

CENTRAL UNIVERSITY OF PUNJAB, BATHINDA**FORM OF ANNUAL Self-APPRAISAL REPORT for Librarians****PART-I****(To be filled by Librarian/Deputy Librarian/Assistant Librarian)**

Assessment Year					
1	Name				
2	Designation				
3	Residential Adress, Phone no. and Email ID				
4	Grade/Cell				
6	Date of first appointment at CUP				
4	Date of appointment on present position post				
7	Date of superannuation				
8	Qualifications				
9	Confirmed/ on probation				
10	Date of confirmation				
11	Period of absence from duty on leave during the year.				
	Type of Leave	No. of Days Availed	No. of Days Prefixed	No. of Days Suffixed	Total No. of Days of Absence
	Earned Leave				
	Half Pay / Commuted Leave				
	Maternity /Paternity Leave				
	Special Casual Leave				
	Duty Leave				
	Extra-Ordinary Leave				
	Other:				
	All Leave / Absence				

CENTRAL UNIVERSITY OF PUNJAB, BATHINDA

(Established vide an Act of Parliament in 2009)

ANNUAL PERFORMANCE ASSESSMENT REPORT (APAR)

(Please refer to UGC Regulations, 2018 for filling the APAR)

ACADEMIC YEAR: 01 JULY 20..... TO 30 JUNE 20.....

PART A: GENERAL INFORMATION

1. Name (in Block Letters) :
2. Father's Name/Mother's Name :
3. Department /School :
4. Current Designation :
5. Date of Last Appointment/Promotion :
6. Current Academic Level / Grade Pay :
7. Date of Eligibility for Next promotion :
8. Date of Birth :
- 9 Sex :
- 10 Marital Status :
11. Nationality :
12. Indicate whether belongs to SC/ST/OBC Category :
13. Address for correspondence (with Pin code) :
- 14 Permanent address (with Pin code) :
- Telephone No. /Mobile No. :
- E-mail :
15. Academic Staff College / HRD Centre Orientation/Refresher /Equivalent Course(s) Attended

Name of the Course	Place	Duration	Sponsoring Agency
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I certify that all the details given above are true to the best of my knowledge and belief.

Signature of the employee with Date

PART II – SELF APPRAISAL

1.	Attendance in Library (calculated in terms of percentage of days attended to the total number of days he/she is expected to attend) Grading Criteria: <ul style="list-style-type: none"> • 90% and above – Good • Below 90% but 80% and above - Satisfactory • Less than 80% - Not satisfactory 	
Sr no.	Activity	Self-Appraisal
1 (a)	Organization and Library Resources, maintenance of books, journals and reports. (Attach separate sheet, wherever necessary)	
1 (b)	Provision of Library reader services such as literature retrieval services to researchers and analysis of report. (Attach separate sheet, wherever necessary)	
1 (c)	Assistance towards updating institutional website. (Attach separate sheet, wherever necessary)	
1 (d)	Attendance in Library.	
2.	Seminars/ Workshops Related to Library organized Grading criteria: <ul style="list-style-type: none"> • 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 	
2 (a)	National-level seminar/ workshop on Library related theme organized. (Attach separate sheet, wherever necessary)	
2 (b)	State-level seminar/ workshop on Library related theme organized. (Attach separate sheet, wherever necessary)	
2 (c)	Institution-level seminar/ workshop on Library related theme organized. (Attach separate sheet, wherever necessary)	
3.	Computerized database of Library. Grading criteria <ul style="list-style-type: none"> • 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. <p>If library does not have a computerized database Grading criteria</p> <ul style="list-style-type: none"> • Good – 100% Catalogue database made up to date 	

	<ul style="list-style-type: none"> • Satisfactory- 90% catalogue database made up to date • Unsatisfactory - Catalogue database not upto mark.
3 (a)	Do you maintain computer database of Library. If yes provide the list. (Attach separate sheet, wherever necessary)
3 (b)	Total number of Books and journals in print version
3 (c)	Number of books and journals entered in computerized database (with %)
3 (d)	Is the catalogue database maintained and updated successfully?
3 (e)	Percentage of books catalogued on library database
3 (f)	Contribution in digitization of books database in institution having no computerized database. (Attach separate sheet, wherever necessary)
4	<p>Library Inventory</p> <p>Grading criteria</p> <ul style="list-style-type: none"> • Good : Checked inventory and missing book less than 0.5% • Satisfactory - Checked inventory and missing book less than 1% • Unsatisfactory - Did not check inventory <p>Or</p> <ul style="list-style-type: none"> • Checked inventory and missing books 1% or more.
4 (a)	Percentage of books found missing during the session after checking of inventory
5	<p>Extension and Outreach Activity</p> <p>(i) Promotion of library network.</p> <p>(ii) Systems in place for dissemination of information relating to books and other resources.</p> <p>(iii) Assistance in college administration and governance related work including work done during admissions, examinations and extracurricular activities.</p> <p>(iv) Design and offer short-term courses for users.</p> <p>Grading criteria</p> <ul style="list-style-type: none"> • Good : Involved in any two activities • Satisfactory : At least one activity • Not Satisfactory: Not involved/ undertaken any of the activities.
5 (a)	Contribution in promotion of library network. (Attach separate sheet, wherever necessary)
5 (b)	Contribution in providing information related to books and other resources (Attach separate sheet, wherever necessary)
5 (c)	Details of Administration and governance related work including work done during admissions, examinations and extracurricular activities. (Attach separate sheet, wherever necessary)
5 (d)	Design and offer short-term courses for users. (Attach separate sheet, wherever necessary)

