GOVERNMENT OF MIZORAM
HIGHER & TECHNICAL EDUCATION DEPARTMENT

Annual Performance Assessment Report
(Librarian Cadre)
As per UGC Regulations, 2018
(To be submitted at the end of every academic year)

Academic Year _____

Name of College/Institution _____

PART-A: GENERAL INFORMATION AND ACADEMIC BACKGROUND

1. Name (in Block Letters) : _____

2. Father's Name/Mother's Name : _____

3. Date and Place of Birth : _____

4. Sex : _____

5. Marital Status : _____

6. Nationality : _____

7. Department : _____

8. Date of entry into service : _____

9. Years of teaching experience : _____

10. Date of last Promotion : _____

11. Current Designation and Academic Level : _____

12. Category (SC/ST/OBC/PWD/EWS/General) : _____

13. Address for correspondences (with Pin Code) :

    (a) Address: _____
    _____
    _____

    Telephone No: _____
    Mobile No: _____
    E-mail ID _____

    (b) Permanent Address (with Pin Code) if different from Sl No. 13:
    _____
    _____
    _____

14.   Date of filing the property return for the year ending 31.12. _____:

   _____.

15.   Research Degree(s):

Degrees	Name of University	Title of Dissertation/Thesis	Date of submission	Date of award
Ph.D./D.Phil.				
D.Sc./D.Lit.				

16.   Field of Specialization under the Subject/Discipline:

   _____
   _____

17.   DETAILS OF COURSES/PROGRAMMES/WORKSHOPS/MOOCs ATTENDED
   OR DEVELOPED.

17.1   Details of Training/Seminar/Workshop/Course on automation and
   digitization/Library upgradation.

Sl No	Details	Place	Period		Sponsoring/Organising Agency
			From	To	

17.2   MOOCs completed with e-certification:

Sl. No	Details of MOOCs (with credit)	Subject	Certification providing agency	Date of certification	Level (UG/PG/ Other)	E-certification no.

18.   Period of Absence on Leave etc.
        (Paid Leaves – refer Appendix II, Table 1 of UGC Regulations, 2018)

On leave (specify type of leave)	Period		Remarks
	From	To	
Others (deputation etc..)	Period		Remarks
	From	To	

PART-B: ACADEMIC PERFORMANCE ASSESSMENT

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.

Grading Criteria:

1.   90% & above – Good
2.   Below 90% but 80% & above – Satisfactory
3.   Less than 80% - Not Satisfactory

Sl. No	Academic Year	Level (PG/UG)	Activities undertaken	Regularity in attending library		% of Attending Library
				No. of working days	No. of days attended Library	
Grading						

SECTION 2: 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 + I institution level seminar/workshop or 4 institution seminar/workshop.
Not-satisfactory: Not falling in above two categories.

(a) Administrative responsibilities such as Head, Chairperson/Dean/Director/Coordinator/ Warden, etc.

Sl. No.	Details of seminar/workshop of the genre indicated above	Place	Period		Sponsoring/ Organising Agency	Level – National/State/ Institution
			From	To		
Grading						

SECTION 3: COMPUTERISATION/CATALOGUING OF BATABASE

Status of computerisation of the database of the Library in which the candidate is posted:_____
_____.
(indicate the status of computerization of database)

Case I: If Library has a computerized database then

Grading criteria

- Good–100%ofphysicalbooks and journals in computerized database
- Satisfactory– At least 99%of physicalbooksandjournalsin computerized database.
- Unsatisfactory–Notfallingunder good or satisfactory.

Sl.No	Details of books and journals	Computerisation of database*		% 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 CAS Promotion Committee.

Case I: If Library does not have a computerized database
Grading criteria

- Good-100%Cataloguedatabase made up to date
- Satisfactory-90%cataloguedatabase made up to date
- Un-satisfactory–Cataloguedatabase not up to date

Sl.No	Details of books and journals	Cataloguing of database*		% of cataloguing
		No. of physical books and journals	No. of physical books and journals catalogued	
Grading				

- To be verified in random by CAS Promotion Committee.

