

PRIVATE SECONDARY EDUCATION AUTHORITY

MONITORING OF NORMS AND STANDARDS IN A FACILITY RECKONED AS:

LIBRARY UP TO GRADE 11 - Year 2021/2022

Name of School : _____

Date of Verification : _____

Is the facility New / Relocated / Existing / Upgraded : _____

Number of sections and number of students using this facility:

Grade	No. of Sections	No. of Students	No. of Groups
EP 7			
EP 8			
EP 9			
EP 9+			
7			
8			
9			
10			
11			

Name of 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.

A. PHYSICAL FACILITIES – weightage: 30 %							
Item	Description	Requirements	Marks Per Unit	Marks Item-wise	Existing	Score <i>(for PSEA use Only)</i>	
1. Floor Area and Room NOTES: 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 ² should be provided.	Concrete Building	An area of 60 m ² or more is required	75	4500			
	CONDITIONS OF ROOM:			1500			
	Ceiling	Plastered Crack-free	10%	(Marks on conditions pro-rata on area)			
	Walls	Plastered & painted	10%				
	Flooring	Flat & tiled /painted	10%				
	Shape	Convenient	10%				
	Set Up/Mobility	Conducive	10%				
	Cleanliness	Maintained	10%				
	Proper Storage and Classification	Indexing & Accessibility	10%				
	Lighting	Adequate Natural/ Assisted	10%				
	Ventilation	No noise interference	10%				
	Atmosphere						
	2. Furniture and Accessories *NOTE: Major problems in the conditions of items i) to vi) that affect the use of the Library and/or comfort of students or Library Officer may result in total forfeiture or partial deduction on the marks for conditions.	i) Tables	20 m ²		22.5	450	
ii) Chairs (<i>benches and stools not rated</i>)		32	25		800		
iii) Bookcases/Cupboard <u>or</u> Shelves		10 100m	75 7.5		} 750		
iv) Table (1.25 x 0.75)m ² and Chair for officer-in-charge		1 set	150	150			
v) Wall Clock		1	100	100			
vi) Power point		2	75	150			
Conditions of items i) to vi)* (Re. side-note)					700		
TOTAL Sect. A				9100		Score SectA	

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

B. SAFETY ITEMS – weightage 10 %						
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. i) Main Switch/ Circuit Breaker	Separate for the Library and located at an accessible place inside the lab.	1	450	450		
ii) ELCB/RCD		1	500	500		
5. Fire Blanket		1	400	400		
			TOTAL Sect. B	2800		Score Sect B

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

C. DOCUMENTATION UNIT & RECORDS – weightage: 30 %						
Item	Description	Quantity required	Marks Per Unit	Marks Item-wise	Existing	Score (for PSEA use Only)
1. Documentation Unit <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"> • PC/Laptop* (Re. side-note) • Internet • Network Printer All the above functional and Records kept for all levels separately.	5 Connected 1	300 500 500	1500 500 500		
2. Lending	Organized lending records (internal/external)		2000	2000		
3. Project Work/ Research	On at least 12 different subjects	Min.16 projects	62.5	1000		
4. Time Table	At least 1 Library period/class Should be affixed in the Library			500		
5. Accession Book	Up to date with proper entries			500		
6. Stock Book	Up to date with proper entries			500		
7. Other Items	i) Daily Newspaper ii) World Atlas iii) Display Board (displaying relevant information)	2 1 1	250 500 200	500 500 200		
			TOTAL Sect. C	8 200		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 <i>For PSEA use only</i>
1. Dictionaries	i) English	5	50	250		
	French	5	50	250		
	Translation:					
	English/French	2	50	100		
	French/English	2	50	100		
ii)	Other Language/s:					
	Explanation	2	50	100		
	Translation	2	50	100		
iii)	<i>Condition of Dictionaries</i> (Cover/Binding/Cleanliness)			100		
			Subtotal	1000		
2. Encyclopedias	Junior Set					
	(i) English	1 set	250	250		
	(ii) French	1 set	250	250		
	Senior Set					
	(i) English	1 set	500	500		
	(ii) French	1 set	500	500		
	<i>Condition of Encyclopedias</i> (Cover/Binding/Cleanliness)			100		
3. Encyclopedias on DVD (Original)	Junior Set					
	(i) English	2 sets	250	500		
	(ii) French	2 sets	250	500		
	Senior Set					
	English	2 sets	500	1000		
	French	2 sets	500	1000		
			Subtotal	4600		

