

**PRIVATE SECONDARY EDUCATION AUTHORITY**

**MONITORING OF NORMS AND STANDARDS IN A FACILITY RECKONED AS:**

**LIBRARY UP TO GRADE 9 & 9+(EP) - Year 2021/2022**

Name of School : \_\_\_\_\_

Date of Verification : \_\_\_\_\_

Is the facility New / Relocated / Existing? \_\_\_\_\_

Number of sections and number of students using this facility:

<b>Grade</b>	<b>No. of Sections</b>	<b>No. of Students</b>	<b>No. of Groups</b>
EP 7			
EP 8			
EP 9			
EP 9+			
Reg. 7			
Reg. 8			
Reg. 9			

Library Clerk/Officer: \_\_\_\_\_ Qualifications: \_\_\_\_\_

**IMPORTANT NOTES:**

**The following conditions should be fulfilled to ensure a reasonable standard:**

- **The room and floor area provided should be appropriate.**
- **A minimum score of 75 % should be obtained in each of the four Sections A to D.**
- **Lending Records of reading materials to students should be kept.**
- **Stock should be renewed on an annual basis as per requirements at Section D.**

<b>A. PHYSICAL FACILITIES – weightage: 30 %</b>						
<b>Item</b>	<b>Description</b>	<b>Requirements</b>	<b>Marks Per Unit</b>	<b>Marks Item-wise</b>	<b>Existing</b>	<b>Score (for PSEA use Only)</b>
<b>1. Floor Area and Room</b>  <b>NOTES:</b> i) For existing Libraries the previously approved Floor Area shall be accepted and rated pro-rata.  ii) For new Libraries the required area of 60 m <sup>2</sup> should be provided	<b>Concrete Building</b>	An area of 60 m <sup>2</sup> or more is required	75	4500		
	<b>CONDITIONS OF ROOM:</b>			1500		
	<b>Ceiling</b>	Plastered Crack-free	10%	<b>(Marks on conditions pro-rata on area)</b>		
	<b>Walls</b>	Plastered & painted	10%			
	<b>Flooring</b>	Flat & tiled /painted	10%			
	<b>Shape</b>	Convenient	10%			
	<b>Set Up/Mobility</b>	Conducive	10%			
	<b>Cleanliness</b>	Maintained	10%			
	<b>Proper Storage and Classification</b>	Indexing & Accessibility	10%			
	<b>Lighting</b>	Adequate Natural/ Assisted	10%			
	<b>Ventilation</b>	No noise interference	10%			
	<b>Atmosphere</b>					
	<b>2. Furniture and Accessories</b>  <b>*NOTE:</b> Major problems in the conditions of items i) to vi) that affect the use of the Library and/or comfort of students may result in total forfeiture or partial deduction on the marks for conditions.	i) Tables	20 m <sup>2</sup>	22.5	450	
ii) Chairs ( <i>benches and stools not rated</i> )		40	20	800		
iii) Bookcases/Cupboard <b>or</b> Shelves		10 100m	75 7.5	} 750		
iv) Table (1.25 x 0.75)m <sup>2</sup> and Chair for officer-in-charge		1 set	150		150	
v) Wall Clock		1	100	100		
vi) Power point		2	75	150		
<b>Conditions of items* i) to vi)</b>					700	
<b>TOTAL Sect. A</b>				<b>9100</b>		Score Sect A

**Actual Marks Scored on Section A =  $\frac{\text{Score Sect A} \times 12000}{9100} =$  \_\_\_\_\_**

**9100**

<b>B. SAFETY ITEMS – weightage 10 %</b>						
Item	Description	Quantity required	Marks Per Unit	Marks Item-wise	Existing	Score (for PSEA use Only)
1. First Aid kit	Equipped to treat cuts, burns and eye problems	1	450	450		
2. Fire Extinguisher	Capacity: 2 L or 2 kg (serviced on time)	1	500	500		
3. Emergency Exit (clearly indicated)	Additional door for quick exit in case of emergency	1	500	500		
4. Main Switch/ Circuit Breaker	Separate for the Library and located at an accessible place inside the library.	1	450	450		
(ii) ELCB/RCD		1	500	500		
5. Fire Blanket		1	400	400		
			<b>TOTAL Sect. B</b>	<b>2800</b>		Score Sect B

**Actual Marks Scored on Section B =  $\frac{\text{Score Sect B}}{2800} \times 4000 =$  \_\_\_\_\_**

<b>C. DOCUMENTATION UNIT &amp; RECORDS – weightage: 30 %</b>						
Item	Description	Quantity required	Marks Per Unit	Marks Item-wise	Existing	Score (for PSEA use Only)
<b>1. Documentation Unit</b> <small>*i Software licensed ii Dual core or better iii Min. speed 1.66 GHz iv Windows 7 or later v Screen min. 17"/15.6"</small>	<ul style="list-style-type: none"> <li>• PC/Laptop* (Re. side-note)</li> <li>• Internet</li> <li>• Network Printer</li> </ul> All the above functional and Records kept for all levels separately.	3	500	1500		
		Connected	500	500		
		1	500	500		
<b>2. Lending</b>	Organized lending records (internal/external)		2000	2000		
<b>3. Project Work/ Research</b>	On at least 5 different subjects	Min.10 projects	100	1000		
<b>4. Time Table</b>	At least 1 Library period/class Affixed in the Library.			500		
<b>5. Accession Book</b>	Up to date with proper entries			500		
<b>6. Stock Book</b>	Up to date with proper entries			500		
<b>7. Other Items</b>	<ul style="list-style-type: none"> <li>i) Daily Newspaper</li> <li>ii) World Atlas</li> <li>iii) Display Board (displaying relevant information)</li> </ul>	2	250	500		
		1	500	500		
		1	200	200		
			<b>TOTAL Sect. C</b>	<b>8 200</b>		Score Sect C

