**TRIPURA UNIVERSITY**

(A Central University)

Suryamaninagar

Annual Self-Appraisal Report Proforma for Librarians

**PART-I**

(**To be filled by the Librarian/ Deputy Librarian/ Assistant Librarian**)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Assessment Year** | | |  | |
| 1. | Name | |  | |
| 2. | Designation(Mention Level) | |  | |
| 3. | Grade/ Cell | |  | |
| 4. | Date of joining in Tripura University | |  | |
| 5. | Date of appointment of present post | |  | |
| 6. | Qualifications | |  | |
| 7. | Confirmed/ on probation | |  | |
| 8. | Date of confirmation | |  | |
| 9. | Additional qualification acquired during the year, if any | |  | |
| **10.** | | **Activity:**Regularity of attending library (calculated in terms of percentage of days attended to the total number of days he/ she is expected to attend)  **Grading Criteria:**  90% & above – Good  Below 90% but 80% & above- Satisfactory  Less than 80% - Not satisfactory | | |
| **Sl. No**. | | **Activity** | | **Self- Appraisal** |
| 10(a) | | Evidence and Achievements on Library Resources Organization and Maintenance (Books, Journals, Reports, Thesis, Online databases, etc.) (Attach Separate Sheet, whenever necessary) | |  |
| 10(b) | | Library Reader Services Such as Circulation, Literature Retrieval Services, Research support service and Information Analysis & Report service provided during the period (Attach Separate Sheet, wherever necessary) | |  |
| 10(c) | | Assistance towards Updating information through Institutional website, email alerts, New arrival service, Institutional repository during the period (Attach Separate Sheet, wherever necessary) | |  |
| 11 | | **Activity:** Conduct/involve in organizing of Seminars/ Workshops related to library activities or on Specific Books or Genre of Books.  **Grading Criteria:**  Good – One National-level seminar/ workshop + or one state/institution level workshop/ Seminar  Satisfactory – One National-level seminar/ workshop or one state-level seminar/workshop + one institution-level seminar/workshop or four institution-level seminar/workshop.  Not-satisfactory- Not falling in any of the above two categories. | | |
| 11(a) | | Conduct/involve in organizing of State-level Seminars/ Workshops on Library-related theme (Attach Separate Sheet, wherever necessary) | |  |
| 11(b) | | Conduct/involve in organizing of Institution-level Seminars/ Workshops on Library-related theme (Attach Separate Sheet, wherever necessary) | |  |
| 11(c) | | Conduct/involve in organizing of Institution-level Seminars/ Workshops on Library-related theme (Attach Separate Sheet, wherever necessary) | |  |
| 12. | | If Library/Section of library has a computerized database  OR  Library/Section of library doesn’t have a computerized database.  **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.  OR  Good: 100% catalogue database made up to date.  Satisfactory: 90% catalogue database made up to date.  Unsatisfactory: Catalogue database not up to mark. (To be verified by CAS Promotion Committee) | | |
| 12(a) | | Have you maintained computer database of Library/Section of library (Attach separate sheet, if necessary) | |  |
| 12( b) | | Number of books, journals and other items entered in computerized database (with %) | |  |
| 12(c) | | Is the catalogue database maintained and updated successfully? | |  |
| 12(d) | | Percentage of books, Journals and other items catalogued on library database | |  |
| 13. | | **Activities:** Checking Inventory and Event of Missing Books Grading Criteria:  **Good:** Checked inventory and missing books less than 0.5%  **Satisfactory:** Checked inventory and missing books less than 1%  **Unsatisfactory:** Checked inventory and missing books 1% or more | | |
| 13(a) | | Percentage of books found missing during the session after checking of inventory | |  |
| 14 | | **Activities:**   1. Digitization of Books, Journals and other items in the library which are not available computerized database. 2. Promotion of Library Network and resource sharing. 3. Development of Systems and services for Dissemination of Information relating to Books and other Resources 4. Assistance in university administration and governance, Event organization, Extension activities, convocation, other activities such as admissions, examinations, etc. 5. Design and offer short-term courses for users. 6. Publication of at least one research paper in UGC approved journals/Conferences.   **Grading Criteria:**  Good: Involved in any two activities  Satisfactory: At least one activity.  Not Satisfactory: Not involved/ undertaken any of these activities. | |  |
| 14(a) | | Your contribution in digitization of books database in institution having no computerized database. (Attach Separate Sheet, wherever necessary) | |  |
| 14(b) | | Contribution in promotion of Library Network. (Attach Separate Sheet, wherever necessary) | |  |
| 14(c) | | Contribution in providing systems in place for Dissemination of Information relating to Books and other Resources. (Attach Separate Sheet, wherever necessary) | |  |
| 14(d) | | Contribution in designing and offering of short-term courses for users. (Attach Separate Sheet, wherever necessary). | |  |
| 14(e) | | Publication in UGC approved journals. (Attach Separate Sheet, wherever necessary) | |  |
| 15. | | Do you use ICT technology to monitor the attendance of library staff? | |  |
| 16. | | Evidence on publication of paper, Participation in Refresher/Methodology Course/ Training Programme | |  |
| 17. | | Supervision of research project/thesis, etc. Give details. | |  |
| 18. | | Is the user grievances redressal mechanism in place? Give details. | |  |

