CHAPTER SEVEN

CRITERIA FOR ASSESSMENT AND

MEASUREMENT OF THE QUALITY OF

LIBRARY AND INFORMATION SCIENCE SCHOOLS
CRITERIA FOR ASSESSMENT AND MEASUREMENT
OF THE QUALITY OF LIS SCHOOLS

A: ASSESSMENT

With a view to assess the quality of the LIS schools, a self-study guide be prepared on the basis of which the LIS schools be asked to submit the annual report to the Accrediting Agency (AA). Some of the main points which should be included in the format of this report should be as follows:

I. INTRODUCTION OF AR:

1. Official name and mailing address of LIS schools
2. Name and designation of the administrative chief/Head of the Deptt.
3. Official name of the professional unit(schools, Department, etc.)
4. Is it independent school or combined with library.
5. Courses offered.
6. Year of establishment
7. Nomenclature of the degrees awarded
8. Assessment period of the report
9. Brief history and development of the LIS school
10. Statement about the adoption of policies and programmes of the AA.*
11. Date of despatch of AR.

* N.B: The statement should mention in detail the programmes and policies covered or not covered.
II. PROGRAMMES, GOALS AND OBJECTIVES:

1. Objectives of the library school
2. Objectives of the various courses offered
3. Means adopted to highlight these objectives for publicity and popularization.

III. CURRICULUM:

1. Requirements a student has to fulfil in order to receive the degree:
   i) List of compulsory and optional papers
   ii) Projects mandated
   iii) Observation and work experience requirements (education tour, internship, etc.)
   iv) Minimum number of hours of teaching, duration of the course and minimum attendance
   v) Interdisciplinary components of the programme.

2. Self informative questions of LIS schools:
   i) How the curriculum furthers the attainment of the specific objectives?
   ii) What agencies or committees are responsible for revising and updating the courses of studies
   iii) Is the revision of courses takes into consideration the changes in library services and its techniques
   iv) Time span followed for introducing changes
   v) What extra curricular activities are being undertaken?

IV. FACULTY:

1. Provide (Biodata) in alphabetical order for all faculty members teaching during the past two years.
For each faculty members, specify the following:

i) Full name

ii) Date of appointment and designation

iii) Salary (present basic pay and total emoluments)

iv) Educational qualifications

v) Area of specialization

vi) Teaching work and other professional experience

vii) Publication:
   a) Books
   b) Journal articles
   c) Seminar and other research publications
   d) Book reviews
   e) Other publications

viii) Research activities:
   a) Details of research in progress
   b) Receipt of research grants
   c) Research reports released
   d) Lectures delivered outside the school
   e) Seminars, workshops, conferences attended
   f) Fellowships
   g) Consultancy
   h) Other creative activities, including teaching aids, etc., developed.

ix) Awards, honorary memberships, etc.

x) Activities in professional organisations and associations

xi) Local institutional activities

2. Self Informative questions of faculty members:

i) Is there any faculty improvement programme?

ii) Is there provision for attending refresher course for training teachers?
iii) Are there incentives for furtherance of research degrees?
iv) Any other information vital for teaching staff.
v) To what extent the library school faculty participates in the activities of other departments of the university; and by way of joining as visiting faculty members.

V. STUDENTS:

1. Enrolment Report: Provide enrolment statistics of various courses during the last academic year:

<table>
<thead>
<tr>
<th>Programme</th>
<th>Men</th>
<th>Women</th>
<th>Grand Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>SC ST Freshers Other total</td>
<td>SC ST Freshers Other total</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BLIS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MLIS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>M.Phil</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ph.D.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Academic Background</th>
<th>Division</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>BA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BSc</td>
<td></td>
<td></td>
</tr>
<tr>
<td>B.Com</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MSc</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MCom</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Medicine</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Agriculture</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Engineering &amp; Technology</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
2. Self information questions about students by LIS school:

i) What are the admission procedures?

ii) How many applications were received? (Give details of the last three years)

iii) Give details of the admission criteria

iv) What is the ratio of admission with respect to number of applications received?

