**Annual Performance Appraisal Report**

**(Librarian Cadre)**

**As per CAS 2018**

(To be submitted at the end of every academic year)

# Academic Year \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# (Information provided should pertain to the academic year referred above)

# PART-A: GENERAL INFORMATION AND ACADEMIC BACKGROUND

1. Name (in BlockLetters):
2. Father’s Name/Mother’sName:
3. Date and Place ofBirth:
4. Sex:
5. MaritalStatus:
6. Nationality:
7. Library:
8. Current Designation and Academic Level:
9. Date of LastAppointment/Promotion:
10. Category(SC/ST/OBC/EWS/PwBD/UR):
11. Address for Correspondence (with Pincode):

|  |  |
| --- | --- |
| Address: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Telephone No: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Mobile No: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

1. Permanent Address (with Pin code), in case different fromSl.No.11:
2. AcademicQualifications:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Examination | Name  of Exam | University | Year of Passing | Percentage  of Marks obtained | Division/  Class/ Grade | Main Subjects |
| Graduation |  |  |  |  |  |  |
| Post- Graduation |  |  |  |  |  |  |
| Other Examinations,  if any |  |  |  |  |  |  |

1. Research Degree(s)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Degrees | Name of the  University | Title of dissertation/thesis | Date of  submission | Date of  award |
| M.Phil. |  |  |  |  |
| Ph.D/ D.Phil. |  |  |  |  |
| D.Sc/D.Lit. |  |  |  |  |

1. Field of Specialization under theSubject/Discipline:
2. Details of Course/Programs/Workshop/MOOCs attended or completed.

16.1 Details of Training/seminar/workshop/course on automation and digitization/Library upgradation

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| S.No. | Details | Place | Period | | Sponsoring/Organising Agency |
| From | To |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

16.2 MOOCs completed with e-certification

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| S.No. | Details of MOOC | Subject | Certification providing agency | Date of certification | Level  (UG/PG/Other) | E-certification no. |
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# PART-B: ACADEMIC PERFORMANCE ASSESSMENT

(Please refer to “Detailed Guidelines” for completing Part B)

(Please attach supporting documents as per requirement)

**SECTION 1:**

**REGULARITY IN ATTENDING LIBRARY**

1. Activity expected to be undertaken

* Library Resource and Organization and maintenance of books, journals and reports.
* Provision of Library reader services such as literature retrieval services to researchers and analysis of report.
* Assistance towards updating institutional website

1. Grading Criteria:

* 90% and above – Good
* Below 90% but 80% and above - Satisfactory
* Less than 80% - Not satisfactory

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| S.  No. | Academic Year | Level (PG/UG) | Activities undertaken | Regularity in attending library | | Percentage of Attending Library |
| No. of working days | No. of days attended Library |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| Grading | |  | | | | |

**SECTION2**

**CONDUCT OF SEMINARS/WORKSHOPS RELATED TO LIBRARY ACTIVITY OR ON SPECIFIC BOOKS OR GENRE OF BOOKS**

Grading criteria:

* Good - 1 National level seminar/ workshop + 1 State/institution level workshop/Seminar
* Satisfactory - 1 National level seminar/ workshop or 1 state level seminar/ workshop + 1 institution level seminar/ workshop or 4 institution seminar / workshop
* Unsatisfactory – Not falling in above two categories

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| S.No. | Details of Seminar/Workshop of the genre indicated above | Place | Period | | Sponsoring/Organising Agency | Level  National/State/ Institution |
| From | To |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| Grading | |  | | | | |

**SECTION3**

**COMPUTERISATION/CATALOGUING OF DATABASE**

Status of computerization of the database of the Library in which the candidate is posted:

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

(Kindly indicate the status of computerization of the database)

**Case I: If library has a computerized database then**

Grading criteria

* Good – 100% of physical books and journals in computerized database.
* Satisfactory – At least 99% of physical books and journals in computerized database.
* Unsatisfactory – Not falling under good or satisfactory.

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| --- | --- | --- | --- | --- |
| S.No. | Details of books and journals | Computerisation of database\* | | Percentage of computerized database |
| No. of physical books and journals | No. of physical books and journals included in the computerized database |
|  |  |  |  |  |
|  |  |  |  |  |
| Grading | |  | | |

\*To be verified in random by the CAS Promotion Committee

**Case II: If library does not have a computerized database**

Grading criteria

* Good – 100% Catalogue database made up to date
* Satisfactory- 90% catalogue database made up to date
* Unsatisfactory - Catalogue database not upto mark.

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| --- | --- | --- | --- | --- |
| S.No. | Details of books and journals | Cataloguing of database\* | | Percentage of cataloguing |
| No. of physical books and journals | No. of physical books and journals catalogued |
|  |  |  |  |  |
|  |  |  |  |  |
| Grading | |  | | |

**\***To be verified in random by the CAS Promotion Committee

**SECTION4**

**CHECKING INVENTORY AND EXTENT OF MISSING BOOKS**

Grading criteria

* Good: Checked inventory and missing book less than 0.5%
* Satisfactory - Checked inventory and missing book less than 1%
* Unsatisfactory - Did not check inventory

Or

Checked inventory and missing books 1% or more.

