USE OF SWOC ANALYSIS FOR QUALITY IMPROVEMENT OF LIBRARY WITH SPECIAL REFERENCE TO COLLEGE OF EDUCATION

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Abstract: -
In This Paper highlight SWOT Analysis of college of Education Library for Quality Improvement. Adopting new techniques &principles of Management are the important factors, which contributes to the success of any organization. As we know Library is one type of Organization in which a lot of sources and services available. We also focus on NCTE norms of 2014 in which appendix 4 are most studied. In that we study present scenario of college of Teacher education specially his library division for improving its overall attribute.

Keywords: College of Education, NCTE, SWOC Analysis, Strengths, Weakness, Opportunities, challenges, Quality Improvement.

Introduction

Libraries are major information providers and facilitators.The explosion of information and the popularity of the internet, librarians & user's facing new challenges to look new ways to meet the user's new demands & expectations. For that purpose libraries start to provide different types of services & facilities to users. And those service & facilities SWOC analysis is very important on the basis of finding out users opinion about services & if it is not fulfill users requirement they can plan to achieve those objective.

In that study we use SWOC method only for libraries of college of education. We studied library overall point of view like it strengths, weakness, opportunities, and challenges.

College of Teacher Education

In the Indian system of teacher education, a variety of curricula resulting in a number of degree/ diploma e.g. D.Ed., B.Ed., M.Ed., are prevailing. Beyond these taught courses, research degree course lead one to specialization in some branch of educational process and its further development. The college in Maharashtra which offers course in the branch of education at various level such as B.Ed., M.Ed., and Doctoral programme & follows norms of NCTE.

Among various types of colleges, the colleges of education train the future teachers to teach at school level.such College of education cannot accomplish their objective without libraries & libraries have no meaning if these cannot support education. A library is not a building stacked with books- it is a repository & source of information and ideas. Library is said to be the heart of an institution. It plays an important role in the teaching & learning process for both faculty & students.

In changing pattern of today's education, library is considered to be the most powerful media to promote self-education, to acquire information & to provide research facilities.

National Council for Teacher Education (NCTE)

NCTE, as a statutory body of government of India, came into existence in pursuance of the National Council for Teacher Education Act, 1993 on 17th August, 1995 with the mandate to achieve planned and coordinated development of teacher education throughout the country and to govern the regulation and proper maintenance

of norms and standards for teacher education. The gamut of functions performed by NCTE is very broad covering all the teacher education programmes. It includes research & training of student-teachers for equipping them to teach at foundational, preparatory, middle & secondary level of the new school system in alignment with NEP 2020.

NCTE describes the qualification criteria for Teaching staff as well as Non-Teaching staff. As per the regulation 2014 they describe all over Library norms in appendix 4. They told that minimum 1000 titles & 3000 books including text & reference books relevant to course of study. Also minimum five refereed journals on education and five others in related disciplines. Also annually added minimum 200 books.

Meaning of SWOC Analysis

SWOC is an acronym, which stand for Strengths, Weaknesses, Opportunities& Threats. The SWOC tool can automatically lead to useful changes in the structure or functioning of an organization. Many authors belied that the SWOC matrix was developed by Mr. Albert Humphery in 1960's, however he himself has never claimed the same. SWOC Analysis is a process that involves four areas into two dimensions. It has four components: Strengths,Weaknesses,Opportunities,threats. Strengths & weaknesses are internal factors & attributes of the organization, opportunities & challenges are external factors & attributes of the environment.

The present study will be helpful for college of Education libraries to identify their Strengths, Weaknesses, and Opportunities& Challenges. SWOC Analysis will assist college of education libraries services & programs on areas where libraries are strong & where the greatest opportunities lie.

SWOC Analysis in the context of Libraries

SWOC Analysis is an effective tool for libraries to compare their Strengths & Weaknesses with the opportunities & Challenges. SWOC's can be identified as follows:

I. Strengths of the Library: Attributes of the library those are helpful to achieving the objective of the library. Strengths of the library can be identified by answering the questions like:
Is the professional staff adequate?
Do the professional staffs have leadership quality?

II. Weaknesses of the Library: Attributes of the library those are harmful to achieving the objective of the library. Weaknesses of the library can be identified by answering the questions like :
Is there a separate building for the library?
Is the space of the library is under proper security?

