**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) | : |  |

1. 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.

1. 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:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 (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:

1. Digitization of books database in institution having no computerized database.

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

1. Promotion of library network

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

1. 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 |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

1. 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 |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

1. Design and offer of short-term courses for users.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sl. No. | Details of Course | Duration | No. of Modules | Target Group  | SponsoringAgency | Date when the course was launched |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

1. 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 |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
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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**

|  |  |  |  |
| --- | --- | --- | --- |
| 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**

1. Kindly indicate and provide evidence of innovative Library services, including the integration of ICT in a Library 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. achievement in sports etc.) in which the teacher is interested and distinctions obtained:
5. Please give details of any other credential, significant contributions, awards received, responsibilities, etc. not mentioned earlier.
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.
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.*