6.	Publications of at least one research paper in UGC approved journals. (Attach separate sheet, wherever necessary)	
7.	Do you use ICT technology to monitor the attendance of library staff	
8.	Supervision of research project/thesis, etc. Give details.	
9.	Contribution in any policy making.	
10.	Is the user grievances redressal mechanism in place? Give Detail.	

Any other relevant information:

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Signature

Name of the AL/DL/ 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 record.

Part – III

(Detailed Assessment by the Reporting Officer)

APAR Year:

Name of the Officer: -----

Designation: -----

Date of Appointment: -----

1.	Attendance in Library (calculated in terms of percentage of days attended to the total number of days he/she is expected to attend) Grading Criteria: <ul style="list-style-type: none"> • 90% and above – Good • Below 90% but 80% and above - Satisfactory • Less than 80% - Not satisfactory 	
Sr no.	Activity	Self-Appraisal/Remarks
1 (a)	Organization & Library Resources maintenance of books, journals and reports. (Attach separate sheet, wherever necessary)	
1 (b)	Provision of Library reader services such as literature retrieval services to researchers and analysis of report. (Attach separate sheet, wherever necessary)	
1 (c)	Assistance towards updating institutional website. (Attach separate sheet, wherever necessary)	
1 (d)	Attendance in Library	
2.	Seminars/ Workshops Related to Library organized Grading criteria: <ul style="list-style-type: none"> • 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 	
2 (a)	National-level seminar/ workshop on Library related theme organized. (Attach separate sheet, wherever necessary)	
2 (b)	State-level seminar/ workshop on Library related theme organized. (Attach separate sheet, wherever necessary)	
2 (c)	Institution-level seminar/ workshop on Library related theme organized. (Attach separate sheet, wherever necessary)	
3.	Computerized database of Library. Grading criteria <ul style="list-style-type: none"> • Good – 100% of physical books and journals in computerized database. • Satisfactory – At least 99% of physical books and journals in computerized database. 	

	<ul style="list-style-type: none"> • Unsatisfactory – Not falling under good or satisfactory. <p>If library does not have a computerized database</p> <p>Grading criteria</p> <ul style="list-style-type: none"> • Good – 100% Catalogue database made up to date • Satisfactory- 90% catalogue database made up to date • Unsatisfactory - Catalogue database not upto mark. 	
3 (a)	Do you maintain computer database of Library. If yes provide the list. (Attach separate sheet, wherever necessary)	
3 (b)	Total number of Books and journals in print version	
3 (c)	Number of books and journals entered in computerized database (with %)	
3 (d)	Is the catalogue database maintained and updated successfully?	
3 (e)	Percentage of books catalogued on library database	
3 (f)	Contribution in digitization of books database in institution having no computerized database. (Attach separate sheet, wherever necessary)	
4.	<p>Library Inventory</p> <p>Grading criteria</p> <ul style="list-style-type: none"> • Good : Checked inventory and missing book less than 0.5% • Satisfactory - Checked inventory and missing book less than 1% • Unsatisfactory - Did not check inventory <p>Or</p> <ul style="list-style-type: none"> • Checked inventory and missing books 1% or more. 	
4 (a)	Percentage of books found missing during the session after checking of inventory	
5	<p>Extension and outreach Activity.</p> <p>(i) Promotion of library network.</p> <p>(ii) Systems in place for dissemination of information relating to books and other resources.</p> <p>(iii) Assistance in college administration and governance related work including work done during admissions, examinations and extracurricular activities.</p> <p>(iv) Design and offer short-term courses for users.</p> <p>Grading criteria</p> <ul style="list-style-type: none"> • Good : Involved in any two activities • Satisfactory : At least one activity • Not Satisfactory: Not involved/ undertaken any of the activities. 	
5 (a)	Contribution in digitization of books database in institute having no computerized database. (Attach separate sheet, whether necessary)	
5 (b)	Contribution in providing information related to books and other resources (Attach separate sheet, wherever necessary)	
5 (c)	Details of Administration and governance related work including work done during admissions, examinations and extracurricular activities. (Attach separate sheet, wherever necessary)	
5 (d)	Design and offer short-term courses for users. (Attach separate sheet, wherever necessary)	
6.	Publications of at least one research paper in UGC approved journals. (Attach separate sheet, wherever necessary)	

