**ASSESSMENT CRITERIA AND METHODOLOGY FOR LIBRAIRANS**

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| **S.NO.** | **ACTIVITY** | **GRADING CRITERIA** | **Self-Assessment Score** |
| 1. | Regularity of attending library (calculated in terms of percentage 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. | 90% and above-Good  Below 90% but 80% and above-Satisfactory  Less than 80%- Not satisfactory |  |
| 2. | Conduct of seminars/workshops related to library activity or on specific books or genre of books. | 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 | Good-100% of physical books and journals in computerized database.  Satisfactory- At lease 99% of physical books and journals in computerized database.  Unsatisfactory-Not falling under good or satisfactory.  OR  Good-100% catalogue database made up to date  Satisfactory-90% catalogue database made up to date  Unsatisfactory- Catalogue database not upto mark.  (To be verified in random by the CAS Promotion Committee) |  |
| 4. | Checking inventory and extent of missing books | Good: Checked inventory and missing book less than 0.5%  Satisfactory-Checked inventory and missing book less than 1%  Unsatisfactory-Did not check inventory  Or  Checked inventory and missing books 1% or more. |  |
| 5. | (i) Digitisation of books database in institution having no computerized database.  (ii)Promotion of library network.  (iii) Systems in place for dissemination of information relating to books and other resources.  (iv) Assistance in college administration and governance related work including work done during admissions, examinations and extracurricular activities.  (v) Design and offer short-term courses for users.  (vi) Publications of at least one research paper in UGC approved journals | Good: Involved in any two activities  Satisfactory: At least one activity  Not Satisfactory: Not involved/undertaken any of the activities. |  |
| Overall Grading | Good: Good in Item I and satisfactory/good in any 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. | |  |