

JAGAT TARAN GIRLS DEGREE COLLEGE
32, Hamilton Road, 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 Librarian in the College	
Date and Post of Re-designation/promotion (if any)	
Due Date of Promotion	
Total 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:

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) 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 upto mark

(Note: To be verified in random by the CAS Promotion Committee)

4. CHECKING INVENTORY AND EXTENT OF MISSING BOOKS

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.
1.	Digitisation 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 college administration and governance related work including work done during admissions, examinations and extra-curricular activities				
5.	Design and offer short-term courses for users				
6.	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.

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 Principal

Signature of the Applicant with date

Signature of Principal

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:

Signature of the Applicant:

Date:

Full Name of Applicant:

Designation:

**Principal
Jagat Taran Girls 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: