

PRIVATE SECONDARY EDUCATION AUTHORITY

MONITORING OF NORMS AND STANDARDS IN A FACILITY RECKONED AS:

LIBRARY GRADES 12 & 13 ONLY - 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
12			
13			

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 (for PSEA use Only)
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 or 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 Sect A

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

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. 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		
			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 5 different subjects	Min.10 projects	100	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 (for relevant information/news/press cuttings)	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 (for PSEA use Only)
1 Dictionaries	a) English	5	75	375		
	French	5	75	375		
	Other language/s	2	75	150		
	b) <i>Translation Dictionaries</i>					
	English – French &	2	75	150		
	French – English	2	75	150		
	Other Language/s	2	75	150		
c) Thesaurus (English)		1	75	75		
d) Dictionary of either Economics or Mathematics or Science or other subjects (at least 3)		3	75	225		
e) <i>Condition of Dictionaries</i> (Cover/Binding/Cleanliness)				100		
			Sub-Total	1750		
2. Encyclopedias	Senior Set					
	English	1 set	750	750		
	French	1 set	750	750		
	Any 2 other subjects	1 set each	750	1500		
	<i>Condition of Encyclopedias</i> (Cover/Binding/Cleanliness)			200		
3. Encyclopedias on DVD (Original)	Senior Set					
	English	3	750	2250		
	French	3	750	2250		
			Sub-Total	7700		

Contd. On the next page

Item	Description	Quantity required	Marks Per Unit	Marks Item-wise	Existing	Score (for PSEA use Only)
4. Reference Books for subjects authorised and taught (Recent Books)	i. English (HSC, Main)	15	40	600		
	ii. French (HSC, Main)	15	40	600		
	iii. English Language	15	40	600		
	iv. French Language	15	40	600		
	v. Chemistry	15	40	600		
	vi. Physics	15	40	600		
	vii. Biology/Marine Science/Envt. Mngt.	15	40	600		
	viii. Mathematics	15	40	600		
	ix. Economics	15	40	600		
	x. Accounting	15	40	600		
	xi. Geography	15	40	600		
	xii. Business	15	40	600		
	xiii. Computer Science	15	40	600		
	xiv. Art & Design	15	40	600		
	xv. History	15	40	600		
	xvi. Travel & Tourism	15	40	600		
	xvii. Sociology	15	40	600		
	xviii. Food Studies	15	40	600		
	xix. Design & Textiles	15	40	600		
	xx. Law	15	40	600		
	xxi. Design & Technology	15	40	600		
	xxii. Hindi	15	40	600		
	xxiii. Urdu	15	40	600		
	xxiv. Arabic	15	40	600		
	xxv. Modern standard Chinese	15	40	600		
	xxvi. Islamic Studies	15	40	600		
	xxvii. Hinduism	15	40	600		
	xxviii. Divinity	15	40	600		
	xxix. Physical Education	15	40	600		
	xxx. Other subjects	15	40	600		
		<i>Condition of Books (Cover/Binding/Cleanliness)</i>			1000	
			Sub-Total	19000*		

* NOTE: 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 (for PSEA use Only)
5. Novels	Senior					
	English	300	10	3000		
	French	300	10	3000		
	Other language/s	50	10	500		
	<i>Condition of Books</i> (Cover / Binding / Cleanliness)			400		
			Sub-Total	6900		
6. Magazines (should not be more than 2 years old)	Senior					
	English	50	10	500		
	French	50	10	500		
	Other Language/s	20	10	200		
	<i>Condition of Magazines</i> (Quality/Cleanliness)			400		
			Sub-Total	1600		

Contd. on the next page

7. RENEWAL OF STOCK						
Item	Description	Quantity required	Marks Per Unit	Marks Item-wise	Existing	Score (for PSEA use Only)
Renewal of Stock (not more than 1 year) NOTE: <i>To be recorded in the Accession Book with proper entries including date of purchase.</i>	a) <u>Reference Books</u>					
	A least 1 book per subject authorised and taught	Min. 20	160	3200		
	b) <u>Novels</u>					
	Senior					
	English	50	30	1500		
	French	50	30	1500		
	Other language/s	10	30	300		
	c) <u>Magazines</u>					
	Senior					
	English/other subjects	50	30	1500		
French/other subjects	50	30	1500			
Other language/s	10	30	300			
			Sub-Total	9800		
			TOTAL Sect. D	63025		
						Score Sect D

Actual Marks Scored on Section D = $\frac{\text{Score Sect D}}{46750} \times 12000 = \underline{\hspace{2cm}}$

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:-----