Any other relevant information:

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Signature: …………………………………………..

Name of the Librarian: ………………………………

Department: ………………………………………..

Note:

1) Please get the format retyped in case the space provided is not adequate.

2) Please attach the documentary evidence to support your claim where necessary

3) Please keep one copy of this in your records.

**Part- II**

**(Detailed Assessment by the Reporting Officer)**

ASAR Year:

Name of the Librarian : …………………………………………………………………………….

Designation : …………………………………………………………………………….

Date of Appointment : …………………………………………………………………………….

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| --- | --- | --- |
| 1. | **Activity:** Regularity of attending library (calculated in terms of percentage of days attended to the total number of days he/she is expected to attend)  **Grading Criteria:**  90% & above- Good  Below 90% but 80% & above- Satisfactory  Less than 80%- Not satisfactory | |
| **Sr. No.** | **Activity** | **Appraisal** |
| 1(a) | Library Resources Organization and Maintenance (Books, Journals, Reports, Thesis, Online databases, etc.) (Attach Separate Sheet, whenever necessary) |  |
| 1(b) | Library Reader Services Such as Circulation, Literature Retrieval Services, Research support service and Information Analysis & Report service provided during the period (Attach Separate Sheet, wherever necessary) |  |
| 1(c) | Assistance towards Updating information through Institutional website, email alerts, New arrival service, Institutional repository during the period (Attach Separate Sheet, wherever necessary) |  |
| 1(d) | Punctuality and regularity |  |
| 2. | **Activity:**Conduct of Seminars/Workshops related to Library Activities or on Specific Books or Genre of Books  **Grading Criteria:**  Good – One National-level seminar/workshop+ one state/institution level workshop/ seminar Satisfactory – One National-level seminar/workshop or one state-level seminar/workshop + one institution-level seminar/workshop or four institution-level seminar/workshop  Not-satisfactory – Not falling in any of the above two categories | **Grading** |
| 2(a) | Conduct of National-level seminars/Workshops on Library-related theme (Attach separate sheet, wherever necessary) |  |
| 2(b) | Conduct of State-level Seminar/Workshops on Library-related theme (Attach Separate Sheet, wherever necessary) |  |
| 2(c) | Conduct of Institution-level Seminars/Workshops on Library-related theme (Attach Separate Sheet, wherever necessary) |  |
| 3. | If Library has a computerized database  OR  Library doesn’t have a computerized database.  **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.  OR  **Good:** 100% catalogue database made up to date  **Satisfactory:** 90% catalogue database made up to date  **Unsatisfactory:** Catalogue database not up to mark  (To be verified in random by CAS Promotion Committee) | |
| 3(a) | Have you maintained computer database of Library (Attach separate sheet, if necessary) |  |
| 3(b) | Number of books and journals entered in computerized database (with %) |  |
| 3(c) | Is the catalogue database maintained and updated successfully? |  |
| 3(d) | Percentage of books catalogued on library database |  |
| 4. | **Activity:** Checking Inventory and Event of Missing Books Grading Criteria.  **Good:** Checked inventory and missing books less than 0.5%  **Satisfactory:** Checked inventory and missing books less than 1%  **Unsatisfactory:** Checked inventory and missing books 1% or more. | |
| 4(a) | Percentage of books found missing during the session after checking of inventory |  |
| 5. | **Activities:**   1. Digitization of Books database in institution having no computerized database. 2. Promotion of Library Network. 3. Systems in Place for Dissemination of Information relating to Books and other Resources 4. Assistance in university administration and governance related work including work done admissions, examinations and extracurricular activities. 5. Design and offer short-term courses for users. 6. Publication of at least one research paper in UGC approved journals/conferences.   **Grading Criteria:**  Good: Involved in any tow activities.  Satisfactory: At least one activity  Not Satisfactory: Not involved/undertaken my of these activities | |
| 5(a) | Contribution in digitization of books database in institution having no computerized database. (Attach Separate Sheet, wherever necessary) |  |
| 5(b) | Contribution in promotion of Library Network.  (Attach Separate Sheet, wherever necessary) |  |
| 5(c) | Contribution in providing systems in place for Dissemination of Information relating to Books and other Resources. (Attach Separate Sheet, wherever necessary) |  |
| 5(d) | Contribution in designing and offering of short-term courses for users. (Attach Separate Sheet, wherever necessary) |  |
| 5(e) | Publication in UGC approved journals/Conferences. (Attach Separate sheet, wherever necessary) |  |
| 6. | Use of ICT technology to monitor the attendance of library staff |  |
| 7. | Participation in Refresher/Methodology Course/Training Programme |  |
| 8. | Supervision of research project/thesis, etc. |  |
| 9. | User grievances redressal mechanism. |  |
| **Observations of the Reporting Officer on the Following Points:** | | |
| 10. | Decision-making Ability |  |
| 11. | Planning Ability |  |
| 12. | Involvement and Dedication |  |
| 13. | Conduct of the Librarian |  |
| 14. | Integrity of the Librarian |  |