SECTION 4:
CHECKING INVENTORY AND EXTENT OF MISSING BOOKS

Grading criteria

- Good:Checkedinventoryand missing book less than 0.5%
- Satisfactory:Checkedinventory and missing book less than 1%
- Unsatisfactory:Didnotcheck inventory
                    OR
  Checkedinventoryandmissingof books 1% or more.

Sl. No	Whether Inventory was checked or not	Details of missing book		% of missing books
		No. of physical books	No. of missing books	
Grading				

SECTION 5:
INVOLVEMENT IN ACTIVITIES RELATED TO FUNCTIONING OF THE LIBRARY

Grading Criteria

- Good:Involvedinanytwo activities
- Satisfactory:Atleastone activity
- Not satisfactory: Not involved/undertakenanyofthe activities

The different activities to be considered are as below:

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

Sl No.	Details of contribution made in computerization of database	Period	
		From	To

(b) Promotion of library network

Sl No.	Details of contribution made in promotion of library	Period	
		From	To

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

Sl. No.	Details of systems in place for dissemination of information relating to books and other resources	Role of the concerned Librarian	Period	
			From	To

(d) Assistance on college administration and governance related work including work done during admissions, examinations and extracurricular activities.

Sl. No.	Nature of Activity (admissions/examinations/ extracurricular)	Contribution of the concerned Librarian	Period	
			From	To

(e) Design and offer of short-term courses for users.

Sl. No.	Details of Course	Duration	No. of Modules	Target Group	Sponsoring Agency	Date when the course was launched

(f) Publications of at least one research paper in UGC approved journals.

Sl No	Title	Journal	Year	Vol. No.	Page No.	ISSN No.	Authorship	Reference number of UGC-CARE List

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

Sl. No.	Activity	Section	Gradation (To be given by Principal)
1.	Regularity	Section 1	
2.	Conduct of seminars/workshop	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 in any other two items (Sections) including Item (Section) 4.
- **Satisfactory:** If neither good nor satisfactory in overall grading.

PART-D: OTHER RELEVANT INFORMATION

(a) Kindly indicate and provide evidence of innovative Library services, including the integration of ICT in a Library provided by you during the assessment period.

(b) The system of tracking user grievances and the extent of grievances redressal details

(c) Membership/Fellowship of Learned bodies/Societies:

(d) Literary, cultural or other activities (e.g. achievement in sports etc.) in which the teacher is interested and distinctions obtained:

(e) Please give details of any other credential, significant contributions, awards received, responsibilities, etc. not mentioned earlier.

(f) 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.
3) The system of tracking user grievances and 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.	6.
2.	7.
3.	8.
4.	9.
5.	10.

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 enclosed with this annual report are correct and true to the best of my knowledge and belief.

Date:

Signature & Designation of the Librarian

Certified that .... has been working as ....in this Department since ....

The particulars given in this annual report 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 teacher and the credentials/documents provided and enclosed herewith by the teacher.

Date   Signature of Principal with seal

NOTE: *For the purpose of assessing the grading of various activities at B1 & B2 all such periods of duration which have been spent by the teacher on different kinds of paid leaves such as Maternity Leave, Child Care Leave, Study Leave, Medical Leave, Extraordinary leave and Deputation shall be excluded from the grading assessment. The teacher shall be assessed for the remaining period of duration and the same shall be extrapolated for the entire period of assessment to arrive at the grading of the teacher. The teacher on such leaves or deputation as mentioned above shall not be put to any disadvantage for promotion under CAS due to his/her absence from his/her teaching responsibilities, subject to the condition that such leave/deputation was undertaken with the prior approval of authority concerned following all procedures laid down in the UGC Regulations, 2018 and as per the acts, statutes and ordinances of the parent institution.*