v) Do you have any provision of internship in different types of libraries and information centres

vi) What is the absorption percentage of your product during the last five years in different institutions.
VI. GOVERNANCE, ADMINISTRATION AND FINANCIAL SUPPORT:

GOVERNANCE AND ADMINISTRATION:

i) Is there departmental committee to advise, guide and harmonize the activities of the department and its research work?

ii) Is there any students association? What is its constitution? What are its functions? Give a brief account of the activities during the last year.

iii) What type of research, student, or secretarial assistance is provided for the faculty of the library school, and how much is the assistance actually used?

iv) Is the supporting staff adequate? If not, what additional staff you require?

v) What changes in the administrative system of the library school are desirable? What steps are being taken in this direction?

FINANCIAL SUPPORT:

Finance:

Income
  - Parent body
  - State Government
  - UGC
  - Own resources including fees
  - Others (Endowments etc)
Expenditure:

Salaries
Academic Staff
Clerical and other supporting staff
Books and periodicals give separately for books and periodicals
Furniture and Equipment
Stationary
Printing
Postage
Binding
Repairs
Contingencies
Scholarships
Research/Travel
Institutes/workshops/seminar/conferences
Others

SELF INFORMATIVE QUESTIONS FOR ADMINISTRATION:

i) What is the status of library school vis-a-viz other departments or schools within the parent institution?

ii) How is the financial situation of the library school improved or worsened during the past five years?

iii) How adequate or inadequate is the financial support?

iv) How changes are envisaged in budgetary provision for succeeding years.

v) Do you feel that your parent body will come to your help to meet the budgetary needs?
VII. **PHYSICAL RESOURCES AND FACILITIES**:

1. Describe the facilities available to the library school using the chart below:

<table>
<thead>
<tr>
<th>Facilities</th>
<th>Sq. ft. space available</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative office</td>
<td></td>
</tr>
<tr>
<td>Faculty rooms</td>
<td></td>
</tr>
<tr>
<td>Classrooms</td>
<td></td>
</tr>
<tr>
<td>Seminar rooms</td>
<td></td>
</tr>
<tr>
<td>Library</td>
<td></td>
</tr>
<tr>
<td>Laboratory/workshop</td>
<td></td>
</tr>
<tr>
<td>Common room</td>
<td></td>
</tr>
<tr>
<td>Conference rooms</td>
<td></td>
</tr>
<tr>
<td>Store</td>
<td></td>
</tr>
</tbody>
</table>

2. Describe the major pieces of equipment available to the library schools in terms of the following:

- Office equipment
- Classroom equipment
- Laboratory equipment
- AV aids
- Data processing and computer equipment
- Photoduplication equipment
- Others.

3. Give details of books, periodicals and other material in the departmental library:

<table>
<thead>
<tr>
<th>Kind</th>
<th>Number</th>
<th>Approximate cost</th>
</tr>
</thead>
</table>

Self informative questions about physical resources and facilities:
i) What constraints do you feel with regard to physical facilities?

ii) What changes are anticipated in the near future with regard to physical facilities?

iii) What type of equipments are needed?

iv) How helpful the administration of the parent institution has been in securing needed facilities and equipment?

v) How adequate are the materials collections available to faculty, students and staff?

vi) How do you overcome the inadequacy?

vii) What resources do you share with other departments of the parent institution or centralised services?

VII. OTHER RELATED MATTERS:

Calendar:

i) Total number of working days in the last year;
ii) Number of periods per day and per week, subject and course wise.

Examination:

i) Semester or annual system;
ii) What is the mode of examination - written/practical/oral/internal assessment or all?
iii) What is the proportion between internal and external examiners?
iv) **What is the medium for examination?**
   English, Regional language, any other.

v) **If more than one, how many are offering each medium?**

Co-curricular and Extra-Curricular Activities:

i) List out the seminars, workshops, conferences, etc. organised during the last five years.

ii) Do you invite outside experts to deliver lectures - experts invited during the last three years, with the number and topics of the lectures.

iii) Under what schemes they were invited? Indicate the stay of each expert.

iv) List out the publications of the school (other than prospectuses, reading lists, etc)

v) List the research projects completed and those in progress. Also mention the funding sources.

vi) Is your school a member of any international or national professional organisation? If so, name these organisations.

vii) What type of leadership the school is able to provide to local professionals?

viii) What special efforts are being made to improve the general image of the profession and to contribute to library development in your region?

