**C.M.P. DEGREE COLLEGE**

(A Constituent P.G. College of University of Allahabad)

**M. G. Marg, George Town, Prayagraj-211002**

**Annual Self-Assessment for the Performance Based Appraisal System (PBAS)**

**(College Librarian)**

 (As per **UGC Regulations 2018**)

**Academic Year/Session:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(To be completed and submitted at the end of each academic year)

|  |  |
| --- | --- |
| **Name of Applicant (in CAPITALS)** |  |
| **Father’s Name** |  |
| **Department**  |  |
| **Current Designation** |  |
| **Subject/Topic/Year of award of Ph.D.** |  |
| **Date of joining as Assistant Professor in the College** |  |
| **Date and Post of Re-designation/promotion (if any)** |  |
| **Due Date of Promotion** |  |
| **Total Teaching Experience (in years)** |  |
| **Address** |  |
| **Email** |  |
| **Mobile No.** |  |

**Details of Orientation/Induction/Refresher/FDP/Training Programmes, etc.**

|  |  |  |  |
| --- | --- | --- | --- |
| **S. No.** | **Name of the Programme** | **Duration (from-to)** | **Total Days** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Details of (i)Training/Seminar/Workshop/Course on automation and digitalization, (ii) maintenance and related activities as per Appendix ii, Table 4 (UGC Regulation 218) of at least two weeks’ (ten days) duration, (iii) completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration), (iv) taken/developed one MOOCS course in the relevant subject (with e-certification), and (v) library up-gradation course attended**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sl. No.** | **Particulars** | **Duration** | **Organizer** | **Encl. No.** |
| **From** | **To** |
| **01** |  |  |  |  |  |
| **02** |  |  |  |  |  |
| **03** |  |  |  |  |  |
| **04** |  |  |  |  |  |

**Any other relevant information:**

**PART-B**

**BRIEF NOTE**: Grading criteria and publications based on the College Librarian’s self-assessment. The minimum Grading criteria and publications required by College Librarian from this category is different for different levels of promotion. The self- assessment grades, scores and or publications should be based on verifiable records. It shall be finalized by the screening cum evaluation / selection committee.

**(As per UGC Regulations 2018, APPENDIX II, TABLE 4: Assessment Criteria and**

**Methodology for Librarians)**

**1. REGULARITY OF ATTENDING LIBRARY:**

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| **Regularity of attending library (calculated in terms of percentage of days attended to the total number of days he/she is expected to attend)**While attending in the library, the individual is expected to undertake, inter alia, following items of work:• 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 |
| **Academic Year** | **ATTENDANCE** | **Grade Claimed by the** **Candidate** | **Verified** **by** **Committee** | **Remarks****(if any)** | **\*Encl. No.** |
| **Total Number of Days Expected to Attend** | **Total Number of Days Attended** | **Percentage= (Total Number of Days Attended / Total Number of Days Expected to Attend d) X 100%** |
|  |  |  |  |  |  |  |  |
| *\*Should be claimed by the applicant with supporting documents.***GRADING:*****Grading Criteria:******Good*** *: 90% and above****Satisfactory*** *: Below 90% but 80% and above* ***Not satisfactory*** *: Less than 80%* |

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

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **S. No.** | **Name** | **Name & Address of Organizing Body** | **Period** | **Nature****National/ State / Institutional** | **Verified by Committee** | **Remarks****(if any)** | **\*Encl. No.** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **GRADING:*****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* |

**3. IF LIBRARY HAS A COMPUTERIZED DATABASE THEN OR IF LIBRARY DOES NOT HAVE A COMPUTERIZED DATABASE**

|  |
| --- |
| **If library has a computerized database then OR if library does not have a computerized database** |
| **State whether library has computerized database or Catalogue database** | **Total Number of Books and Journals accessioned in academic year**  | **Total Number of Books and Journals entered in computerized/Catalogue database**  | **Percentage= (Total Number of books and Journals accessioned/ Total Number of books and Journals entered in database) X 100%** | **Grade Claimed by the** **Candidate** | **Verified** **by** **Committee** | **Remarks****(if any)** | **\*Encl. No.** |
|  |  |  |  |  |  |  |  |
| **GRADING:*****Grading Criteria:******Good*** *: 100% of physical books and journals in computerized database.****Satisfactory*** *: At least 99% of physical books and journals in computerized database.* ***Not satisfactory*** *: Not falling under good or satisfactory****OR******Good*** *: 100% Catalogue database made up to date.****Satisfactory*** *: 90% catalogue database made up to date* ***Not satisfactory*** *: Catalogue database not up to mark***(Note: To be verified in random by the CAS Promotion Committee)** |

**4. CHECKING INVENTORY AND EXTENT OF MISSING BOOKS**

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| **Whether Checked Inventory: \_\_\_\_\_\_\_\_\_\_\_ (Yes/ Not )** **Extent of missing books:** |
| **Academic Year** | **Total Number of Books** | **Total Number of missing books**  | **Percentage= (Total Number of books / Total Number of missing books) X 100%** | **Grade Claimed by the** **Candidate** | **Verified** **by** **Committee** | **Remarks****(if any)** | **\*Encl. No.** |
|  |  |  |  |  |  |  |  |
| **GRADING:*****Grading Criteria:******Good*** *: Checked inventory and missing book less than 0.5%****Satisfactory*** *: Checked inventory and missing book less than 1%* ***Not satisfactory*** *: Did not check inventory Or Checked inventory and missing books 1% or more* |

**5. ACTIVITY**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S. No.** | **Activity** | **Claimed by the Candidate** | **Verified by Committee** | **Remarks** | **\*Encl** **No.** |
|  | Digitisation of books database in institution having no computerized database. |  |  |  |  |
|  | Promotion of library network |  |  |  |  |
|  | Systems in place for dissemination of information relating to books and other resources. |  |  |  |  |
|  | Assistance in college administration and governance related work including work done during admissions, examinations and extracurricular activities |  |  |  |  |
|  | Design and offer short-term courses for users |  |  |  |  |
|  | Publications of at least one research paper in UGC approved journals  |  |  |  |  |
| \* Should be claimed by the applicant with supporting documents **GRADING:*****Grading Criteria:******Good****: Involved in any two activities****Satisfactory****: At least one activity;****Not-satisfactory****: Not involved/ undertaken any of the activities.* |

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| **OVERALL GRADING:*****Grading Criteria:******Good:*** *Good in Item 1 and satisfactory/good in any two 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.***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.(3) The system of tracking user grievances and the extent of grievances redressal details may also be made available to the CAS promotion committee. |

|  |  |
| --- | --- |
| **Comment of the** P**rincipal****Signature of** P**rincipal** | **Signature of the Applicant with date****Full Name of the Applicant** |

**Declaration**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ hereby solemnly certify that the information provided in this application form is true and correct to the best of my knowledge and belief.

|  |  |
| --- | --- |
| **Place:****Date:** | **Signature of the Applicant:****Full Name of Applicant:****Designation:** |
| **Principal****C.M.P. Degree College, Prayagraj** |

**List of Enclosures**

(Please attach, copies of certificates, sanction orders, papers etc. wherever necessary)

|  |  |
| --- | --- |
| **Encl. No.** | **Details of Enclosure** |
| **1** |  |
| **2** |  |
| **3** |  |
| **4** |  |
| **5** |  |
| **6** |  |
| **7** |  |
| **8** |  |
| **9** |  |
| **10** |  |

**Total Number of Enclosures:**

**Signature of Applicant:**

**Full Name of Applicant:**