III. Opportunities for the Library: External conditions those are helpful to achieving the objective of the library. Opportunities before the libraries can be identified by answering the questions like:
What are the chances of improvement in the area of library services?
How information technology can be used in the various operations of the library?

IV. Challenges of the Library: External conditions those are harmful to achieving the objective of the library. To know challenges of the library, Librarian has to ask different question like:
What are the obstacles on the way to success?
Are the products performing badly in their places of choice?

Quality Improvement

We know that, Library is organization or system. In which a lots of attributes like working staff, products, services, users etc. They define as follow :

Working Staff:- In that Librarian, Assistant Librarian, Library Assistant, Attendant etc. we are consider in it

Products:- In that different types of Books, Electronic equipments like computers, Books Catalogue etc . we are consider in it

Services:- Circulation Service, Photocopying Service, Online reservation of books, OPAC, Inter Library Loan Service etc. we are consider in it

User's:- College Students, Research Scholar, faculty, Non-Teaching Staff etc. we are consider in it.

Quality improvement in a library involves enhancing various aspects of library services, resources, and operations to better meet the needs of users. Also Quality improvement (QI) refers to the systematic approach of enhancing processes, services, products, or outcomes to meet or exceed established standards and achieve better results. Here are several strategies commonly used for quality improvement in Libraries :

1. **User's**: Conducting regular survey and seeking feedback from library users can provide valuable insights into their needs, preferences, and areas for improvement. Analyzing this feedback can help in making informed decisions about resource allocation and service improvements.

2. **Collection Development**: Regularly evaluating and updating the library collection to ensure it remains relevant, diverse, and meets the informational and recreational needs of users. This may involve weeding out dated material, acquiring new resources, and diversifying the collection to represent different perspective and interest.

3. **Technology Integration**: Leveraging technology to enhance library services and accessibility for user's. this may include implementing user-friendly library management systems, providing online access to resources, offering digital lending services, and facilitating remote access to library material.

4. **Staff Training and Development**: Investing in continuous training and professional development for library staff to keep them up dated with emerging trend, technologies, and best practices in library services. Well-trained staff members are better to assist user's effectively and contribute to the overall quality of library operations.

5. **Physical Space Optimization**: Assessing and optimizing the layout and design of library spaces to improve usability, comfort, and accessibility for user's. this may involve reorganizing shelving, creating designated study areas, providing comfortable seating, and ensuring adequate lighting and ventilation.

6. **Accessibility and Inclusivity**: Ensuring that library services and resources are accessible to all user's, including those with disabilities or special needs. This may involve providing assistive technologies, offering alternative formats for material, and implementing inclusive policies and practices.

7. **Assessment & Benchmarking**: Establishing measurable quality indicators and benchmarks to assess the effectiveness of library services and track progress over time. Regularly monitoring key performance metrics allows libraries to identify areas for improvement and make data driven decisions.

8. **Partnerships and Collaborations**: Collaborating with other institutions, organizations, and community groups to expend resources, services, and outreach efforts, building partnerships can help libraries leverage shared expertise and resources to enhances the overall quality of services delivery.

9. **Continuous Improvement Culture**: Fostering a culture of continuous improvement within the library staff and organization. Encouraging innovation, creativity, and open communication can empower staff members to identify opportunities for improvement and actively contribute to enhancing library services and operations.

10. **Implement Changes**: Implementing the planned changes or interventions within the organization or system. This often requires effective communication, staff engagement and coordination among team members to ensure smooth implementation.

Present Scenario of College of Teacher Education Library

In this study, while studying teacher education colleges in Amravati division, it was found that out of 40 teacher education colleges selected in which 3 colleges are government 1 aided and 36 un-aided colleges. Also it was found that a lots of colleges the post of librarian is not filled on permanent or contract basis and those college fill librarian post, such librarian have not acquired higher qualification in such sector like SET, NET or PhD.

While during the study, a lots of college not have a separate library building. Some colleges have separate library building but its size so small as compared to NCTE norms. As per the NCTE norms a reading room with seating capacity for at least fifty percent of student equipped.

Conclusion

SWOT analysis is proved to be of immense useful in relation to library. Library is service providing institute, the weaknesses and defective elements are well known to library manager by use of this method as well as the solution on these barriers are also skillfully found out by use of this method. Though these methods have some limitations, it is immensely useful and this method should be used in working for library. We seen that at time of study, lots of college of teacher education can't fulfill the norms of NCTE 2014.

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