B: MEASUREMENT AND GRADING

Measurement and grading criteria of the library and information science (LIS) Departments would enable us to determine as to how far objectives laid down for the LIS
Department being fulfilled. In other words, it would reveal as to what has been achieved and what needs to be done to bring about further improvements. The aim of the measurement is to measure and determine the efficiency as well as effectiveness of the LIS Departments.

**SCALE OF MEASURING THE QUALITY OF LIS DEPARTMENTS:**

No concrete method of measurement and grading of the LIS Departments is available to us. Even the committee on Accreditation of American Library Association (COA/ALA) has not thought in this direction. We can use the following procedure/scale to quantify the quality of LIS Departments, so that:

i) It will be easy to evaluate;

ii) It will be easy to compare the various LIS Departments;

iii) It will be easy to a LIS Department to know how to improve the quality of the LIS Department.

**SCALE / PROCEDURE**

<table>
<thead>
<tr>
<th>CRITERION</th>
<th>CREDIT POINTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Curriculum</td>
<td></td>
</tr>
<tr>
<td>1.1 Revision</td>
<td>1.1 If reviewed every year add one credit point.</td>
</tr>
</tbody>
</table>
1.2 Interdisciplinarity

1.2 See how far concepts from Philosophy, Sociology, management, Communication, systems approach etc form part of the curriculum. Award credit against a five point scale.

1.3 Practical Component

1.3 (There provision for observation, work experience, tours and visits, practical hours, internship etc. Award against a five point scale.

1.4 Project mandated

1.4 Award against a two point scale.

1.5 Optionals

1.5 Are all optionals mentioned are offered? If offered add two points. If only one is offered add number score.

1.6 Special features

1.6 If you feel there is some special feature unique to the curriculum of the department add one credit points as the case may be.

2 Faculty:

2.1 Teacher-student ratio

2.1 If the faculty satisfy UGC norms of 1:10 and 1:5 for BLIS and MLIS course respectively add 4 credit points. Otherwise reduce inversely:

Ex 1:5 2 credits
    1:20 1 credit
    1:25 1 credit
    1:30 1 credit
    1:more than No. credit
    30

2.2 All full time

2.2 Add 4 credits

2.3 Full time sharing

2.3 Add 2 credits
2.4 Full time sharing 25% of work load

2.5 No full time teacher

2.6 Full time head

2.7 No full time head

2.8 Specialised faculty

2.9 Faculty recruited from outside university area

2.10 Publications

2.11 International and national award

2.12 Activities in professional organisations

2.13 Doctorate

2.14 Post-doctoral research

2.15 Research guidance

2.16 Research in progress other than Ph.D. & M.Phil

2.17 Add 2 credits for each candidate who completed Ph.D. and one credit for M.Phil under the guidance of a faculty member

2.18 Add 2 credits for each completed research project of the faculty

2.19 Add 2 credits for each paper published by a faculty member during the last academic year

2.20 Add 5 credits for each international award and 3 for national award

2.21 Add 3 credits for each office bearership of an international body, 2 credits for national body and one credit for state and local body

2.22 Add 3 credits for each book published by the faculty

2.23 Add 5 credits for each international award and 3 for national award

2.24 Add 1 credit for each research project initiated during the past two years.
2.17 Ph.D. Guidance in progress

2.18 Consultancy

2.19 Participation in conferences/seminars etc.

3. Students:

3.1 Enrollment

3.2 Admission criteria

3.3 Scholarships

3.4 Awards

2.17 Add 1 credit for every research scholar undergoing research work.

2.18 For each completed assignment for an outside agency add 2 credits.

2.19 For each delegation add one credit. If one chaired or presided a session add 2 credits for each.

3.1 BLIS

3.2 If weightage is given for post-graduates, add one credit.

If admissions are made faculty wise, add one more credit.

