to
the college management.

4. It will formulate a development plan for the library.

5. For routine day to day work the Librarian will be directly responsible to
the Principal.
6. It will help in the preparation of the annual report of the library.

7. It will assist in the formulation of proposals in connection with grant as and their allocation.

8. Withdrawal and weeding out of unwanted and out dated material should be recommended by the library committee to the competent authority for final decision in the matter.

The library committee should meet atleast once in three months.

IV. TECHNICAL PROCESSES

1. Classification and cataloguing of the library resources should be introduced from the beginning even though the collection may be small.

2. The standard and tried system of classification and cataloguing should be adopted.

3. The catalogue in card form and the shelf list are must for a college library.

4. Stock verification does not fulfil the library purpose. Human efforts and energy, the time consumed are not fully justified. Sample verification, however, may be done annually to fulfil the audit requirements.

5. Loss of books, weeding out of books.

a. In consultation with the Heads of the Departments weeding out of obsolete and unusable library material should be done on a regular basis.
b. If missing books are not traced within a period of three years they
   should be written off in consultation with the library committee.

c. Four books per thousand issued be treated as negligible loss.

d. The librarian and the library staff should not be held responsible for the
   loss of books unless gross negligence is proved.

V. PHYSICAL FACILITIES

The following should be regarded the essential physical facilities to be
provided by a college library.

It is essential to allocate sufficient space for a independent well
equipped modern functional library building for each college.

Space: Norms : Reading Room space of 25 sq.ft. for each student for 15-20%
of the total student enrolment and 40 sq.ft. for each teacher for 15-20% of the
total number of teachers.

a. Stacking space: 7 books per sq.ft. which includes space for providing
double faced steel back racks with sufficient space for aisle and main gang way
in between rows of racks. e.g. 20,000 books may require 3,000 sq.ft. The
stacks should be double faced steel stacks. There should be room for vertical
expansion and for mezzanine flooring.

b. Lending Section: About 300 sq.ft. to 500 sq.ft. to for circulating counter
   and to provide catalogue cabinets with a small lounge.
c. Librarians’ office and the processing section:
   Librarians’ Room – 150 sq.ft.
   Processing Section – 250 sq.ft.

d. Reference Materials: A collection of standard reference works should be
developed to form a reference section: space 300 sq.ft.

e. Periodicals: 1,500 sq.ft. hall for displaying and stacking current journals
   and back issues and also to accommodate 60 reading at a time.


g. Furniture Expansion: sufficient space in and around the building must
   be provided for future expansion (horizontal and vertical).

VI. LIBRARY STAFF PATTERN

Designation, qualification and numbers recommended

<table>
<thead>
<tr>
<th>Students enrolment upto</th>
<th>No. of vols. upto</th>
<th>Librarian</th>
<th>Asst. Libr.</th>
<th>Library Asst.</th>
<th>Library Clerk</th>
<th>Library Attender</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>500</td>
<td>5000</td>
<td>1</td>
<td>1</td>
<td>3</td>
<td>1</td>
<td>3</td>
<td>8</td>
</tr>
</tbody>
</table>

QUALIFICATIONS

1. Librarian: Master’s Degree in a basic subject I or II Class, + M.Lib. Sc.
   I or II class.

2. Asst. Librarian: Bachelor’s degree I or II class + B.Lib.Sc. Degree I or
   II class.
3. Library Assistant: Bachelor’s Degree + Certificate Course in Librarianship.


5. Library Attender/Peon: High School or SSLC + typing certificate.

Note: The present incumbents if they are performing satisfactorily the duties appropriate to these categories should be given the revised pay scales even if they do not possess the qualifications suggested above. The prescribed qualifications should be applicable to new entrants.

1. For increase of every 500 students in enrolment one library assistant and two library attendants should be added.

2. Similarly a college will be required to appoint one library assistant and two library attendants for every addition of 25,000 volumes up to the limit of 80,000 volumes.

3. When the strength of students exceeds 2,000 one more assistant librarian and one library clerk should be appointed.

4. The figures mentioned above are based on the following tentative frame work of the main functions that are expected to be carried out in the college library.

a. Acquisition of new books; b. Periodical; c. Technical processing service; d. Reference service; e. Circulating; f. Maintenance; g. Administration; h. supervisory work and i. Documentation.
APPENDIX III

A SURVEY OF THE AUTONOMOUS COLLEGE LIBRARIES

QUESTIONNAIRE

PART-I

1. General information about the Library:
   a) Name of the college
   b) Address
   c) Year of establishment
   d) Kind of organisation: Autonomous/Non-Autonomous/
                              any other type/ Govt/ Private/
                              Minority

2. Autonomous status was conferred on the College ..................

3. i) What are the courses offered by your institution before it became
     Autonomous
        a) UG      b) PG      c) Research    d) P.G.Dips.

ii) What are the courses offered by your institution after autonomy
    a) UG b) PG c) Research    d) P.G.Dips.