Item	Description	Quantity Required	Marks Per Unit	Marks Item-wise	Existing	Score <i>For PSEA use only</i>	
4. Reference Books for Subjects authorised & taught (Recent Books)	i. English	10	30	300			
	ii. Literature in English	10	30	300			
	iii. French	10	30	300			
	iv. French Literature	10	30	300			
	v. Chemistry	10	30	300			
	vi. Physics	10	30	300			
	vii. Biology	10	30	300			
	viii. Mathematics/AddMaths/ Statistics	10	30	300			
	ix. Economics	10	30	300			
	x. Principles of Accounts	10	30	300			
	xi. Commerce/Business Studies/Business & Entrepreneurship Education/Enterprise	10	30	300			
	xii. Art & Design	10	30	300			
	xiii. Travel & Tourism	10	30	300			
	xiv. Geography	10	30	300			
	xv. Sociology/History	10	30	300			
	xvi. Design and Communication	10	30	300			
	xvii. Design and Technology	10	30	300			
	xviii. Computer Science	10	30	300			
	xix. Food and Nutrition	10	30	300			
	xx. Fashion and Textiles	10	30	300			
	xxi. Agriculture	10	30	300			
	xxii. Hinduism	10	30	300			
	xxiii. Islamic Studies	10	30	300			
	xxiv. Hindi	10	30	300			
	xxv. Urdu/Arabic	10	30	300			
	xxvi. Tamil	10	30	300			
	xxvii. Telegu	10	30	300			
	xxviii. Modern Std. Chinese	10	30	300			
	xxix. Physical Education	10	30	300			
	xxx. Others	10	30	300			
		<i>Condition of Books (Cover/Binding/Cleanliness)</i>			300		
				Subtotal	9300*		

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

Item	Description	Quantity Required	Marks Per Unit	Marks Item-wise	Existing	Score <i>For PSEA use only</i>
5. Novels	Junior English (Min. 300) French (Min. 300) Other Language/s Senior English (Min. 300) French (Min. 300) Other language/s <i>Condition of Novels</i> (Cover/Binding/Cleanliness)	300 300 50 300 300 50	5 5 5 10 10 10	1500 1500 250 3000 3000 500 500		
			Sub-total	10250		
6. Magazines (should not be more than 2 years old)	Junior English French Other Language/s Senior English French Other Language/s <i>Condition of magazines</i> (Quality/Cleanliness)	50 50 20 40 40 10	5 5 5 10 10 10	250 250 100 400 400 100 500		
			Sub-total	2000		

Contd. on the next page

7. Renewal of Stock						
Item	Description	Quantity Required	Marks Per Unit	Marks Item-wise	Existing	Score <i>For PSEA use only</i>
<p>Renewal of Stock (not more than 1 year)</p> <p>NOTE: <i>To be recorded in the Accession Book with proper entries including date of purchase.</i></p>	i) Reference books (One book per subject authorised and taught)					
	Junior	Min 15	80	1200		
	Senior	Min10	160	1600		
	ii) Novels					
	Junior					
	English	25	15	375		
	French	25	15	375		
	Other language/s	10	15	150		
	Senior					
	English	40	30	1200		
	French	40	30	1200		
	Other language/s	10	30	300		
	iii) Magazines					
	Junior					
	English/other subjects	25	15	375		
French/other subjects	25	15	375			
Other language/s	10	15	150			
Senior						
English/other subjects	40	30	1200			
French/ other subjects	40	30	1200			
One other language	10	30	300			
			Sub-total	10 000		
			TOTAL Sect. D	37150		Score Sect D

Actual Marks Scored on Section D = $\frac{\text{Score Sect D}}{37150} \times 12000 =$ _____

MARK SCHEME AND SCORE

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

REMARKS AND SHORTCOMINGS

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

Signature of PSEA Supervisor / Senior Supervisor (s)

Signature of Manager

Date:-----

Date:-----