If admission test is conducted, add one credit.

If more than 5 seats are spared for other university students, add one credit.

3.3 If there are special scholarships of the university add one credit for each.

3.4 If special recognitions in the form of gold medals etc. are there, add one credit for each award.
3.5 Special guidance through tutorials etc.  
3.6 Students association  
3.7 Participation of students to teaching  
4. Governance:  
4.1 Full time professor as head  
4.2 Powers to make purchases  
4.3 Supporting staff  
4.4 Departmental Committee  
4.5 Students participation  
5. Financial Matters:  
5.1 Grants to books and periodicals  
5.2 Regular grants for furniture/equipment/repairs
5.3 Contingencies

5.4 Travel/research grants

5.3 Fairly sufficient, add 2 credits.

5.4 Add 2 credits

6. Physical Resources:

6.1 Building/Accommodation

   a) Separate building

   b) Separate accommodation for:
      i) Separate room for each teacher
      ii) Conference room
      iii) Lecture halls (one for each class)
      iv) Seminar rooms
      v) Library-cum-Reading room
      vi) AV Room
      vii) Common room
      viii) Office room
      ix) Computer room
      x) Store

6.1 a) Add 5 credits

   b) Add one credit for each specific unit.

6.2 Equipment

   i) Office equipment
   ii) Classroom equipment
   iii) Laboratory equipment
   iv) AV aids
   v) Data processing equipment
   vi) Photoduplicating
   vii) other

6.2 Add one credit for each equipment.
6.3 Library

a) Books:
i) 5000 or more  i) Add 5 credits
ii) 3000 - 5000  ii) Add 3 credits
iii) 2000 - 3000  iii) Add 2 credits
iv) 1000 - 2000  iv) Add 1 credit
v) Less than 1000  v) No credit
vi) No separate library  vi) No credit

b) Periodicals subscribing:
i) More than 50  i) Add 6 credits
ii) 40 - 50  ii) Add 4 credits
iii) 30 - 40  iii) Add 4 credits
iv) 20 - 30  iv) Add 3 credits
v) 10 - 20  v) Add 2 credits
vi) 5 - 10  vi) Add 1 credit
vii) Less than 5  vii) No credit
viii) No periodical  viii) No credit

c. Practical Facilities:
i) 1  i) Add 5 credits
ii) 1: 2  ii) Add 4 credits
iii) 1: 3  iii) Add 3 credits
iv) 1: 4  iv) Add 2 credits
v) 1: 5  v) Add 1 credit
vi) 1: more than 6  vi) No credit

d. Reference works:
i) 50 - 100  i) Add 3 credits
ii) 25 - 50  ii) Add 2 credits
iii) 20 - 25  iii) Add 1 credit
iv) Less than 20  iv) No credit

e. Other kinds of literature  e. Add one credit for each kind of literature

7. Calendar:

a) Working days:
i) Above 200  i) Add 3 credits
ii) 150 - 200  ii) Add 2 credits
iii) 100 - 149  iii) Add 1 credit
iv) Less than 100 days  iv) No credit
b) Working hours/days

i) More than 5 hours
ii) 3 - 4 hours
iii) 2 - 3 hours
iv) Less than 2 hours

i) Add 2 credits
ii) Add 1 credit
iii) No credit
iv) No credit

8. Curricular and Extra-curricular Activities:

a) Seminars workshops, etc.

b) Outside experts

b) Add one credit for each expert invited

c) Publications

c) For each scholarly/research publication add 2 credits

d) Research project

d) For every research project completed add 2 credits

e) Extension work

e) Add one credit for each worthy activity.

RANKING

After assigning credit points, total them and assign the following grade:

i) More than 100 credit points

i) Outstanding (O Grade)

ii) 90 - 100 credit points

ii) Excellent (A Grade)

iii) 80 - 89 credit points

iii) Very Good (B Grade)

iv) 70 - 79 credit points

iv) Good (C Grade)

v) 60 - 69 credit points

v) Fair (D Grade)

vi) 50 - 59 credit points

vi) Average (E Grade)