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| --- | --- | --- | --- | --- |
| S.No. | Whether Inventory was checked or not. | Details of missing book | | Percentage of Missing books |
| No. of physical books | No. of missing books |
|  |  |  |  |  |
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| Grading | |  | | |

**SECTION 5**

**INVOLVEMENT IN ACTIVITIES RELATED TO FUNCTIONING OF THE LIBRARY**

Grading criteria

* Good : Involved in any two activities
* Satisfactory : At least one activity
* Not Satisfactory: Not involved/ undertaken any of the activities.

The different activities to be considered are as follows:

(a) Digitization of books database in institution having no computerized database.

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| --- | --- | --- | --- |
| S.No. | Details of contribution made in computerization of database | Period | |
| From | To |
|  |  |  |  |
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(b) Promotion of library network.

|  |  |  |  |
| --- | --- | --- | --- |
| S.No. | Details of contribution made in promotion of library network | Period | |
| From | To |
|  |  |  |  |
|  |  |  |  |

(c) Systems in place for dissemination of information relating to books and other resources.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| S.No. | Details of systems in place for dissemination of information relating to books and other resources | Role of the applicant | Period | |
| From | To |
|  |  |  |  |  |
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(d) Assistance in college administration and governance related work including work done during admissions, examinations and extracurricular activities.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| S.No. | Nature of Activity  (admissions/examination/extracurricular) | Contribution of the applicant | Period | |
| From | To |
|  |  |  |  |  |
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(e) Design and offer short-term courses for users.

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| --- | --- | --- | --- | --- | --- | --- |
| S.No. | Details of Course | Duration | No. of Modules | Target Group | Sponsoring agency | Date when the course was launched |
|  |  |  |  |  |  |  |
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(f) Publications of at least one research paper in UGC approved journals.

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| S. No. | Title | Journal | Year | Vol. No. | Page No. | ISSN No. | Authorship | Reference number of UGC - CARE List |
|  |  |  |  |  |  |  |  |  |
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Note:

The Authorship is to be filled as follows:

* One of Two Authors
* For more than two Authors:
* First/Principal/Corresponding Author
* Joint Author

**OVERALL GRADING FOR Section 5**

|  |  |
| --- | --- |
| No. of Activities covered (a to f) |  |
| Overall grading |  |

(Please attach supporting documents as per requirement)

**SUMMARY OF GRADING FOR THE ACADEMIC YEAR**

|  |  |  |  |
| --- | --- | --- | --- |
| S.No. | Activity | Section | Gradation  (To be given/verified by HoD) |
| 1. | Regularity | Section 1 |  |
| 2. | Conduct of seminars/workshops | Section 2 |  |
| 3. | Computerisation/cataloguing | Section 3 |  |
| 4. | Checking Inventory | Section 4 |  |
| 5. | Activities related to functioning of Library | Section 5 |  |

**OVERALL GRADING FOR THE ACADEMIC YEAR FOR THE SECTION 1-5**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Note: Overall Grading for the Academic Year is to be defined as follows:

* Good: Good in Item (Section) 1 and satisfactory/good in any two other items (Sections) including Item (Section) 4.
* Satisfactory: Satisfactory in Item (Section) 1 and satisfactory /good in any other two items (Sections) includingItem (Section) 4.
* Not satisfactory: If neither good nor satisfactory in overall grading.

PART-C: OTHER RELEVANT INFORMATION

1. Kindly indicate and provide evidenceofinnovativeLibraryservices,includingthe integrationofICTinaLibrary provided by you during the assessment period.
2. The system of tracking user grievances and the extent of grievances redressal details
3. Membership/Fellowship of Learned bodies /Societies:
4. Literary, cultural or other activities (e.g. attainment in sports etc.) in which the applicant is interested and distinctionsobtained:
5. Please give details of any other credential, significant contributions, awardsreceived, responsibilities, etc. not mentionedearlier.
6. Future Plans (In approximately 150 words):

Note :

1. It is recommended to use ICT technology to monitor the attendance of library staff and compute the criteria of assessment.
2. The Librarian must submit evidence of published paper, participation certificate for refresher or methodology course, successful research guidance from Head of Department of the concerned department, project completion. (This may be annexed with the PBAS Proforma after due indexing).
3. The system of tracking user grievances and the extent of grievances redressal details may also be made available to the CAS promotion committee.

LIST OF ENCLOSURES: (*Please attach self-certified copies of certificates, sanction orders, papers, etc. wherever necessary*)

1. 11.

2. 12.

3. 13.

4. 14.

5. 15.

6. 16.

7. 17.

8. 18.

9. 19

10. 20

**PART D - DECLARATION**

I have read the applicable guidelines, which are binding. I do hereby solemnly declare that the information given, the statements made and documents uploaded with this application form are correct and true to the best of my knowledge and belief. If any information given by me in this application is found to be false or misleading, my candidature is liable to be cancelled and I may be subjected to legal/disciplinary proceedings.

Date:

Place:

Signature & Designation of the Applicant

Certifiedthat has been workingas

.................................................in this Department since ………………………………

The particulars given in this application have been checked and verified from office records and documents enclosed are found to be correct.

The gradations have been verified on the basis of the performance of the applicant and the credentials/ documents provided and enclosed herewith by the applicant.

University Librarian/Principal of the College