7.	Do you use ICT technology to monitor the attendance of library staff	
8.	Supervision of research project/thesis, etc. Give details.	
9.	Contribution in any policy making.	
10.	Is the user grievances redressal mechanism in place? Give Detail.	
Observations of the Reporting Officer on the Following points:		
10.	Decision-making Ability	
11.	Planning Ability	
12.	Involvement and Dedication	
13.	Overall 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 Regulation, 2018 which provides as under:

1. **Good:** Good in Item 1 and satisfactory/good in any two other items including Item 4.
2. **Satisfactory:** Satisfactory in Item 1 and satisfactory /good in any other two items including Item 4.
3. **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 – 4) of UGC Regulations on Minimum Qualifications for Appointment of Teachers and other Academic staff in universities and colleges and Measures for the Maintenance of Standards in Higher Education, 2018.

Signature: -----

Name: -----

Date of appointment as Reporting Officer/Librarian: -----

Date:

Note:

1. Opinion /remarks be such that it be sustained with valid reasons
2. Retain one copy with you

Part – IV
(Remarks of the reviewing officer)

ASAR Year:

Name of Reviewing Officer:

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 comment 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 of appointment as reviewing officer: -----

Note:

1. Opinion /remarks be such that it be sustained with valid reasons
2. Retain one copy with you

Vice-Chancellor

Assessment Criteria and Methodology for Librarians

S. No.	Activity	Grading Criteria
1.	<p>Attendance in Library (calculated in terms of percentage of days attended to the total number of days he/she is expected to attend)</p> <p>While attending in the Library, the individual is expected to undertake, inter alia, following items of work:</p> <ul style="list-style-type: none"> • Library Resource and Organization and maintenance of books, journals and reports. • Provision of Library reader services such as literature retrieved services to researchers and analysis of report. • Assistance towards updating institutional website. 	<p>90% and above-Good</p> <p>Below 90% but 80% and above- Satisfactory</p> <p>Less than 80%- Not satisfactory</p>
2.	Seminars/workshops related to library activity or on specific books or genre of books organized.	<p>Good – 1 National level seminar/ workshop + 1 State/institute level workshop/ Seminar</p> <p>Satisfactory – 1 National level seminar/ workshop or 1 state level seminar/ workshop + 1 institute level seminar/ workshop or 4 institution seminar/ workshop</p> <p>Unsatisfactory – Not falling in above two categories</p>
3.	<p>If library has a computerized database then OR If library does not have a computerized database</p>	<p>Good – 100% of physical books and journals in computerized database.</p> <p>Satisfactory - At least 99% of physical books and journals in computerized database.</p> <p>Unsatisfactory – Not falling under good or satisfactory.</p> <p>OR</p> <p>Good – 100% Catalogue database made up to date.</p> <p>Satisfactory - 90% Catalogue database made up to date.</p> <p>Unsatisfactory – Catalogue database not upto mark.</p>

		(To be verified in random by the CAS Promotion Committee)
4.	Checking inventory and extent of missing books	<p>Good: Checked inventory and missing book less than 0.5%</p> <p>Satisfactory – Checked inventory and missing book less than 1%</p> <p>Unsatisfactory – Did not check inventory Or Checked inventory and missing books 1% more</p>
5.	<p>(i) Digitization of books database in institute having no computerized database.</p> <p>(ii) Promotion of library network.</p> <p>(iii) System in place for dissemination of information relating to books and other resources.</p> <p>(iv) Assistance in college administration and governance related work including work done during admissions, examinations and extracurricular activities.</p> <p>(v) Design and offer short-term courses for user.</p> <p>(vi) Publications of at least one research paper in UGC approved journals.</p>	<p>Good: Involved in any two activities</p> <p>Satisfactory: At least one activity</p> <p>Not Satisfactory: Not involved/ undertaken any of the activities.</p>
Overall Grading	<p>Good: Good in Item 1 and satisfactory/good in any two other items including Item 4.</p> <p>Satisfactory: Satisfactory in Item 1 and satisfactory/good in any other two items including Item4.</p> <p>Not Satisfactory: If neither good nor satisfactory in overall grading.</p>	