4. i) State the total number of Staff in your library

          Permanent/Temporary/Management

        a) Professional
        b) Semi Professional
        c) Non-Professional
        d) Contingent Staff

ii) State the total number of Staff
    Before Autonomy / After autonomy
iii) Do you add your staff annually
   a) based on the increase in number of sections  
   b) based on the increase in number of services
   c) based on the increase in number of users
   d) based on the combination of b and c
   e) No specific criteria

iv) Is the staff strength adequate

v) How many staff are trained in computer-based services

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PART-II
LIBRARY BUILDING, FURNITURE AND EQUIPMENT

5. Is there a separate building for the library  Yes/No
   i) Any extension or new building after autonomy  Yes/No

6. The total library area for different purpose

7. Whether your library building provides expansion
   a) Horizontally  Yes/No
   b) Vertically   Yes/No
   c) both   Yes/No

8. Do you have adequate furniture and equipment in your library  Yes/No

   If yes, state before Autonomy or after autonomy.

9. In which condition you procure furniture and equipment in your library
   a) annually  Yes/No
   b) on special occasion  Yes/No
   c) as and when demand arises  Yes/No
   d) whenever surplus funds are available in other heads of accounts  Yes/No
10. Do you have research cubicle  
   Yes/No

11. Give in numbers only  
   a) No. of Study Tables  
   b) No. of Chairs  
   c) No. of lights  
   d) No. of fans  
   e) No. of display rocks

PART-III  
PURCHASING BOOKS AND SUBSCRIPTION OF JOURNALS

12. Do you have any policy on procurement  
    Yes/No  
    If yes, please state the specific mode  
    If no, please state the possible means of acquisition  
    a) by appointing vendors  
    b) by quotations  
    c) on approval basis  
    d) directly from publishers  
    e) local book seller/distributor/agent  
    f) through co-operative store of a college  
       or any agency

13. Total number of volumes in your library ......................  
    a) Total number of volumes at present ..................  
    b) Total number of volumes before autonomous ............  
    c) Total number of volumes added to the library five years before autonomous  
    d) Total number of volumes added five years after autonomous

14. Total number of Journals subscribed .......................  
    a) Journals before autonomous .......................  
    b) Journals after autonomous .......................  
    c) Total number of Indian Journals ....................  
    d) Total number of Foreign Journals ....................
15. Do you have a fixed means of acquisition of periodicals? 
  If yes, state the specific mode. 
  If no, state the means of acquisition: 
  a) directly from publishers 
  b) through Indian agent of competitive quotations 
  c) through Indian agent on terms and conditions fixed by good office committee 
  d) through foreign agent 

16. (a) What are the services provided by your library? 
  1. Lending Service 
  2. Reference Service 
  3. Library Orientation Service 
  4. Extension Service 
  5. Inter-Library loan Service 
  6. Newspaper Clipping Service 
  7. Reprographic Service 
  8. Bibliographic Service 
  9. Online Catalogue Service 
  10. E-mail/INTERNET Service 
  (b) Total Number of Services Before Autonomy/After Autonomy 

17. Do you provide services to the outside users? 

18. Are you using computers in your library? 
  If yes please state the areas. 

19. Whether you have installed computer before autonomy/after autonomy? 

20. What is your views on automation of issue system? 

21. Do you have ‘E’ mail and ‘Internet’ facility in your library? 

22. Library working hours  
   a) Before autonomous ..................  
   b) After autonomous ..................  

23. Is there any library committee  
   If yes please give total members of the library committee  
   Yes/No  

24. Stock verification done every year  
   If no please state:  
   a) Once in two years  
   b) Once in three years  
   c) Once in five years  
   d) No stipulated period  
   e) as and when demanded by the administrators  
   Yes/No  

25. Do your library adopt preservation method to preserve books  
   If yes please specify the methods  
   (1) ..................  
   (2) ..................  
   (3) ..................  
   Yes/No  

26. Does the library have a book bank scheme  
   If yes please indicate the total collection of the books in Book Bank ..................
27. In which classification system do you follow in your library.
   a) CC    b) DC    c) UDC    d) any other classification

28. Cataloguing activities
   a) Code followed : 
   b) type adopted : Dictionary/Classified Subject/any other
   c) Subject headings system used : Library of Congress/Sears list/other system
   d) Do you prepare separate card for an Indian language materials Yes/No

29. Do you find any difficulty in accessing and technical processing work Yes/No

30. Is there any publication division in your library? Yes/No
31. What are the sources of finance for your college library.
   a) UGC    b) Autonomous grant   c) Management
   d) any other grant or source

32. What is the total library budget in the academic year 1997-98
   a) Books    b) Periodicals   c) Staff
   d) fee      e) contingencies etc.

33. Library budget for the following five academic years:

<table>
<thead>
<tr>
<th>Before autonomous</th>
<th>After autonomous</th>
</tr>
</thead>
<tbody>
<tr>
<td>1982-83</td>
<td>1990-91</td>
</tr>
<tr>
<td>1983-84</td>
<td>1991-92</td>
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<td>1984-85</td>
<td>1992-93</td>
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<td>1985-86</td>
<td>1993-94</td>
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<tr>
<td>1986-87</td>
<td>1994-95</td>
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</tbody>
</table>

34. Give your opinion about library renovation, growth and development
    after autonomous status was granted.