**Overall Grading**: …………………………………………………………………………………

**Note: The Reporting Officer is required to award the overall grading in accordance with UGC Regulations, 2018 which provides as under:**

**Good:** Good in Item and satisfactory/good in any tow other items including item 4.

Satisfactory: Satisfactory in Item 1 and satisfactory/good in any other two items including Item 4.

**Not Satisfactory:** If neither ‘Good’ nor ‘Satisfactory’ in overall grading.

For more details, the Reporting Officer(s) may refer the necessary guidelines provided in Appendix-II (Table-1) of UGC Regulations on Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and College and Measures for the Maintenance of Standards in Higher Education, 2018.

Signature: …………………………………………………….

Name: ….……………………………………………………..

Date Seal of Reporting Officer

Note:

1. Opinion/ remarks be such that it be sustained with valid reasons.

2. Retain one copy with you

**Part- III**

**(Remarks of the Reviewing Officer)**

**ASAR Year:**

Name of the Librarian : …………………………………………………………………………...

Designation : ….………………………………………………………………………..

Date of Appointment : …………………………………………………………………………..

1. Specific remarks on the assessment of the Reporting officer: ………………………………...

2. Adverse Remarks, if any, at items in the self-appraisal and or comments of Reporting officer: ………………………………………………………………………………………………………

3. **Grading Level on the basis of performance and conduct of the Librarian** (Good/ Satisfactory/ Not Satisfactory):

……………………………………………………………………………………………………

4. Any other remarks:

….………………………………………………………………………………………………..…………………………………………………………………………………………………………

Signature: ………………………………………………………

Name: …..……………………………………………………..

(Date and Seal of Reviewing Officer)

Note:

1. Opinion/ remarks be such that it be sustained with valid reasons.

2. Regain one copy with you

**Signature of the Vice Chancellor, Tripura University**