

APPENDIX-II

(Academic year-----to -----)

Table 1B : Assessment Criteria and Methodology for Librarians

Name of incumbent:..... Designation:

Sr. No	Name of the activity	Grading Criteria	Write Good/ Satisfactory/ Not Satisfactory in concerned activity applicable for you.	Page No.
1.	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: <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 retrieval services to researchers and analysis of report. • Assistance towards updating institutional website. 	<ul style="list-style-type: none"> • 90% & above - Good • Below 90% but 80% & above- Satisfactory • Less than 80%-Not satisfactory 		
2.	Conduct of seminars/workshops related to library activity or on specific books or genre of books.	<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 <ul style="list-style-type: none"> • Unsatisfactory- Not falling in above two categories 		
3.	If library has a computerized database then OR If library does not have a computerized database	<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 style="text-align: center;">OR</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 up to mark. (To be verified in random by the CAS Promotion Committee) 		
4.	Checking inventory and extent of missing books	<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 Or Checked inventory and missing books 1% or more. 		
5.	i. Digitization 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	<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. 		

	activities. v. Design and offer short-term courses for users. vi. Publications of at least one research paper in UGC approved journals.			
SUMMARY OF GRADING FOR THE ACADEMIC YEAR-----to-----				
	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.			
Overall grading (Table 2 B) -----				
<p>Note:</p> <ol style="list-style-type: none"> 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. 				

Signature of Incumbent _____

APPENDIX-II

(Academic year-----to -----)

Table 2B : Performance of Academic Contribution for Assistant Librarian

Name of incumbent:.....

Designation:

S.N.	Academic/ Research/ Extension Activities	Faculties of Agriculture/ Agril. Engg. /Fisheries/ Forestry/Horticulture/ Home Science	Max. points for Academic staff	Nos.	Score	Page No.
1.	RESEARCH PUBLICATION					
	i. Research papers published in	i. Peer-Reviewed or UGC listed Journals/NAAS rated journals (National Academic Agricultural Sciences)	8 each publication			
		ii. Technical articles published but not covered above (excluding popular articles)	2 each publication			
	ii. Papers in Conferences or Seminars or Workshops etc	Participation and presentation of research papers (oral or poster) in				
		a) International conference	5 each			
		b) National	3 each			
		c) Regional or State level	2 each			
	d) Local – University or college level	1 each				
2.	RESEARCH PUBLICATIONS (BOOKS, CHAPTERS IN BOOKS, OTHER THAN REFERRED JOURNAL ARTICLES)	Text or reference Books published by International publishers with an established peer review system with ISBN numbers	12 each author and 5Chapter in editedbooks			
		Subjects books by National level publishers/State and Central Govt. Publications with ISBN number	10 each author and 2.5 chapter in edited books			
		Subjects books by other local publishers/ e publication	8 each author and 2 chapter in edited books			

		Editor of Book by international Publishers	10 each			
		Editor Book by Indian/ National level publishers.	8 each			
3.	EXTERNALLY FUNDED PROJECT					
	i. Sponsored Projects carried out or ongoing	(a) Major project / Events amount mobilized with grants above Rs. 0.5 lakhs	10 each project			
		(b) Major project / Events amount mobilized with minimum of Rs. 4.00 lakhs up to 5.00 lakhs.	5 each project			
		(c) Major project from central / state funding agencies with grants below 4.0 lakhs.	4 each project			
	ii. Consultancy Projects carried out / ongoing	Amount mobilized with minimum of Rs. Fifty thousand only.	3 per every Rs. Fifty thousand only			
	iii. Completed projects Quality evaluation	Completed project report (Accepted by funding agency)	4 each major project and 2 each minor project			
	iv. Project Outcome or outputs	Policy document of Government Bodies at Central and State level	15/each output or outcome for National patents etc. 20/ each for International patents			
4.	RESEARCH GUIDANCE					
	i. M.Phil./ M.Lib	Degree awarded only	3 each candidate			
	ii. M.Phil./ M.Lib	Member in Advisory Committee (Degree awarded)	2 each candidate			
	iii. M.Sc. or M.Tech. or M.F. Sc.	Member in Advisory committee (Degree awarded)	2 points each candidate			

	iv. Ph.D.	Degree awarded – Major Advisor	10 each candidate			
	Ph.D.	Co-major Advisor	7 points			
	Ph.D.	Member advisory committee	5 each candidate			
5.	TRAINING COURSES AND CONFERENCE/SEMINARS/WORKSHOP PAPERS					
	i. Participated in Refresher courses, Methodology Workshops, Training, Teaching-Learning-Evaluation Technology Programmes, Soft Skills Development Programmes, Faculty Development Programmes	a) Not less than two weeks duration	10 each			
		b) Two weeks duration (Not less than 10 days)	5 each			
	ii. Organized the refreshers course or seminar or symposium or workshop etc.	Convener	10 each			
		Co-convener or secretary	5 each			
	iii. Lecture delivered as resources person in seminar / symposium / workshop, refreshers course / training etc.	International	10 each			
		National	7 each			
		State level	3 each			
		University	2 each			
	iv. Worked as chairman/rappor-teurs in seminars/ symposium/workshop / conferences etc.	a) Chairman				
		International	10 each			
		National	5 each			
		State	3 each			
		b) Rapporteurs				

		International	5 each			
		National	3 each			
		State	2 each			
6.	Providing other services like night Library, reprography, ICT, Audio Visual aids etc.	Other services rendered in addition to regular service	15 each			
7.	Innovative services	i. To encourage staff and student reading behaviour ii. Knowledge Management System	10 each			
TOTAL ACADEMIC/ RESEARCH SCORE IN THE ACADEMIC YEAR-----to----- (Table 2 B)						

* If a paper presented in conference / seminar is published in the form of proceedings, the points would accrue for publication (A) and not under presentation (E) (ii)

Summary of Scores

Sr. No.	Criteria	Last Academic Year	Total –Score for Assessment Period	Annual Average Score for Assessment Period
1	Procurement, organization, and delivery of knowledge and information through Library services			
2	Co-Curricular, Extension and Professional Development Related Activities			
3	Research and Academic Contributions			

Signature of Incumbent _____