**Actual Marks Scored on Section C =  $\frac{\text{Score Sect C}}{8200} \times 12000 =$  \_\_\_\_\_**

**D. READING MATERIALS & STOCK RENEWAL – weightage: 30 %**

Item	Description	Quantity Required	Marks Per Unit	Marks Item-wise	Existing	Score (PSEA use only)	
1 Dictionaries	i) English	3	25	75			
	French	3	25	75			
	<b>Translation</b>						
	Eng./French	2	25	50			
	French/Eng.	2	25	50			
	ii) Other Languages						
	Explanation	1	25	25			
	Translation	1	25	25			
	iii) <i>Condition of dictionaries</i> (Cover/Binding/Cleanliness)				25		
				<b>Subtotal</b>	<b>325</b>		
2. Encyclopedias	<b>Junior sets</b>						
	(i) English	1 set	250	250			
	(ii) French	1 set	250	250			
3. Encyclopedias on DVD (Original)	<i>Condition of Encyclopedias</i> (Cover/Binding/Cleanliness)				50		
	(i) English	3	250	750			
	(ii) French	3	250	750			
			<b>Subtotal</b>	<b>2050</b>			
4. Reference Books Subjects authorised and taught (Recent books)	<b>Core Subjects</b>						
	English	5	20	100			
	French	5	20	100			
	Mathematics	5	20	100			
	<b>Science</b>						
	Chemistry	3	20	60			
	Physics	3	20	60			
	Biology	3	20	60			
	Agriculture	3	20	60			

Contd. on the next page

Item	Description	Quantity Required	Marks Per Unit	Marks Item-wise	Existing	Score (For PSEA use only)
	<b>Social/Commercial Studies</b> History of Mauritius Geography (including Mauritius, world maps) Sociology Economics Accounts Commerce/Business & Entrepreneurship Education	3 3 3 3 3 3	20 20 20 20 20 20	60 60 60 60 60 60		
	<b>Other Subjects</b> Food & Textiles Studies/ Home Economics Arts & Design/Visual Arts Design & Communication/ Design & Technology ICT/Computer Studies	3 3 3 3	20 20 20 20	60 60 60 60		
	<b>Non European Languages</b> (authorised and taught)  Hindi Urdu Tamil Telegu Modern Standard Chinese Arabic	3 3 3 3 3 3	20 20 20 20 20 20	60 60 60 60 60 60		
	<b>Physical Education and Sports</b>  <i>Conditions of Books</i> (Cover/Binding/Cleanliness)	3	20	60 150		
			<b>Subtotal</b>	<b>1710*</b>		
<b>5. Novels</b>	<b>Junior</b> English French Other Language/s  <i>Condition of Novels</i> (Cover/Binding/Cleanliness)	300 300 100	5 5 5	1500 1500 500 250		
<b>6. Magazines</b> (should not be more than 2 years old)	<b>Junior</b> English French Other Language/s  <i>Condition of Magazines</i> (Quality/Cleanliness)	50 50 20	5 5 5	250 250 100 500		
			<b>Subtotal</b>	<b>4850</b>		

\*NOTE: This Subtotal may vary and is to be adjusted in accordance with subjects authorised and taught.

7. Renewal of Stock						
Item	Description	Quantity Required	Marks Per Unit	Marks Item-wise	Existing	Score For PSEA use only
<b>Renewal of stock (not more than 1 year)</b>  <b>NOTE:</b>  <i>To be recorded in the Accession Book with proper entries including date of purchase.</i>	1 book per subject authorised and taught	Min 15	80	1200		
	<b>Novels : Junior</b>					
	English	25	15	375		
	French	25	15	375		
	Other language/s	10	15	150		
	<b>Magazines : Junior</b>					
	English/other subjects	25	15	375		
	French/other subjects	25	15	375		
	Other Language/s	10	15	150		
				<b>Sub-total</b>	<b>3000</b>	
			<b>TOTAL Sect. D</b>	<b>11 935</b>		Score Sect D

Actual Marks Scored on Section D =  $\frac{\text{Score Sect D}}{11935} \times 12000 = \underline{\hspace{2cm}}$

**MARK SCHEME AND SCORE**

<b>SECTION</b>	<b>WEIGHTAGE SECTION-WISE</b>	<b>TOTAL MARKS</b>	<b>ACTUAL MARKS SCORED</b>	<b>% SCORE Section-wise</b>
<b>A. Physical Facilities</b>	30%	12 000		
<b>B. Safety Items</b>	10%	4 000		
<b>C. Documentation Unit &amp; Records</b>	30%	12 000		
<b>D. Reading Materials &amp; Renewal of Stock</b>	30%	12 000		
<b>OVERALL</b>	<b>100%</b>	<b>40 000</b>		

**REMARKS AND SHORTCOMINGS**

*(With particular reference to conditions at page 1 and score obtained)*

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Signature of PSEA Supervisor / Senior Supervisor (s)

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Signature of Manager

Date:-----

Date:-----